

SAGINAW VALLEY STATE UNIVERSITY
COLLEGE OF BUSINESS & MANAGEMENT
ADVISORY BOARD (CBMAB)

BYLAWS

Approved/Amended Monday, January 16, 2006

The programs of the College of Business & Management at Saginaw Valley State University are dedicated to providing the best undergraduate and graduate education in business. Doctorally qualified faculty, excellent students and graduates, and high quality educational resources, which are available to both large and small firms in the area, define the road map for our ongoing continuous educational improvement efforts.

The programs are dedicated to offering a comprehensive, relevant, career-oriented education that anticipates the needs of undergraduate and graduate students and the business community.

SAGINAW VALLEY STATE UNIVERSITY
COLLEGE OF BUSINESS & MANAGEMENT

PROCEDURES FOR ORGANIZATION OF THE ADVISORY BOARD (CBMAB)

1. Chair and Chair-elect of the Board
Both the Chair and Chair-elect of the Board will be individuals who serve on the CBMAB in regular membership and are not administrators or faculty at the Saginaw Valley State University.
2. Membership
In order to have an orderly transition of membership, one-third of the present members will begin a one-year term as of **January 1, 2006**; one-third a two-year term; and the remainder a three-year term. Members will be selected for the above using a lottery type system. The current members of the Executive committee will begin their terms on **January 16, 2006**.
3. Organization of Work within the Board Committees
 - a. Executive Committee
 - i. Nominations for Chair and Chair-elect of the Board.
 - ii. Bylaws and Guidance of the Board.
 - iii. Recommendation of members for Committee Assignments.
 - iv. Priorities of Programs.
 - b. Academic Affairs & Assessment Committee
 - i. Long-Range Plan for the CBM Programs.
 - ii. Curricular review/development.
 - iii. Assurance of learning.**
 - c. Industry/Education Interaction Committee
 - i. The CBM Lecture Series.
 - ii. Summer Faculty Internship Programs.
 - iii. Student internships
 - iv. Other externally oriented programs as they develop.
 - v. Faculty Research and Consulting Projects.
 - d. Family Business Program Committee
 - i. Advisory Review of CBM-FBP activities/programs.**
 - ii. Report to CBMAB on progress towards set goals of the FBP by representatives of the FBP Executive Committee.**
 - iii. Advisory Review of external funding opportunities.**
 - iv. Work with the Dean of CBM and Associate Director of FBP on matters that enrich the services of the program.**
 - e. Membership Committee
 - i. Suggestion and solicitation of new members.
 - ii. Evaluation of current members for re-appointment.

SAGINAW VALLEY STATE UNIVERSITY
COLLEGE OF BUSINESS & MANAGEMENT

MISSION

The mission of the College of Business and Management (CBM) is to develop business competence and provide experiences, both academic and applied, that help students become productive and ethical professionals.

- GOAL I:** Fulfillment of the above mission of the SVSU CBM requires that several goals must be met:
- GOAL II:** Faculty will focus on increasing their knowledge, improving their teaching and research skills, and increasing their scholarly output;
- GOAL III:** Programs serving graduate and undergraduate students must be periodically assessed and altered as needed to provide students with consistently high-quality educational experiences;
- GOAL IV:** Programs serving graduate and undergraduate students must provide coverage of key topics for the region, such as small to medium enterprises (SMEs), globalization of business, information systems and ethics; and
- GOAL V:** SVSU CBM faculty and students must develop multiple links to the regional business community.

SAGINAW VALLEY STATE UNIVERSITY
COLLEGE OF BUSINESS & MANAGEMENT
THE ADVISORY BOARD

The College of Business & Management established the Advisory Board composed of business leaders and specialists who are acquainted with the needs of the community and the needs of commerce to provide direct and effective communication between the world of business and the classroom, between the practitioner and the theorist.

BYLAWS OF THE COLLEGE OF BUSINESS & MANAGEMENT ADVISORY BOARD (CBMAB)

Article I

A. Authority

Subject to the guidelines of the **SAGINAW VALLEY STATE UNIVERSITY**, the composition, functions, responsibilities, duties, powers, and authority of the CBMAB, hereinafter referred to as the Board, shall be as determined by the Board and the College of Business & Management (CBM) .

B. Purposes

1. To provide a channel of communication between programs and the business community.
2. To participate with and provide counsel to CBM regarding objectives, strategies, goals, problems, and opportunities.
3. To advise CBM in determining the direction of its instructional and non-instructional programs.
4. To promote and participate in appropriate business-faculty-student interaction activities and programs.
5. To identify speakers from the business community for various College presentations.
6. To assist with the placement of graduates.
7. To support CBM in the development of various forms of financial resources.

C. Organization

1. The members of the CBMAB constitute the body of the Board and are collectively responsible for its governance.
2. The number and qualifications of the Board members are specified in Article II.

3. The Chair and the Chair-elect 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. The Secretary of the Board is the Coordinator of External Relations.
4. The Executive Committee shall consist of the Chair, Chair-elect, immediate Ex-Chair of the Board, **the Secretary**, and Dean of CBM.
5. The Board may create committees as needed, to be instituted by a majority vote of the members of the Board present at a duly called meeting. Ad hoc committees may be appointed by the Chair of the Board subject to the approval by a majority vote of the members of the Board present at a duly called meeting.

