

Valdosta State University
Harley Langdale, Jr.
College of Business Administration
Business Advisory Board
By-Laws
Approved October 27, 2006

ARTICLE I: MISSION STATEMENT

The name of this advisory board shall be the Harley Langdale, Jr. College of Business Administration Business Advisory Board. The Business Advisory Board's mission is to promote and support the development of the Harley Langdale, Jr. College of Business Administration for the purpose of advancing its education, research, and community development services.

ARTICLE II: PURPOSE

The purpose of the Business Advisory Board is to:

- Advise the Langdale College administration and faculty in developing the strategic goals of the Langdale College of Business.
- Assist in developing a source of private annual, scholarship, and capital funds in support of the strategic goals of the Langdale College of Business.
- Alert Langdale College faculty and students to new business education and career opportunities.
- Promote Langdale College to potential students and their parents, to alumni, and to the business community.
- Expand students' business knowledge and skills by providing their expertise through classroom and program presentations.
- Assist students in developing business skills through internship and service learning opportunities.
- Assist in faculty recruiting by meeting with and explaining community opportunities to prospective candidates.
- Support faculty professional and academic development by providing business experiences and research support.
- Provide advice and expertise to advance Langdale College's community development services.
- Enrich students' business education by facilitating presentations by successful business professionals.
- Assist in Langdale College's AACSB-International maintenance of accreditation efforts.

ARTICLE III: MEMBERSHIP IN THE BUSINESS ADVISORY BOARD

A. Qualifications

Individuals who hold (or have held) senior management (e.g., president, vice president, director, owner) or business professional positions in their organizations and are interested in the purposes stated above may apply for membership in the Business Advisory Board. An application form can be obtained from the Chair of the Executive Committee or the Langdale College Dean.

B. Membership

Membership requires approval by the Executive Committee of the Business Advisory Board and a minimum annual gift of \$500 to one of Langdale College scholarship or program accounts within the VSU Foundation between January 1st and October 1st of the current year. The Executive Committee will review and approve new membership applications annually and notify new members prior to the annual meeting. Members whose terms are expiring will also be notified prior to the annual meeting and may apply for membership renewal. Initial or renewed membership will begin each January 1st. The Executive Committee shall review the criteria for membership periodically and make recommendations for changes if needed. Resignation from the board shall be signified by failure to contribute the minimum annual gift by October 1st or by written request of the member. A board member may be removed by the Executive Committee of the Business Advisory Board for failure to attend two (2) consecutive annual board meetings.

C. Term of Membership

Membership in the Business Advisory Board lasts for five (5) years and may be renewed by approval of the Executive Committee of the Business Advisory Board.

D. Ex-Officio Members of the Business Advisory Board

The following nine (9) individuals will be ex-officio members of the Business Advisory Board:

- President of Valdosta State University
- Vice President for Academic Affairs of Valdosta State University
- Vice President for University Advancement of Valdosta State University
- Dean of Langdale College
- Director of Development for Langdale College
- Associate Dean of Langdale College
- Head of the Department of Accounting and Finance
- Head of the Department of Management
- Head of the Department of Marketing and Economics

E. Meetings

The Business Advisory Board will have an annual meeting (typically during Fall Semester). The annual meeting will be announced at least two (2) months in advance. In addition, the Langdale College Dean or the Chair of the Business Advisory Board's Executive Committee shall have the right to call a meeting of the membership at his or her discretion. Called meetings will be announced at least two weeks in advance.

ARTICLE IV: BUSINESS ADVISORY BOARD EXECUTIVE COMMITTEE

A. Purpose

The Business Advisory Board shall have an Executive Committee. In addition to the duties specifically stated in these by-laws, the Executive Committee of the Business Advisory Board will work directly with Langdale College Dean and Development Director in accomplishing the mission of the Business Advisory Board.

B. Executive Committee Members, Chair, and Elections

The Executive Committee will be composed of six (6) members elected from the Business Advisory Board. In consultation with the Executive Committee Chair and Langdale College Development Director, new board members of the Executive Committee will be nominated by Langdale College Dean and elected by the Business Advisory Board membership at its annual meeting. A Chair and Vice Chair of the Executive Committee will be elected by and from the six Business Advisory Board members of the Executive Committee.

C. Qualifications

Each member of the Executive Committee must have been a member of the Business Advisory Board for at least two (2) years prior to their selection.

