

# Bylaws

## Regents' Academic Advisory Committee on Foreign Languages

### Article I. Purpose and Function

The Regents' Academic Advisory Committee on Foreign Languages serves the Board of Regents on issues of policy related to the discipline of foreign languages and its place within the curriculum of the individual institutions of the University System of Georgia. The Regents' Academic Advisory Committee on Foreign Languages will henceforth be referred to in this document as the "Committee." It is also known under the acronym FLAAC (Foreign Language Academic Advisory Committee.)

The Committee also serves in an advisory capacity to foreign language departments within the USG to suggest guidelines and to speak, when needed, as a common voice in support of the discipline of foreign languages. The Committee does not approve or disapprove courses or programs at any individual institutions.

### Article II. Membership

The membership of the Committee will be composed of one official representative of the foreign language faculty from each college and university in the USG where at least one foreign language is taught. Each representative is appointed to the committee by the appropriate unit of each institution. An institution may choose to send an additional unofficial, non-voting member to the committee.

It is the responsibility of each institution within the USG to forward the name of the official representative each year to the Central Office. Appointment to the Committee is for a period of one year. There is no limit as to the

Voting normally takes place during the annual meeting of the Committee. Voting may also be conducted through the Committee listserv. Each official member shall have one vote. A simple majority of votes is required to carry a motion. If the official representative of a campus is unable to attend the annual meeting, that campus may send an alternate from the foreign language faculty who will have the right to vote. The Committee Chair must be notified in such instances.

#### **Article IV. Officers and Executive Committee**

The Executive Committee shall consist of the Secretary, the Chair-Elect, the Chair, and the Immediate Past-Chair. The Secretary becomes the Chair Elect the following year, and the year after that, becomes the Chair. The term of office for each officer shall be one year, with a new Secretary elected at each annual meeting. The term of office for a newly elected Executive Committee begins once the minutes from the annual meeting have been approved and submitted to the BOR. Should the Chair become unable to assume or continue duties, the Chair-Elect will assume the position of Chair. Should either the Chair-Elect or the Secretary position become vacant, the Chair shall solicit nominations and call for a vote via the Committee's listserv.

#### **Article V. Duties of the Executive Committee**

The Chair shall

- act as liaison between the BOR and the committee-at-large,
- appoint a Committee member to maintain the Committee listserv,
- establish a date, time and place for the annual meeting,
- convene and conduct all meetings,
- call for agenda items one month prior to the annual meeting,
- call for amendments to the bylaws one month prior to the annual meeting,
- appoint subcommittees as needed.

The Chair-Elect shall

- provide continuity for the Executive Committee,
- preside in the absence of the chair.

The Secretary shall

- record the minutes of the meetings of the Committee,
- submit the minutes to the Committee for approval via the Committee listserv within two weeks after the meeting. Corrections to the minutes must be made with three days of being posted on the listserv.
- submit the approved minutes to the Central Office no later than three weeks after the meeting.

The Immediate Past-Chair will provide continuity for the committee, serve in an advisory capacity to the Chair, and recruit individuals to serve as Secretary.

## **Article VI. Meetings**

The Committee shall meet officially each year at a date, time, and place chosen by the Chair in consultation with the official representatives. The quorum for the transaction of official business shall consist of fifty-one percent of the membership or their alternates.

## **Article VII. Rules of Procedure**

Rules of procedure not specifically addressed in the bylaws will follow the current edition of Roberts' Rules of Order.

## **Article VIII. Adoption and Amendment of Bylaws**

The bylaws and all amendments to the bylaws must be approved by two-thirds of the membership present -1nt c