

## **By-Laws of the Board of Regents Sociology, Anthropology & Social Work Academic Advisory Committee (SAS)**

### Role of the SAS

- 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 sociology, anthropology and social work. The Academic Committees of the University System of Georgia are designated by the Senior Vice Chancellor for Academics and Fiscal Affairs.

### Duties of the Officers

- Chair
  - o Call the annual meeting.
  - o Determine the location of annual meeting (Will generally coincide with Georgia Sociological Association Meeting).
  - o Preside over annual meeting.
  - o Develop the agenda for annual meeting.
    - o Call additional meetings, if needed.
    - o Invite a representative from the Board of Regents to attend the meeting
  - o Act as liaison between the committee and the Board of Regents
  - o Coordinate activities with the Executive Committee of the SAS.
  - o Appoint ad hoc committees as needed to complete the business of the SAS.
- Chair-elect
  - o Serve as the recording secretary in the year preceding serving as chair.
  - o 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.
  - o 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
  - o Passage of a motion shall require a majority of the votes cast.
  - o Motions that cannot be voted on at the meeting may be completed via e-mail.
  - o Motions voted on via e-mail shall pass only if at least 40% 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 SAS Committee. All votes shall be cast by the official representative or the designee of the institution.

#### Election Processes

- For the purpose of elections, the SAS 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.
- #### Committees
- The Executive Committee 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 SAS.

#### By-law Changes

- More than 50% of the representatives of the SAS 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.