

University of Minnesota Crookston

Campus Advisory and Advancement Board Proposed Bylaws

May 14, 2018

The Campus Advisory and Advancement Board (CAAB) was established to develop a mutually beneficial relationship among the University of Minnesota Crookston and the region. This relationship is intended to be an active partnership that addresses the current and future industry needs for education and enhancement of scholarship for the benefit of the region. This Charter outlines the mission of CAAB defines the structure of the board and describes the responsibilities of board members. These Bylaws may be revised or amended by a majority vote of the Board with the concurrence of the Chancellor.

I. PURPOSE

The purpose of the Campus Advisory and Advancement Board is to cultivate, advise, inspire, advocate and collaborate for the betterment of the University and the enhancement of student education.

CAAB will accomplish its purpose by providing counsel, expertise and support for the University, as well as helping to communicate the needs and achievements of the University to the region and other stakeholders. Through recommended courses of action and participation in CAAB activities, the Board will:

- Assist in establishing long-range planning objectives;
- Act as a catalyst for new initiatives and programs;
- Provide educational resources to support the University's curriculum;
- Assist in acquiring funding for building and updating the University's facilities;
- Support the University in its commitment to enhance its standards of excellence;
- Develop and facilitate positive relationships between the University and its alumni;
- Assist with the placement of student internships and graduates from the University; and
- Respond to requests for assistance from the Chancellor of the University.

II. MEMBERSHIP AND RESPONSIBILITIES

The CAAB is comprised of senior level executives and regional leaders. The membership of the Board will be no less than twelve members, including two students and no more than thirty-five members.

Nominees are recommended by the Chancellor and approved by the Board.

A. Terms of Appointment

1. Members serve three year terms. Members may serve a maximum of two full terms with any term of less than three years not considered to be a full term. Upon completion of the maximum terms, a member is again eligible for appointment after two years off of the Board.
2. Terms are staggered so that no more than one-third of the Board membership is subject to renewal or replacement during any year.
3. Nominations are proposed by the Chancellor and voted on by the Board prior to the spring semester meeting each year. Background information on nominees will be distributed to all Board members prior to the spring meeting during which a vote by the majority will determine which individuals will be invited to become new members. Terms begin on July 1st and end on June 30th. Individuals serving on the newly constituted Board (November 2017) will serve through June 30, 2019.
4. The students serve one year terms and must be actively enrolled as students in good standing during their entire term.
5. Resignation of a member occurs through a letter to the Chancellor of the University of Minnesota Crookston.
6. The exception to the process described in A(3) occurs in the case of resignation or death of a member of the Board when the Executive Committee may choose to fill a vacant position immediately for the duration of the existing term.
7. Individuals who miss more than three meetings in a two calendar year, or failure to support the goals and mission of the Board, may be asked to leave the Board upon recommendation by the Executive Committee.

B. Officers

The Board is governed by a Chairperson, with the assistance of a Vice-Chair (also referred to as "Chairperson-Elect") and a Secretary/Treasurer, all recommended and approved by the Board.

Executive Committee

The Chairperson presides over all formal meetings for one year. The Vice-Chair presides over formal meetings in the absence of the Chair and serves as a chair of a standing committee. The Vice-Chair advances to Chairperson upon resignation or completion of the Chairperson's last term, at which time a new Vice-Chair is selected. Chairpersons continue to serve as Immediate Past Chair. All three chair positions along with the Secretary/Treasurer serve as members of the Executive Committee. The Chancellor and Department Chairs serve as Ad Hoc members of the Board. The Secretary/Treasurer records the minutes of the Board with assistance from the Chancellor's Office and Executive Committee meetings and the financial transactions related to the Board's activities.

Any elected officer may be removed at any time, with or without cause, by a 2/3 vote of the Board at any properly called meeting where a quorum is present.

C. Attendance

Participation in all meetings is expected; however, participation in one meeting per year is required.

1. Meetings are scheduled at least twice a year.
2. Absences are excused by contacting the Chancellor or the Chairperson of the Board prior to the meeting.
3. Meetings by Telephone or Video Conference. Any meeting of the Board or a committee may be held by telephone or video conference provided that each Member participating in the meeting can communicate with all others involved in the meeting.

D. Quorum

A quorum must be present to conduct business and cast votes. For the purposes of the Board and all committees, a quorum shall be 51% of the Board or committee membership. Notwithstanding the lack of a quorum, a scheduled meeting may proceed for the purposes of receiving reports and discussing matters upon which no vote is required. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of Members, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

E. Financial Contributions

In order for the University to meet its goals and provide a high quality program, all members are expected to assist in meeting the financial needs of the University. The annual financial support can come either from personal contributions, by directing his or her organization's financial support, or bringing other valued corporate and donors to support the University. Each Board member's support can be allocated as he/she sees fit among the areas of need within the University. Financial support may also include donations of equipment, hosting events and meetings, providing meals and lodging, and registrations and booth space at industry conferences and conventions.

F. Compensation and Reimbursement

Directors shall not receive compensation for their services on the Board.

G. Advisory Committees

The Board may also establish advisory committees and task forces composed of two or more Members and any number of other interested persons who are not Members. Advisory committees shall provide advice and recommendations to the CAAB but shall not have the authority of the CAAB or any final decision making authority.

The following subcommittees have been established.

- Athletics
- Admissions
- Advancement/Fundraising
- Advocacy
- Academic Programs

Each CAAB member will serve on at least one committee which best meets their personal interest.

A chair for each committee will be selected who will report their outcomes and activities at each meeting. The chair will convene the group as appropriate via conference calls and emails to conduct business.