

# CLASS Advisory Board By Laws

*(Revised, April 13, 2023)*

## Mission

Our mission is to kindle the thirst for truth, justice, and beauty; foster cultural literacy and scientific investigation; and cultivate thinking, speaking, and writing abilities characterized by clear expression and logically coherent, evidence-based arguments. We see these as the values, forms of knowledge, and skills most needed by citizens of a democracy and by productive members of the global workforce.

## Vision

We seek a future in which the achievements of our faculty and students reach even greater heights of excellence and public recognition; in which a spirit of inclusion and mutual respect is maintained and strengthened among faculty and students with differing viewpoints and from diverse backgrounds; and in which increasing interdisciplinary collaboration opens up new opportunities for intellectual, empirical, and creative discovery.

## Advisory Board Bylaws

### Purpose

The purpose of the Advisory Board (referred to hereafter as “The Board”) is to support the UNT College of Liberal Arts and Social Sciences in achieving its mission and vision by bridging outside resources such as networks, internships, and financial support to the college.

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### CLASS Vision

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### Membership

The Board shall consist of at least twenty members, and no more than fifty. Membership shall include persons appointed by the dean upon the recommendation of the Board. The term of membership is three years with an eligibility to serve a second term, not to exceed two consecutive terms. New terms will start on September 1 and expiring terms will end on August 31. A former board member will be eligible for reappointment to the board after a rest period of two years

### **Membership Benefits**

Each member of The Board will be the guest of the dean for lectures and events sponsored by the Dean's Office and invited to attend lectures and events sponsored by the College's many academic departments. The Executive Dean will give updates during board meetings, allowing time for board members to engage and learn more about the college function. Board members will have the opportunity to leverage personal and professional circles of influence allowing new and strategic relationships for CLASS to form, especially where alignment of mission and funding goals exist. The ability to create a legacy of fostering academic excellence through philanthropy, and the opportunity to attend other activities to help promote excellence within the college.

### **Meeting and Attendance**

The Board will have four (4) business meetings a year, once during the Fall, two in the Spring, and once over the summer. Two of the four meetings will have ZOOM attendance available, to help accommodate board member schedules. Members are strongly encouraged to attend (though we recognize that personal and professional obligations may sometimes cause scheduling conflicts). Any member missing three (3) regularly scheduled meetings of The Board in a calendar year shall be reviewed by the chair of the Board. If the review of the chair determines that the member should be removed, the removal shall become final, and the board shall fill the vacancy as provided by these By-Laws.

### **Commitments**

Each board member will be expected to serve on either a sub-committee or serve as chair/vice-chair. Members are expected to contribute or raise \$1,000 annually to support the faculty awards program. Individuals who are within ten years of graduating are expected to contribute or raise \$250 annually. All members are to be liaisons and advocates for the College and University in society. Members will work to bring external resources to the college including but not limited to friends, internships, employment, mentoring, and financial support.

### **Chairperson**

There shall be a chairperson, hereafter referred to as Chair, of The Board who will be elected to a two-year term by a majority vote of board members and confirmed by the Executive Dean. The nomination of candidates for the position will be from the membership of the Board, or external candidates if no member can fulfill the obligations of the chair.

The duties of the Chair include:

- Contact Board members who reach the end of their term and present to the Executive Committee eligible member(s) for a second term.
- Contact members whose attendance does not meet the requirement for attendance as provided by these By-laws.
- Identify, appoint, and recruit Standing Committee Chairs.
- Work with the chairs of the Standing Committees to ensure goals are being met.
- Serve as a member of the Executive Committee.
- Conduct business meetings and work with the executive committee in the development of a meeting agenda.
- Work with Executive Committee to set goals for their term.

If for any reason the chair cannot complete his/her term, a new chair will be appointed by the dean for the remainder of that term with preference given to the Vice-Chair. The Board member appointed will be eligible for appointment to a new two-year term immediately following the time served. Time served as chair will not be affected by board terms when in the last year of membership.

### **Vice-Chair**

The Vice-Chair will be appointed by the executive dean and ratified by a majority vote of the board. The Vice-Chair will commit to serving a two-year term as Vice-Chair, with the understanding that they will take on the role of Chair for a two-year term after. The Vice-Chair conducts the responsibilities of the chair when the chair is not available. The Vice-Chair can serve on other committees but is a member of the executive committee. The duties of the Vice-Chair include:

- Conduct business meetings if the Chair is unable to attend.
- Attend all executive committee meetings.
- Agree to serve as Chair after their term as Vice-Chair, pending on Dean and board approval.

### **Standing Committee Chair**

A Standing Committee Chair, also referred to as “Committee Chair” agrees to serve a one-year term leading a Standing Committee. Members can serve as Committee Chairs for a single Committee for up to three consecutive terms before they must serve a rest period of at least one term or serve as a different Committee’s Chair. Committee chairs can only serve as chair of a single Committee but may also serve as Vice-Chair. The Chair cannot serve as a Standing Committee Chair.

The duties of a Standing Committee Chair include:

- Recruit Advisory Board Members for the committee
- Hold Standing Committee meetings monthly
- Delegate tasks and follow up to ensure tasks are completed
- Report committee actions at the Advisory Board Meeting
- Conduct duties of the committee as outlined within the Bylaws

If for any reason the Committee Chair cannot complete their term, a new Committee Chair will be appointed by the Board Chair for the remainder of the term. The Board member appointed will be eligible for appointment to a new term immediately following the time served.

## **CLASS Advisory Board Standing Committees**

### **Executive Committee**

The Executive Committee shall consist of the Chair of the Board, the Vice-Chair, the Executive Dean of the College of Liberal Arts and Social Sciences, and the Director of Development for the College of Liberal Arts and Social Sciences. The Executive Committee has the responsibility of staffing the Standing Committees shall work with the committee chairs in strategic planning and nomination of new board members. In addition, the executive committee will develop the agenda for board meetings.

### ***Faculty Appreciation Committee***

The Faculty Appreciation Committee will be dedicated to the production and implementation of the Advisory Board Faculty Awards. The committee shall work in conjunction with CLASS Faculty and Staff to annually review the faculty awards process and event to make recommended changes. This committee shall review and select award winners from the identified finalists. The committee will work with CLASS staff to secure speakers and logistics for the event. This committee is responsible for helping ensure that the event falls within budget. The committee will also work to ensure all board members are contributing their share to the awards.

### ***Alumni Relations Committee***

The Alumni Relations Committee shall focus on the areas of Advisory Board membership and alumni engagement. The committee is responsible for fielding future advisory board prospect suggestions, either through advisory board members or through their own network. The committee will annually give this list to the Executive Committee prior to the summer Advisory Board meeting. The committee is also responsible for hosting a set number of alumni networking events, determined by the committee on an annual basis. The committee is responsible for sharing and discussing how financial contributions have positively impacted the students, College, and University. The committee will also be open advocates to supporting the college development goals.

### ***Student Enrichment Committee***

The Student Enrichment Committee shall focus on the areas of internships, professionalization, and mentoring. The committee will work to find internship opportunities within the DFW metroplex for CLASS students. The committee will also serve as possible guest lecturers and supporters of the college's professionalization program, providing opportunities for workshops and career coaching. The committee will also look to provide mentorship opportunities to students in diverse career fields. The committee will engage in fundraising opportunities that promote professionalization and professional development within the college. This may include but is not limited to, engaging with corporate partners, inviting prospective donors to events, and stewarding current donors.

### ***Amendments***

The Board shall have the power to make, alter, amend, and repeal the Bylaws of the Advisory Board by an affirmative vote of a majority of the Board with final approval of the Executive Dean.