

Kinesiology Regents Academic Advisory Committee Bylaws

(Created on November 6, 2016)

I. General functions

- A. To be advisory to the University System Office in matters dealing with Kinesiology including but not limited to:
 - a. Reviewing the curricula and programs of instruction within the areas of Physical Education, Health Education, Recreation, Athletic Training, Exercise Sciences and Sport and Fitness Management.
 - b. Recommending improvement of instruction
 - c. Facilitating the exchange of information and ideas to improve articulation and coordination among the institutions of the University System.
 - d. Any additional matters requested by the Chancellor, his/her representative, or a member of the committee will be considered.

II. Memberships

For the purpose of exercising its responsibilities as defined by these bylaws and by the Board of Regents policy, the KRAAC members shall be defined as follows:

- A. Members include full-time professors, associate professors, or assistant professors designated as deans, department heads, chairs or program directors by their respective institutions' Provost with such other titles as may be approved by the Board of Regents. Their expertise comprises any areas of Kinesiology at the institutions within the University System of Georgia.

III. Voting

- A. Each institution within the University System of Georgia will have one vote on any matter brought before the committee.
- B. All votes will be cast by the official representative or the designee of the institution.
- C. The majority of membership present will constitute a quorum.

IV. Executive Officers

- A. Chair
 - a. Call the annual meeting(s).
 - b. Determine the location(s) of called meeting(s).
 - c. Preside over called meetings.
 - d. Develop the agenda for called meetings.
 - e. Act as liaison to the University System of Georgia office.
 - f. Coordinate activities with the Executive KRAAC.
 - g. Appoint ad hoc committees as needed to complete the business of the KRAAC.
 - h. Delegate duties to the Vice Chair as needed.

- i. The office of chair shall be filled by the succession of the vice chair to that post.
- B. Vice Chair
 - a. Elected annually.
 - b. Carry out the duties of the chair in the absence of the chair or upon delegation from the chair.
- C. Secretary
 - a. Designated by the Chair.
 - b. Insure that minutes of all official meetings are duly recorded and made available to the KRAAC.
 - c. Maintain a permanent record of the minutes of meetings of the KRAAC.
 - d. Distribute the minutes of the meeting(s) by e-mail to the membership for a review and vote for acceptance.
 - e. Upon acceptance of the minutes, the secretary shall forward them to the Chair who will forward them to the appropriate System officer for posting on the System's RAAC web site.

V. Meetings

- A. Meetings will be called at least once each academic year and more often as needed to execute KRAAC business.
- B. A majority of the members of the KRAAC may request the chair to call a special meeting when necessary.
- C. All meetings require a minimum of five working days' notice.
- D. The chair will rule on all questions of procedure.
- E. A quorum shall consist of a simple majority of the membership.
- F. If a quorum does not exist at a meeting, business may be discussed, and votes will be taken electronically.
- G. Election of executive officers shall occur at the first called meeting of the academic year.
- H. Voting on a motion.
 - a. Passage of a motion shall require a simple majority.
 - b. Business and associated motions that cannot be voted on at a regularly scheduled meeting(s) may be completed by e-mail.
 - c. Motions voted on by e-mail shall pass only if majority of institutions vote on a measure and more than 50% vote in the affirmative for the measure.

VI. Reports of the Academic Advisory Committee

- A. Meeting Minutes are recorded by the Committee Secretary and reviewed by the Chair and Vice Chair before
- B. All minutes, reports, studies, and recommendations of the Academic Advisory Committee shall be submitted by the KRAAC Chair to the official designated by the Senior Vice Chancellor for Academic Affairs, who will direct their dissemination to the appropriate person(s).

VII. By-law Changes

- A. 60% of all System institutions voting in the affirmative is required to change the by-laws.
- B. Proposed changes to the by-laws must be disseminated to all institutions at least two weeks prior to the meeting they will be voted on.

VIII. Fines and Fees

- A. Institution representatives failing to physically attend a scheduled meeting at least every other year will act as the GEI at the next annual meeting for a 45 min. class. Missing two years in a row means buying lunch and offering the GE class at the next annual meeting.

Adopted by the KRAAC members on December 1, 2016