

University System of Georgia

Administrative Committee on Institutional Research and Planning

By-Laws

Approved: September 29, 2008

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be the Administrative Committee on Institutional Research and Planning (hereinafter referred to as the Committee).

Section 2: The Committee represents the institutions of the University System of Georgia. The Committee has responsibility, with other administrative/advisory groups, to make recommendations to the System Office for the Chancellor and, through the Chancellor, to the Board of Regents regarding educational research, institutional research, information support for reporting, data-based decision-making, assessment, and strategic planning activities, as well as the policies, use, and delivery of decision-support systems (the USG data warehouses).

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist of one representative from each institution in the University System appointed by each President. The member is usually the senior institutional research and planning officer from each of the 35 institutions within the University System of Georgia.

Section 2: The member represents his/her institution and shall be the designated representative on matters requiring a vote of the membership. Each institution shall receive one vote. The administrative committee member may identify a designee to serve as institutional representative in her/his absence. Additional non-voting persons are encouraged to attend meetings and participate in IRP activities.

Section 3: A simple majority of voting delegates will constitute a quorum.

Section 4: The University System Office shall be represented at the Committee meetings by the Vice Chancellor of Research & Policy Analysis or his/her designee and other staff from the Office of Research and Policy Analysis who serve as non-voting, ex-officio members of the Committee.

ARTICLE III - MEETINGS

Section 1: The Committee will meet a minimum of two times each calendar year with one meeting scheduled during fall term and one during spring term, barring unforeseen constraints.

Section 2: The dates of the fall and spring meetings will be set by the Executive Committee of the Committee who will also set the time and place.

Section 3: The Chair of the Committee may call Special meetings.

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

Section 5: The Committee 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. Participation will normally be limited to voting and ex-officio members. Others may participate at the discretion of and upon recognition by the Chair.

ARTICLE IV - OFFICERS AND DUTIES

Section 1: Within the voting members, there shall be eight officers consisting of the Chair, Chair-Elect, Immediate Past-Chair, Treasurer, Secretary, and three sector representatives - one from each of the three following sectors: State and Two-Year Colleges; Four-Year State Universities; and Research/Regional Universities. These officers shall comprise the Executive Committee. The Chair of the Committee also chairs the Executive Committee. The duties of the Chair are:

- To preside at both the Committee and the Executive Committee meetings;
- To choose sector representatives for the Executive Committee;
- To coordinate and facilitate at least two Committee meetings each year;
- To convene the Executive Committee at least once per year and otherwise as needed;
- To represent the issues and concerns of the Committee to the Vice Chancellor of Research & Policy Analysis, and through that office to the Executive Vice Chancellor/Chief Academic Officer, , the Vice Chancellor for Instructional and Information Technology, or others, as appropriate;
- To inform Committee members of System initiatives, issues and concerns related to research and its responsibilities;
- To solicit input from Committee members and the University System Office and compile agendas for annual meetings;
- To facilitate communication between the Committee and other administrative groups within the System campuses;
- Appoint members to sub-committees, as necessary, and act as an ex-officio member of each sub-committee.

The duties of the Chair-Elect are:

- To perform duties of the Chair during his/her absence;
- To perform duties as assigned by the Chair;
- Act in the absence of the Chair.

The duties of the Immediate Past Chair are:

- To serve on the Executive Committee;
- To preside on the Nominating Committee;
- To facilitate the change in leadership upon selection of the Chair-Elect.

The duties of the Secretary are:

- To record and distribute the minutes of all meetings of the Committee and Executive Committee;
- Disseminate Committee and Executive Committee information to the membership.

The duties of the Treasurer are:

- To maintain the finances of the Committee;
- To maintain and present a financial statement for the Committee at the fall and spring meeting;
- To handle registration for each meeting.

The duties of Sector Representatives are:

- To represent the issues, concerns and interests of each sector as members of the Executive Committee;
- To bring forth items that support the interests of the sector for consideration by the full Committee membership as needed.
- To assure that meeting agendas reflect the needs, interests and concerns of all system institutions.

ARTICLE V - VOTING

Section 1: During the course of the Committee Meetings, membership will have the option of voting on various motions. These motions could concern election of officers, amendments to the By-Laws, procedural changes, and recommendations to the System office or other administrative committees

Section 2: All voting members shall have the right to vote, not to vote, or abstain from voting.

Section 3: If the official administrative committee member is unable to attend, he/she may designate one proxy for voting purposes.

Section 4: The results of the votes for officers are announced at the spring meeting after a slate of candidates has been presented (and nominations accepted from the floor) and a vote is taken.

Section 5: The results of the chair's appointments for the other sector representatives shall be announced by the Chair at least a month before the fall meeting.

