

Regents Administrative Committee on Effectiveness and Accreditation (RACEA)

ARTICLE I - NAME, VISION, AND MISSION

Section 1: The name of the committee shall be the Regents Administrative Committee on Effectiveness and Accreditation (RACEA).

Section 2: RACEA's vision is to serve as a catalyst for strengthening the University System of Georgia's (USG) position as a national model of institutional effectiveness and activities supporting the maintenance of regional accreditation.

Section 3: RACEA's mission is to provide a system-wide network that will promote success in the interrelated areas of institutional effectiveness and regional accreditation which may include quality enhancement, student learning outcomes, comprehensive program review, assessment practices, and public accountability. RACEA will accomplish its mission through mutual support of and assistance among USG institutions, emulation of best practices, and recommendations on improvement of USG policies and procedures.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist of representatives appointed in writing by the president or provost/vice president of academic affairs of each USG institution. It is recommended that institutional representatives be selected from the ranks of those serving as an institution's Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation liaison or as heads of institutional effectiveness, assessment, quality enhancement/improvement units or other administrators overseeing these activities.

Section 2: The appointed member of a USG institution shall be that institution's designated representative on matters requiring a vote of the membership. Each institution shall have one vote.

Section 3: RACEA representatives may self-nominate themselves and submit nominations, and, if elected, serve on the Executive Committee.

Section 4: Only appointed institutional RACEA representatives may serve as a RACEA Chair-elect, Chair, Secretary, Treasurer, or Task Force Chair.

Section 5: In keeping with RACEA's vision and mission, USG faculty, staff, and administrators serving in areas of institutional effectiveness, accreditation, assessment, and related areas, but are not their institution's appointed RACEA representative, are encouraged to participate in RACEA meetings as well as serve on task forces and USG initiatives as non-voting affiliates.

Section 6: The USG shall be represented by designated USG staff who serve as non-voting, ex-officio members of RACEA.

Section 7: Non-USG persons attending or invited to RACEA meetings or events are considered guests and shall not vote on RACEA matters or participate on task forces.

ARTICLE III: LEADERSHIP AND DUTIES

Section 1: The RACEA Executive Committee shall consist of the following officers: Chair, Chair-Elect, (immediate) Past Chair, Secretary, Treasurer, and Chairs of Task Forces/Standing Committees. The Executive Committee will coordinate the business and activities of RACEA and its task forces throughout the year and during annual meetings of the membership. It will ensure task forces remain active and provide progress reports throughout the year and will coordinate the scheduling and organization of the annual meeting and fall workshop. The Executive Committee will also conduct RACEA's election process at the annual meeting.

Section 2: The members of the RACEA Executive Committee are responsible for duties as outlined below.

- a. The duties of the Chair are to:
 - i. Serve as Chair of RACEA and the Executive Committee
 - ii. Serve on the Nominating Committee
 - iii. Convene the Executive Committee at least twice per year and as needed to ensure completion of annual commitments
 - iv. Convene a minimum of one annual meeting of the membership
 - v. Initiate and guide activities of RACEA
 - vi. Facilitate RACEA meetings and events
 - vii. Represent the issues and concerns of RACEA to the USG staff liaison and key USG staff
 - viii. Facilitate communication between RACEA and other Regents' committees on effectiveness and accreditation matters

- b. The duties of the Chair-Elect are to:
 - i. Serve on the Executive Committee
 - ii. Serve on the Nominating Committee
 - iii. Serve as the head of the planning committee for the annual meeting to include identifying the location, developing the agenda, inviting guest speakers, and working with the RACEA representative of the chosen site on meeting logistics
 - iv. Collaborate with the Executive Committee in identifying issues and concerns of RACEA members for discussion.

