Approved April 2006

By-Laws of the
Physics & Astronomy Academic Advisory Committee (PAAAC)

Role of the PAAAC

- To be advisory to the University System of Georgia (USG) Office in matters dealing with physics, astronomy, and physical science.

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 PAAAC.
  - Appoint ad hoc committees as needed to complete the business of the PAAAC.
- 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

- For the purpose of elections, the IUSG shall be divided into the following groups: (1) two-year and state colleges, (2) state universities, and (3) regional and research universities.
- The chair-elect shall be elected at the annual meeting.
- 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.
- Each group (labeled 1-3 above) shall elect a representative to serve on the Executive Committee the following year, and the election will be held at the annual meeting.

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Committees

- The Executive Committee of the PAAAC shall consist of one member from each group (1-3) plus the chair-elect, and the past and current chairs.
- Ad hoc committees shall be appointed by the chair as needed to complete the business of the PAAAC.

By-law Changes

- More than 50% of the representatives 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.