

Regents Academic Advisory Committee for Transfer Officers

BYLAWS

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the committee shall be The Regents' Academic Advisory Committee for Transfer Officers (TORAC).

Section 2: The general function of the Transfer Officers Academic Advisory Committee will be to aid in facilitating the exchange of information and ideas to help improve articulation and coordination among the institutions of the USG. Members will be knowledgeable of and participate in statewide conversations regarding transfer and articulation administration. The committee will monitor the transfer credit evaluation process across the System and ensure BOR policies are being maintained. The Committee will advise institutions regarding the impact of curricular changes on the transfer student population and provide recommendations concerning the evaluation of transcripts and the transfer of credits between USG institutions. As an administrative committee of the University System of Georgia, this RAC will work collaboratively with the USG's office of Academic Affairs, primarily through a designated BOR liaison, making recommendations as appropriate. 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 Transfer Officers Academic Advisory Committee will be composed of individuals charged with the administration of an institution's transfer and articulation process and 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 Transfer Officers Academic Advisory Committee meetings by USG staff who will serve as non-voting, ex-officio members of the Transfer Officers 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 Transfer Officers 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 Transfer Officers 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 Transfer Officers Academic Advisory Committee or the Executive Committee may call special meetings.

Section 5: Transfer Officers 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 shall consist of five officers: the Chair-Elect, Chair, Immediate Past-Chair, Secretary/Recorder, and Treasurer. Only institutionally designated representatives listed on the official USG committee membership list may serve as officers of the Transfer Officers Academic Advisory Committee.

Section 2: The office of Chair shall be filled by the succession of the Chair-Elect to that post.

Section 3: The Executive Committee will act for the Transfer Officers 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 Transfer Officers 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 Transfer Officers Academic Advisory Committee to key staff members in the University System Office.
- To inform the Transfer Officers Academic Advisory Committee members of system initiatives, issues and concerns related to their discipline(s).
- To solicit input from the Transfer Officers Academic Advisory Committee members and the University System Office and compile agendas for annual meetings.
- To facilitate communication between the Transfer Officers Academic Advisory Committee and other administrative groups responsible for issues related to transfer and articulation administration.
- 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 Transfer Officers Academic Advisory Committee members, encouraging their participation in the Transfer Officers Academic Advisory Committee decision-making and activities.
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for Transfer Officers 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 Transfer Officers 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 Transfer Officers 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 Transfer Officers Academic Advisory Committee Directory on the USG website.
- To maintain the Transfer Officers 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 Transfer Officers Academic Advisory Committee funds through the Treasurer's home

institution, designating the current Transfer Officers 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 Transfer Officers Academic Advisory Committee meeting fees from members and disbursing payments for facilities, services, and food for Transfer Officers Academic Advisory Committee meetings.
- To maintain accurate financial records of the Transfer Officers 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 Transfer Officers 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 Transfer Officers 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. The Chair will conduct the elections and announce the new Chair-Elect immediately following election by the membership. When possible, the Chair position will rotate among the three USG sectors (research universities, comprehensive and state universities, and state colleges).

Section 2: The Chair-Elect shall serve a three year term as an officer of the Transfer Officers Academic Advisory Committee - one year as Chair-Elect, one year as Chair, and one year as Past-Chair.

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

Section 4: The Secretary/Recorder will serve a one-year term but may be reelected to a second or third terms. The Secretary/Recorder will serve no more than three consecutive terms.

Section 5: 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 6: 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 7: When an office becomes vacant during a term of service, the Chair of the Transfer Officers 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 Transfer Officers Academic Advisory Committee.

Section 2: The Executive Committee shall be comprised of the Chair, Chair-Elect, Immediate Past-Chair, Secretary, and Treasurer.

Section 3: The Executive Committee shall provide leadership to the Transfer Officers Academic Advisory Committee by reviewing major issues and communicating such issues to the Transfer Officers 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 Transfer Officers Academic Advisory Committee in the event that a called meeting of the Transfer Officers 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 Transfer Officers Academic Advisory Committee membership on January 4, 2022.