

**BYLAWS OF THE
UNIVERSITY SYSTEM COMMITTEE ON CAREER SERVICES AND COOPERATIVE EDUCATION
(USC-CACE)**

ARTICLE I: DEFINITION

- Section 1. The name of this organization will be the University System Committee on Career Services and Cooperative Education hereafter known as USC-CACE.
- Section 2. USC-CACE is a representative body of Career Services and Cooperative Education professionals within the University System of Georgia, operating as a standing committee of the Regents Administrative Committee for Student Affairs (RACSA).
- Section 3. The term Cooperative Education will hereafter be used to represent all aspects of experiential learning.

ARTICLE II: PURPOSE

- Section 1. To assist in the preparation of students and alumni for success in the world of work by:
- A. Creating effective partnerships with employers and other key groups to maximize career opportunities for students and alumni;
 - B. Advocating quality career services;
 - C. Planning, implementing, coordinating programs which support the efficient delivery and effectiveness of experiential learning and career services.

ARTICLE III: MEMBERSHIP

- Section 1. All persons holding the rank of director whose primary responsibilities lie in Career Services and/or Cooperative Education within the University System of Georgia are designated as voting members. This includes, but is not limited to, alumni career services, graduate student career services, and student employment. If the chief executive officer of career services does not hold the title of director, that individual will nonetheless be the designated voting member.
- Section 2. The Director of GeorgiaHire, on behalf of the Board of Regents, will be a non-voting representative to USC-CACE.

ARTICLE IV: MEETINGS

- Section 1. Meetings may be called at the discretion of the Chairperson.
- Section 2. There will be at least two meetings during the year.
- Section 3. All persons involved in the delivery of career services, student employment, Cooperative Education and related areas may attend meetings.

ARTICLE V: EXECUTIVE COMMITTEE

- Section 1. The Executive Committee will consist of a Chairperson, Chair-Elect, Secretary, most recent Past Chair, and three Directors to include one Director from the state and two-year colleges, one from the state and/or regional universities, and one from the comprehensive universities.
- Section 2. The Chairperson will call meetings of the Executive Committee as necessary, will cast the deciding ballot in the event of a tie vote of the Executive Committee, will call meetings at least twice a year, will appoint ad hoc committees as necessary, and will preside over all meetings.
- Section 3. The Chair-Elect will serve in the absence of the Chairperson and will perform such duties as the Chairperson may request.
- Section 4. The Secretary will maintain the minutes, attendance rolls and other such records of USC-CACE. The Secretary will perform additional duties as requested by the Chairperson.
- Section 5. Elected members of the Executive Committee shall serve two consecutive years.

- Section 6. Executive Committee members will be nominated by the Nominating Committee and voted on biannually at the last meeting of the academic year.
- Section 7. The Past Chair will convene the Nominating Committee and present Executive Committee nominees for vote at the last meeting of the academic year.

ARTICLE VI: COMMITTEES

- Section 1. The Executive Committee will be responsible for the operation of all programs. The Executive Committee will fill vacancies which occur during the course of the term. The Executive Committee will be comprised of Chairperson, Chair-Elect, Secretary, the three Directors, and the most recent Past Chair.
- Section 2. The Nominating Committee is composed of three persons appointed by the Chairperson, led by the Past Chair.
- Section 3. The following committees will be activated on an ad-hoc basis at the discretion of the Executive Committee :
- *Research/Assessment Committee*-shall conduct applied research and assessment activities in areas pertinent to the mission, including but not limited to the development, distribution and compilation of surveys of Career Services and/or Cooperative Education offices, University System graduates, and employers.
 - *Legal, Ethics, Records Committee*-shall provide information and education on the legal and ethical issues pertinent to Career Services and Cooperative Education and shall make recommendations as necessary for record keeping.
 - *Standards and Review Committee*-shall coordinate training and facilitation of the review team process. The review teams will assess institutions' progress in fulfilling responsibilities for Career Services and Cooperative Education and in meeting standards set by such organizations such as NACE (National Association of Colleges and Employers) and ACCE (Accreditation Council for Cooperative Education.)
 - *Cooperative Education/ Experiential Learning Committee*-shall be responsible for exploring issues related to the development of Cooperative Education programs within the University System.
 - *Relationships and Communications Committee*-shall work to develop creative ways to partner with those constituencies served by Career Services and Cooperative Education. Shall be responsible for developing marketing plans for system-wide Career Services and/or Cooperative Education programming.
 - *Goals and Long-Range Planning Committee*-shall be comprised of all eligible past chairs. The committee shall make recommendations regarding the overall direction of the organization, including developing and overseeing the implementation of a strategic plan. Shall determine formulae to advocate for appropriate resources for Career Services and/or Cooperative Education in the areas of budget and staffing.
 - *By-Laws Committee*-shall be comprised of the current Chair and at least one other current board member appointed by the Chairperson. If necessary, shall propose new by-laws or recommend changes to existing ones.
 - *Technology Committee*-shall address the technology initiatives within the USC-CACE and determine formulae to advocate for appropriate resources for Career Services and/or Cooperative Education in the area of technology.
- Section 4. Ad Hoc committees will be established by the Chairperson as appropriate.

ARTICLE VII: RULES OF ORDER

- Section 1. All meetings will follow rules of order as established in **Robert's Rules of Order**.
Section 2. The Chairperson will appoint a parliamentarian for each meeting.

ARTICLE VIII: AMENDMENTS

- Section 1. Amendments to or revisions of these by-laws must be made upon recommendation by the By-Laws Committee and thereafter a majority vote at a scheduled meeting.
Section 2. Proposed amendments will be sent in writing to the membership 30 days prior to any vote.