University System of Georgia

Chief Academic Officer (CAO) Advisory Team: Institutional

Research & Planning Advisory Council (CAT IRP) By-Laws

Approved: March 23, 2026

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be the Chief Academic Officer (CAO) Advisory Team: Institutional Research & Planning Advisory Council (CAT IRP) (hereinafter referred to as the Council).

Section 2: The Council represents the institutions of the University System of Georgia. The Council has responsibility, with other advisory groups/teams, to make recommendations to the System Office for the Chancellor and, through the Chancellor, to the Board of Regents regarding educational research, institutional research, information support for reporting, data-based decision-making, assessment, and strategic planning activities, as well as the policies, use, and delivery of decision-support systems (the USG data warehouses).

ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist of one representative from each institution in the University System appointed by each President. The member is usually the senior institutional research and planning officer from each of the 25 institutions within the University System of Georgia.

Section 2: The member represents his/her institution and shall be the designated representative on matters requiring a vote of the membership. Each institution shall receive one vote. The advisory council member may identify a designee to serve as institutional representative in her/his absence. Additional non-voting persons are encouraged to attend meetings and participate in CAT IRP activities.

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

Section 4: The University System Office shall be represented at the Council meetings by the Vice Chancellor of Research & Policy Analysis or his/her designee and other staff from the Office of Research and Policy Analysis who serve as non-voting, ex-officio members of the Council.

ARTICLE III - MEETINGS

Section 1: The Council will meet a minimum of two times each calendar year with one meeting scheduled during fall term and one during spring term, barring unforeseen constraints.

Section 2: The dates of the fall and spring meetings will be set by the Executive Committee of the Council who will also determine the time and place. One of these meetings may be held in person if needed; all other meetings shall be conducted virtually.

Section 3: The Chair of the Council may call Special meetings.

Section 4: All Council 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: The Council 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: Within the voting members, there shall be eight officers consisting of the Chair, Chair-Elect, Immediate Past-Chair, Treasurer, Secretary, and three sector representatives - one from each of the three following sectors: State and Two-Year Colleges; Four-Year State Universities; and Research/Regional Universities. These officers shall comprise the Executive Committee. The Chair of the Council also chairs the Executive Committee. The duties of the Chair are:

- To preside at both the Council and the Executive Committee meetings;
- To choose sector representatives for the Executive Committee;
- To coordinate and facilitate at least two Council meetings each year;
- To convene the Executive Committee at least once per year and otherwise as needed;
- To represent the issues and concerns of the Council to the Vice Chancellor of Research & Policy Analysis, and through that office to the Executive Vice Chancellor/Chief Academic Officer, the Vice Chancellor for Instructional and Information Technology, or others, as appropriate;
- To inform Council members of System initiatives, issues and concerns related to research and its responsibilities;
- To solicit input from Council members and the University System Office and compile agendas for annual meetings;
- To facilitate communication between the Council and other advisory groups/teams within the System campuses;
- Appoint members to sub-committees, as necessary, and act as an ex-officio member of each sub-committee.

The duties of the Chair-Elect are:

- To perform duties of the Chair during his/her absence;
- To perform duties as assigned by the Chair;
- Act in the absence of the Chair.

The duties of the Immediate Past Chair are:

- To serve on the Executive Committee;
- To preside on the Nominating Committee;
- To facilitate the change in leadership upon selection of the Chair-Elect.

The duties of the Secretary are:

- To record and distribute the minutes of all meetings of the Council and Executive Committee;
- Disseminate Council and Executive Committee information to the membership.

The duties of the Treasurer are:

- To maintain the finances of the Council;
- To maintain and present a financial statement for the Council at the fall and spring meeting;
- To handle registration for each meeting.

The duties of Sector Representatives are:

- To represent the issues, concerns and interests of each sector as members of the Executive Committee;
- To bring forth items that support the interests of the sector for consideration by the full Council membership as needed.
- To assure that meeting agendas reflect the needs, interests and concerns of all system institutions.

ARTICLE V - VOTING

Section 1: During the course of the Council Meetings, membership will have the option of voting on various motions. These motions could concern election of officers, amendments to the By-Laws, procedural changes, and recommendations to the System office or other advisory groups/teams. One vote per the designated senior institutional research officer/institution; however, all attending CAT IRP members (who have attended a CAT IRP meeting for at least two years) shall vote for the Executive Committee nominations.

Section 2: All voting members shall have the right to vote, not to vote, or abstain from voting.

Section 3: If the official advisory council member is unable to attend, he/she may designate one proxy for voting purposes.

Section 4: The results of the votes for officers are announced immediately after voting and election of officers has taken place at the end of fall.

ARTICLE VI - ELECTIONS

Section 1: Nominations for the Executive Committee member officers will be put forth by all attending CAT IRP members (who have attended a CAT IRP meeting for at least two years) at the end of fall and an electronic vote will be put forth. All officers will be confirmed by a majority vote. The Chair will conduct the election and announce the new officers immediately following election by the membership. Non-senior institutional research members would be eligible to serve as officers.

Section 2: All nominated Executive Committee member officers will each serve the following terms in their respective positions.

- The Chair-elect will serve in this order as Chair-elect, then successively as Chair, and then successively as Immediate Past Chair for two years respectively, totaling a 6-year commitment. Each succession occurs in the immediate year after the previous appointment.
- The Secretary will serve a two-year term.
- The Treasurer will serve a two-year term. The treasurer will serve no more than three consecutive terms.

Section 3: Sector representatives will serve two year terms but may be reappointed to second and third terms. No representative will serve more than three consecutive terms.

Section 4: Terms of service for each officer will begin during the spring meeting immediately after the elections and end immediately after the elections of the following spring meeting.

Section 5: When an office becomes vacant or inactive during a term of service, the Executive Committee shall select an appropriate representative to complete the specified term of office.

ARTICLE VII -COMMITTEES

Section 1: There will be one standing committee of the (CAO) Advisory Team: Institutional Research & Planning Advisory: the Executive Committee.

Section 2: The Executive Committee shall provide leadership to the Council by reviewing major issues and communicating such issues to Council members, by assuring that the interests and concerns of institutional research and planning professionals are communicated effectively to the University System Office, and by apprising the membership of system-wide issues, concerns and initiatives with potential impact to decision support systems.

Section 3: The Executive Committee shall be comprised of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer, and the three sector representatives.

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

Section 6: Additional committees may be appointed on an ad hoc basis by the Executive Committee to address specific concerns.

ARTICLE VIII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of Council 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 non-support for an amendment. Amendments will be adopted by a two-thirds majority vote of Council members present and voting at the time of the proposed amendment(s). These Bylaws will be reviewed every two (2) years by the Executive Committee and selected representatives.

The Bylaws were approved by the Committee membership on November, 2005
Amendments were approved by the Committee membership on September 29, 2008.
Amendments were approved by the Committee membership on October 5, 2020.
Amendments were approved by the Committee membership on April 18, 2024.
Amendments were approved by the Committee membership on March 23, 2026.