

# **REGENTS' ADVISORY COMMITTEE ON STUDENT ACCOUNTS RECEIVABLE**

## **BYLAWS**

### **Membership**

The chief Accounts Receivable Officer (ARO) from each of the 34 institutions in the University System of Georgia shall be a member of the committee.

Ex-officio members of the committee shall be the Associate Vice Chancellor for Student Services, the Executive Director of the Office of Instruction and Information Technology, and the Chairman of the Regents' Advisory Committee on Registration and Admissions.

### **Officers**

The membership shall elect a Chairman, Vice Chairman, and Secretary to serve on year terms beginning July 1<sup>st</sup> of each year.

The Chairman shall determine the location and dates of the meetings and conduct the meetings.

The Vice Chairman shall serve in the place of the Chairman when necessary.

The Secretary shall issue a call for each meeting, conduct registration, record and distribute minutes within 30 days of each meeting, and maintain a membership roster.

### **Executive Committee**

The Chairman, Vice Chairman, and Secretary shall comprise the Executive Committee.

The Executive Committee shall set the agenda for each meeting.

The Executive Committee shall appoint members to serve on the Student Information Systems Committee.

The Executive Committee shall appoint subcommittees as necessary.

### **Elections**

The Chairman shall appoint a three member committee to nominate a Vice Chairman and Secretary. The committee shall be appointed at the October meeting and should provide membership with its report 30 days before the March meeting when the vote will be taken.

The Vice Chairman shall succeed the Chairman.

### **Elections continued**

In the event a Chairman cannot complete a term of office, he/she shall immediately be succeeded by the Vice Chairman.

In the event a Vice Chairman cannot complete a term of office, the Chairman and Secretary may appoint a replacement.

In the event a Secretary cannot complete a term of office, the Chairman and Vice Chairman may appoint a replacement.

### **Meetings**

Generally, regularly scheduled meetings shall be held on a campus in March, and early October of each year, preferably at Macon State College or Clayton College and State University, beginning at 1:00 p.m. the first day and ending at noon the second day.

Regularly scheduled meetings shall be called 30 days in advance.

Other meetings may be called at the discretion of the Executive Committee.

### **Voting**

The ARO or his/her designee shall cast one vote on behalf of the institution on voting matters before the committee.

### **Miscellaneous**

Registration fees may be charged to cover related meeting costs.

These rules may be amended by a two-thirds vote of members present at any regularly scheduled meeting.

The Chairman shall serve as Parliamentarian.

Adopted - 12/12/03