

**By-Laws of**  
**The Executive Advisory Board**  
**College of Business**  
**Ohio University**  
**Revision September 30 2016**

**Introduction**

The purpose of the Executive Advisory Board is to provide advice and counsel to assist the dean and faculty of the Ohio University College of Business in fulfilling the College's mission. The mission is to provide a transformational learning experience for our students that allow them to be successful in whatever career they choose.

This board provides advice, guidance, and assessment of the College's strategic initiatives. In addition, the Board supports the implementation of College initiatives as appropriate, with regards to working with current students, alumni, corporate recruiters, and other external stakeholders.

**Article I**

**Section 1. Name**

The name of the organization shall be the Executive Advisory Board of the Ohio University College of Business.

**Article II**

**Section 1. Purpose and Objectives**

Specifically, the Executive Advisory Board will:

- 1) Review and provide recommendations on the programs of the College. This should include but not be limited to curriculum development, student recruitment, student placement, faculty recruitment and retention, executive development activities, and facilities.
- 2) Provide professional advice to the dean and faculty on both internal and external matters affecting the College, its graduates, and external stakeholders.
- 3) Serve as a liaison with the business and professional community to relate the College and its programs to the changing needs of the business community.
- 4) Foster support for the work of the College, either through direct encouragement or indirectly through developing support through the business community.
- 5) Provide for the development and growth of the College of Business.
- 6) Assist in promoting the positive image through effective relations with all the College's stakeholders.
- 7) Assist in mentoring undergraduate and graduate students and staff as the opportunity arises.

## Article III

### Section 1. Appointments

Membership should not exceed 35 active persons and shall consist of professionals from business organizations and the public at large. The Executive Advisory Board needs to be a diverse group in terms of gender, culture, and size of businesses that represented. Appointment will be by the Executive Steering Committee upon recommendation from the dean of the College with input from the faculty, staff and/or current Council members. In the case of vacancies in unexpired terms, the same procedures shall be followed.

Membership representation will be sought ideally from alumnae of the college with professional experience in manufacturing, service, information, financial, health care, government, not-for-profit, sports administration, and other entrepreneurial enterprises. Membership will also be open to business professionals that may not have attended Ohio University but have a sincere interest in supporting the College and students.

#### Membership Definitions:

General Member – appointed by the Dean and approved by the executive committee, as outlined within the By Laws.

Representative Member – this would be a person that is representing College of Business Professional Centers (Sales, Entrepreneurial, Accounting, etc., Committee or special projects. This person will have no voting rights on the EAB but is expected to attend meetings and serve as the “knowledge center” for their specific program. This position is not expected to pay the annual stipend and will not be included within the 35 active members.

Honorary Member: this would be reserved for a distinguished grad/business leader that may not have the time or interest to be an “active general” member but we would like them to identify and be involved as their time commitment will avail. This seat would not be expected to pay the annual stipend and would not count within the 35 general members. Honorary Members that were able to become more active would be considered for a General Member.

Emeritus Member – this is reserved to recognize the long standing EAB Member that we want to continue to recognize and keep as part of the group but may no longer be able to be active. This person would have full voting rights but would not be held to meeting attendance requirements and would not be expected to pay the annual stipend. This position is reserved for the special individual that served the University very well for an extended period of time. This position would not be included within the 35 active members.

## **Section 2. Terms**

All members of the Executive Advisory Board shall be appointed for three-year terms with the opportunity for reappointment. The membership year shall be from July 1 to June 30. Members appointed to fill vacancies of unexpired terms shall hold membership until the expiration of the term of the member whose vacancy they fill. July 1, 2014 will serve as the date of the appointment for current members of the board.

## **Section 3. Removal of Members**

A member of the Executive Advisory Board may be removed by a two-thirds majority vote of those present at a duly called meeting of the Executive Steering Committee. Two consecutive absences without notice may also result in termination of membership upon recommendation of the dean and the Executive Steering Committee.

## **Article IV**

### **Organization of the Board**

#### **Section 1. Governance**

The members of the Executive Advisory Board consist of the body of the Board and are its government. The Board shall be governed by its by-laws.

#### **Section 2. Quorum**

A simple majority of the members present of the Executive Advisory Board shall constitute a quorum.

#### **Section 3. Officers**

Officers of the Executive Advisory Board shall consist of a chairperson and a vice-chairperson. The chairperson and vice-chairperson shall be appointed by the dean of the College upon recommendations from the Executive Steering Committee. The assistant to the dean shall serve as secretary for the Board.

#### **Section 4. Appointments and Terms of Officers**

Officers shall be appointed every other year and installed at the fall meeting of the beginning of the year of service to serve for the ensuing two years.

