

## **PROPOSED BYLAWS**

### **BOARD OF ADVISORS**

#### **COLLEGE OF BUSINESS AND ECONOMICS CALIFORNIA STATE UNIVERSITY, EAST BAY**

**Revised March 8, 2019**

### **PURPOSE**

The College of Business and Economics (CBE) Advisory Board is dedicated to supporting the College of Business and Economics. It strives for excellence and continuous improvement in the College's programs and initiatives. The primary role of the Board is to provide the Dean of the College with advice, ideas, and resources regarding a variety of issues facing the College. These issues include mission review, accreditation, strategic planning, development and fundraising, curriculum and faculty development, student recruitment and placement, new initiatives, the current environment affecting business education, and any other pertinent issue that may be so determined by the Dean and the Board.

### **MISSION**

The mission of the Board is to provide leadership in facilitating ongoing, positive change to CSU East Bay's College of Business and Economics. To achieve this mission, the Advisory Board will:

- Assist the College of Business and Economics in defining and attaining its goals and strategic plans.
- Provide consultation to the Dean, administration, and faculty, serving as advocates for student needs and opinions.
- Support an environment to provide business and economics students with the opportunity to pursue their academic interests and professional career goals.
- Assist the Dean, through networking and personal involvement, to secure needed financial resources, via public and private contributions.
- Provide Advisory Board members with leadership experience and opportunities to improve CBE and the University community.
- The Board will be responsible to the Dean, College of Business and Economics.

## **BYLAWS**

The Board as a body will approve the mission and the bylaws, or subsequent revisions to the mission or bylaws by a simple majority vote of those present at the meeting in which a vote is held. Simple majority voting will also decide all subsequent decisions or resolutions of the Board.

A Chair of the Board will be elected during the Board's first meeting of the academic year. Normally, the Chair will serve for a period of two years, as will other members of the Board. A member can always resign from the Board for personal reasons. The Dean and the Chair will recommend formation of specific committees of the Board as needed to carry out the duties and the responsibilities of the Board and will also recruit members to serve on these committees.

Normally the Board will meet at least two times during the academic year. These meetings will be scheduled by the Dean's office on a mutually convenient date and at a reasonable time. Meetings will normally be held on the Cal State East Bay campus.

The Executive Secretary to the Dean, CBE, will act as Secretary of the Board, and will keep minutes of meetings, keep a current list of members, send out meeting agendas and related material, communicate upcoming meetings to the Board, assist the Board Chair with his or her duties, send out new member and renewal invitations, and perform other related duties to ensure efficient functioning of the Board as assigned by the Dean.

## **MEMBERSHIP**

Membership will consist of people in significant positions in business, non-profit organizations, and government, both CBE alumni and non-alumni. The Dean and the Board will be responsible for approving membership status for a new member. Anyone—including the Chair of the Board, members of the Board, CSU East Bay Administration, CBE faculty, staff, and students—may recommend an individual for membership on the Board. Normally, new Board members will be considered at the meeting held in the Spring Semester.

Membership will be for a two-year renewable term, beginning with each academic year, on August 15. Renewal and new member invitations will be sent to all members by June 1. Board members who choose not to continue their membership will be added to the Emeritus Advisory Board of the College of Business and Economics at Cal State East Bay, and will continue to be invited to CBE events and be informed of news and important changes within CBE. Emeritus Board members will always be welcome to contribute their time, talents, suggestions, and financial support, to CBE and to the University, as they are willing and able to do so.