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## **BY-LAWS**

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### **ARTICLE I (Name)**

The name of this organization shall be: *The Science and Technology Advisory Board* to the Allen E. Paulson College of Science and Technology of Georgia Southern University. The following rules and regulations shall constitute the By-laws of *The Science and Technology Advisory Board*.

### **ARTICLE II (Mission)**

The mission of *The Science and Technology Advisory Board* to the Allen E. Paulson College of Science and Technology of Georgia Southern University is to enhance the relationship between the College and its constituent communities, including the professions, business, industry, government and non-governmental organizations.

### **ARTICLE III (Purpose)**

The primary role of the Advisory Board is provide advice, expertise and support to the Dean and faculty on all matters, internal and external, affecting the College, so as to best position the College and its academic programs to the changing needs of the State and to the fulfillment of its mission.

More specifically, the Advisory Board will:

1. Provide advice and counsel to the Dean and faculty regarding changing and emerging needs of business, industry, government and non-governmental agencies.
2. Assist in the development of the College's strategic plans and promote the goals and objectives of the College.
3. Assist in the assessment of the currency and relevancy of the College's academic programs and resources.
4. Assist the College in seeking public and private support for the programs of the College and in securing the resources necessary to carry out its mission by fostering and strengthening public/private cooperation.
5. Assist in the recruitment, mentoring and placement of students and in obtaining scholarship funds.
6. Assist the College in the recruitment of faculty and College administrators in articulating the opportunities and uniqueness of Georgia Southern University.

## **ARTICLE IV (Membership)**

The Advisory Board shall consist of individuals having diverse backgrounds and a wide range of professional and technical interests. The Advisory Board shall consist of two categories of members, regular members and associate members. Regular members of the Advisory Board shall be individuals selected from business, industry, government and non-governmental organizations with consideration given to achieving a balance in technical disciplines and career affiliations, and regardless of age, race/ethnicity, sex/gender, disability, socioeconomic status, sexual orientation and cultural heritage. As distinguished professional leaders, these volunteers provide important bridges to our constituent communities. Current members shall make nominations for regular and associate members to the Advisory Board. The President of Georgia Southern University shall make all official appointments to the Advisory Board upon recommendation of the Dean. A membership fee will not be required.

### **SECTION IV.1      REGULAR MEMBERS**

- Regular members shall have full voting privileges
- Regular members shall number no more than 20 members from business, industry, government and non-governmental organizations.

### **SECTION IV.2      ASSOCIATE MEMBERS**

- Selected student representatives nominated by the faculty from amongst the College student clubs and representatives to the University's Student Government Association shall be named Associate Members of the Advisory Board.
- Associate members shall number no more than 5 members from the student body.

### **SECTION IV.3      EX-OFFICIO MEMBERS**

- The Dean of the College shall be an ex-officio member of the Board with full voting privileges.
- The Chairs/Directors of the College shall be ex-officio members of the Advisory Board with no voting privileges. Chairs/Directors will be expected to participate in all general meetings of the Advisory Board and act as liaison to committees of the Advisory Board as appropriate.
- The Provost and Vice President for Academic Affairs and the President of the Georgia Southern University Foundation shall be ex-officio members of the Advisory Board with no voting privileges.

### **SECTION IV.4      TERMS OF OFFICE**

Advisory Board members shall serve three-year renewable terms with new appointments effective immediately; renewal of appointments will occur on 01 July of the third year of service on the Advisory Board. The terms of Advisory Board members shall be overlapping, so that no more than one-third of the member's terms shall end each year.

## **ARTICLE V (Officers)**

The officers shall be regular members of the Advisory Board and shall consist of two Co-Chairs, a Vice Chair and a Secretary. The Dean of the College shall hold one of the positions of Co-Chair.

### **SECTION V.1 ELECTION OF OFFICERS**

The Elected Co-Chair, Vice Chair, and Secretary shall be elected by the membership upon recommendation of the Nominations and Membership Committee and shall take place at the Spring meeting of the Advisory Board each year, or immediately after a vacancy occurs. Officers shall serve two-year terms and may be re-elected.

### **SECTION V.2 DUTIES OF THE ELECTED CO-CHAIR**

The elected Co-Chair of the Advisory Board shall preside at all meetings of the Advisory Board, enforce the By-Laws, appoint all committees and perform such duties as required by the Advisory Board.

### **SECTION V.3 DUTIES OF THE VICE CHAIR**

The Vice Chair of the Advisory Board shall serve in the absence of the elected Co-Chair.

### **SECTION V.4 DUTIES OF THE SECRETARY**

The Secretary shall be appointed by the Dean from among the faculty/staff of the College. The Secretary shall be responsible for developing, distributing and maintaining all records of the Advisory Board meetings, actions and recommendations of the Advisory Board. The records of the Secretary shall be the property of the College.

## **ARTICLE VI (Committees)**

While the Advisory Board may perform its work as a committee of the whole, the Co-Chairs may appoint standing committees and their Chairs with consideration given to members' preferences. Standing committees will normally be as follows with others established or dissolved as appropriate.

### **SECTION VI.1 STANDING COMMITTEES**

- Education Committee
- Strategic Planning Committee
- Student Awards
- Fund Raising Committee
- Nominations and Membership Committee

## **ARTICLE VII (Meetings)**

The Board will normally meet in Spring and Fall of each year on dates established by the Co-Chairs. The format of the meetings will vary depending on agenda. All meetings shall be called by the Co-

Chairs and announced by the Secretary at least two weeks in advance indicating purpose, date, time and location of the meeting.

**SECTION VII.1 QUORUM**

A quorum shall consist of those members present at any called meeting.

**SECTION VII.2 ORDER OF BUSINESS**

While the format of the meetings may vary depending on agenda, the Order of Business for regular meetings of the Advisory Board shall be as follows:

1. Call to Order
2. Action on Prior Meeting Summary Notes
3. Committee Reports
4. Business Items
5. Administrative Reports
6. Adjournment

**SECTION VII.3 RULES OF ORDER**

All business of the Advisory Board shall be conducted by parliamentary rules in accordance with the current edition of *Robert's Rules of Order*, unless otherwise provided.

**ARTICLE VIII  
(Incorporation)**

The Science and Technology Advisory Board shall not be separately incorporated but will serve as an affiliate of the Georgia Southern University Foundation, Inc.

**ARTICLE IX  
(Amendments)**

Amendments may be made at regular meetings of the Advisory Board upon vote of the members present. All amendments must be authorized by the President, Georgia Southern University, and by the President, Georgia Southern University Foundation, Inc.

**ARTICLE X  
(By-Laws)**

Such By-Laws may be adopted from time to time shall be deemed advisable by this Advisory Board. Said By-Laws must be consistent with the Constitution and By-Laws of the Georgia Southern University Foundation, Inc.