## **Section 5. Executive Steering Committee**

The Executive Advisory Board shall have a standing committee comprised of the officers, dean of the College and two at-large members, to be known as the Executive Steering Committee. The Executive Steering Committee shall conduct all business of the Board between scheduled meetings. Other duties will include, but are not limited to, approving candidates for membership on the Executive Advisory Board and providing guidance and counsel on agenda items for Executive Advisory Board meetings. The members of the Executive Steering Team shall serve a five year term. The Dean, the Past Chair, the current Chair, the current Vice Chair and two member at large – that might be looked at as future Vice Chair will make up the Executive Steering Committee.

## **Section 6. Voting**

Executive Advisory Board and Executive Steering Committee matters subjected to a vote will be decided by a simple majority of a quorum.

## **Section 7. Recommendations of the Council**

All recommendations of the Executive Advisory Board are advisory to the dean for implementation at his/her discretion.

## **Section 8. Meetings**

The Executive Advisory Board shall normally meet at least twice each academic year, preferably once in the fall and in the spring, on dates announced by the chairperson. Special meetings may be called by the chairperson or the dean, with 10 days' notice to the membership. Selection of meeting dates and locations shall be the responsibility of the secretary in collaboration with the chairperson and dean of the College (or his/her designee).

## **Section 9. Parliamentary Authority**

At any meeting of the Executive Advisory Board, *Roberts Rules of Order Newly Revised* shall govern the conduct of such meetings except where the rules are inconsistent with the provisions of these by-laws.

## **Section 10. Agenda**

A tentative agenda will be planned by the chairperson and dean (or his/her designee) with review and advice from the Executive Steering Committee at least 10 days prior to the meeting date. The tentative agenda for meetings will be e-mailed in advance to the Executive Advisory Board members and other appropriate individuals for their input and addition of agenda items.

## Article V

### Committees

#### Section 1. General Provisions

The chairperson of the Executive Advisory Board shall have the power to appoint and to designate chairpersons for any committees necessary and desirable for carrying out the work of the Board.

#### Section 2. Procedures

Each committee of the Board may establish its own procedures for carrying out its function and activities.

#### Section 3. Committee Membership

Unless otherwise provided, all members of the Executive Advisory Board shall be eligible to serve on committees. Additionally, faculty members of the College of Business, other University personnel, and other external stakeholders may be asked to serve the various committees as coordinators and/or resource persons.

## Article VI

### Obligations and Duties

#### Section 1. Duties of the Chairperson

It shall be the duty of the chairperson to act as the executive head of the Executive Advisory Board and to preside over meetings of the Council and the Executive Steering Committee. The chairperson shall have the power to call special meetings of the Executive Steering Committee; to appoint working committees; to decide points of order; to appoint, with concurrence by the dean, an interim officer in case of vacancy; and to direct officers of the Executive Advisory Board in the honorable discharge of assigned responsibilities. The chairperson shall serve as an ex-officio member of all committees, and shall have such other duties as may be prescribed by the Board.

#### Section 2. Duties of the Vice-Chairperson

The vice-chairperson shall assist the chairperson in the performance of assigned duties and, in the absence or disability of the chairperson, shall succeed to the power and duties of the chairperson, and shall have such other duties as may be prescribed by the Executive Advisory Board.

#### Section 3. Duties of the Secretary

The secretary shall maintain accurate, action minutes of all meetings; distribute minutes to each member on a timely basis; be responsible for the general communication required for the efficient and effective discharge of the Executive Advisory Board duties and responsibilities; and perform such other duties as may be prescribed by the Board.

#### **Section 4. Duties of the Dean**

The dean shall provide appropriate information and data necessary for the Executive Advisory Board to carry out its activities, formulate agenda items, and inform the Board on actions regarding Board recommendations. In addition, annually at the fall meeting, the dean will provide a review of the previous year's expenditures of Executive Advisory Board funds and requests approval for the coming year's budget.

### **Article VII**

#### **Amendment**

#### **Section 1. Recommendations**

Any member of the Executive Advisory Board may recommend changes to the by-laws in an official meeting of the Board.

#### **Section 2. Voting**

The by-laws may be amended by two-thirds vote of a quorum and ratification by the dean at an official meeting of the Board.

### **Article VIII**

#### **Finances**

#### **Section 1. General Provisions**

Each member is expected to make an annual financial contribution to support the activities of the Executive Advisory Board. The current contribution is \$1,000 per year. From each contribution, \$750 is designated by the Executive Advisory Board to fund projects to support the College and the faculty as well as student projects, programs and initiatives. The remaining \$250 is used to reimburse administrative expenses such as meals, mailings, etc. An invoice is mailed to all Board members during the fall semester.

It is also the responsibility of each Board member to pay for their own travel and lodging expenses associated with Board meetings. The annual contribution could be changed in the future based on the consent of the Executive Committee.

**Rev 1. Revised 1/8/13**

**Revised 11/25/13**

**Revised 3/14/14**

**Revisions approved and recommended by the Executive Steering Committee on 2/27/14**

**Revisions adopted by the Ohio University Executive Advisory Board on 04/11/14**

**Revisions approved by the Executive Advisory Board on 9/30/16**