

Kinesiology Regents Academic Advisory Committee Bylaws
(Modified on May 16, 2025)

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 Athletic Training, Exercise Sciences, Physical Education, Health Education, Recreation, and Sport and Fitness Management. *Note: Changes to Health & Physical Education will be reviewed by the Education Preparation Regents Academic Advisory Committee.*
- 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. Membership

For the purpose of exercising its responsibilities as defined by these bylaws and by the Board of Regents policy, the Kinesiology Regents Academic Advisory Committee (KRAAC) members shall be defined as follows:

- A. The membership of the KRAAC will be composed of individuals from the areas(s) of Kinesiology who have been appointed by their Provost/Vice President of Academic Affairs or designee.
- B. The University System Office will be represented at KRAAC meetings by USG staff who will serve as non-voting, ex-officio members of the committee.

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 of each institution.
- C. If absent, the official institutional representative may appoint a designee.

IV. Executive Officers

The Executive officers will form the Executive Committee and will consist of the Chair, Chair-Elect, and Immediate Past Chair. Only institutionally designated representatives listed on the USG committee membership list may serve as officers of the KRAAC.

A. Chair

- a. Elected annually.
- b. Calls the annual and special meetings.
- c. Determines the location(s) of called meeting(s).
- d. Presides over called meetings.
- e. Develops the agenda for called meetings.
- f. Serves as liaison to the University System of Georgia office.

- g. Coordinates KRAAC activities with the KRAAC officers
- h. Appoints ad hoc committees as needed to complete the business of the KRAAC.
- i. Delegates duties to the KRAAC officers or other members as needed.
- j. The office of chair shall be filled by the succession of the chair-elect to that post.

B. Chair-Elect

- a. Elected annually.
- b. Carries out the duties of the chair in the absence of the chair or upon delegation from the chair.
- c. Serves as the recording secretary in the year preceding serving as chair.
- d. Shall distribute the minutes of the meeting for a review and vote via email no later than one month following the meeting.

C. Immediate Past-Chair

- a. Work closely with the Chair and Chair-Elect in identifying issues and preparing agendas for the KRAAC.
- b. Facilitate change in leadership upon selection of the Chair-Elect.

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. If elections are unable to be completed at that time, elections can be completed electronically or at the next meeting. H. Voting on a motion.

- a. Passage of a motion shall require a simple majority of votes cast.
- 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 a majority of those are in the affirmative.

VI. Reports of the Academic Advisory Committee

A. Meeting Minutes are recorded by the Chair-Elect and reviewed by the Chair and Immediate Past-Chair before being distributed to all committee members.

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 amend 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.

Adopted by the KRAAC members on May 16, 2025