

Regents' Engineering Pathway Program Advisory Committee

BY-LAWS

ARTICLE I – NAME, PURPOSE

Section 1: The name of the committee shall be the Regents' Engineering Pathway Program Advisory Committee.

Section 2: The general function of the Regents' Engineering Pathway (REP) Program Advisory Committee will be to increase accessibility to an engineering education for qualified students throughout Georgia, facilitate student training in and transfer to their desired engineering program, and provide access to engineering programs not offered at their home institution by allowing students at colleges and universities in the University System of Georgia (USG) to study for two years at their home institution, then transfer to one of the engineering institutions in Georgia to complete their engineering degrees.

ARTICLE II – MEMBERSHIP

Section 1: The membership of the REP Program Advisory Committee will be composed of the following.

- a) The Executive Committee of the REP Program Advisory Committee will be comprised of deans or associate deans of the engineering institutions in Georgia as designated by the USG.
- b) The main membership of the REP Program Advisory Committee will be comprised of the representatives from the five engineering schools, plus REP Program Coordinators from participating USG institutions.

Section 2: The USG Office shall be represented in REP Program Advisory Committee meetings by USG staff who will serve as non-voting, ex-officio members of the REP Program Advisory Committee.

ARTICLE III – VOTING

Section 1: Each institution within the USG will have one vote on any matter brought before the Program. All votes will be cast by the official representative or the designee of the institution.

Section 2: The official institutional representative 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.

ARTICLE IV – MEETINGS

Section 1: The REP Program Advisory Committee will meet officially at least once each year.

Additional meetings may be scheduled during the year and may be conducted in an online format.

Section 2: The dates of committee meetings will be set by the Chair or Executive Committee of the REP Program Advisory Committee in consultation with others, which will also set the time and place.

Section 3: The membership of the committee shall be notified a minimum of two weeks in advance of a regular or a called meeting of the REP Program Advisory Committee and of the tentative agenda of the meeting.

Section 4: The Chair of the REP Program Advisory Committee may call special meetings.

Section 5: REP Program Advisory Committee meetings may be open to others who may choose to attend, including faculty or 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.

Section 6: Meetings will be conducted following Robert's Rules of Order.

ARTICLE V – THE EXECUTIVE COMMITTEE

Section 1: The Executive Committee of the REP Program Advisory Committee will be comprised of deans or associate deans of the engineering institutions in Georgia as designated by the University System of Georgia.

Section 2: The Executive Committee will act for REP Program Advisory Committee when the REP Program Advisory Committee is not in session. The Executive Committee shall make all reasonable attempts to communicate with and solicit opinions from the membership of the REP Program Advisory Committee prior to exercising its authority under this article.

Section 3: The Executive Committee shall elect three officers: the Chair-Elect, Chair, and Secretary/Recorder. Only institutionally designated representatives listed on the official USG committee membership list may serve as officers of the REP Program Advisory Committee.

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 the REP Program Advisory Committee and the Executive Committee.
- To coordinate and facilitate a minimum of one meeting each year, with additional meetings if needed.
- To convene the Executive Committee at least once per year and otherwise as needed.
- To represent the issues and concerns of the REP Program Advisory Committee to key staff members in the University System Office.
- To inform the REP Program Advisory Committee members of system initiatives, issues and concerns related to their discipline(s).
- To solicit input from REP Program Advisory Committee members and the University System Office and compile agendas for annual meetings.
- 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 REP Program Advisory Committee members, encouraging their participation in the REP Program decision-making and activities.
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for REP Program Advisory Committee meetings.
- To work with the Executive Committee to make all the arrangements for the annual meeting.
- The office of Chair shall be filled by the succession of the Chair-Elect to that post.

The duties of the **Secretary/Recorder** are:

- To serve on the Executive Committee.
- To compile and distribute accurate records of the REP Program Advisory Committee 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 REP Program Directory on the USG website.
- To maintain the REP Program listserv or other email distribution methods.

ARTICLE VI – ELECTIONS

Section 1: The Chair-Elect and/or Secretary shall be confirmed by a simple majority vote of REP Program Advisory Committee members present at the annual 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. When possible, the Chair position will rotate among the members of the Executive Committee.

Section 2: The Chair-Elect shall serve a three-year term as an officer of REP Program - one year as Chair-Elect, two years as Chair.

Section 3: The Secretary/Recorder will be elected at the annual meeting.

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

Section 5: The term of office for each member of the Executive Committee shall begin on July 1 and end on June 30 of the following year.

Section 6: When an office becomes vacant during a term of service, the Chair of the REP Program shall appoint an appropriate representative to complete the specified term of office.

ARTICLE VII – COMMITTEES

Section 1: The Executive Committee will be a standing committee of the REP Program Advisory Committee.

Section 2: The Executive Committee of the REP Program Advisory Committee will be

comprised of deans or associate deans of the engineering institutions in Georgia as designated by the University System of Georgia.

Section 3: The Executive Committee shall provide leadership to the REP Program Advisory Committee by reviewing major issues and communicating such issues to REP Program Advisory Committee members, by assuring that the interests and concerns of professionals in the discipline are communicated effectively to the USG Office, and by informing the membership of system-wide issues, concerns, and initiatives with potential impact on the discipline.

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 the REP Program in the event that a called meeting of the REP Program Advisory Committee 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/Recorder and contact them to verify their willingness to serve if elected.

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

ARTICLE VII – REPORTS OF THE ACADEMIC ADVISORY COMMITTEE

Section 1: The Chair of the REP Program Advisory Committee shall ensure that minutes are recorded at each meeting of the REP Program.

Section 2: All minutes, reports, studies, and recommendations of the REP Program Advisory Committee will be submitted to the official designated by the USG Executive Vice Chancellor for Academic Affairs, who will direct their dissemination to the appropriate person(s).

ARTICLE VIII – AMENDMENTS

Section 1: Adoption: These bylaws shall be adopted by two-thirds of the voting membership.

Section 2: Amendments: Amendments to the bylaws must be approved by two-thirds of the voting membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to a vote.

Adopted by a 2/3 vote of the Regents' Engineering Pathway Program Advisory Committee membership on December 10, 2021.