



By-Laws

Approved: November 11, 2015

PURPOSES

These By-Laws describe the framework within which the IUPUC Board of Advisors conducts its affairs on behalf of IUPUC. The purpose of the IUPUC Board of Advisors is:

1. To provide counsel to the Vice Chancellor and Dean of IUPUC on strategic issues related to institutional plans impacting regional community relations and resource needs.
2. To be advised by the Vice Chancellor and Dean on matters of priority relating to the operations, growth and success of IUPUC.
3. To strengthen relationships between IUPUC and educational institutions, business and industry, government organizations, not-for-profit entities, and communities within the IUPUC service area specifically and south central Indiana generally.

MEMBERSHIP

The IUPUC Board of Advisors is comprised of both Appointed and Designated voting members. Appointed members are appointed by and serve at the pleasure of the Vice Chancellor and Dean of IUPUC. An Appointed member term is for 3 years and may be renewed by the Vice Chancellor and Dean. The Executive Committee of the Board will make recommendations to the Vice Chancellor and Dean from time-to-time or at the request of the Vice Chancellor and Dean with regard to potential appointed members.

Designated members serve by virtue of their professional position within the community and/or the IUPUC campus. Designated members are: the Mayor of the City of Columbus, President of the Columbus Learning Center Management Corporation, President of the Columbus Area Chamber of Commerce, Executive Director of the Economic Development Board, Superintendent of the Bartholomew Consolidated School Corporation, Executive Director of the Columbus Area Visitors Center, President of the IUPUC Alumni Association Board, President of the IUPUC Student Council, and the Director of Purdue Polytechnic Institute Columbus.

Non-voting members of the IUPUC Board of Advisors include the Vice Chancellor and Dean, Executive Director of University (External) Relations, Director of Development and External Affairs, Director of Communications and Marketing, Director of the Center for Business and Economic Development, President of the IUPUC Faculty Senate, President of the IUPUC Staff Council and others who may be invited to attend as appropriate. All IUPUC employees are non-voting members.

OFFICERS

In May of each year, the Board of Advisors shall elect a Chair and one or more Vice-Chairs to serve two-year terms. Officers may be re-elected.

ORGANIZATION

The Chair and the Vice-Chair(s) of the Board are to be nominated by the Executive Committee and elected for a two-year term by a majority of the voting members present at a duly called meeting of the Board. The Chair of the Board is also the Chair of the Executive Committee.

MEETINGS

The Board of Advisors shall meet quarterly in the following months: **September, November, February and May**. Additionally, the Board of Advisors shall meet at any meeting specially called by the Chair, Vice Chair(s) or by the Vice Chancellor & Dean

DUTIES of OFFICERS

A. Chair

1. To preside at all meetings of the Board and of the Executive Committee.
2. To appoint members to all committees specified in these By-Laws and to ad hoc committees as may be required for the resolution of matters not covered by these By-laws.
3. To report to the members of the Board at the regular and all other meetings.
4. To call special meetings of the Board.
5. Upon completion of the term as chair, the ex-chair will serve one additional year on the Executive Committee.

B. Vice-Chair(s)

1. To perform the duties of the Chair in the absence of the Chair.
2. To perform other duties as may be conferred by the Chair consistent with the By-laws.

ELECTION OF OFFICERS

Nominations, including those to fill vacancies, shall be submitted by the Chair to the Board for approval. A majority vote of the members present is needed for approval. Although such votes will normally occur at a duly called meeting of the Board, at the Chair's discretion the Chair may call for a vote by electronic communication, mail or by phone.

RESPONSIBILITIES of MEMBERSHIP

Appointed members of the IUPUC Board of Advisors have achieved a record of service and involvement in their communities. It is expected that they will bring the same level of commitment to the service of IUPUC. By accepting an appointment to the IUPUC Board of Advisors, members agree to:

- Attend and participate in at least 75% of scheduled Board meetings.
- Become familiar with IUPUC academic programs.
- Assist in the development of IUPUC strategic and long-range plans and program priorities.
- Serve as an advocate for IUPUC in both professional and personal settings.
- Identify and communicate to IUPUC area business, industry and community educational needs.
- Assist the campus in the areas of recruitment, job placement, opportunity development and financial support.

COMMITTEES of the Board and Responsibilities

1. The Executive Committee shall consist of the Chair, Vice-Chair(s), and immediate Ex-Chair of the Board, other Ex-Chairs of the Board as designated by the Chair, and the Vice Chancellor. The Executive Committee will:
 1. Submit nominations for Chair and Vice-Chair(s) of the Board.
 2. Assist the Vice Chancellor and Dean in identifying and soliciting new Board members.
 3. Evaluate and make recommendations to the Vice Chancellor on membership renewals.
 4. Oversee By-Laws and Guidance of the Board.
 5. Recommend members for ad hoc committees.

B. Ad Hoc Committees

The IUPUC Board of Advisors shall be asked to serve on Ad Hoc Committees created as needed in order to achieve certain specific objectives. Membership on Ad Hoc Committees shall be based on the expertise or interest of the members in the specific area being investigated.

AMENDMENTS to BY-LAWS

1. These By-laws may be amended at any duly held meeting of the Board of Advisors. Notice of the proposed changes must be on the agenda of the meeting at which the changes are to be considered and must be delivered to Board members during the week prior to such meeting.
2. A majority vote of the members present at a duly called meeting of the board shall be required for the by-laws to be amended.