



# COLLEGE OF BUSINESS

*Illinois State University*

## **BYLAWS OF THE ADVISORY COUNCIL**

**Accepted at October 25, 2011 Meeting**

### **Article I. Name**

This organization shall be known as the College of Business Advisory Council, hereinafter referred to the Advisory Council.

### **Article II: Purposes**

The Advisory Council shall serve as an advisory body to the Dean of the College of Business on many aspects of the College, its mission and its programs. The specific purposes of the Advisory Council are as follows:

- A. To provide an important link between management education within the College and management practice within the business community.
- B. To serve as a useful sounding board for present and proposed programs and activities of the College in areas such as executive education, long range development, international management, and summer internships.
- C. To suggest and identify opportunities for business students to enrich their education through internships and other learning-practical work experiences.
- D. To help identify programs for continuing management development tailored to the specific educational needs of the local and regional business community.
- E. To identify areas of research and study where the expertise of the faculty can be combined with the resources of the community to solve business problems dealing with accounting, finance, management, marketing, information systems, risk management, and related disciplines.
- F. To help the College bring business executives into close contact with students and faculty in both formal and informal settings including visits to the campus by a variety of individuals.
- G. To suggest and identify opportunities for faculty development activities designed to upgrade their skills in the areas of business administration and management.

- H. To work with the Dean and other members of the College faculty and administration to promote the College, build its recognition and prestige, and obtain new resources to enhance opportunities for students and faculty.

### **Article III: Membership**

- A. The Advisory Council shall consist of the Dean of the College of Business and corporate leaders who have a sincere interest in Illinois State University and the College of Business and are devoted to the improvement of higher education for business administration and management. It is the expectation that Council members will be committed to helping the College in fund-raising activities by providing corporate participation and sponsorship and through personal contributions. The President and Vice President and Provost of the University shall be ex-officio, non-voting members.
- B. Prospective candidates for membership on the Council shall be identified by the Membership Committee, in consultation with other Council members and the Dean of the College of Business. After discussion among members of the Council, the candidates will be officially appointed by the Dean. The Council should not exceed 35 voting members.
- C. Newly appointed members shall begin their term of office with the first regular meeting of the Advisory Council following their appointment by the Dean of the College of Business.
- D. The term of membership on the Council is three years, commencing with the beginning of the academic year. To provide for continuity on the Council, approximately one-third of the members should be appointed/reappointed each year. Upon consultation with the Membership Committee and the Dean, individual members who agree to continue to serve may be reappointed for up to a maximum of three full terms of membership. In special cases (e.g., where a constituent organization should remain represented on the Council) upon recommendation of the Dean and the Membership Committee an individual member may be reappointed beyond the three-term limit.
- E. Members who have served three full terms of membership may be designated *Member Emeritus* with all of the rights and privileges of Advisory Council membership except voting rights. Such members may serve on committees, including standing committees (without voting rights), and shall be invited to and may attend all meetings of the Advisory Council. After a member has held the status of *Member Emeritus* for three years, the member may be requested to rejoin the Advisory Council as a member with voting rights under B., and C., above.
- F. If a member fails to participate at an appropriate level, the Secretary will notify the Executive Committee, and the Executive Committee will notify the member that failure to attend the next regularly scheduled Council meeting shall be considered a resignation. If a member does not attend that meeting, the member's resignation shall be submitted to a vote at the next succeeding Council meeting and, if the resignation is approved, the Secretary shall notify the member in writing of such action.

### **Article IV. Officers of the Advisory Council**

- A. The officers of the Advisory Council shall consist of a President, Vice President, and a Secretary.

- B. A slate of nominees for the officers' positions shall be presented to the membership for their consideration at least 30 days prior to the election.

The election of officers shall take place at the regularly scheduled spring meeting. The term of office for officers shall be for one academic year, commencing with their election at the spring meeting. The elected Vice President will also be designated the President-Elect and will become the President the year immediately following the year served as the Vice President/President-Elect.

#### **Article V. Executive Committee**

- A. The Advisory Council officers, the Dean of the College of Business, and the co-chairs of the standing committees shall constitute the Executive Committee of the Advisory Council.
- B. The Dean, in consultation with the Executive Committee, shall prepare the agenda for each regular meeting. The agenda shall be distributed to all members of the Advisory Council 10 days prior to a regular meeting.
- C. The Executive Committee shall function as the long-range planning committee of the Advisory Council and shall also perform other such functions as the Council assigns to it and as it deems appropriate.
- D. The Executive Committee shall review annually the membership of the standing committees described in Article VI below, appointing or reappointing the chairperson and members.
- E. If a position on the Executive Committee becomes vacant in mid-term, the President will appoint an interim officer to fill the remainder of the term. If the office of President becomes vacant in mid-term, the Vice President will assume that office and the Executive Committee will appoint an interim Vice President.

#### **Article VI. Functions of the Advisory Council**

- A. The standing committees of the Advisory Council, and their general functions, shall be as follows:

##### **Curriculum and Student Professional Development Committee**

- Review and provide recommendations related to the curriculum for the College and offer suggestions about the core courses, new courses, and possible revisions to minors, sequences, and majors.
- Collaborate with the Assistant to the Dean for Student Relations about recruitment and retention of students.
- Facilitate internships, pre-professional opportunities and hiring of students by enhancing partnerships with employers.
- Identify important soft skills needed by graduates and offer ideas about how to build awareness and competence of such skills by COB students.
- Review the Standards of Professional Behavior and Ethical Conduct for the College, make suggestions for updates, and offer ideas to implement these standards.

