

Revised Bylaws of the GACRC-AC

09/17/2013

Central to the management of the Georgia Advanced Computing Resource Center (GACRC) is the leadership for strategic priorities and direction by the GACRC Advisory Committee (GACRC-AC) in concert with the Vice President for Research (VPR) and the Vice President for Information Technology (VPIT). The role of the GACRC-AC is to:

- advise the VPR and VPIT regarding activities in support of the mission, budget development, policies and procedures regarding the operation, maintenance and upgrade of the GACRC. (The GACRC-AC expects a formal response from the VPR, VPIT, and GACRC Director regarding any differences in direction and/or recommendations that are not accepted.);
- provide leadership in the identification and articulation of research computing priorities;
- provide assistance in development of funding requests and articulation of need;
- assist in the measurement of impact and contribution of GACRC to UGA's research agenda and to the University;
- serve as an advocate for the GACRC including participation in the selection of the GACRC Director along with OVPIT and OVPR, and provide representation on the CIOAC (VPITAC); and
- provide a "conduit" for communications between the GACRC user community and the GACRC Director, developing mechanisms for these communications; these may include "town hall" meetings, surveys, blogs, or any other appropriate mechanism.

The OVPR and the OVPIT will consider minor funding as needed for such activities upon request.

ARTICLE I. The Committee Members

The GACRC-AC consists of nine members appointed by the Vice President for Research (VPR) and the Vice President for Information Technology (VPIT), in consultation with the current GACRC-AC, Director of the GACRC, plus the VPR and VPIT, or their respective representative. The appointment of each new member is for three years that ends on August 31 of the last year of his/her term. The nine appointed GACRC-AC members are usually UGA faculty or staff and should be chosen to reflect the diversity of research computing needs on campus. The VPR, the VPIT, and the GACRC Director, or their respective representatives will serve ex officio without a time limit. Three members of the GACRC-AC are appointed to staggered three-year terms, starting on 1 September of each year, allowing appointments to be made early in the fall semester. Up to three additional ex officio (one-year renewable) appointments may be chosen by the GACRC-AC membership to provide expertise in needed areas.

ARTICLE II. Meetings

Section I. Regular meetings

The GACRC-AC is expected to meet on a regular basis at least six times per year with the first meeting of the year as soon after 1 September as is feasible. GACRC-AC members may submit agenda items to the Chair of the Committee. The agenda for a regular meeting shall be provided to the members of the Committee one week before the meeting and shall constitute the total business of the meeting.

Each year at this first meeting, the GACRC-AC should elect its own Chair. The elected Chair shall be anyone who has served on the committee for at least one full year. The duties of the Chair are to:

- provide leadership for GACRC-AC activities;
- call meetings of the GACRC-AC;
- preside over all regular and special meetings of the GACRC-AC;
- keep and post all electronic documents on the GACRC-AC repository;
- ask GACRC-AC members for agendas items prior to each meeting;
- assure that meeting minutes are kept and approved by GACRC-AC members;
- report to GACRC Director any advice and recommendations agreed upon by the GACRC-AC;
- represent the GACRC-AC on the VPITAC; and
- appoint an ad hoc committee for a specific task or objective as needed.

GACRC-AC Chairs are limited to five consecutive one-year terms.

Section II. Special Meetings

The Chair of the GACRC-AC committee or at least three members of the GACRC-AC committee or the GACRC director, VPIT and VPR, may ask for special meetings as they deem necessary.

Section III. Notice of Meetings

The Chair shall give notice of regular meetings to the GACRC-AC members at least one week in advance. All notices shall include the proposed agenda.

Section IV. Absences and Proxies

A member of the GACRC-AC who misses three consecutive meetings within one academic year shall be removed from the Committee. A new member will be appointed to serve the rest of his/her term.

No Proxy member is allowed. Absentee votes are permitted.

Section V. Quorum

A majority of the nine member of the GACRC-AC shall constitute a quorum. A quorum is required for any official action of the committee. Absentee votes will not be counted towards the quorum if any additional discussion occurs after absentee votes were cast, but prior to the official vote.

ARTICLE III. Amendments

The GACRC-AC members, in consultations with VPR, VPIT, and GACRC Director, shall have the power to alter, repeal, or amend these Bylaws, or to adopt new bylaws. Copies of proposed amendments or proposed new bylaws shall be sent to all members of the committee. A majority of votes cast by those members voting, in consultation with VPR, VPIT, and GACRC Director, on any amendment or proposed bylaws shall be required for adoption.