

By-Laws of the Board of Regents ARAC

Role of the ARAC

- To serve in an advisory capacity to the Board of Regents on issues of policy related to and/or dealing with the core curriculum and anthropology.
- To study Anthropology curricula and programs in order to make recommendations that would help improve student learning.
- To facilitate the exchange of information and ideas to improve articulation and coordination among Anthropology Programs at the institutions in the University System of Georgia and consider issues of interest to these programs.
- To consider any other matters that the Chancellor of the USG, his/her representative, or a member of the committee deems appropriate for review by the ARAC.

Membership

The membership of the ARAC shall be composed of a full-time faculty member in the Anthropology Department or Program from each of the University System of Georgia institutions.

Terms for Committee Members

- Members shall serve a three year term and may serve consecutive terms.

Election Processes

Electing the Chair and Chair-Elect:

- The chair-elect shall be elected at the annual meeting every other year
- The current chair-elect shall serve for two years and as the chair the following term.
- 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.

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.
- Call additional meetings, if needed.
- Invite a representative from the Board of Regents to attend the meeting
- Act as liaison between the committee and the Board of Regents
- Appoint ad hoc committees as needed to complete the business of AAAC.

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. 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 ARAC web site.

Meetings

- A meeting will be called each academic year.
- A quorum shall be 40% representation of the ARAC membership.
- 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 50% of the representatives vote and if the motion receives a simple majority of the votes cast
- Each institution within the University System of Georgia will have one vote on any matter brought before the ARAC. All votes shall be cast by the official representative or the designees from each institution.

By-law Changes

- Changes to by-laws require an affirmative vote from more than 50% of the representatives of the ARAC.
- Proposed changes to the by-laws must be disseminated to all members at least two weeks prior to the vote