

Regents Administrative Committee on Records and Admissions (RACRA)

Statement of Mission and Bylaws

The Regents' Administrative Committee on Records and Admissions (RACRA) is comprised of the records and admissions officers at the thirty-five institutions in the University System of Georgia. The mission of RACRA is:

- to consider policies and advocate those that foster efficient admissions and records processes and maximize opportunities for student admission and enrollment
- to promote programs and services that facilitate the successful attainment of student educational goals
- to foster and promote policies that are consistent with USG goals regarding the admission, evaluation, retention, and graduation of students.
- RACRA supports the educational mission of the University System of Georgia and its members serve as full partners in planning and implementing strategies designed to enhance the admissions and record keeping on each System campus. RACRA encourages the exchange of ideas and expertise and promotes practices that are in keeping with the principles and purposes of public institutions of higher education. RACRA is an administrative committee of the University System and serves as liaison to the Chancellor and to the Board on all matters related to registrar and admissions functions.

RACRA provides leadership to the System by working collaboratively to develop and recommend policies impacting student admission, retention, and graduation;

- by planning, promoting and implementing strategies that utilize technology and other means to enhance or improve services to students;
- by providing an open forum for discussion of issues of concern to institutions, students, and student services professionals; and,
- by promoting professional development for student affairs personnel in the University System of Georgia.

RACRA works closely with other Regents' administrative and advisory committees and councils to focus on policies and issues that directly affect student services in the University System of Georgia. As with other administrative and advisory groups, RACRA serves as a recommending body to the leadership of the University System of Georgia.

- In order to serve students, system institutions and student affairs professionals, RACRA seeks an active role in all decisions impacting admissions and records and the development and maintenance of quality student services.

REGENTS' ADMINISTRATIVE COMMITTEE ON RECORDS AND ADMISSIONS BY-LAWS

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be The Regents' Administrative Committee on Records and Admissions (RACRA).

Section 2: RACRA represents services and programs that foster superior admissions and records keeping practices within the University System of Georgia. RACRA has responsibility, shared with other administrative/advisory groups, to make recommendations to the Chancellor and, through the Chancellor, to the Board of Regents regarding record keeping, transfer credit, degree evaluation, admissions criteria, and other related functions.

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist of any records or admissions officers from the 35 institutions within the University System of Georgia.

Section 2: The senior records or admissions officer from each institution shall be the designated representative on matters requiring a vote of the membership. Each institution shall receive two votes (one for admissions and one for records). The senior records or admissions officer may identify a designee to serve as institutional representative in her/his absence.

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

Section 4: The University System Office shall be represented at RACRA meetings by such USG officers as the system deems appropriate who serve as non-voting, ex-officio members of RACRA.

ARTICLE III - ANNUAL MEETINGS

Section 1: RACRA will meet a minimum of twice each academic year with one meeting scheduled during fall term, one during spring term, unless circumstances intercede.

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

Section 3: The Chair of RACRA may call special meetings.

Section 4: RACRA 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, a vice-chair, and a secretary.

The duties of the officers are:

Chair:

- Arranges date of RACRA meeting in consultation with USG Central Office personnel.
- Selects/arranges an appropriate meeting site.
- Announces meeting date and location to membership via email.
- Solicits meeting agenda items from members.
- Prepares a tentative agenda and distributes tentative agenda to membership one week prior to meeting.
- Conducts meeting.
- In consultation with Past Chair and Vice Chair, nominates new members each spring for positions of Vice Chair and Secretary for upcoming year.

Vice Chair:

- Distribute meeting registration form to membership. An initial registration should be sent in advance of the meeting. A second reminder registration form should be sent one month in advance of meeting.
- Perform duties of Chair or Secretary should one of these officers be unable to attend meeting.
- In consultation with Chair and Past Chair, makes nominations for Vice Chair and Secretary each spring for upcoming year.

Secretary:

- Records minutes of meetings.
- Within two weeks after meeting, distributes minutes of meeting to membership via email soliciting corrections, updates, etc.
- One week prior to each meeting, distributes corrected minutes to membership for approval at upcoming meeting.
- Send a copy of the minutes to the Student Services office of the university system of Georgia.

Past Chair:

- Each spring, in consultation with Chair and Vice Chair, makes nominations for positions of Vice Chair and Secretary for upcoming year.

ARTICLE V - ELECTIONS

Section 1: Officers are appointed by consent elections based on selection by the presiding officers.

Section 2: All selected officers serve three years; the first as secretary, the second as vice-chair, and the third as chair.

Section 3: Terms of service for each officer will begin at the conclusion of the spring meeting at which new officers are presented for consent election.

Section 6: When an office becomes vacant during a term of service, the serving officers shall select an appropriate representative to complete the specified term of office.

ARTICLE VI -COMMITTEES

Ad hoc committees shall be appointed by the chair as needed for conduct of business.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of RACRA members present and voting. Proposed amendments must be submitted to body of members for review.