

BYLAWS
DEAN'S ADVISORY BOARD
College of Arts & Sciences
Clayton State University

I. MISSION STATEMENT

The College of Arts and Sciences Dean's Advisory Board is a leadership committee that supports the College's strategic direction and assists in securing the financial resources to achieve its long-range academic goals.

II. PURPOSE

The Dean's Advisory Board shall serve the Dean of the College of Arts & Sciences at the Clayton State University by:

- a. proposing matters for consideration by the Dean;
- b. providing counsel and recommendations on issues raised by the Dean;
- c. undertaking projects and launching initiatives recommended by the board and approved by the Dean that will benefit the College of Arts & Sciences;
- d. assisting the Dean in fund-raising activities on behalf of the College and the University.

III. MEMBERSHIP

- a. Membership in the Dean's Advisory Board shall be by invitation of the Dean of the College of Arts & Sciences.
- b. Membership shall be for an initial term of two (2) years, which may be extended for up to two (2) additional years per extension, at the discretion of the Dean and with the Board's concurrence. A member may resign at any time by tendering a written resignation to the Dean.
- c. The Dean or a majority of any sitting Board may, at any time and for any reason, remove a member from the Board.
- d. Membership on the Board shall reflect, insofar as is practical, the diversity of the College of Arts & Sciences students and alumni.
- e. The size of the Board shall be determined by the Dean and be consistent with the Dean's objectives for the Board and the Board's workload.
- f. Initial membership shall be approximately fifteen (15) College of Arts & Sciences retired faculty and staff, College alumni, and others who support the mission of the University. Thereafter, the number of Board members shall be determined by the Dean.

IV. ORGANIZATION

- a. The Dean will organize the Board consistent with the College's needs.

- b. Board officers will include a Chair, Vice Chair, Secretary, and Treasurer, each appointed for a two year term.
- c. Officers will be appointed by the Board and approved by the Dean.
- d. The Vice Chair will stand in for the Chair when the Chair is unable to be present.
- e. The Chair will assist the Dean with preparations for Board meetings, update the Dean on the Board's progress, and assist in other capacities as needed.
- f. During annual meetings the Board will elect officers and appoint committees for Alumni Relations, Outreach/Advocacy, Student Development, and other purposes as needed. Each committee, through its chair, shall report progress toward its objectives at the Annual Board meeting and at other intervals as requested by the Dean.
- g. The current and all subsequent Deans of the College may reorganize the Advisory Board as needed to carry out the Dean's objectives.

V. BOARD MEETINGS

- a. The Board will meet at least two (2) times each academic year, an Annual Board meeting during Spring semesters and follow-up meetings as needed during the following academic year. The location of the meetings shall be determined by the Board with the approval of the Dean.
- b. After each Board meeting, a brief written summary of the meeting will be prepared by the Secretary and distributed to each Board member and the Dean. Anticipated completion dates for committee projects shall be included in the summary.
- c. Each committee chair will present a concise report to the membership at the Board meeting, summarizing progress and results on committee projects continuing from prior Board meetings.
- d. The Dean, at his sole discretion, may invite non-Board members to attend the Annual Board meeting for any purpose whatsoever.

VI. AMENDMENT OR MODIFICATION OF THE BY-LAWS

The dean may amend or modify the organization of the Board or other provisions of the By-laws in order better to achieve the purposes of the Board. The procedure for making such changes is as follows:

- a. The dean will submit his or her proposed changes in writing to the Board at a meeting or by electronic communication for a comment period of at least two weeks to be determined by the dean.
- b. The dean may adjust the proposed changes in response to comments or proceed with the original proposal.
- c. Following the comment period, the changes will go into effect upon the dean's distribution of the revised By-laws to the members of the Board.