Bylaws - The Board of Business Advisors

NAME

The name of the organization shall be the Dean’s Board of Business Advisors (BBA) of the School of Business at The University of North Carolina at Pembroke.

PURPOSE

The primary purposes of the BBA are: (1) to advise the School of Business on how to make an increasingly greater impact; (2) to promote the School and its Centers to the School’s constituents (students, faculty, administration, alumni, area business, and the community at large); and (3) to enhance the working relationship between the School and its constituents by providing feedback and soliciting support, financial resources, and partnerships necessary to meet mutual School and constituent needs.

MEMBERSHIP

Recognized leaders in the fields of business, government, the armed forces, and non-profit organizations and the Dean of the School or the Dean’s designee(s) shall comprise the regular members of the BBA. Prospective regular BBA members may be proposed by any member. No more than two regular members representing the same corporation, institution, or organization may serve on the Board simultaneously. Department Chairs and Directors of School’s Centers may serve as ex officio members of the BBA at the invitation of the Dean of School of Business.

There is a strong commitment to the development and retention of a diverse Board of Advisors characterized as demographically diverse (e.g. race, ethnicity, and gender); geographically diverse (i.e. members from within North Carolina, other states and other countries); and diverse when considering area/industry of expertise (e.g. healthcare, hospitality, pharmaceuticals, not-for-profit, higher education, Information Technology, financial services, manufacturing, government). Lastly, a balance of corporate/organizational leaders as well as successful entrepreneurs/business owners is actively sought. Active participation by Board members and attendance at regularly scheduled meetings as well as called meetings is expected. The Board’s Executive Committee will review the membership status of noticeably inactive Board members.
ACTIVITIES OF THE ORGANIZATION

The BBA shall seek to fulfill its purposes through various activities, including, but not limited to:

Communication - The BBA will keep the School informed on current and emerging educational and research needs of various constituencies and give the School feedback on how well it is meeting those needs through its curricula, programs, and other offerings.

Planning - The BBA will provide feedback on the School’s missions, goals and strategic plan.

Financial Support - The BBA will support the Dean with special fundraising endeavors or securing in-kind contributions for special projects and needs of the BBA and the School.

Board members will make an annual personal and/or corporate contribution to the School of Business. The suggested minimum contribution is $1,000 annually.

Awareness - BBA members will serve as ambassadors, actively promoting the School and its programs within their respective company, industry, and business community.

Programs - The BBA will provide advice and feedback to the School on the perceived effectiveness of its academic programs and identify opportunities to include practical experience in the undergraduate and graduate curricula.

Executive Education - The BBA will support establishment of executive education programs through assisting with fundraising, advising on content, and marketing those programs to the appropriate constituents.

Centers - BBA members will advise the Dean on the perceived value of the School’s outreach Centers and give feedback on further enhancing the School’s role in this endeavor.

Students - The BBA will assist in identifying internships and co-op placements and give input on permanent placements for graduates.

Participation in the Business Speaker Series: BBA members will, at the Dean’s invitation, meet with students in one of the School’s monthly Business Speakers Series and/or give presentations to student organizations and classes.

TERMS AND BOARD SIZE

Regular BBA members shall be appointed for a three-year term, and one third of the regular BBA membership shall rotate off every year. The Executive Committee will determine the initial terms of existing members and those of members appointed to fill unexpired terms. Regular members may be appointed to additional terms by the Executive Committee. No member may serve more than three consecutive terms. The BBA shall maintain between 20 and 40 regular members.

OFFICERS

Dean - The ultimate authority of the BBA shall be vested in the Dean of the School who shall serve as a permanent member of the Executive Committee and ex officio member of all committees and task forces. The Dean will serve as the Chair of the Executive Committee.
Vice Chair – The Vice Chair will be appointed by the Executive Committee for a two-year term and endorsed by the Board. The Vice Chair may be appointed for a second two-year term by the Executive Committee.

Secretary – The Secretary will be appointed by the Executive Committee for a two-year term and endorsed by the Board. The Secretary may be appointed for a second two-year term by the Executive Committee.

COMMITTEES

Standing Committees - The Executive Committee shall consist of the Dean, the Vice Chair and the Secretary. It will act as the administrative arm of the Board and also approve all nominations for new regular members.

Ad Hoc Committees - Shall be formed and appointed at the pleasure of the Dean and the Executive Committee to address specific and emerging issues.

MEETINGS

Regular Meetings - There shall be three regular meetings of the BBA each academic year, in Fall, Spring, and Summer. Additional meetings may be set by the Executive Committee.

Special Meetings - When deemed necessary by the Executive Committee, special meetings may be called. At least three days of prior notice shall be given to the membership and this notice will state the reason for the called meeting.

Quorum - One-third of the members of the BBA shall constitute a quorum for all meetings.

General Procedure - Meetings will be conducted in a manner designed to obtain full discussion. Robert’s Rules of Order, Revised, will govern. An agenda, with complete supporting materials, shall be distributed to all members at or prior to the announced time for the meeting. The Secretary will distribute the agenda, record each meeting, and subsequently distribute the minutes of the meeting for approval at the next meeting. A majority vote of membership present at a meeting (with quorum) will be necessary for a ratifying decision.

FISCAL YEAR

The fiscal year of the Board shall be July 1 through June 30.

AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the Chair of the BBA (Dean of the School of Business) and distributed by the Chair to members at or prior to the next scheduled meeting, at which time ratification shall be by a majority vote of the members present at a meeting of a quorum of the BBA.

ADOPTION

These bylaws shall be adopted by a majority vote of the initial membership at a meeting of the BBA.