Article II Members

The Board shall consist of the following members:

1. Members originally appointed to the Board and those subsequently reappointed or appointed under the provisions of these bylaws. Members ordinarily will be senior business executives.
2. The Dean of CBM of Saginaw Valley State University serves as ex-officio member of the Board. Additional, individuals may be appointed as ex officio by the Chair of the Board.
3. The Board will consist of at least twenty-five (25) but not more than fifty (50) members.
4. All members, other than ex officio and those specified under Article II. 2, shall be elected for three-year membership.
5. A member of the Board may be removed by a two-thirds majority vote of those present at a duly called meeting of the Board. The proposed removal must be on the agenda of the meeting at which said action is to take place.

Article III Election of Members

1. Nominations, including those to fill vacancies, shall be submitted 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, the Chair may call in certain circumstances, for a vote by mail or by phone.
2. Any member shall be eligible for a re-election for a second term. A member who has served two consecutive full terms shall not be eligible for election for at least one year.
3. The Membership Committee shall submit the names of proposed candidates to each member of the Board at least ten days prior to the meeting at which the election is to be held. Such elections must be on the agenda for that meeting.
4. Members of the Board shall give due consideration to the recommendations of the Membership Committee but may accept nominations from the floor and elect any other person or persons to membership on the Board in accordance with these Bylaws.
5. Election for membership will normally be by open election. A majority of the votes cast shall be necessary for the election of a member.

Article IV

A. Meetings

1. Annual Meeting: The Annual Meeting of the Board shall be held during the spring semester or at such other times as deemed appropriate by the Board.
2. Regular Meetings: The regular meetings will be scheduled in the spring and fall of each year.
3. Special Meetings: Special meetings of the Board may be called by the Chair at any time or upon a written request to the Chair signed by five of the voting members of the Board. Special meetings may be constituted through conference calling of members.
4. Quorum: One-half of the voting members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.
5. Voting Members: All members of the Board, except ex-officio are eligible to vote on any matters considered by the Board.

B. Notice of Meetings

1. Annual and Regular Meetings: Notices shall be given by mail, email or phone to members at their usual address at least ten days prior to the scheduled meeting. The notice will specify time, place, and the agenda for the meeting.
2. Special Meetings: Notices of special meetings may be given by mail, email or phone at least three days prior to the date of the meeting. The notice will specify time, place, and the agenda for the meeting.

C. Agenda

1. An agenda shall be mailed, emailed or phoned with the notice of any meeting of the Board.
2. At the Regular Meetings of the Board, the Chair shall report on the status of the Board and the Dean of CBM at Saginaw Valley State University shall report on the status of the College. The chairs of the Standing Committees and the Ad hoc committees shall report on their status. The Board will initiate whatever actions it deems necessary.
3. Robert's Rules of Order shall govern the conduct of all meetings of the Board. When such rules are in conflict with the Bylaws, the latter shall govern.

Article V

Duties of Officers

A. Chair

1. To preside at all meetings of the Board.
2. To submit to the Board for approval a list of members willing to serve on committees.
3. To appoint standing and ad hoc committees as may be required for the resolution of matters not already covered by these Bylaws. Such appointments shall be subject to the approval of the Board.
4. To report to the members of the Board at the regular and annual meetings and at special meetings.
5. To call special meetings of the Board.
6. Upon completion of the term as chair, the ex-chair will serve one additional year on the Executive Committee.

B. Chair-elect

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 Bylaws.
3. To serve as Chair-elect.

C. Secretary

1. To keep accurate records.
2. To preserve all documents and records determined by the Board to be a part of its official records.
3. To conduct correspondence as directed by the Board.
4. To serve as an ex-officio member of all committees of the Board.
5. To record the proceedings of all regular, annual, and special meetings of the Board.

Article VI

Committees of the Board

The Executive Committee of the Board shall be comprised of the Chair of the Board, Chair-elect of the Board, Secretary of the Board, immediate ex-Chair of the Board, and the Dean of the College of Business & Management.

The Board shall establish the Standing Committees as provided in Article I, Section C, Paragraph 4. The Chair of the Board shall appoint ad hoc committees as may be required subject to the approval by a majority vote of those present at a duly called meeting of the Board. All Committees shall report to the Board at the annual and regular meetings and at special meetings when appropriate.

The Standing Committees of the Board are as follows:

1. Executive Committee
2. Academic Affairs & **Assessment** Committee
3. Industry/Education Interaction Committee
4. **Family Business Program Committee**
5. Membership Committee

The procedure for forming the committees shall be as follows:

1. The Chair of the Board shall submit a list of names of members willing to serve on committees to the Executive committee. The committee memberships will be approved by the Executive Committee.
2. The Chair of the Board shall appoint a Committee Chair.
3. A quorum for any committee meeting shall be three members.

Article VII

Amendments to Bylaws

1. These Bylaws may be amended at any duly held meeting of the Board. Notice of the proposed changes must be on the agenda of the meeting at which the changes are to be considered.
2. Proposed amendments to the Bylaws shall be referred to the Chair of the Board for inclusion on the agenda of the next regular meeting.
3. A majority vote of the members present at a duly called meeting of the board shall be required for the bylaws to be amended.