

University System of Georgia
Regents Administrative Committee on Institutional Research and

Planning (RACIRP) By-Laws

Approved: April 18, 2024

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization shall be the Regents Administrative Committee on Institutional Research and Planning (RACIRP) (hereinafter referred to as the Committee).

Section 2: The Committee represents the institutions of the University System of Georgia. The Committee has responsibility, with other administrative/advisory groups, 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 2: The dates of the fall and spring meetings will be set by the Executive Committee of the Committee who will also set the time and place. Meetings may take place either face-to-face and/or virtually.

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

Section 4: All Committee 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 Committee 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

The duties of the Immediate Past Chair are:

- To serve on the Executive Committee;
- To preside on the Nomina Tfelgommitte

ARTICLE VI - ELECTIONS

Section 1: Nominations for the Executive Committee member officers will be put forth by all attending RACIRP members (who have attended a RACIRP 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 Administrative Committee on Institutional Research and Planning: the Executive Committee.

Section 2: The Executive Committee shall provide leadership to the Committee by reviewing major issues and communicating such issues to Committee 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 Committee in the event that a called meeting of the whole Committee is not feasible to address an immediate concern or respond to a request from the University System Office.

Section 6: Additional committees may be appoi