



Approved 11/6/14

Bylaws - Student Advisory Board

NAME

The name of the organization shall be the Student Advisory Board (SAB) of the College of Business Administration at Texas A&M University-Kingsville.

PURPOSE

The purpose of the Student Advisory Board shall be to act as a liaison between the students and the College's faculty and administrators in order to create a better learning environment within the College of Business Administration. In that capacity, the Student Advisory Board will meet monthly with the Dean of the College, and with the Associate Dean as necessary.

The Student Advisory Board will (a) keep the College of Business Administration and its programs closely attuned to the needs of current and future Texas A&M-Kingsville students and more specifically those majoring in Bachelor of Business Administration (BBA) and assist in ensuring the programs and activities of the College of Business Administration are productive and of high quality.

OBJECTIVES

The Board shall assist the College of Business Administration by accomplishing the following specific objectives

Provide the best available advice and counsel for the continuing development of higher education for students at A&M-Kingsville by serving in an advisory capacity to the Dean of College of Business Administration.

Assist in developing a positive image for the College and promoting good relations between the faculty, administration, business community, and students of the College.

Provide advice and counsel to the Dean and faculty on all pertinent matters affecting the College, internal as well as external, so as best to relate the College and its programs to the changing needs of the student body.

Establish and maintain a system to inform students of new and existing educational opportunities

MEMBERSHIP

Number of Board Members

The Student Advisory Board shall normally consist of a minimum of *five (5)* members with a maximum number of *ten (10)* currently enrolled students. All decisions regarding membership will be decided by a majority vote of the active members of the Student Advisory Board.

Qualifications for Members

Declared major in Bachelor of Business Administration and designated officer from each student organization in the College of Business Administration.

Minimum GPA of 2.5. If an applicant has a GPA less than the requirement, he/she may submit a letter of recommendation from a non-relative addressing the student's potential and reasons for joining.

Term begins as soon as selected and ends upon graduation, resignation, or impeachment.

DUTIES OF THE STUDENT ADVISORY BOARD

Become knowledgeable about the College of Business Administration, its functions, procedures, curriculum, management, and accreditation.

Promote the image of the College of Business Administration on campus and in the community.

Attend regular, special, and committee meetings, and events of the Board.

Additional Responsibilities

- Communication - The SAB will keep the College informed on current and emerging educational and research needs of various constituencies and give the College feedback on how well it is meeting those needs through its curricula, programs, and other offerings.
- Planning - The SAB will provide feedback on the College's missions, goals and strategic plan.
- Support - The SAB will support the Dean with special fundraising endeavors or securing in-kind contributions for special projects and needs of the SAB and the College.
- Awareness - SAB members will serve as ambassadors, actively promoting the College and its programs.

- Programs - The SAB will provide advice and feedback to the College on the perceived effectiveness of its academic programs and identify opportunities to include practical experience in the undergraduate and graduate curricula.
- Participation in the Executive in Residence Program: SAB members will, at the Dean's invitation, attend one of the College's monthly Speakers Series and/or give presentations to student organizations and classes.

OFFICERS

Executive Officers

The executive officers of The Board shall be Chair, Vice-Chair, Secretary, and the Dean of College of Business Administration (ex officio).

Chair - The Chair will be elected by the Board members for a term of one-year and may be re-elected for a second one-year term.

- The Chair shall preside at all meetings of The Board; and while The Board is not in session, shall have general management control of the business and affairs of The Board.

In addition, the Chair in cooperation with the Dean shall:

- Set the agenda for regular meetings of the organization.
- Schedule and govern regular meetings.
- Delegate authority and responsibility to the membership of the organization.
- Notify the members of the Advisory Board at least five (5) days in advance of the regular meetings.
- Appoint members to the ad hoc committees necessary to conduct the work of the Advisory Board.
- Oversee all Student Advisory Board functions.

Vice Chair – The Vice Chair will be elected by the Board members for a term of one-year and may be reelected for a second one-year term.

- The Vice-Chair shall, in the absence, dismissal, or resignation of the Chair, perform the duties of the Chair, and such other duties as shall be prescribed by the Chair, Dean or the Advisory Board.

Secretary – The Secretary will be elected by the Board members for a term of one-year and may be reelected for a second one-year term.

- The Secretary shall record the minutes of each meeting, maintain a current roster of the members, and update the By-Laws of the Student Advisory Board as changes are voted upon by members, and keep record of member attendance at meetings.

Election of Officers

At the March meeting of the Board, nominations for officer positions will take place.

“By proxy votes” will be accepted via email for those members unable to attend.

If the Chair position becomes vacant during the year, the Vice-Chair will take over the Chair’s role and a new Vice-Chair will be elected through the same process.

If another officer position becomes vacant during the year, a special election will take place to select a new officer. Special elections will be held at the discretion of the Chair, Vice-Chair, and Board members.

COMMITTEES

Standing Committees - The Executive Committee shall consist of the President, Vice President, the Secretary and Dean of the College of Business Administration (ex officio). It will act as the administrative arm of the Board and also approve all nominations for new regular members.

Ad Hoc Committees – The Executive Committee by declaration, of the Board, by resolution, may create such ad hoc committees as may be necessary for the operation of the organization.

MEETINGS

Regular Meetings - There shall be monthly meetings of the SAB each September, October, November, January, February, March, and April of each academic year. Additional meetings may be set by the Executive Committee.

Special Meetings - When deemed necessary by the Executive Committee, special meetings may be called. At least three days of prior notice shall be given to the membership and this notice will state the reason for the called meeting.

Quorum - One-third of the members of the SAB shall constitute a quorum for all meetings.

General Procedure - Meetings will be conducted in a manner designed to obtain full discussion.

Robert’s Rules of Order, Revised, will govern. An agenda, with complete supporting materials, shall be distributed to all members at or prior to the announced time for the meeting. The Secretary will distribute the agenda, record each meeting, and subsequently distribute the minutes of the meeting for approval at the next meeting. A majority vote of membership present at a meeting (with quorum) will be necessary for a ratifying decision.

FISCAL YEAR

The fiscal year of the Board shall be September 1 through August 31.

AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the Chair of the SAB and Dean of the College of Business Administration, and distributed by the Chair to members at or prior to the next scheduled meeting, at which time ratification shall be by a majority vote of the members present at a meeting of a quorum of the BOA.

ADOPTION

These bylaws shall be adopted by a majority vote of the initial membership at a meeting of the SAB.