

BYLAWS
ADVISORY BOARD
DEPARTMENT OF COMMUNICATION
COLUMBUS STATE UNIVERSITY

- I. Purpose** The members of the Advisory Board of the Department of Communication at Columbus State University serve as advisors, advocates, and financial supporters for the Department of Communication at Columbus State University.
- II. Mission** Expand the reach of the Department of Communication through workforce development, job placement, community partnerships, and increased financial support.

III. Membership/Governance Structure

Executive Council

Chair, Vice Chair, Secretary, Immediate Past Chair, Ex Officio (3)

General Membership

Any member of the Advisory Council not listed above in the Executive Council officers

iii. Length of Membership Executive Council officers are elected to serve two-year terms and may be reelected for successive terms without limit at the discretion of the board.

iv. Quorum Binding action by the Board takes place only in the presence of a quorum of its membership. A quorum consists of a simple majority of the then-serving members of the Board.

B. Expectations of Members

i. Board members shall make every effort to be meaningfully engaged in the activities of the board, which includes attending board meetings and department events throughout the calendar year.

ii. Board members are requested to support the Department of Communication with a minimum contribution of \$1,000 annually and/or in-kind contributions of an equal value.

iii. On matters related to the Department of Communication and the Board, members speak publicly only through the Chair.

vii. Members are expected to assist with fundraising and development for Department of Communication.

IV. Officers The officers of the Board consist of a Chair, Vice-Chair, and Secretary, Board Liaison, each elected by majority vote of Board members voting at the annual end of year business meeting.

The officers of the Board shall be a Chair and a Vice Chair.

The Executive Committee, in consultation with the Department of Art Chair will recommend officers to the Board for election. Officers shall serve a two-year term.

A. Chair

i. Presides over all meetings of the Board.

ii. Prepares and/or approves a meeting agenda in advance of each Board meeting and ensures that members receive a copy one week prior to each regularly scheduled meeting.

iii. Serves as the principal spokesperson for the Board.

B. Vice-Chair

i. Presides over all meetings at which the Chair is not present and performs such other duties as may be assigned by the Board or the Chair.

ii. Prepares and/or approves the meeting agenda in advance of each Board meeting when the Chair is unable to do so and ensures that members receive a copy one week prior to each regularly scheduled meeting.

iii. Is the principal spokesperson for the committee when the chair is not present.

C. Secretary

i. Takes and maintains records of attendance at Board meetings.

ii. In coordination with the Chair or Vice-Chair, ensures that Board members receive a copy of the meeting agenda and the minutes of the previous meeting at least one week prior to each regularly scheduled meeting.

iii. Drafts, or causes to be drafted, minutes of all meetings of the Board.

V. Meetings

- A.** Meetings are scheduled by the Chair in consultation with the Chair of the Department of Communication.
- B.** Four meetings annually shall be designated by the Chair as the business meeting. These meetings do not include Department events that occur throughout the year.
- C.** Notice of meetings shall be given at least thirty (30) days in advance.

V. Amendments These bylaws may be amended by majority vote of the members of the Board, after consultation with the Chair of the Department of Communication and the Executive Officers of the Advisory Board.