- c. The [proposed] duties of the Past Chair are to:
 - i. Serve on the Executive Committee
 - ii. Serve on the RACEA Nominating Committee
 - iii. Assist members of the Executive Committee as requested or needed
 - iv. Assist the Chair-Elect with the planning and agenda of the annual meeting
 - v. Collaborate with the Executive Committee in identifying issues and concerns of RACEA members for discussion

- d. The [proposed] duties of the Secretary are to:
 - i. Serve on the Executive Committee
 - ii. Serve as Chair of the Nominating Committee
 - iii. Compile and distribute accurate records of RACEA meetings to the membership and to submit approved minutes and documents for posting on the USG website for RACEA
 - iv. Assure the accuracy of the directory/listing of RACEA (voting) representatives and USG staff liaisons for posting to the USG website (public site) and a listing of the full membership (voting and non-voting) for distribution to the full membership and posting to the USG website (secure site)
 - v. Assist the designated Task Force/Standing Committee Chair with planning and logistics of the annual meeting and fall workshop

- e. The duties of the Treasurer are to:
 - i. Serve on the Executive Committee
 - ii. Establish and maintain an agency/foundation account for RACEA funds through the Treasurer's home institution, designating the current RACEA Chair as the secondary responsible party for the account
 - iii. Establish and implement financial policies and procedures as necessary, with the approval of Executive Committee, including the methods of collecting RACEA meeting fees from members and disbursing payments for facilities, services, and food for RACEA meetings
 - iv. Collect RACEA meeting fees from members and disburse timely payments for facilities, services, and food for RACEA meetings
 - v. Maintain accurate financial records of the RACEA account throughout the year to be reviewed by the Chair or Chair-elect at any time
 - vi. Report the status of the RACEA account to the Executive Committee at regularly scheduled meetings and to the full RACEA membership at the Annual Meeting
 - vii. At the conclusion of the elected term of service, 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.

- f. The duties of the Task Force/Standing Committee Chairs are to:

- i. Serve on the Executive Committee
 - ii. Provide leadership and guidance to members of designated task force/standing committee in setting goals and ensuring completion of those goals and annual commitments
 - iii. Keep accurate records of task force/standing committee meetings
 - iv. Provide progress reports to the Executive Committee at scheduled meetings and as requested by the Chair
 - v. Bring forth items for consideration or discussion by the full membership on issues related to RACEA's vision and mission
 - vi. On a rotational basis serve as the head of the planning committee for the fall workshop to include identifying the location, developing the agenda, inviting guest speakers, and working with the RACEA representative of the chosen site on meeting logistics
 - vii. Represent task force/standing committee at USG meetings which may include developing background and presentation material
- g. The duties of the RACEA USG General Education Council Representative are to:
- i. Represent the issues and concerns of RACEA to the USG General Education Council
 - ii. Provide the USG General Education Council accreditation advice and expertise

ARTICLE IV: ELECTIONS

Section 1: The Chair will conduct the election and announce the new Chair-Elect before the close of the annual meeting. The Secretary will keep an accurate record of nominations and associated votes by RACEA representatives present at the annual meeting.

Section 2: The Chair of the Nominating Committee will present one nomination for the Chair-Elect and Secretary as well as take nominations from the floor on the day of the election.

- a. The Chair-Elect shall be confirmed by a simple majority vote of RACEA (voting) representatives present at the annual meeting. The Chair-Elect shall serve three terms—one year as Chair-Elect, one year as Chair, and one year as Past Chair.
- b. The Secretary shall be confirmed by a simple majority vote of RACEA (voting) representatives present at the annual meeting. The Secretary shall serve one term and may be reelected but may serve no more than two terms.
- c. The Treasurer shall be appointed and reviewed annually by the other members of the RACEA Executive Committee. In order to establish and maintain an 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.
- d. Task Force. Chairs shall be confirmed by a simple majority vote of RACEA (voting) representatives present at the annual meeting. Nominations for Task Force Chair may be submitted to the Nominating Committee in advance of the annual meeting and also be presented on the floor on the day of the election. Task Force Chairs will serve one term and may be reelected to a second and third term but may serve no more than three terms.
- e. The RACEA USG General Education Council Representative shall be confirmed by a simple majority vote of RACEA (voting) representatives present at the annual meeting. The RACEA USG General Education Council Representative will serve a term of at least three years, and may be reelected but may serve no more than two terms.

