

Regents Administrative Committee on Academic Affairs (RACAA) BY-LAWS

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be The Regents' Administrative Committee on Academic Affairs (RACAA).

Section 2: RACAA considers and makes recommendations on initiatives, issues, and concerns related to the Academic units at institutions within the University System of Georgia. RACAA has responsibility, shared with other administrative/advisory groups, to make recommendations to the Executive Vice Chancellor and Chief Academic Officer, and through this position to the Chancellor and, through the Chancellor, to the Board of Regents regarding curriculum and all other Academic Affairs issues within the purview of USG institutions.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist of the Senior Academic Affairs Officers from the 31 institutions within the University System of Georgia.

Section 2: The Senior Academic Affairs Officer, or his/her designee, from each institution shall be the designated representative on matters requiring a vote of the membership. Each institution shall receive one vote. The Senior Academic Affairs Officer may identify a designee to serve as institutional representative in her/his absence.

Section 3: A simple majority of voting delegates (or designees) will constitute a quorum.

Section 4: The University System Office shall be represented at RACAA meetings by USG staff who will serve as non-voting, ex-officio members of RACAA.

ARTICLE III - ANNUAL MEETINGS

Section 1: RACAA will meet a minimum of two times each calendar year with one meeting scheduled during fall or spring term, and a joint meeting with the Administrative Committee on Student Affairs during summer term.

Section 2: The dates of the fall and spring meetings will be set by the Executive Committee of RACAA who will also set the time and place. The dates, time and place of the summer meeting

will be set by the Executive Committee in collaboration with the Executive Committee of the Administrative Committee on Student Affairs.

Section 3: The Chair of RACAA who also chairs the Executive Committee may call special meetings.

Section 4: All RACAA members will receive written notification of each meeting at least two weeks prior to the scheduled date and time unless immediate need prohibits such notification.

Section 5: RACAA meetings shall be open to others who may choose to attend including staff members invited by voting delegates and additional staff from the University System Office. Participation will normally be limited to voting and ex-officio members. Others may participate at the discretion of and upon recognition by the Chair.

Section 6: RACAA will hear advice and/or suggestions from other Academic and Administrative Advisory Committees. Upon a simple majority vote of the voting members of RACAA (or designees), the Chair of the Executive Committee, on behalf of RACAA, will make a formal recommendation to the Executive Vice Chancellor and Chief Academic Officer on the matter. The recommendation of RACAA will be communicated back to the recommending committee by the RACAA Chairperson. The final decision by the Executive Vice Chancellor and Chief Academic Officer will be communicated to the recommending committee by the Executive Vice Chancellor and Chief Academic Officer's designee and appropriate changes to BOR policy and/or the Academic Affairs Handbook will be initiated.

ARTICLE IV - OFFICERS AND DUTIES

Section 1: The Executive Committee shall consist of six officers: the Chair-Elect, Chair, Immediate Past-Chair, and three sector representatives - one from each of the following sectors: State Colleges, State Universities, Comprehensive Universities and Research Universities. The Executive Committee is responsible for the following duties:

The duties of the Chair are:

- To serve as Chair of both RACAA and the Executive Committee of RACAA
- To serve on the Nominating Committee
- To initiate and monitor the elections of sector representatives

- To coordinate and facilitate a minimum of two RACAA meetings, including one joint meeting with the Administrative Committee on Student Affairs each year
- To convene the Executive Committee at least once per year and otherwise as needed
- To represent the issues and concerns of RACAA to key staff members in the University System Office
- To inform RACAA members of system initiatives, issues and concerns related to Academic Affairs
- To solicit input from RACAA members and the University System Office and compile agendas for annual meetings
- To facilitate communication between RACAA and other administrative groups responsible for Academic Affairs issues on System campuses and serve as liaison between these groups and RACAA in representing the needs and interests of faculty
- Serve as liaison to RACSA

The duties of the Chair-Elect are:

- To serve on the Executive Committee
- To serve as Chair of the Nominating Committee for Chair-Elect
- To compile and distribute accurate records of RACAA meetings to all members and to submit approved minutes for posting on the University System of Georgia Web Site (a designee may be selected to handle this duty)
- To assure the accuracy of the RACAA Directory and monitor timely distribution.
- To facilitate the involvement of new RACAA members encouraging their participation in RACAA decision-making and activities
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for RACAA meetings

