

# Business Administration, Management, & Economics Committee Bylaws

## **Article I. Membership**

The membership of the Academic Advisory Committee on Business Administration, Management, and Economics will be composed of the deans/directors or their designees from each of the colleges, schools, or divisions which comprise the areas of Business Administration, Management, and Economics at the institutions within the University System of Georgia.

## **Article II. General Function**

The general function of the Academic Advisory Committee shall be to study the curricula and programs of instruction within the areas of Business Administration, Management, and Economics. Further, the committee will make recommendations concerning the improvement of instruction, and the committee will aid in facilitating the exchange of information and ideas to help improve articulation and coordination among the institutions of the University System. Any additional matters requested by the Chancellor, his/her representative, or a member of the committee will be considered.

## **Article III. Voting**

Each institution within the University System of Georgia 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 IV. Executive Committee**

The Executive Committee will consist of the chair, the vice chair, and the immediate past chair. The Executive Committee shall be elected by majority vote by the membership of the Academic Advisory Committee on Business Administration, Management, and Economics. An election shall be held annually for the office of vice chair. The office of chair shall be filled by the succession of the vice chair to that post. 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. The Executive Committee shall represent the membership of the Academic Advisory Committee on Business Administration, Management, and Economics and will act for the 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.

The chair of the Academic Advisory Committee will fill vacancies on the Executive Committee by appointment for the unexpired term.

## **Article V. Meetings**

The Academic Advisory Committee will meet officially at least once each year. Additional meetings may be scheduled during the year and may be conducted by electronic format. 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. Meetings will be conducted following Robert's Rules of Order.

## **Article VI. Reports of the Academic Advisory Committee**

The chair of the Academic Advisory Committee shall cause minutes to be recorded at each meeting of the Academic Advisory Committee. All minutes, reports, studies, and recommendations of the Academic Advisory Committee shall be submitted to the official designated by the Senior Vice Chancellor for Academic Affairs, who will direct their dissemination to the appropriate person(s).

## **Article VII. Adoption and Amendment of Bylaws**

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 Academic Advisory Committee on Business Administration, Management, and Economics

– February 24, 2005.

Endorsed with no changes by unanimous vote of the Academic Advisory Committee on Business Administration, Management and Economics

– February 6, 2015.

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