Section 3: Terms of service (as noted above) for the Chair, Chair-elect, Secretary, Immediate Past Chair and Task Force Chairs will begin at the conclusion of the annual meeting at which the election occurs and end at the conclusion of the following annual meeting. The term of service for the Treasurer will begin at the time of appointment and continues until a new Treasurer is appointed. The term of service of the RACEA USG General Education Council Representative will begin at the conclusion of the annual meeting at which the election occurs and end at the conclusion of the annual meeting three years later.

Section 4: When an office becomes vacant during a term of service, the Executive Committee shall select a RACEA representative to complete the term of the vacated office.

ARTICLE V: STANDING COMMITTEES

Section 1: The primary standing committees of RACEA are the Executive Committee and the Nominating Committee. Additionally, as decided by the membership a standing committee will be formed to assume specific responsibilities based on RACEA initiatives.

Section 2: The Executive Committee shall provide leadership to RACEA by reviewing major issues and communicating such issues to the RACEA membership, by assuring that the interests and concerns of the RACEA membership are communicated to the USG staff liaison, and by informing the membership of USG and SACSCOC issues, concerns, and initiatives with potential impact on effectiveness and accreditation matters.

- a. All members of the Executive Committee are expected to fully participate in discussion and decision-making process.

- b. The Chair will determine the date, time, and place/mode, and will notify the other committee members at least two weeks prior to a called meeting if not urgent.
- c. Any member of the Executive Committee may request a special meeting and will coordinate the meeting through the Chair.
- d. The Executive Committee is empowered to represent the full membership of RACEA in the event a called meeting is not feasible in order to address an immediate concern or respond to a request from the USG staff liaison.

Section 3: The Nominating Committee is comprised of the Secretary, the Past Chair, the Chair, and the Chair-Elect.

- a. The Secretary will serve as the Chair of the Nominating Committee and convene it prior to the annual meeting to decide upon a candidate for nomination for the Chair-Elect election.
- b. The Chair-Elect will contact the proposed candidate to verify willingness and availability to serve if elected.
- c. The Secretary, as Chair of the Nominating Committee, will represent the Executive Committee in presenting the candidate for consideration at the annual meeting.

Section 4: Standing Committees will be formed as decided upon by the membership as a whole and will assume specific responsibilities of a defined RACEA initiative. The Chair of a Standing Committee must be a designated institutional representative and will be selected by the members of the standing committee and confirmed by the Executive Committee.

ARTICLE VI: TASK FORCES

Section 1: RACEA's work and contribution to the USG will revolve largely around the goals and accomplishments of its Task Forces. Each Task Force will be led by one Chair (*see Elections*) who will also serve on the Executive Committee during term of service.

Section 2: The Chair will present to and conduct the discussion among the full membership on proposed initiatives that have the potential to be selected as Task Force topics.

Section 3: A Task Force will be decided upon by a simple majority vote of RACEA representatives present at the annual meeting. In some cases, a Task Force with a continuing work effort may be automatically carried over to the next year by the Executive Committee.

Section 4: Should the work of a Task Force need to be continued for more than two terms, the Executive Committee will make the decision as to whether or not to form a Standing Committee to assume the responsibilities of that Task Force. The Executive Committee will present this to the RACEA membership at the annual meeting.

ARTICLE VII: AMENDMENTS

Section 1: These Bylaws may be amended by a two-thirds majority vote of RACEA representatives present at the annual meeting of the whole. Proposed amendments must be submitted in writing to the Executive Committee for review 60 days in advance of the annual meeting. All proposed amendments will be distributed to the full membership prior to a vote and shown in agenda. The Executive Committee may offer support or non-support for a proposed amendment. Amendments will be presented by the Chair to the membership on the first day of the annual meeting, and the vote will be conducted and the result announced on the second day of the annual meeting. The **Secretary** will record the proposed amendment(s) and the vote of RACEA representatives.

Bylaws approved by RACEA membership on February 24, 2011.

AMENDMENTS: RESERVED.