

Regents Advisory Committee on Learning Support

(RACLS)

BYLAWS

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be The Regents' Advisory Committee on Learning Support (**RACLS**).

Section 2: The RACLS considers and makes recommendations on curricula, programs, and policies related to Learning Support for institutions within the University System of Georgia (USG), and facilitates the sharing of information and ideas between USG schools, the Chancellor, and the University System Office.

ARTICLE II - MEMBERSHIP

Section 1: Membership is comprised of one person selected by each USG school's Vice President for Academic Affairs (VPAA) to represent that institution's Learning Support program. Institutions with a large Learning Support (LS) population may request, via their VPAA, an additional representative on the RACLS. Each institution will continue to have one vote (Section 2).

Section 2: Each institution's Learning Support representative, or his/her designee, shall be the designated representative on matters requiring a vote of the entire RACLS membership. Each institution shall receive one vote.

Section 3: A simple majority of voting delegates (or designees) will constitute a quorum.

Section 4: The University System Office shall be represented at RACLS meetings by USG staff who will serve as non-voting of the RACLS.

Section 5: Each institution within the USG will have one vote on any matter brought before the committee. All votes will be cast by the official representative or the designee of the institution. The majority of membership present will constitute a quorum.

ARTICLE III - ANNUAL MEETINGS

Section 1: The RACLS will meet officially at least once per academic year. Additional meetings may be scheduled during the year, and may be conducted electronically if a simple majority of RACLS members so choose, agreeing upon date, time, and location (if not conducted electronically)..

Section 2: RACLS members shall be notified a minimum of three weeks in advance of regular or called RACL meetings, and a tentative agenda provided a week in advance, unless immediate needs precludes such notification. Meetings will be conducted following Robert's Rules of Order

Section 3: RACLS 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. These others may participate in meetings at the discretion of and upon recognition by the Chair.

ARTICLE IV - OFFICERS AND DUTIES

Section 1: The Executive Committee shall consist of the Chair, the immediate Past-Chair, and the Chair-elect. Only institutionally designated representatives listed on the official USG committee membership list may serve as officers of RACLS. The Chair and the immediate Chair-elect shall be elected by majority vote by the membership of the RACLS, with the office of Chair to be filled by succession of the Vice Chair to that post. The term of office for each member of the Executive Committee will be **July 1** through the following June 30. The Executive Committee shall represent the membership of the RACLS and will act for the RACLS when the RACLS is not in session. The Executive Council shall make all reasonable attempts to communicate with and solicit input from the membership of the RACLS prior to exercising its authority under this article.

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 RACLS and the Executive Committee of RACLS
- To coordinate and facilitate at least one RACLS meeting each year
- To communicate monthly with the Executive Committee, or as needed
- To assist the Assistant Vice Chancellor for Transitional & General Education in maintaining the Learnup and LS-Community listserv contact lists
- To represent the issues and concerns of RACLS to key staff members in the University System Office
- To inform RACLS members of system initiatives, issues, policies, and concerns related to Learning Support
- To solicit input from RACLS members and the University System Office and compile agendas for annual meetings
- To facilitate communication between RACLS and other administrative groups responsible for issues related to Learning Support on USG campuses and serve as liaison between these groups and RACLS in representing the needs and interests of students, faculty, and staff
- To appoint temporary officers in the absence of any officer from a specific meeting

The duties of the **Vice Chair (Chair-Elect)** are:

- To serve on the Executive Committee
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for RACLS meetings
- To work with the Executive Committee to make all the arrangements for the yearly meeting and any other called meetings
- To record the meeting minutes of each RACLS meeting, send to RACLS members and, upon Committee adoption of minutes, submit to the official designated by the Executive Vice Chancellor for Academic Affairs
- To submit to the official designated by the Executive Vice Chancellor for Academic Affairs any additional studies, reports, survey results, and recommendations made

- through the RACLS
- To assume the position of Chair upon the end of the current Chair's tenure (one year)

The duties of the **Past-Chair** are:

- To serve on the Executive Committee
- To facilitate the change in leadership upon selection of the Chair and Chair-Elect
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for RACLS meetings
- To work with the Executive Committee to make all the arrangements for the spring/summer meeting.

ARTICLE V - ELECTIONS

Section 1: The Chair-Elect shall be confirmed by a simple majority vote of RACLS members present at the spring 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.

Section 2: The Chair-Elect shall serve a three year term as an officer of RACLS - one year as Chair-Elect, one year as Chair, and one year as Past-Chair.

Section 3: Terms of service for each elected officer will begin on July 1 and end the following June 30.

Section 4: When an office becomes vacant during a term of service, the membership shall elect an appropriate representative to complete the specified term of office.

ARTICLE VI -COMMITTEES

Section 1: The Executive Committee will be the standing committee of RACLS.

Section 2: The Executive Committee shall be comprised of the Chair, Vice Chair (Chair-Elect), and Past-Chair.

Section 3: The Executive Committee shall provide leadership to RACLS by reviewing major issues and communicating such issues to RACLS members, by assuring that the interests and concerns of Learning Support professionals are communicated effectively to the University System Office, and by informing the membership of system-wide issues, concerns and initiatives with potential impact on Learning Support.

Section 4: The Executive Committee will meet a minimum of once per year, in person or electronically. 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 RACLS in the event that a called meeting of RACLS 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 contact them to verify their willingness to serve if elected. The Past-Chair will represent the Executive Committee in presenting the candidates to the membership for consideration.

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

ARTICLE VII – AMENDMENTS

These bylaws shall be adopted by two-thirds of the committee as voting membership. Amendments to the bylaws must be approved by two-thirds of the committee as 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 RACLS on ___November 11, 2019 _____

Date _November 11, 2019_____

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

The Bylaws were approved by the RACLS membership on November 11, 2019.
The Bylaws were amended by the RACLS membership on November 11, 2019.