

Approved 5/9/07

By-Laws of the Chemistry Academic Advisory Committee (CAAC)

Role of the CAAC

- To be advisory to the University System of Georgia (USG) Office in matters dealing with chemistry.

Duties of the Officers

- Chair
 - Call the annual meeting.
 - Determine the location of annual meeting.
 - Preside over annual meeting.
 - Develop the agenda for annual meeting.
 - Act as liaison to the USG office.
 - Coordinate activities with the Executive Committee of the CAAC.
 - Appoint ad hoc committees as needed to complete the business of the CAAC.
- Chair-elect
 - Serve as the recording secretary in the year preceding serving as chair.
 - Shall distribute the minutes of the meeting for a review and vote via e-mail no later than one month following the meeting. Minutes will be approved if more than 50% of those representatives in attendance of the meeting vote in the affirmative.
 - Upon approval of the minutes, the chair elect shall forward them to the appropriate USG office for posting on the USG's AAC web site.

Meetings

- A meeting will be called each academic year.
- A quorum shall be 40% representation of the institutions of the USG (IUSG).
- If a quorum does not exist at the meeting, business may be discussed, but votes may not be taken.
- Election of officers shall occur at the meeting.
- Voting on a motion
 - Passage of a motion shall require a majority of the votes cast.
 - Motions that cannot be voted on at the meeting may be completed via e-mail.
 - Motions voted on via e-mail shall pass only if at least 40% of the representatives of the IUSG vote and receive a majority of the votes cast.

Election Processes

- The chair-elect shall be elected at the annual meeting, alternating between institutions having four-year and two-year chemistry programs.
- The current chair-elect shall serve as the chair the following year.
- Should a chair or chair-elect not be able to serve out their term, a special election, via e-mail if practical, will be held to replace any vacant offices.

Committees

- The Executive Committee of the CAAC shall consist of the chair, the chair-elect, and a third member - ideally from an institutional type not represented by the chair or chair-elect.
- Ad hoc committees shall be appointed by the chair as needed to complete the business of the CAAC.

By-law Changes

- Two-thirds of a quorum of the IUSG voting in the affirmative is required to change the by-laws.
- Proposed changes to the by-laws must be disseminated to all members at least two weeks prior to the vote.