

Regents Administrative Committee on Academic Advising

(RACAD)

BYLAWS

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be The Regents' Administrative Committee on Academic Advising (**RACAD**).

Section 2: RACAD considers and makes recommendations on initiatives, issues, and concerns related to academic advising at institutions within the University System of Georgia and acts as a conduit to relay information that impacts academic advising back to the institutions.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist of the academic advising administrator from all institutions within the University System of Georgia.

Section 2: The academic advising administrator, or his/her designee, from each institution shall be the designated representative on matters requiring a vote of the membership. Each institution shall receive one vote. The academic advising administrator may identify a designee to serve as institutional representative in her/his absence.

Section 3: A simple majority of voting delegates (or designees) will constitute a quorum.

Section 4: The University System Office shall be represented at RACAD meetings by USG staff who will serve as non-voting, ex-officio members of RACAD.

ARTICLE III - ANNUAL MEETINGS

Section 1: RACAD will meet a minimum of two times each calendar year with meetings scheduled in the fall and spring/summer.

Section 2: The dates of the meetings will be set by the Executive Committee of RACAD, which will also set the time and place.

Section 3: The Chair of RACAD also chairs the Executive Committee and may call special meetings.

Section 4: All RACAD members will receive written notification of each meeting at least four weeks prior to the scheduled date and time unless immediate need prohibits such notification.

Section 5: RACAD meetings shall be open to others who may choose to attend, including staff members invited by voting delegates and additional staff from the University System Office. These others may participate in meetings at the discretion of and upon recognition by the Chair.

ARTICLE IV - OFFICERS AND DUTIES

Section 1: The Executive Committee shall consist of five officers: the Chair-Elect, Chair, Past-Chair, Secretary, and Treasurer. Only institutionally designated representatives listed on the official USG committee membership list may serve as officers of RACAD.

The members of the **Executive Committee** are responsible for the duties listed below.

The duties of the **Chair** are:

- To serve as Chair of both RACAD and the Executive Committee of RACAD
- To coordinate and facilitate a minimum of two RACAD meetings each year
- To convene the Executive Committee at least once per year and otherwise as needed
- To represent the issues and concerns of RACAD to key staff members in the University System Office
- To inform RACAD members of system initiatives, issues and concerns related to academic advising
- To solicit input from RACAD members and the University System Office and compile agendas for annual meetings
- To facilitate communication between RACAD and other administrative groups responsible for issues related to academic advising on system campuses and serve as liaison between these groups and RACAD in representing the needs and interests of students and professional advising staff
- To appoint temporary officers in the absence of any officer from a specific meeting

The duties of the **Chair-Elect** are:

- To serve on the Executive Committee
- To facilitate the involvement of new RACAD members, encouraging their participation in RACAD decision-making and activities
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for RACAD meetings
- To work with the Executive Committee to make all the arrangements for the fall meeting.

The duties of the **Past-Chair** are:

- To serve on the Executive Committee
- To facilitate the change in leadership upon selection of the Chair-Elect
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for RACAD meetings
- To work with the Executive Committee to make all the arrangements for the spring/summer meeting.

The duties of the **Secretary** are:

- To serve on the Executive Committee
- To compile and distribute accurate records of RACAD meetings to all members and to submit approved minutes for posting on the University System of Georgia website
- To compile and distribute accurate records of all Executive Committee meetings
- To assure the accuracy of the RACAD Directory on the USG website
- To maintain the RACAD listserv or other email distribution methods

The duties of the **Treasurer** are:

- To serve on the Executive Committee
- To establish and maintain an agency or foundation account for RACAD funds through the Treasurer's home institution, designating the current RACAD Chair as the secondary responsible party for the account
- To establish and implement financial policies and procedures as necessary, with the approval of Executive Committee, including the methods of collecting RACAD meeting fees from members and disbursing payments for facilities, services, and food for RACAD meetings
- To collect RACAD meeting fees from members and disburse timely payments for facilities, services, and food for RACAD meetings
- To maintain accurate financial records of the RACAD account throughout the year to be reviewed by the Chair or Chair-elect at any time
- To report the status of the RACAD account to the Executive Committee at regularly scheduled meetings and to the full RACAD membership at the meetings of the full membership
- At the conclusion of the appointed term of service, to transmit 1) all un-disbursed funds to an account established at the home institution of the incoming Treasurer, and 2) all financial records from the full term of the Treasurer's service to the Chair.

ARTICLE V - ELECTIONS

Section 1: The Chair-Elect shall be confirmed by a simple majority vote of RACAD members present at the spring/summer meeting. The Executive Committee will present one or more candidates for consideration and additional nominations will be requested from the floor. The Chair will conduct the elections and announce the new Chair-Elect immediately following election by the membership. The Chair position will rotate among the three USG sectors (research universities, comprehensive and state universities, and state colleges).

Section 2: The Chair-Elect shall serve a three year term as an officer of RACAD - one year as

Chair-Elect, one year as Chair, and one year as Past-Chair.

Section 3: The Secretary will be elected at the spring/summer RACAD meeting.

Section 4: The Secretary will serve a one-year term but may be reelected to a second or third terms. The Secretary will serve no more than three consecutive terms.

Section 5: The Treasurer shall be appointed and reviewed annually by the other members of the RACAD Executive Committee. In order to establish and maintain ongoing account and consistent financial policies and procedures, the Treasurer shall be eligible to serve continuously until the Treasurer steps down or until the Executive Committee determines a new Treasurer should be appointed.

Section 6: Terms of service for each elected officer will begin at the conclusion of the spring/summer meeting at which elections occur and end at the conclusion of the following spring/summer meeting.

Section 7: When an office becomes vacant during a term of service, the membership shall elect an appropriate representative to complete the specified term of office.

ARTICLE VI -COMMITTEES

Section 1: The Executive Committee will be the standing committee of RACAD.

Section 2: The Executive Committee shall be comprised of the Chair, Chair-Elect, Past-Chair, Secretary, and Treasurer.

Section 3: The Executive Committee shall provide leadership to RACAD by reviewing major issues and communicating such issues to RACAD members, by assuring that the interests and concerns of academic advising professionals are communicated effectively to the University System Office, and by informing the membership of system-wide issues, concerns and initiatives with potential impact on academic advising.

Section 4: The Executive Committee will meet a minimum of once per year. Any member of the Executive Committee may request a special meeting. All meetings will be called by the Chair who will determine time and place and will notify other committee members at least two weeks prior to a called meeting unless such notification is prohibited by urgency.

Section 5: The Executive Committee shall be empowered to represent the full membership of RACAD in the event that a called meeting of RACAD is not feasible to address an immediate concern or respond to a request from the University System Office.

Section 6: The Executive Committee will identify candidates for Chair-Elect and Secretary and contact them to verify their willingness to serve if elected. The Past-Chair will represent the Executive Committee in presenting the candidates to the membership for consideration.

Section 7: Additional committees may be appointed on an ad hoc basis by the Executive Committee to address specific concerns.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of RACAD members voting. Proposed amendments must be submitted to the Executive Committee for review. All proposed amendments will be distributed to the full membership at least two weeks prior to a vote. The Executive Committee may, for good cause, offer support or non-support for an amendment. Amendments will be determined by a two-thirds majority vote of RACAD members voting at the time of the proposed amendment(s).

The Bylaws were approved by the RACAD membership on May 28, 2015.
The Bylaws were amended by the RACAD membership on xxxxxxxxxx.