

Bylaws for Regents Advisory Committee on Distance Education (RACDE)

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Article I. Purpose and Function

The Regents Advisory Committee on Distance Education (RACDE) supports the educational mission of the University System of Georgia (USG) by advocating quality programming in distance education and strategic uses of technology that expand access, enhance learning, and enrich opportunities for faculty and students. RACDE will serve as an advisory body for distance-learning issues, programs, policies, and proposals that have system-wide significance. The committee's purpose is to support and strengthen distance-learning through the coordination of policies, programs, support services and technology in distance education across the University System of Georgia.

RACDE aims to provide both a forum for discussion and development of distance education collaboratives and the exchange of information about elements of good practice across USG institutions.

As an administrative committee of the University System of Georgia, RACDE works collaboratively with the Chief Information Officer Council (CIO), Information Technology Services, and other units within the Board of Regents offices on matters related to distance education.

RACDE members serve important roles as the SREB Electronic Campus Coordinators for their institutions. All distance courses and programs considered for the Electronic Campus are reviewed by

the Coordinator against the Principles of Good Practice to ensure their quality and consistency before submission to the University System Office for approval by the State Electronic Campus Coordinator.

RACDE members serve as their institution's principal contact to Georgia OnMyLine (GOML), and are responsible for ensuring the submission and accuracy of data to be uploaded into GOML.

Article II. Membership

Membership consists of one representative from each USG institution to be appointed by the Institution's President (or his/her designee). The RACDE member should be the institution's primary point-of-contact and/or a person who is in a position to be informed on all current and developing distance education initiatives at his/her institution. In addition, the Assistant Vice Chancellor for Distance Education and/or Assistant Vice Chancellor for Faculty Development shall be non-voting advisory members.

Article III. Executive Committee

RACDE has three primary officers-the Chair, Chair-Elect, and Immediate Past Chair. These officers serve with two At-Large Representatives as the Executive Committee for the purposes of planning meetings, conducting elections, and submitting recommendations. Each of the four institutional groups of Research Universities, Comprehensive Universities, State Universities, and State Colleges shall have at least one member on the Executive Committee. As such, the Chair, Chair-Elect, and Immediate Past Chair must be elected so that no one instructional group has members filling all three positions at any time. At-Large Representatives shall be selected so that there is representation of all institutional groups on the Executive Committee. Each At-Large Representative will serve a one year term. Elections are held during the fall meeting with service starting during the following spring term before the conclusion of the spring meetings. 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 IV. Duties of the Executive Committee

Duties of the Chair:

The duties of the Chair are:

- To provide leadership for the RACDE Committee and the RACDE Executive Committee;
- To initiate and monitor all elections of officers and At-Large representatives;
- To coordinate and facilitate RACDE meetings;
- To consult with the Assistant Vice Chancellor for Distance Education and/or Assistant Vice Chancellor for Faculty Development as to meeting agenda items and topics for discussion;
- To convene the Executive Committee as needed;
- To represent the needs and concerns of RACDE to the Chief Information Officer Council (CIO), Information Technology Services, and other units within the Board of Regents offices
- To inform RACDE members of system initiatives related to distance education
- To report on the financial and budget matters related to facilitating meetings

Duties of the Chair-Elect

The Chair-Elect serves a three-year term as an officer of RACDE-one year as Chair-Elect, one year as Chair, and one year as Immediate Past Chair. The duties of the Chair-Elect are:

- To serve on the Executive Committee;
- To compile and distribute accurate records of RACDE meetings to all members and to submit approved minutes for posting on the Regents' Administrative Committees website;
- To facilitate the involvement of new RACDE members; and
- To work closely with the Chair in identifying issues and preparing agendas for RACDE meetings.
- To review the financial and budget matters related to facilitating meetings

Duties of the Immediate Past Chair

The duties of the Immediate Past Chair are:

- To serve on the Executive Committee;
- To facilitate the change in leadership upon the election of the Chair-Elect; and
- To compile and disseminate accurate records of all Executive Committee meetings.
- To make recommendations on the financial and budget matters related to facilitating meetings

Duties of At-Large Representatives:

The duties of At-Large Representatives to the Executive Committee are:

- To insure the needs, concerns and interests of each institutional group is represented in meetings of the Executive Committee;
- To monitor compliance with Bylaws; and
- To make recommendations to the Executive Committee as to the formation of subcommittees that would assist in RACDE research and business.

Article V. Meetings

RACDE meets twice per year, once in Fall Semester and once in Spring Semester. It is recommended that one meeting take place on a campus of the institution of the Chair, and the other meeting be at a retreat venue within Georgia. The dates of meetings are circulated via the RACDE listserv well in advance, so that agenda items can be gathered and sent to RACDE members prior to each meeting. RACDE meetings may include others who have been invited by the Chair, a voting delegate, the Assistant Vice Chancellor for Distance Education and/or Assistant Vice Chancellor for Faculty Development. The Chair must be notified of all invitees at least 30 days prior to the meeting to be attended. This notification must include the rationale for the invitee's attendance.

Voting will be limited to one vote per institution by the appointed RACDE member or the member's designated alternate at a given meeting. Notification of an alternate is to be made to the Executive Committee two weeks prior to the fall and spring meetings. A Webinar style of fall or spring meeting may be called by the Chair only with the approval of a simple majority of the Executive Committee followed by approval of the members in a quorum electronic vote.

Article VI. Reporting

After approval by the RACDE membership, all minutes of meetings, reports, studies, and recommendations are to be submitted by the RACDE Chair to the Assistant Vice Chancellor for Distance Education. All minutes of meetings will be posted on the Regents' Administrative Committees website.

Article VII. Adoption and Amendment of Bylaws

These Bylaws may be amended, when necessary, by a two-thirds majority of RACDE members present and voting at either the fall or spring meeting.

The quorum for the transaction of official business shall consist of fifty-one percent of the membership or their designated alternates.

Proposed amendments must be submitted to the Executive Committee for review. All proposed amendments are to 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.

Article VIII. Votes on RACDE Business

Votes by members on Bylaws, the election of officers, and the election of At-Large members of the Executive Committee must take place only at the fall or spring meetings.

Votes on all other RACDE Business may be taken electronically with the advanced approval of the Executive Committee. In cases where the Executive Committee approves an electronic vote, the Chair will notify members at least 7 calendar days in advance of the vote. The period of time for an electronic vote shall be 14 calendar days. If a quorum participates in the vote, then the Chair will post the results of the vote within 7 calendar days of the close of the voting and the results will stand. If a quorum does not participate in the vote, then the Chair will post this and the vote will be deferred to the next scheduled meeting. At the start of the next meeting of RACDE, the chair will enter into the minutes the results of all electronic votes since the prior meeting.

Approved, as amended, by the Institutional Distance Education Administrators Committee, March 21, 2006.

Updated and approved by The Regents Advisory Committee on Distance Education, October 8, 2015.

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