

**BYLAWS OF THE COLLEGE OF BUSINESS AND ECONOMICS ADVISORY BOARD
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

Article I: Name

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

Article II: Purposes

The Advisory Board shall serve as an advisory body to the Dean of the College of Business and Economics on many aspects of the College, its mission and its programs.

The specific purposes of the Advisory Board are as follows:

- A. To serve as a “sounding board” for present and proposed programs and activities of the College.
- B. To identify opportunities for business students to enrich their education through internships, mentorships, and other learning-practical work experiences.
- C. To help bring business executives into the classrooms and other close contact with students and faculty in both formal and informal settings.
- D. To help build important ties and connections between the College and the business community.
- E. To assist the Dean in the solicitation, cultivation, and stewardship of external support.
- F. To assist in the ongoing strategic planning process of the College.

Article III: Membership and Expectations of Board Members

- A. The Advisory Board shall consist of the Dean of the College of Business and Economics and business and community leaders who have a sincere interest in the College of Business and Economics and are devoted to excellence in higher education for business students.
- B. Prospective candidates for membership on the Advisory Board shall be identified by the Dean, in consultation with other Advisory Board members. After discussions among members of the Advisory Board, the candidates will

be officially appointed by the Dean. The Advisory Board should not exceed 40 members.

- C. Newly appointed members shall begin their term of office with the first regular meeting of the Advisory Board following their appointment by the Dean of the College of Business and Economics.
- D. The term of membership on the Advisory Board is three years. To provide for continuity on the Advisory Board, approximately one-third of the members should be appointed/reappointed each year. Upon consultation with the Advisory Board and the Dean, individual members who agree to continue to serve may be appointed for up to a maximum of three full terms of membership.
- E. Advisory Board members are expected to maintain active participation in Advisory Board activities.
- F. Advisory Board members are expected to advise and assist the Dean in efforts to secure annual and major gift support and other external funding for programs and initiatives.
- G. Advisory Board members are expected to advise and assist in efforts to involve our alumni and the business community in the programs and activities of the College.
- H. At the choice of the Board Member:
 - 1. \$2,500 initial contribution, unrestricted, to the COBAE Development Fund, with an annual gift of \$1,500 thereafter (note: Board members making such financial contributions automatically become members of the President's Associates); or,
 - 2. A minimum of 60 hours, annually, of service as described by the Advisory Board Executive Committee; or,
 - 3. A combination of financial contributions and service, as determined by the Executive Committee; or,
 - 4. For those members who have already made significant pledges, donations or planned gifts, the Executive Committee may waive or modify the above requirements.
- I. Board Members participate as they can by:
 - 1. Donating no less than 20 hours, annually, for activities in support of the College and/or the Advisory Board, including guest speaking, judging

student events, professor for a day, hosting/participating in student dinner events, scholarship selection committees, student mentoring, and student internships.

2. Attending, schedules permitting, no less than 50% of the Board/Committee meetings annually.
3. Assisting the Development Officer and the Dean in securing donations through contacts and breakfast/lunch/dinner meetings with alumni and potential friends to the College.
4. Completing a profile that sets forth the member's desires or interests in key areas of the College, business expertise and support.

Article IV: Officers of the Advisory Board

- A. The officers of the Advisory Board shall consist of a Chair, two Vice-Chairs, and a Secretary.
- B. The election of officers shall take place at the regularly scheduled fall meeting.

Newly elected officers shall assume their duties upon election.

If a position on the Executive Committee becomes vacant mid-term, the Chair will appoint an interim officer to fill the remainder of the term. If the office of Chair becomes vacant mid-term, a Vice Chair will assume that office and the Executive Committee will appoint an interim Vice Chair.

Article V: Executive Committee

- A. The Executive Committee shall be made up of the Advisory Board Chair, an Advisory Board Vice-Chair, the respective chairs of the Development and Student Relations Committees, and up to three other ad hoc advisory board members, selected by the chair in consultation with the Dean.
- 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 Board seven days prior to a regular meeting.
- C. The Executive Committee shall function as the long-range planning committee of the Advisory Board and shall also perform other such functions as the Advisory Board 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. All recommendations of the Executive Committee shall be voted on by the entire Advisory Board at the next meeting.

Article VI: Standing and Special Committees

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

Community Relations Committee: Build better bridges between the College and our alumni and the business community to facilitate communication, involvement, and opportunities for student and faculty development.

Development Committee: Work with the Dean of the College of Business and Economics to identify opportunities for annual and major gift support, and to build the prestige and recognition of the College.

Student Relations Committee: Work with the Dean and the Advisory Board to improve the experience of the students, including mentorships, internships, special events and other involvement of students with the business community.

- B. The Advisory Board may also create such special committees as it deems useful to the exercises of its functions, and shall determine the functions, duties, and terms of office for each special committee.

Article VII: Meetings of the Advisory Board

- A. Notice of regular meetings shall be given by mail, email or phone to each member at least 45 days prior to the stated date. The Advisory Board shall hold two regular meetings during the calendar year, typically in the fall and spring.
- B. Special meetings may be called by the Chair of the Advisory Board, or in the absence of the Chair, by the Vice Chair, or by the Dean of the College of Business and Economics. Notice must be given at least three days prior to the date of the meeting.
- C. One-quarter of the membership of the Advisory Board shall constitute quorum.

- D. Invited guests may attend meetings of the Advisory Board, and may participate in the discussion. However, members may not send someone to represent them in their absence.
- E. Minutes of the Advisory Board meeting 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 and Economics.

Article VIII: Amendments of the Bylaws

- A. Proposed amendments to these Bylaws may be submitted to the Secretary of the Advisory Board who shall report the proposal to the Advisory Board at its next regular meeting.
- B. When voting to amend the Bylaws is held, the proposal must be submitted in writing to the membership of the Advisory Board at least one month prior to its next regular meeting.