

LEAP State Georgia Mission Statement and Bylaws

Organizational Name: LEAP State Georgia

Mission Statement: The LEAP State Georgia membership, which collectively is referred to as LEAP State Georgia, is committed to developing the LEAP vision through the creation of purposeful pathways for students and high levels of student achievement of the Essential Learning Outcomes. LEAP values, the values of liberal education, are essential for future professionals, future citizens, and future leaders. LEAP State Georgia is committed to the Principles of Excellence toward the goals of inclusivity, civic connection, and lifelong inquiry.

Campuses and Partners: The LEAP State Georgia Consortium comprises colleges and universities of the University System of Georgia and independent institutions interested in partnership. Led by the LEAP State Georgia Steering Committee, the Consortium facilitates the organization and coordination of LEAP activities throughout the state and welcomes all institutions to participate.

Organizational History: LEAP State Georgia was officially recognized by the University System of Georgia and the American Association of Colleges and Universities in 2016.

LEAP State Georgia Steering Committee Bylaws

Article 1: Organization Name

LEAP State Georgia Steering Committee

Article 2: Steering Committee Mission

The LEAP State Georgia Steering Committee's mission is to facilitate coordination among and communication between LEAP State Georgia institutions, both University System of Georgia institutions and non-USG colleges and universities in the state of Georgia who are collaborative partners in LEAP initiatives. The Steering Committee will also facilitate communication about LEAP State Georgia initiatives with the University System of Georgia, the American Association of Colleges and Universities, and other external stakeholders. The Steering Committee may also address other issues (pending a majority vote) at the request of the committee membership or the member institutions. These may include making recommendations on USG and institutional policies that impact LEAP initiatives.

Article 3: Steering Committee Membership

Membership consists of two members from each participating institution. While each institution may designate members that most appropriately suit its LEAP campus organizational structure, it is recommended that one administrator and one faculty member represent each institution. Steering Committee members are selected, appointed, or elected by their home institutions in whatsoever way that institution deems appropriate. The Office of the Provost at each institution will inform the Committee Chair of the institution's representatives.

Article 4: Steering Committee Responsibilities and Functions

1. Maintain a process for electing officers;
2. Design an organizational system that ensures LEAP State Georgia is fulfilling its stated mission;
3. Respond to the needs of LEAP State Georgia institutions;
4. Maintain minutes of meetings and a record of activities;

5. Facilitate communication among LEAP State Georgia institutions, and report to institutions on LEAP State Georgia progress;
6. Report to the Chancellor's staff at the USG system office at least once a year;
7. Communicate with AAC&U about LEAP State Georgia initiatives and progress;
8. Periodically communicate about LEAP State Georgia organizational decisions and activities to external stakeholders as needed or requested;
9. Hold two meetings per year, either face-to-face and/or virtual;
10. Hold one annual conference per year.

Article 5: Meetings and Voting

1. **Regular meetings:** One LEAP State Georgia meeting should be held in fall and one in spring. The spring meeting may be held at the annual conference. With the approval of the membership, meetings may be held in an electronic or virtual format.

2. **Special meetings:** The officers or a simple majority of the LEAP State Georgia Steering Committee can call a special meeting anytime with at least a ten working-day lead time.

3. **Quorum:** At meetings of the LEAP State Georgia Steering Committee, a majority of the membership then in office shall be necessary to constitute a quorum for the transaction of business.

4. **Vote Required for Action:** Except as otherwise provided in these bylaws or by law, the act of a majority of the LEAP State Georgia Steering Committee member institutions, where a quorum of committee members is present, shall be the act of the LEAP State Georgia Steering Committee.

5. **Action by LEAP State Georgia Steering Committee Members without a Meeting:** Any action required or permitted to be taken at a meeting of the LEAP State Georgia Steering Committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by not less than a majority of the LEAP State Georgia Steering Committee members then in office. Such consent shall have the same force and effect as a majority vote at a meeting duly called. Actions that require unanimous approval of all the LEAP State Georgia Steering Committee members may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by all LEAP State Georgia Steering Committee members. The signed consent shall be placed in the minutes.

