

Bylaws for Regents Advisory Committee on Adult Learners (RACAL)

Article I. Purpose and Function

The Regents Advisory Committee on Adult Learners supports the educational mission of the University System of Georgia (USG) by advocating quality programming and learning and enriched opportunities for adult students. RACAL will serve as an advisory body for adult-learning issues, programs, policies, and proposals that have system-wide significance. The committee's purpose is to support and strengthen adult learning through the coordination of policies, programs, and support services in adult education across the University System of Georgia.

RACAL aims to provide both a forum for discussion and development of adult education collaboration and the exchange of information about elements of good practice across USG institutions.

As an advisory committee of the University System of Georgia, RACAL works collaboratively with the office of Academic Affairs on matters related to adult education. RACAL members serve important roles in communicating information to their institutions.

Article II. Membership

Membership consists of one representative from each USG institution to be appointed by the Institution's VPAA (or his/her designee). The RACAL member should be the institution's primary point-of-contact who is in a position to be informed on all current and developing adult education initiatives at his/her institution.

Article III. Executive Committee

RACAL has four primary officers-the Chair, Chair-Elect, Immediate Past Chair, Recorder. If one or more sectors are not represented among the officers, an At-large member will be selected. These officers shall be comprised of representatives of no fewer than two of the USG institution sectors for the purposes ensuring adequate consideration of the needs of differing institutions when planning meetings, conducting elections, and submitting recommendations. When an office becomes vacant during a term of service, the Executive Committee shall select an appropriate representative to complete the specified term of office. The Recorder is elected to serve one term (year). The Chair-Elect serves Year 1 as Chair-Elect and Year 2 as Chair. The Chair rotates to Past Chair for one term and then rotates off the Executive Committee. The At-large member is selected to serve one term (year). This rotation is intended to promote and foster continuity of leadership and programming.

Article IV. Duties of the Executive Committee

The duties of the Chair are:

- To provide leadership for the RACAL Committee and the RACAL Executive Committee;
- To initiate and monitor all elections of the Executive Committee;
- To coordinate and facilitate RACAL meetings;
- To convene the Executive Committee as needed;
- To represent the needs and concerns of RACAL; and
- To inform RACAL members of system initiatives related to adult education.

Duties of the Chair-Elect are:

- To serve on the Executive Committee;
- Assume duties of Chair in his/her absence; and
- Plan and organize system meetings.

Duties of Recorder/Reporter

- Compile and distribute accurate records of RACAL and Executive Committee meetings to all members and submit for approval;
- Compile and disseminate accurate posting of minutes on the Regents' Administrative Committees website;
- To facilitate the involvement of new RACAL members; and
- To work closely with the Chair in identifying issues and preparing agendas for RACAL meetings.

Duties of At-Large Member:

- To serve on the Executive Committee;
- To represent the interest of the Sector not serving in the roles of Chair, Chair-Elect, or Recorder

The duties of the Immediate Past Chair are:

- To serve on the Executive Committee; and
- To facilitate the change in leadership upon the rotation and facilitate selections for Recorder.

The RACAL elects a new Recorder/Reporter and Chair-Elect at each Spring meeting. Both elected officers assume their responsibilities at the subsequent Fall meeting. The Recorder/Reporter is elected to serve one term (year). The Chair-Elect serves one term (year) as Chair-Elect and a second term (year) as Chair. The Chair rotates to Past Chair for one term (year) and then rotates off the Executive Committee. The At-Large Member is selected to serve one term and is based on Sector not represented following the election.

Article V. Meetings

RACAL meets twice per year – once in Fall Semester and once in Spring Semester. The dates of meetings are circulated via an established means of communication well in advance, so that agenda items can be gathered and sent to RACAL members prior to each meeting.

RACAL meetings may include others who have been invited by the voting delegate and by Academic Affairs.

Voting will be limited to one vote per institution by the appointed RACAL member or the member's designated alternate at a given meeting. Notification of an alternate is to be made to the Executive Committee two weeks prior to the Fall and Spring meetings.

Article VI. Reporting

After approval by the RACAL membership, all minutes of meetings, reports, studies, and recommendations are to be submitted by the Recorder. All minutes of meetings will be posted on the Regents' Administrative Committees website.

Article VII. Adoption and Amendment of Bylaws

These Bylaws may be amended, when necessary, by a two-thirds majority of RACAL members present and voting at either the Fall or Spring meeting.

The quorum for the transaction of official business shall consist of fifty-one percent of the membership or their designated alternates.

Proposed amendments must be submitted to the Executive Committee for review. All proposed amendments are to 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.

OFFICE	SECTOR	NAME	INSTITUTION
Past Chair	State University	Carol Adams	University of North Georgia
Chair	Comprehensive	Stefane Raulerson	University of West Georgia
Chair Elect	State College	Ric Calhoun	Gordon State College
Recorder	State College	Arlena Stanley	South Georgia State College
At-Large Member	Research	Stephen Balfour	University of Georgia