

**By-Laws  
of the  
School of Business**

**Dean's Advisory Council**

**Christian Brothers University  
June 2005**

**Article I: Name**

This body will be known as the Christian Brothers University School of Business Dean's Advisory Council.

**Article II: Purpose**

*The Dean's Advisory Council exists to provide advice, guidance and support for the continuing development of high quality business programs at CBU.*

Individually and collectively, the members of the Council sponsor the School of Business to the business community and sponsor the business community's needs and interest to the School. The purpose of the Council's sponsorship is to advance the commitment to excellence in academic achievement and community service of the School of Business and to articulate the current and emerging interest of the business community to the School.

**Article III: Activities**

Through a close working relationship with the Dean of the School of Business, the Advisory Council will achieve its purpose by acting, individually and collectively, to:

- Provide council to the Dean regarding mission, goals and strategic planning of the School of Business;
- Advise the School of Business on general trends external to the University which will impact its operations in some substantive manner;
- Serve as a forum for discussing issues related to instruction, research, academic excellence, professional development, and external relationships and alumni affairs in a forthright and knowledgeable manner;
- Assist in the promotion and recognition of the School of Business locally and regionally;
- Advise and assist the Dean in understanding the needs of the business community;
- Advise and assist the Dean in strengthening the relationship between the School of Business and the business community.
- Provide review and critical thought on curricula to meet the needs of the business community and to further the educational development of our students.

#### **Article IV: Legal Status**

The Advisory Council is not a legal entity. Its members have no legal responsibility for the policies and operations of the School of Business and no legal liability for any activity of the School. Legal responsibility and liability lie with the Administration of the University and Board of Trustees. The Advisory Council has no authority to make commitments on behalf of the University.

#### **Article V: Membership**

Section 1: Appointment. Members shall be appointed by the Dean of the School of Business upon recommendation of the Advisory Council Executive Committee.

Section 2: Criteria for Membership: Membership will be extended to individuals who have demonstrated leadership in their field of endeavor, a commitment to CBU and a strong interest in education. It is expected that all Advisory Council members will have both expertise and interest to contribute advice and counsel on issues, and to attend and participate in Council meetings. Maximum membership on the council will be 25. Any Council member may propose an individual for membership on the Council.

Section 3: Term of Membership. Term of membership shall be for three years which may be renewed once. Original appointments (2005) may be for 1, 2 or 3 years to create staggered terms.

Section 4: Ex-officio Membership. The Academic Vice President, the Dean of the School of Business and the MBA Director shall be ex-officio members of the Council and of the Executive Committee but ineligible to serve as officers. A member of the School of Business faculty will be appointed each year as an ex-officio member of the Council.

#### Section 5: Member Responsibilities

Membership on the Dean's Advisory Council is an important but limited commitment. The primary responsibilities of membership include:

- Attend three (3) meetings of the DAC each academic year. Members may not send substitutes to Council meetings but may participate by teleconference if desired.
- Participate in the development of strategic goals, vision and the mission of the School of Business.
- Communicate their perspective on the needs of the business community for the skills and education required of college graduates.
- Keep the School of Business abreast of timely trends, changes and developments in business so that the School might more quickly incorporate "real world" issues into the curriculum.
- Utilize their experience and expertise to develop and support ways and means of advancing the presence of the School of Business in the region.'
- Aid the Dean in defining and realizing the institutional goals of the School, serving as ongoing consultants to the School of Business as strategies, programs and curricula are revised and created.

- As a group, the Council members will serve as a forum for the exchange of points of view between business executives and academicians as they relate to advancing business education.
- The Dean's Advisory Council has no direct responsibilities for fund raising, student recruitment or other volunteer functions. Members will be invited on occasion to special and regular School functions; attendance will not affect Council membership. As is everyone connected with Christian Brothers University (except current students), DAC members will be asked to consider a contribution to the CBU Annual Fund; the response will not affect membership status.

## **Article VI: Officers**

Section 1: Officers. The principal officers of the Advisory Council shall be the Chairman and Vice Chairman.

Section 2: Appointment of Officers. The Chairman and Vice Chairman shall be appointed from the membership by the Dean of the School of Business upon the recommendation of the Executive Committee.

Section 3: Tenure of Office. Officers of the Advisory Council shall be appointed for terms of one (1) year, renewable once.

Section 4: Duties. The Chairman shall be the chief officer of the Advisory Council. He/she shall preside at all meetings of the Council. He/she shall be an ex-officio member of the Executive Committee.

The Vice Chairman shall preside at meetings in the absence of the Chairman, He/she shall be an ex-officio member of the Executive Committee. In the event of the inability of the Chairman to serve, the Vice Chairman shall assume his/her duties.

## **Article VII: Committees**

Section 1: Executive Committee. The Executive Committee shall normally consist of the Chairman, the Vice Chairman, the Academic Vice President, the Dean of the School of Business and other members appointed by the Chairman upon the advice of the Dean. The Executive Committee shall be charged with the responsibility for drawing up the agenda for the Advisory Council meetings upon the advice of the Dean of the School and for directing the course of the Council's involvement. It shall meet at least three (3) during each academic year, each meeting of which shall be approximately 30 days prior to regular Council meetings.

### Section 2: Other Committees

The Advisory Council shall determine its own committee structure upon the advice of the Executive Committee and the Dean. Possible on-going committees may include:

- Student mentorship and internships
- Academic Programs
- Technology
- Public Relations & Marketing

- Alumni Affairs
- AACSB Accreditation Support
- Resource Enhancement

The Council will also actively use ad-hoc committees. These committees will have defined, pertinent topics for review or action and will cease to exist when their function has been fulfilled.

**Article VIII: Meetings**

- The Advisory Council shall meet at least three (3) times during the academic year (August – May).
- Dates shall be determined by the Chairman after discussion with the Executive Committee and the Dean.
- An agenda will be mailed at least two (2) weeks prior to each meeting.
- Each agenda will focus on a small number of specific issues.
- All material needed to discuss these issues will be mailed with the agenda.
- Email will be used to keep in touch with members between meetings.
- A simple majority of the membership will constitute a quorum.

**Article IX: By-Laws Amendments**

These By-Laws may be amended at any time by two-third vote of the Advisory Council. Proposed amendments shall be submitted to the membership in writing at least seven (7) days prior to a scheduled meeting of the Council.