

# Regents Academic Advisory Committee on Data Science

## BYLAWS

### ARTICLE 1 - NAME, PURPOSE

**Section 1:** The name of the committee shall be The Regents' Academic Advisory Committee for Data Science (DSAAC)

**Section 2:** The general function of the Data Science Academic Advisory Committee will be to study the curricula and programs of instruction within the areas of Data Science. The committee will make recommendations concerning the improvement of instruction and evaluating proposed new courses or programs at institutions within the USG. The committee will aid in facilitating the exchange of information and ideas to help improve articulation and coordination among the institutions of the USG. Any additional matters requested by the Chancellor, his/her representative, or a member of the committee may be considered.

### ARTICLE II - MEMBERSHIP

**Section 1:** The membership of the Data Science Academic Advisory Committee will be composed of individuals from the area(s) of Data Science who have been appointed by the Provost/Vice President of Academic Affairs or his/her designee at each University System of Georgia institution.

**Section 2:** The University System Office shall be represented at Data Science Academic Advisory Committee meetings by USG staff who will serve as non-voting, ex-officio members of the Data Science Academic Advisory Committee.

### ARTICLE II - VOTING

**Section 1:** 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.

**Section 2:** The official institutional representative may identify a designee to serve as institutional representative in her/his absence.

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

### ARTICLE III - MEETINGS

**Section 1:** The Data Science Academic Advisory Committee will meet officially at least once each year. Additional meetings may be scheduled during the year and may be conducted in an online format.

**Section 2:** The dates of committee meetings will be set by the Chair or Executive Committee of the Data Science Academic Advisory Committee, which will also set the time and place.

**Section 3:** The membership of the committee shall be notified a minimum of two weeks in advance of a regular or a called meeting of the Committee and of the tentative agenda of the meeting.

**Section 4:** The Chair of the Data Science Academic Advisory Committee or the Executive Committee may call special meetings.

**Section 5:** Data Science Academic Advisory Committee meetings may be open to others who may choose to attend, including faculty or 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.

**Section 6:** Meetings will be conducted following Robert's Rules of Order.

#### **ARTICLE IV – THE EXECUTIVE COMMITTEE**

**Section 1:** The Executive Committee may consist of four officers: the Chair, Immediate Past-Chair, Secretary/Recorder/Chair-Elect and Treasurer. The Executive Committee shall consist of at least 3 officers: Immediate Past-Chair, Chair, and Secretary/Recorder/Chair-Elect. Only institutionally designated representatives listed on the official USG committee membership list may serve as officers of the Data Science Academic Advisory Committee.

**Section 2:** The office of Chair shall be filled by the succession of the Chair-Elect to that post or the position of Secretary/Recorder, who serves for one year, then becomes Chair-Elect or becomes Chair.

**Section 3:** The Executive Committee will act for the Data Science Academic Advisory Committee when the Academic Advisory Committee is not in session. The Executive Committee shall make all reasonable attempts to communicate with and solicit opinions from the membership of the Advisory Committee prior to exercising its authority under this article.

**Section 4:** 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 the Data Science Academic Advisory Committee and the Executive Committee.
- To coordinate and facilitate a minimum of one meeting each year, with additional meetings if needed.
- To convene the Executive Committee at least once per year and otherwise as needed.
- To represent the issues and concerns of the Data Science Academic Advisory Committee to key staff members in the University System Office.
- To inform the Data Science Academic Advisory Committee members of system initiatives, issues and concerns related to their discipline(s).
- To solicit input from the Data Science Academic Advisory Committee members and the University System Office and compile agendas for annual meetings.

- To facilitate communication between the Data Science Academic Advisory Committee and other administrative groups responsible for issues related to Data Science.
- To appoint temporary officers in the absence of any officer from a specific meeting.

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

- To serve on the Executive Committee.
- To facilitate the involvement of new Data Science Academic Advisory Committee members, encouraging their participation in the Data Science Academic Advisory Committee decision-making and activities.
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for Data Science Academic Advisory Committee meetings.
- To work with the Executive Committee to make all the arrangements for the annual meeting.

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

- To serve on the Executive Committee.
- To facilitate the change in leadership upon selection of the Chair-Elect.
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for Data Science Academic Advisory Committee meetings.
- To work with the Executive Committee to make all the arrangements for the annual meeting.