ARTICLE VI - ELECTIONS

Section 1: The Chair-Elect, Secretary, and Treasurer shall be confirmed by a majority vote of Committee members present at the spring meeting. The Nominating Committee will present a slate of candidates for consideration and additional nominations will be requested from the floor. The chair-elect, secretary, and treasurer must be confirmed by a majority vote. The Chair will conduct the election and announce the new officers immediately following election by the membership.

Section 2: The Chair, Chair-Elect, immediate past chair, and secretary, will each serve one year in their respective positions. Additionally, the Chair will serve as immediate past chair the year following his/her appointment to Chair. The treasurer will serve a two consecutive year term and may serve additional terms.

Section 3: Sector representatives will serve one year terms but may be reappointed to second and third terms. No representative will serve more than three consecutive terms.

Section 4: Terms of service for each officer will begin during the spring meeting immediately after the elections and end immediately after the elections of the following spring meeting.

Section 5: When an office becomes vacant or inactive during a term of service, the Executive Committee shall select an appropriate representative to complete the specified term of office.

ARTICLE VII -COMMITTEES

Section 1: There will be five standing committees of the Administrative Committee on Institutional Research and Planning: the Executive Committee, the Nominating Committee, the Research Committee, the Data and Technology Committee, and the IRP Committee for USG Data Marts.

Section 2: The Executive Committee shall provide leadership to the Committee by reviewing major issues and communicating such issues to Committee members, by assuring that the interests and concerns of institutional research and planning professionals are communicated effectively to the University System Office, and by apprising the membership of system-wide issues, concerns and initiatives with potential impact to decision support systems.

Section 3: The Executive Committee shall be comprised of the Chair, Chair-Elect, Immediate Past Chair, secretary, and treasurer, and the four sector representatives.

Section 4: The Executive Committee will meet a minimum of once per year following the appointment of sector representatives. 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 6: The Executive Committee shall be empowered to represent the full membership of the Committee in the event that a called meeting of the whole Committee is not feasible to address an immediate concern or respond to a request from the University System Office.

Section 7: The Chair shall appoint a Nominating Committee comprised of the Immediate Past Chair and at least two other past chairs.

Section 8: The Immediate Past Chair will convene the Nominating Committee prior to the spring meeting. A candidate for Chair-Elect, secretary, and treasurer (if the treasurer has completed a two-year term) will be identified and contacted to verify willingness to serve if elected. The Chair-Elect will represent the Executive Committee in presenting the candidate to the membership for consideration.

Section 9: The Chair of the Executive Committee will appoint a chair to the Data/Technology, Research Committees, and the IRP Committee for USG Data Marts after consultation with the Executive Committee. The Committee Chair will serve as an ex-officio, non-voting member and will appoint other willing members as needed for the three committees.

Section 10: The primary purposes of the Data/Technology Committee are:

- To provide leadership to Committee in addressing technology issues which impact system-wide and institutional decision support systems;
- To represent the interests and needs of Committee members in the decision-making process regarding data and technology at the System level;
- To collect and disseminate information to Committee members on types and uses of data and technology to enhance decision support systems;
- To provide leadership to the Committee in long-term planning regarding the use of data and technology to improve decision support systems;
- To serve as liaison between the Committee and the Vice Chancellor for Research and Policy Analysis, and through that office to the Vice Chancellor of Information and Instructional Technology or others, to meet both institutional and System needs.

Section 11: The primary purposes of the Research Committee are:

- To provide leadership to Committee in addressing research issues which impact the System and its institutions;

- To represent the interests and needs of Committee members in the decision-making process regarding research at the System level;
- To collect and disseminate information to Committee members on types and uses of research to enhance decision support;
- To provide leadership to the Committee in long-term planning regarding the use of research on higher education in Georgia;
- To serve as liaison between the Committee and the Vice Chancellor for Research & Policy Analysis to meet both institutional and System needs.

Section 12: The primary purposes of the IRP Committee for USG Data Marts are:

- To make recommendations to the System Office on methods for improving the ADM to insure that data needs for the USG IRP members are met;
- To make recommendations to the System Office on methods for improving the HRDM to insure that data needs for the USG IRP members are met;
- To make recommendations to the System Office on methods for improving the Financials DM to insure that data needs for the USG IRP members are met;
- To prioritize proposed changes to the warehouses and communicate those changes to RPA through the Change Review Process.

Section 13: Additional committees may be appointed on an ad hoc basis by the Executive Committee to address specific concerns.

ARTICLE VIII - AMENDMENTS

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

The Bylaws were approved by the Committee membership on November, 2005
Amendments were approved by the Committee membership on September 29, 2008.