

## **REGENTS' ADVISORY COMMITTEE ON STUDENT LIFE BYLAWS**

### **ARTICLE I - NAME, PURPOSE**

Section 1: The name of the organization shall be The Regents' Administrative Committee on Student Life (RACSL).

Section 2: RACSL represents services and programs that foster student learning and personal development at institutions within the University System of Georgia. RACSL has responsibility, shared with the other administrative/advisory groups, to make recommendations to the Chancellor and, through the Chancellor, to the Board of Regents regarding curricular and co-curricular experiences and services which support System educational objectives.

### **ARTICLE II - MEMBERSHIP**

Section 1: Membership shall consist of the Student Life Officers from the identified institutions within the University System of Georgia.

Section 2: The Student Life Officer from each institution shall be the designated representative on matters requiring a vote of the membership. Each institution shall receive one vote. The Student Life Officer may identify a designee to serve as institutional representative in his/her absence.

Section 3: A simple majority of voting delegates will constitute a quorum.

Section 4: The University System Office shall have representation at RACSL meetings who serve as a non-voting, ex-officio members of RACSL.

### **ARTICLE III - ANNUAL MEETINGS**

Section 1: RACSL will meet a minimum of two times each calendar year with one meeting scheduled during the fall/winter term, one during spring/summer term.

Section 2: The dates of the fall and spring meetings will be set by the Executive Committee of RACSL who will also set the time and place.

Section 3: The Chair of RACSL who also chairs the Executive Committee may call special meetings.

Section 4: All RACSL members will receive written notification of each meeting at least two weeks prior to the scheduled date and time unless immediate need prohibits such notification.

Section 5: RACSL meetings shall be open to others who may choose to attend including staff members invited by voting delegates and additional staff from the University System Office. Participation will normally be limited to voting and ex-officio members. Others may participate at the discretion of and upon recognition by the Chair.

#### **ARTICLE IV - OFFICERS AND DUTIES**

Section 1: There shall be three-officers consisting of the Chair, Chair-Elect and Secretary. These officers shall comprise the Executive Committee and be responsible for the following duties.

Section 2: The duties of the Chair are:

- A. To serve as chair of both RACSL and the Executive Committee of RACSL
- B. To serve on the Nominating Committee
- C. To initiate and monitor the elections of sector representatives
- D. To coordinate and facilitate at least two RACSL meetings per year
- E. To convene the Executive Committee at least once per year and otherwise as
- F. To represent the issues and concerns of RACSL to key staff members in USG
- G. To inform RACSL members of system initiatives, issues, and concerns
- H. To represent RACSL as an advocate for students through close collaboration with the Student Advisory Council and by staying abreast of student issues and concerns on system campuses through RACSL members
- I. To solicit input from RACSL members and the University System Office and compile agendas for annual meetings
- J. To facilitate communication between RASCL and other administrative groups responsible for student services on System campuses and serve as liaison between these groups and RACSL in representing the needs and interests of students
- K. Attend any committee meetings as required by the Regents.

Section 3: The duties of Chair-Elect are:

- A. To serve on the Executive Committee
- B. To serve as chair of the Nominating Committee for Chair-Elect
- C. To facilitate the involvement of new RACSL members by informing them of the purpose and structure of RACSL and assuring their participation in RACSL decision-making and activities
- D. To work closely with the Chair in identifying issues and preparing agendas for RACSL meetings

Section 4: Secretary

- A. To compile and distribute accurate records of RACSL meetings to all members and to submit approved minutes for posting on the University System of Georgia website
- B. To assure the accuracy of the RACSL directory and monitor timely distribution

- C. To ensure the bylaws are reviewed on a regular basis and are posted on the University System of Georgia website
- D. To assist the Local Arrangements Committee as need.

## **ARTICLE V - ELECTIONS**

Section 1: The Chair-Elect and Secretary shall be confirmed by majority vote of RASCL members present at the spring meeting. The Nominating Committee will present one candidate, per position, for consideration and additional nominations will be requested from the floor. The Chair will conduct the election and announce the new Chair-Elect immediately following election by the membership.

Section 2: The Chair-Elected shall serve a two year term as an officer of RACSL - one year as Chair-Elect, one year as Chair.

Section 3: Terms of service for each officer will begin at the conclusion of the spring meeting in which elections occur and ends at the conclusion of the following spring meeting.

Section 4: When an office becomes vacant during the term of service, the Executive Committee shall select an appropriate representative to complete the specified term of office.

## **ARTICLE VI - COMMITTEES**

Section 1: There will be three standing committees of RACSL: The Executive Committee, The Nominating Committee, and the Local Arrangements Committee.

Section 2: The Executive Committee shall provide leadership to RACSL by reviewing major issues and communicating such issues to RACSL members, by assuring that the interests and concerns of student affairs professionals are communicated effectively to the University System Office, and by apprising the membership of system-wide issues, concerns and initiatives with potential impact on student learning.

Section 3: The Executive Committee shall be comprised of the Chair, Chair-Elect and Secretary.

Section 4: The Executive Committee will meet a minimum of once per year following the election of sector representatives. 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 RACSL in the event that a called meeting of RACSL is not feasible to address an immediate concern or respond to a request from the University System Office.

Section 6: The Nominating Committee is comprised of the Immediate Past Chair, the Chair, and the Chair-Elect.

Section 7: The Chair-Elect will convene the Nominating Committee prior to the summer meeting. A candidate for Chair-Elect will be identified and contacted to verify willingness to serve if elected. The Chair-Elect will represent the Executive Committee in presenting the candidate to the membership for consideration.

Section 8: The primary purposes of the Local Arrangements Committee are:

- A. To provide a location for the RACSL meeting, including any needed technology.
- B. To arrange for breakfast and lunch for the attendees.
- C. To communicate to the membership driving and parking information.

Section 9: Additional Standing Committees or Taskforces may be appointed by the Executive Committee to address specific concerns.

#### **ARTICLE VII - AMENDMENTS**

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of RACSL members present and voting. Proposed amendments must be submitted to the Executive Committee for review. All proposed amendments will be distributed to the full membership prior to a vote. The Executive Committee may, for good cause, offer support or nonsupport for an amendment. Amendments will be determined by a two-thirds majority vote of RACSL members present and voting at the time of the proposed amendment(s).

Section 2: The Bylaws were approved by the RACSL membership on June 5, 2001. Amendments were approved by the RACSL membership on June 6, 2016.

*APPROVED 2016*