**Development and Membership Committee**

- Recruit and nominate a viable and enthusiastic members for the Council.
- Coordinate an orientation session annually for new members.
- Plan recognition gifts for those exiting the Advisory Council.
- Collaborate with the Director of Development to achieve cultivation and fundraising goals for the College.
- Support stewardship efforts of the College by building relationships with donors and recognizing donors for their support.

**External Partnerships and Marketing Committee**

- Review and provide recommendations related to the marketing goals of the College.
- Collaborate with the Assistant to the Dean for Constituent Relations to enhance communication between alumni, external partners, students, faculty, and the broader community to create opportunities and build the College brand.
- Support and expand the efforts of the College of Business Alumni Network (COBAN).

**Strategic Planning Committee**

- Identify important issues facing the business community and business leaders and facilitate a dialogue on these issues for possible inclusion in the strategic plan.
- Review the Strategic Plan and provide suggestions for updates .
- Collaborate with the Dean on special assignments as needed.

- B. The Advisory Council may also create such special committees as it deems useful to the exercises of it functions, and shall determine the functions, duties, and terms of office for each special committee.
- C. The membership of all standing and special committees shall be reviewed annually and determined by the Executive Committee of the Council. If committee members so choose, they may invite College of Business faculty, students, alumni, or other members of the external community to participate in the work of the committee.

**Article VII. Board Member Roles and Responsibilities**

- A. Key roles and functions of members of the College of Business Advisory Council include:
  - a. General Expectations
    - i. Know and understand the College’s mission, purposes, goals, policies, programs, services, strengths and needs;
    - ii. Suggest nominees to the Council
    - iii. Serve in leadership positions when asked and volunteer for special assignments
    - iv. Consider the selection of activities articulated in Section C., below
  - b. Champion Strategic Directions
    - i. Foster a commitment to the mission and vision of the College of Business and the actions necessary to attain that vision and mission
    - ii. Be familiar with the College’s Strategic Plan and support its implementation

- c. Meetings
  - i. Prepare for and participate in Council meetings, committee meetings, and special events
  - ii. Suggest agenda items for Council and committee meetings
- d. Fundraising
  - i. Make the College of Business a philanthropic priority as described in B., below
  - ii. Support fundraising strategies through information sharing about the College and its priorities with other constituencies (individuals, corporations and the business community, and foundations).

B. Policy on Board Member Responsibilities for Fundraising:

In support of the mission and programs of the College of Business, each member of the Advisory Council will make the College one of their philanthropic commitments and will make a financial contribution relative to personal means, and/or assist advocating for financial contributions by other individuals or entities.

C. Options for Individual Board Member Participation

Members of the Advisory Council may assist the development activities of the Dean and the development staff in a number of important ways, including:

- a. Planning and Advising
  - i. Reviewing fundraising case statements and be able to explain the rationale for such initiatives.
  - ii. Helping to position the College of Business for attainment of financial and academic needs
- b. Fundraising
  - i. Assisting in the evaluation of prospects as potential donors
  - ii. Where appropriate, sharing pertinent information about individuals, foundations, and/or corporations who or which may have potential interests in the programs, priorities and goals of the College of Business.
- c. Cultivation
  - i. Assisting, when appropriate, in introducing prospects to the College, writing supporting letters, and participating in event planning.
  - ii. Hosting, in an appropriate setting, small groups of volunteers or donor prospects to acquaint them better with the College's priorities
- d. Asking
  - i. When appropriate, accompanying the Dean and Advancement staff in soliciting major gifts in support of the College.
- e. Stewardship
  - i. Calling existing and new donors to thank them for their gifts, or write "thank you" letters.
  - ii. Speaking frequently about the College of Business, its programs, and its purpose.
  - iii. Writing a personal testimonial or letter of support for public use, or agreeing to be quoted as to why and how you support the College.

## **Article VIII. Meetings of the Advisory Council**

- A. Notice of regular meetings shall be given by mail or phone to each member at least three months prior to the stated date. The Advisory Council shall hold at least two regular meetings during the calendar year.
- B. Special meetings may be called by the President of the Advisory Council, or in the absence of the President, by the Vice President, or by the Dean of the College of Business. Notice must be given at least three days prior to the date of the meeting.
- C. One-third of the membership of the Advisory Council shall constitute quorum.
- D. Invited guests may attend meetings of the Advisory Council, and may participate in the discussion.
- E. Members desiring to bring specific matters to the attention of the Advisory Council shall communicate them in writing to the Secretary, who shall transmit them to the Executive Committee.
- F. When appropriate, the parliamentary authority for use in the Advisory Council meetings shall be the current edition of *Robert's Rules of Order*.
- G. Minutes of the Advisory Council meetings shall be distributed to members by mail within three weeks after each meeting. At least one permanent file of the minutes shall be maintained by the Dean of the College of Business.
- H. Voting on any matter before the advisory Council on which a motion is made shall be by roll call unless otherwise determined by the presiding officer.

## **Article IX. Amendments of the Bylaws**

- A. Proposed amendments to these Bylaws may be submitted to the Secretary of the Advisory Council who shall report the proposal to the Advisory Council at its next regular meeting.
- B. Every three years a Review Committee will be appointed by the Executive Committee of the Advisory Council to review the substance of the Bylaws.
- C. The Review Committee shall submit its report to the Secretary of the Advisory Council who shall place it on the agenda for the Advisory Council at its next regular meeting.
- D. When voting to amend the Bylaws is held, the proposal must be submitted in writing to the membership of the Advisory Council at least one month prior to its next regular meeting.
- E. Any proposal to amend the Bylaws shall be adopted and become effective when approved by the majority of those members voting on the proposal, providing those voting constitute a majority of the members.