The duties of the **Secretary/Recorder** are:

- To serve on the Executive Committee.
- To compile and distribute accurate records of Data Science Academic Advisory Committee meetings to all members and to submit approved minutes for posting on the University System of Georgia website.
- To compile and distribute accurate records of all Executive Committee meetings.
- To assure the accuracy of the Data Science Academic Advisory Committee Directory on the USG website.
- To maintain the Data Science Academic Advisory Committee listserv or other email distribution methods.

The duties of the **Treasurer** are:

- To serve on the Executive Committee.
- To establish and maintain a Departmental Sales and Service (DSS) account for Data Science Academic Advisory Committee funds through the Treasurer's home institution, designating the current Data Science Academic Advisory Committee Chair as the secondary responsible party for the account.
- To establish and implement financial policies and procedures as necessary, with the approval of the Executive Committee, including the methods of collecting Data Science Academic Advisory Committee meeting fees from members and disbursing payments for facilities, services, and food for Data Science Academic Advisory Committee meetings.
- To maintain accurate financial records of the Data Science Academic Advisory Committee account throughout the year to be reviewed by the Chair or Chair-elect at any time.

- To report the status of the Data Science Academic Advisory Committee account to the Executive Committee at regularly scheduled meetings and to the full membership at the meetings of the full membership.
- At the conclusion of the appointed term of service, to transmit 1) all un-disbursed funds to an account established at the home institution of the incoming Treasurer, and 2) all financial records from the full term of the Treasurer's service to the Chair.

## **ARTICLE V - ELECTIONS**

**Section 1:** The Chair-Elect and/or Secretary shall be confirmed by a simple majority vote of Data Science Academic Advisory Committee members present at the annual meeting. The Executive Committee will present one or more candidates for consideration and additional nominations will be requested from the floor. When possible, the Chair position will rotate among the three USG sectors (research universities, comprehensive and state universities, and state colleges).

**Section 2:** The Secretary/Recorder/Chair-Elect shall serve a three year term as an officer of the Data Science Academic Advisory Committee - one year as Secretary/Chair-Elect, one year as Chair, and one year as Past-Chair.

**Section 3:** The Secretary/Recorder/Chair-Elect will be elected at the spring/summer annual meeting.

**Section 4:** The Treasurer shall be appointed and reviewed annually by the other members of the Executive Committee. In order to establish and maintain ongoing accounts and consistent financial policies and procedures, the Treasurer shall be eligible to serve continuously until the Treasurer steps down or until the Executive Committee determines that a new Treasurer should be appointed.

**Section 5:** The term of office for each member of the Executive Committee shall begin on July 1 and end on June 30 of the following year.

**Section 6:** When an office becomes vacant during a term of service, the Chair of the Data Science Academic Advisory Committee shall appoint an appropriate representative to complete the specified term of office.

## **ARTICLE VI - COMMITTEES**

**Section 1:** The Executive Committee will be a standing committee of the Data Science Academic Advisory Committee.

**Section 2:** The Executive Committee shall be comprised of at minimum the Chair, Secretary/Chair-Elect, Immediate Past-Chair, and may include a Treasurer if/when elected.

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

**Section 4:** The Executive Committee will meet a minimum of once per year. 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 the Data Science Academic Advisory Committee in the event that a called meeting of the Data Science Academic Advisory Committee 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 Secretary/Recorder 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 – REPORTS OF THE ACADEMIC ADVISORY COMMITTEE**

**Section 1:** The Chair of the Academic Advisory Committee shall ensure that minutes are recorded at each meeting of the Academic Advisory Committee.

**Section 2:** All minutes, reports, studies, and recommendations of the Academic Advisory Committee will be submitted to the official designated by the Executive Vice Chancellor for Academic Affairs, who will direct their dissemination to the appropriate person(s).

## **ARTICLE VIII - AMENDMENTS**

**Section 1: Adoption:** These bylaws shall be adopted by two-thirds of the voting membership.

**Section 2: Amendments:** Amendments to the bylaws must be approved by two-thirds of the 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 Data Science Academic Advisory Committee membership on November 5, 2021.