

## STUDENT ADVISORY BOARD BYLAWS

### Purpose

The Romain College of Business Student Advisory Board (hereinafter the "Board") provide counsel to the Romain College of Business faculty, students, and other constituents. The Board will provide direct and effective communication to the Dean of the Romain College of Business and will report directly to the Dean.

### Objectives

The objectives of the Board will include, but are not limited to:

- Assessing and addressing needs and concerns of Romain College of Business students
- Providing students with an outlet to share their ideas
- Reporting to the Dean of the Romain College of Business upon matters regarding student issues and/or ideas
- Representing the Romain College of Business in a professional manner
- Encouraging student involvement and engagement in the Romain College of Business
- Connecting faculty and staff with students in order to make a more comfortable learning environment for all
- Inform and assist students regarding information about the Romain College of Business and other matters that may arise

### Board Membership

The Romain College of Business Student Advisory Board shall consist of:

- Four Board Officers
- All Romain College of Business Graduate Assistants

## Organizational Structure

The Board will consist of four executive members: the Chair, Vice Chair, Secretary, and Public Relations Officer.

The following duties serve as a basic outline of responsibilities of Board officers, but Officer duties are not limited to the following:

### Chair:

- Duties:
  - Preside over all Board meetings
  - Report to members of the Board at each meeting
  - Appoint any necessary committees with approval from the Dean of the Romain College of Business
  - Update the Board via email with accurate information regarding meetings, objectives, and other Board matters

### Vice Chair:

- Duties:
  - Perform duties of the Chair in the absence of the Chair
  - Report to members of the Board at each meeting
  - Be familiar with Robert's Rules of Order to assist in meeting structure
  - Assist the Chair in updating the Bylaws when needed

### Secretary:

- Duties:
  - Prepare a meeting agenda prior to each meeting with assistance of the other Board officers
  - Record all meeting minutes and attendance
  - Keep accurate meeting records
  - Assist the Public Relations Officer in communication with individuals outside of the Board

### Public Relations Officer:

- Duties:
  - Advertise for all Board matters
  - Encourage students to bring concerns to the Board
  - Encourage students to apply for open Board positions
  - Communicate with individuals outside of the Board regarding Board matters when needed

Other officer responsibilities may be delegated by the Board and/or Dean of the Romain College of Business.

Non-officers' duties may be decided by the Board, the Dean of the Romain College of Business, and/or the Chair of the board, but are not limited to those duties delegated.

February 7, 2020

## Committees

### Executive Committee:

The Executive Committee of the Board will consist of the Chair, Vice Chair, Secretary, Public Relations Officer, and the Dean of the Romain College of Business.

### Search Committee:

The Search Committee will consist of Faculty from the Romain College of Business Dean's Office.

The Chair will appoint three non-officer members to serve of the Search Committee.

The Search Committee shall ask Romain College of Business Department heads to nominate or recommend students to apply to the Board.

The Search Committee shall seek to find members who may best represent the Romain College of Business population.

### Other Committees:

As stated before, other committees may be appointed by the Chair with the approval of the Dean of the Romain College of Business.

## Meetings

**Regular Meetings:** The board will meet formally at least twice a semester. Meetings will be held on the first Wednesday of September, November, February, and April. Any additional meetings planned by the board. Times of all official meetings will be decided by the Board in the prior meeting. The Board may also have informal and nonmandatory meetings in between official meetings as decided by the Board officers.

**Special Meetings:** Special meetings may be called by the Chair of the Board and/or the Dean of the Romain College of Business.

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including said member), and with approval from the dean. Any dismissed member may reapply for the next year's board, but prior reasons of dismissal may be taken into account.

### Amending Bylaws

Bylaws may be amended by the Board at any regular meeting unless the initial vote is unanimous. If the proposed changes are not approved, they may be tabled for the next meeting and to be included on the meeting agenda for approval of the Board in old business.

Proposed amendments must be referred to the Board Chair for inclusion on the agenda for the next regular meeting.

A majority vote is required in order to amend bylaws.

### Board Funding

If necessary, any potential Board funding must go through the Romain College of Business Dean's Office and/or any grants provided by other University entities or organizations including the Student Development Program's Activity Fund.