

Regents' Academic Advisory Committee on History Bylaws

Article I. Membership

The membership of the Regents' Academic Advisory Committee on History shall be composed of an academic administrator of the History curricula or their designee from each of the University System of Georgia institutions. The president of the Georgia Association of Historians will also attend meetings as an ex-officio member. The members of the Advisory Committee are appointed by a University System of Georgia Vice President of Academic Affairs at their institution. It is the responsibility of the institution to forward the name of the official representative to the Central Office of Academic Affairs.

The Regents' Academic Advisory Committee on History will henceforth be referred to in this document as the "Committee." It is also known under the acronym RAACH.

It is the responsibility of the campus representative to communicate to the faculty in their discipline the results of the Committee's work and to review issues with the history faculty on their campuses.

Article II. Purpose

The Committee:

- studies the curricula and programs of instruction in the discipline or disciplines within the purview
- creates reports and recommendations concerning the improvement of instruction and the curriculum
- exchanges information and ideas
- works to improve articulation and coordination between units of the University System of Georgia
- considers any other matters requested by the Executive Vice Chancellor/Chief Academic Officer or their representative relative to the committee's purview.

The Committee also serves in an advisory capacity to History Departments and Faculty within the USG to suggest guidelines and to speak, when needed, as a common voice in support of the discipline of history.

Article III. Voting

Voting normally takes place during the annual meeting of the Committee. Voting may also take place through the Committee listserv. Each institution within the University System of Georgia shall have one vote. If the official representative of a campus is unable to attend the annual meeting, that campus may send an alternate from the history faculty who shall have the right to vote. The Committee Chair must be notified in such instances. A simple majority of votes is required to carry a motion.

Article IV. Executive Committee and Officers

The Executive Committee shall consist of the chair, the chair-elect, the immediate past chair, and two members-at-large. The president of the Georgia Association of Historians will also participate as an ex-officio member. Each member of the Executive Committee shall be elected by a majority vote by the membership of the Committee. The position of chair shall be filled by the succession of the chair-elect to that post. The term of office for the chair, chair-elect, and immediate past chair shall be one year. Each of these Executive Committee members shall serve in office through the following year and shall remain in office through the annual meeting the following year. The term of office for each member-at-large shall be two years, with each member-at-large elected in alternate years. Terms of office for members of the Executive Committee shall begin once the minutes from the Annual Meeting are approved and submitted to the BOR. Reasonable efforts will be made to have representation from two-year, four-year, and university-level institutions on the Executive Committee.

A vacancy in an unexpired term will be filled by a member of the Committee selected by the remaining members of the Executive Committee.

Article V. Duties of the Executive Committee

The chair will convene and conduct all meetings of the Committee and Executive Committee; serve as the Committee's contact with the Board of Regents' Office; facilitate discussion of issues of interest to the Committee; and, in consultation with the Committee, plan and schedule the next annual meeting of the Committee. All minutes, reports, studies, and recommendations of the Committee shall be disseminated to the members of the Committee by the chair and submitted by the chair to the official designated by the Senior Vice Chancellor for Academic Affairs.

The chair-elect will record the minutes of the meetings of the Committee and preside in the absence of the chair.

The immediate past chair will recruit individuals to serve as chair-elect.

The Executive Committee shall represent the membership of the Committee and act for the Committee when the Committee is not in session. The Executive Committee shall make all reasonable attempts to communicate with and solicit opinions to the membership prior to exercising its authority under this article.

Article VI. Sub-Committees

Members of the Committee will be divided into the following standing subcommittees: US History in the Core; World History in the Core History, Major Program, and Graduate Program. Each of the standing sub-committees will elect a chair who will report findings and recommendations of the sub-committee to the Committee.

Ad hoc committees will be formed as needed.

Article V. Meetings

The Committee will meet officially at least once each year in conjunction with the Annual Meeting of the Georgia Association of Historians. The chair, in consultation with the Executive Committee, may schedule additional meetings. Additional meetings must also be scheduled when requested by a majority of the Committee. The membership of the committee shall be notified a minimum of two weeks in advance of a regular or a called meeting of the committee. The quorum of the transaction of official business shall consist of a simple majority of the voting membership present.

Rules of procedure not specifically addressed in the Bylaws will follow the current edition of Roberts' Rules of Order

Article VI. Adoption and Amendment of Bylaws

These bylaws shall be adopted by two-thirds of the committee's voting membership. Amendments to the bylaws must be approved by two-thirds of the committee's voting membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to the annual meeting.