The duties of the Immediate Past Chair are:

- To serve on the Executive Committee
- To serve on the Nominating Committee
- To facilitate the change in leadership upon selection of the Chair-Elect

- To compile and disseminate accurate records of all Executive Committee meetings (a designee may be selected to handle this duty)

The duties of Sector Representatives are:

- To represent the issues, concerns and interests of each sector as members of the Executive Committee
- To bring forth items from sector meetings for consideration by the full RACAA membership as needed
- To assure that meeting agendas reflect the needs, interests and concerns of all system institutions
- To chair all sector meetings and keep accurate records of these meetings
- To conduct elections of sector representatives and monitor compliance with By-Laws

ARTICLE V - ELECTIONS

Section 1: The Chair-Elect shall be confirmed by a simple majority vote of RACAA members present at the summer meeting. The Nominating Committee will present one candidate for consideration and additional nominations will be requested from the floor. The Chair will conduct the election and announce the new Chair-Elect immediately following election by the membership. The Chair position will rotate among the three sectors.

Section 2: The Chair-Elect shall serve a three year term as an officer of RACAA - one year as Chair-Elect, one year as Chair, and one year as Immediate Past Chair.

Section 3: Sector representatives will be elected at the spring RACAA meeting. During the first year of electing sector representatives, the RACAA Chair will assign a RACAA member to conduct elections by soliciting nominations and asking for a show of hands from sector attendees. During subsequent years, outgoing sector representatives will conduct elections. Sector representatives will be selected from those nominated by a majority vote of those attending the summer sector meetings.

Section 4: Sector representatives will serve one year terms but may be reelected to second and third terms. No representative will serve more than three consecutive terms.

Section 5: Terms of service for each officer will begin at the conclusion of the summer meeting at which elections occur and end at the conclusion of the following summer meeting.

Section 6: When an office becomes vacant during a term of service, the Executive Committee shall select an appropriate representative to complete the specified term of office.

ARTICLE VI -COMMITTEES

Section 1: There will be two standing committees of RACAA: The Executive Committee and The Nominating Committee.

Section 2: The Executive Committee shall provide leadership to RACAA by reviewing major issues and communicating such issues to RACAA members, by assuring that the interests and concerns of academic affairs professionals are communicated effectively to the University System Office, and by informing the membership of system-wide issues, concerns and initiatives with potential impact on academic issues.

Section 3: The Executive Committee shall be comprised of the Chair, Chair-Elect, Immediate Past Chair and one representative from each sector - State Colleges, State Universities, Comprehensive Universities and Research Universities.

Section 4: Sector representatives shall be elected at sector sessions during the spring meeting.

Section 5: The Executive Committee will meet a minimum of once per year following the election of sector representatives. Any member of the Executive Committee may request a special meeting. All meetings will be called by the Chair who will determine time and place and will notify other committee members at least two weeks prior to a called meeting unless such notification is prohibited by urgency.

Section 6: The Executive Committee shall be empowered to represent the full membership of RACAA in the event that a called meeting of RACAA is not feasible to address an immediate concern or respond to a request from the University System Office.

Section 7: The Nominating Committee is comprised of the Immediate Past Chair, the Chair, and the Chair-Elect.

Section 8: The RACAA Chair-Elect will convene the Nominating Committee prior to the summer meeting. A candidate for Chair-Elect will be identified and contacted to verify willingness to serve if elected. The Chair-Elect will represent the Executive Committee in presenting the candidate to the membership for consideration.

Section 9: Additional committees may be appointed on an ad hoc basis by the Executive Committee to address specific concerns.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of RACAA members present and voting. Proposed amendments must be submitted to the Executive Committee for review. All proposed amendments will be distributed to the full membership prior to a vote. The Executive Committee may, for good cause, offer support or non-support for an amendment. Amendments will be determined by a two-thirds majority vote of RACAA members present and voting at the time of the proposed amendment(s).

The Bylaws were approved by the RACAA membership on February 24, 2010.

The Bylaws were amended by the RACAA membership on October 16, 2013.