6. **Operational Procedures:** *Roberts Rules* apply to all meetings.

7. Voting:

1. Voting will take place at the annual meetings. If a vote of the membership is required at other times, it must follow the guidelines in Article 5, Section 5 above.

2. Proxies are acceptable.

3. One vote per institution.

4. Electronic voting is acceptable.

Article 6: LEAP State Georgia Steering Committee Officers and Duties

1. **Officers:** All officers shall serve one-year terms and be voting members of the Steering Committee. The duties for each office are described as follows:

1. **Chair:** The Chair shall conduct the meetings in consultation with the University System Office and the LEAP State Georgia Steering Committee membership. The Chair shall also ensure that all required communications occur and are disseminated according to the bylaws and agreed upon timelines recommended by the committee.

2. **Chair-Elect:** The Chair-Elect shall assist the Chair and be prepared to assume the duties of the Chair at the end of the Chair's term.

3. **Recording Secretary:** The Recording Secretary shall take minutes at every meeting and distribute them to the LEAP State Georgia Steering Committee for approval; work with the Chair on setting the agenda upcoming meetings; and work with the Chair to facilitate the distribution of reports and communication required in the bylaws.

4. **Recording Secretary-Elect:** The Recording Secretary-Elect shall assist the Recording Secretary; assume the duties of the Recording Secretary should the Recording Secretary be unable to attend a meeting; and be prepared to assume the duties of the Recording Secretary at end of the term.

5. **Conference Organizer:** The Conference Organizer shall coordinate the annual LEAP State Georgia Conference. Currently the annual conference is held in conjunction with the USG Teaching and Learning Conference in Athens, but LEAP State Georgia may in the future develop its own conference at a different date and location.

6. **Conference Organizer-Elect:** The Conference Organizer-Elect shall assist the Conference Organizer in coordinating plans for the annual conference and be prepared to assume the duties of Conference Organizer at the end of the term.

7. **Member-at-Large:** One member-at-large will be elected annually to serve a one-year term.

2. **Other Agents:** The LEAP State Georgia Steering Committee may appoint from time to time such agents as it may deem necessary or desirable, each of whom shall hold office at the discretion of the LEAP Steering Committee and shall have the authority to perform specified duties.

3. **Removal:** Any officer or agent elected or appointed by the LEAP State Georgia Steering Committee may be removed by the Steering Committee whenever in its judgment the best interest of the LEAP Steering Committee will be served.

4. **Vacancies:** A vacancy in any office arising at any time and from any cause may be filled for the unexpired term at any meeting of the LEAP State Georgia Steering Committee.

Article 7: Subcommittees

The LEAP State Georgia Steering Committee shall be able to create two types of subcommittees upon the majority vote of committee members. Subcommittee chairs shall serve on the Executive Committee.

1. **Standing Subcommittees:** These committees shall be constituted to serve a permanent or long-term purpose and can be created at any time by the majority vote of the committee members. The LEAP State Georgia Executive Committee shall be a standing subcommittee and shall consist of all the elected officers of the LEAP State Georgia Steering Committee and any standing or special subcommittee chairs.

2. **Special Subcommittees:** Special Subcommittees shall be constituted to address specific tasks charged either by the Executive Committee or upon the recommendation of the Steering Committee membership. They can be created at any time and can be temporary in duration. Chairs of special subcommittees will serve on the LEAP State Georgia Executive Committee for the duration of their appointment.

Article 8: Amendments to the Bylaws:

Amendments to the bylaws can only be made at meetings of the LEAP State Georgia Steering Committee. The Chair or Recording Secretary will communicate proposed amendments to all LEAP State Georgia institutions, which will have a 30-day period to comment and respond. After discussions are closed, the LEAP State Georgia Steering Committee will vote (electronic voting is allowed) on the proposed amendment, and with a two-thirds majority, the amendment will be accepted and become part of the bylaws of the LEAP State Georgia Steering Committee.