D. Executive Committee Member and Chair Terms

Two (2) members of the Executive Committee will be elected each year at the annual meeting by the Business Advisory Board on a staggered basis to serve three (3) year terms beginning January 1st after election. Executive Committee members may be re-elected but cannot serve more than two (2) consecutive three (3) year terms. The Chair and Vice Chair of the Executive Committee serve for a one (1) year term and may be reelected for a second one (1) year term. An Executive Committee member may resign at any time by submitting a written resignation to the Executive Committee Chair or Langdale College Dean. Unless specified otherwise in the written notice, the resignation will take effect on receipt of the notice, and the acceptance of the resignation will not be necessary to make it effective.

E. Replacement of an Executive Committee Member

Whenever a vacancy exists on the Executive Committee whether by death, resignation, or otherwise, an individual appointed by Langdale College Dean and approved by the Executive Committee will fill the vacancy for the unexpired portion of the predecessor's term. Any person appointed to fill the vacancy will have the same qualifications required of an Executive Committee member. Vacancy appointments of less than two (2) years do not count towards the two (2) consecutive three (3) year terms limit.

F. The Chair of the Executive Committee

The Chair will preside at all meetings of the Business Advisory Board membership and meetings of the Executive Committee. The Chair will work with the Langdale College Dean and Development Director in developing the agenda. The Vice Chair will serve in absence of the Chair.

G. Ex-Officio Members

The Langdale College Dean and Development Director will be ex-officio members of the Executive Committee. If his or her term on the Executive Committee has expired, the previous Executive Committee Chair may serve one (1) additional year as an ex-officio member of the Executive Committee.

H. Executive Committee Meetings

The Executive Committee will meet at least twice per year (e.g., fall and spring) and may meet additional times at the direction of the Executive Committee Chair or the Langdale College Dean. Meetings will be announced at least two weeks in advance.

I. Subcommittees

The Executive Committee may designate other committees and appoint members to these committees periodically as needed. Each committee will serve at the pleasure of the Executive Committee, and the Executive Committee may alter, amend, supplement, or terminate any committee at any time. The Executive Committee Chair shall appoint the committees and their Chairs in consultation with the Langdale College Dean.

ARTICLE V: MEETING RULES

Meetings of the Executive Committee and Business Advisory Board are intended to be open and informal. However, Robert's Rules of Order (including any revisions of those rules, except those rules that are inconsistent with these by-laws) will govern any formal actions.

ARTICLE VI: DUTIES OF THE LANGDALE COLLEGE DEAN AND DEVELOPMENT DIRECTOR

A. Langdale College Dean

In addition to the duties specifically stated in these by-laws, the Langdale College Dean will:

- Be the principal advisor to the Executive Committee and the Business Advisory Board.
- Establish with the Development Director and the Chair of the Executive Committee the agenda for the Annual Membership meeting and for the Executive Committee meetings.

B. Langdale College Development Director

The Development Director will:

- Keep records containing the names and addresses of all Business Alumni Board members.
- Have custody of and maintain all minutes and records.
- Arrange for the recording of the minutes of all meetings.
- Send all notices concerning meetings of the membership or Executive Committee.
- Coordinate all Business Advisory Board and Executive Committee meetings.
- Coordinate all the Business Advisory Board's actions with the Vice President for University Advancement and the Langdale College Dean to assure compliance with governing university rules or regulations.
- Coordinate fundraising efforts with the University's Vice President for Advancement, the VSU Foundation Trustees, and the Langdale College Dean.

ARTICLE VII: NON-DISCRIMINATION:

In accordance with the equal opportunity statement of Valdosta State University, the Business Advisory Board will not discriminate based on race, color, religion, sex, martial status, age, national origin, sexual orientation, or disability.

ARTICLE VIII: AMENDMENTS:

These by-laws may be amended, repealed, or modified, or new by-laws may be adopted by the vote or written consent of a two-thirds (2/3) majority of all votes duly cast at any meeting of the Business Advisory Board. Any proposed amendments or revisions to these by-laws must be filed in writing with the Executive Committee Chair at least fourteen (14) days prior to the date of the meeting. On receipt of a copy of a proposed amendment or summary, the Executive Committee Chair will give written notice of the proposed amendment by sending a copy to each Business Advisory Board Member at least seven (7) days prior to the meeting.

Adopted by:

(Executive Committee Chair)

(date)

(Langdale College Dean)

(date)