

**Advisory Council By-Laws  
The College of Arts and Sciences  
The University of North Alabama**

**Article I. Name and Description**

The organization shall be known as the Advisory Council of the University of North Alabama College of Arts and Sciences and shall be commonly known by the title COAS Advisory Council.

**Article II. Mission and Purpose**

Excellence through continuous evaluation and improvement is the objective of the A&S Advisory Council. It draws upon the wisdom and experience of professional leaders who will assist the Dean, faculty, and students of the College of Arts and Sciences (A&S) at the University of North Alabama (UNA) to a position of excellence through this continuous improvement. The Dean looks to the Council of Arts and Sciences Advisors as an engaged and committed group to help accomplish the long-range goal of becoming a world-class college alongside peer colleges.

The Advisory Council will provide specific feedback on College programs and projects, participate, as able, in assisting to create and strengthen partnerships to enhance the faculty and student experiences, and help with the overall advancement of the College with outside constituents. Members serve upon the recommendation and invitation of the dean.

**Article III. Address and Establishment?**

1. The address of the Advisory Council is UNA Box 5021, College of Arts and Sciences, Florence, AL 35632-0001, and the designated representative at such address is the Dean of the College.
2. The term of existence of the Advisory Council shall be in perpetuity, unless merged with another entity or dissolved as provided by university guidelines.

**Article IV. Membership**

- All general members of the Council shall be appointed by the Dean with consideration of recommendations from current Council members, as well as other College stakeholders.
- The number of members at large shall generally range from 15-20 members, at the Dean's discretion.
- An executive committee will be established according to Section VIII of the By-laws.
- The A&S Advisory Council general membership will be sought from the arts, technology, manufacturing, education, service, information, financial, health care, government, not for profit and entrepreneurial enterprises.
- All members of the Arts and Sciences Advisory Council shall be appointed for three-year terms with opportunity for reappointment.
- The Chair of the Advisory Council will be appointed by the Dean and shall serve a 2-year term. The Chair can be renewed for a maximum of one additional year.
- A vice-chair will be selected to serve a concurrent term with the chair.

- If any member of the Council develops a conflict of interest in serving on the Council, the member shall resign or the Chair may, in consultation with the Dean, remove the member from the Council.
- Members must meet their obligations to remain on the Council.
- The Dean of UNA's College of Arts and Sciences shall be an ex-officio member of the Council.
- Up to three junior members will be selected. Junior members require no financial commitment and have no voting privileges, but are encouraged to pledge an amount.

#### **Article V. Meetings**

- The Council shall meet 1-2 times a year.
- The meetings may extend from one day to two days, depending on the business to be addressed.
- Video and audio conferencing may be used in lieu of face-to-face meetings when appropriate.
- Conference calls on specific issues may be held between annual meetings to facilitate the work of the Council and to maintain the momentum of decisions and action items. When appropriate, decisions will be made by conference calls.
- Meeting agendas will be established by the Dean in consultation with the Chair and will include issues raised by both the College and the Council members.
- Minutes of each meeting shall be taken by an A&S representative. Minutes shall be circulated to the members after the meeting, and approved at the next meeting. Minutes shall be retained within the College.
- Council meetings will be run according to Robert's Rules of Order. All decisions resulting from meetings of the Council will be advisory to the Dean.

#### **Article VI. Chair's Responsibilities**

- Act as counsel to the Dean.
- Shall provide consultation to the Dean in setting the Agenda.
- Preside over the Council meetings.
- Call upon members of the Council, when required, for special activities.
- Review minutes and forward them to the Council members for approval.
- Appoint committees.
- Enforce the policies and procedures of the Council.
- Represent the Council internally and externally to the College as needed.

#### **Article VII. Council Members' Responsibilities**

- Attend meetings on a regular basis. Absence from two consecutive meetings may result in revocation of membership by the Chair, in consultation with the Dean.
- Serve, as needed between meetings, on ad-hoc committees.
- Serve as advocates for the value of a liberal arts education, and the essential foundational role the College of Arts and Sciences plays within the University and changing needs of society.

- Members may be asked to briefly present specific topics to inform College faculty, students, staff, and fellow members of needs in the community and region.
- Hosting or participating in college events that promotes awareness of and interest in the university, college and its faculty, departments and programs.
- Act on all action items presented on the agenda (i.e., approval of minutes). If conflict of interest presents itself on any action item, members are expected to recuse themselves from discussion and vote.
- Assist the College in identifying the necessary human, financial, and physical resources needed to deliver high quality, nationally competitive programs.
- Commit to a minimum donation of \$1,000 annually to further initiatives presented by faculty and the Dean and deemed significant by the Council.
- The Council will offer guidance and make recommendations on topics that may include, but are not limited to, those listed below:
  - External Affairs – developing strategies to cultivate and engage alumni, corporations, and other friends into a long-standing relationship with the College;
  - Strategic planning;
  - Academic Affairs – curriculum development and accreditation, faculty recruitment and retention, student recruiting, internships, academic seminars, facilities;
  - Workforce development issues;
  - Information dissemination about the College and its programs, faculty, staff and students.

#### **Article VIII. Executive Committee**

Officers and committee chairs and Advisory Council founding board members constitute the Executive Committee. The Executive Committee shall have general supervision of the affairs of the Council between its business meetings, help set the time and place of meetings, make recommendations to the Advisory Council-at-large, and perform other duties as specified in the By-laws. The Executive Committee shall meet from time to time as it deems necessary upon the call of the Chairperson, by personal, oral, written, or electronic notice, duly served upon each member of the Executive Committee not less than ten (10) days before such meeting.

#### **Article IX. Voting**

1. Each general member shall be entitled to one vote at all Council meetings at which they are present. All matters coming before the Advisory Council or Executive Committee shall be decided by a majority vote of the members present, unless otherwise provided in bylaws.
2. A quorum for the transaction of business consists of 35% of the general members of the Advisory Board.

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