

# **EASTERN ILLINOIS UNIVERSITY**

## **School Of Technology Advisory Board**

### **BYLAWS**

**Ratified October 14, 2022**

#### **ARTICLE I – NAME**

**The name of this organization shall be the School of Technology Advisory Board, Eastern Illinois University (EIU), hereinafter called the “Board”.**

#### **ARTICLE II – PURPOSE**

The general purpose of the Board shall be to encourage and promote the improvement of the program of the School of Technology, to which end the Board shall advise on issues including but not limited to:

- A.** Relevance of School of Technology curricula;
- B.** Program and curricula development and validation;
- C.** Promotion of the School’s services within the business and industrial sectors, local and national;
- D.** Development of external funding plans and methodologies;
- E.** Supporting and furthering the professional ideals, long-range direction and goals of the overall program of Education for the School of Technology;
- F.** Service as liaison between the School of Technology and the University, business and industry as regards identification and recommendation of Program needs;
- G.** Promotion of School of Technology programs within the business and industrial community;
- H.** Recommending individuals from business and industry as instructional;
- I.** Recommending marketing approaches;
- J.** Identifying professional development opportunities for student and faculty internships;
- K.** Advising on human, material, and physical resources; and
- L.** Responding to initiatives and issues as identified by the Board or the School of Technology.

## ARTICLE III – MEMBERSHIP

**Section 1:** Provision shall be made for the following types of membership:

**A. Standing members:**

1. Chair of School of Technology
2. Student Body Representative from the School of Technology recommended by the School's faculty and approved by the Executive Committee of the Board.

**B. Regular member:**

1. Open to those individuals recommended by the Chair of School of Technology in consonance with the Executive Committee of the Board.
2. Maximum Board size shall not exceed 20 Regular members.
3. Term of appointment shall be a three-year term, with membership beyond the initial three-year term subject to recommendation by the Chair of School of Technology in consonance with the Executive Committee of the Board.

**C. Emeritus member:**

This distinction shall be bestowed upon persons whose long and distinguished contribution to the School of Technology is recognized by action of the membership at a regular business meeting. Only the Executive Committee of the Board may nominate Emeritus members. Emeritus members shall hold membership for the life of the Board.

**D. Sustaining member:**

Sustaining membership shall be open to any individual or organization which desires to support the work of the School of Technology. Sustaining members shall have no voting or executive power.

**Section 2:** Voting privileges shall be recognized for the following member categories: Standing and regular.

## ARTICLE IV – OFFICERS

**Section 1:** The officers of the Board shall be a Chairperson, a Vice Chairperson, and Secretary, and the immediate Past-Chairperson. Officers will be elected from the Board on the first meeting of the calendar year and will serve for a period of one (1) year, and shall hold office until the respective successors are elected.

**A. Executive Committee**

There shall be an Executive Committee for the Board which shall consist of the above-named officers and the Chair of the School of Technology.

**B. Program-Specific Advisory Committees**

Program-specific advisory committees shall be formed as determined by the faculty and the Chair of the School of Technology, and in compliance with accreditation/certification requirements appropriate to the program. Members on program-specific advisory committees may also serve on the School of Technology Advisory Board in accordance Article III – Membership in the Bylaws.

**C. Other Committees**

There shall be other such standing committees as may be designated in the Bylaws, and such special committees as may be appointed by the Chairperson and approved by the Executive Committee.

**D. Officers**

The Officers shall be chosen from among the Regular members and shall hold office until the annual meeting of the Board next succeeding the date of their election and until their respective successors are elected.

**E. Election Procedure**

The Chairperson, Vice Chairperson, and Secretary shall be elected by majority vote of those in attendance (quorum minimum) at the annual fall business meeting.

**F. Vacancies**

Vacancies in office shall be filled for the balance of the term by a member elected by majority vote of those in attendance (quorum minimum) at the next board meeting. If not filled by such process, the Chair of the School of Technology shall make appointment to fill the vacancy for the unexpired term in consonance with the Executive Committee of the Board

## **ARTICLE V – EXECUTIVE ASSEMBLY**

The Executive Assembly shall consist of the Executive Committee and chairpersons of all standing committees and shall deal with all matters of policy which affect Board operation not covered by the Bylaws or which the Executive Committee deems sufficiently broad in scope and meaning to demand action of a larger group.

## **ARTICLE VI – MEETINGS**

The annual business meeting of the Board shall be held during the fall semester, with a second general meeting to be held annually in the spring semester. Meeting dates will be selected for maximum effectiveness and convenience, with dates announced in writing in advance of such meeting. All meetings will be conducted to allow attendance virtually or in-person.

The Board may hold or sponsor as many other meetings as the Executive Committee may consider advisable.

## ARTICLE VII – QUORUM

Seven (7) members of the Board shall constitute a quorum for transaction of business at all meetings. The Chair, School of Technology, will vote in order to break a tie-vote by Board members.

## ARTICLE VIII – AMENDMENTS

Amendments to the Bylaws may be made only at the annual business meeting. A written statement of each proposed amendment shall be provided the Secretary for consideration by the Executive Committee at least thirty (30) days prior to the date of the annual meeting. The Secretary shall send a copy of each proposed amendment to all Regular members of the Board at least two weeks prior to the annual business meeting. A two-thirds majority of the voting members present at the meeting shall be necessary for the amendment to become a part of the Bylaws.

## ARTICLE IX – POWERS AND DUTIES OF OFFICERS

**Section 1:** The Chairperson shall preside at all meetings of the Board, shall guide the scope of activity of the Board, and shall perform such other duties as shall be imposed by the remaining members of the Board.

**Section 2:** As required, the Chairperson may appoint the Board's liaison representative, as well as Ad Hoc Committee members.

The Chairperson, and the Chair of the School of Technology, also shall be an *ex officio* member of all Ad Hoc committees and all liaison groups.

**Section 3:** In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. Should the Chairperson and the Vice Chairperson both be absent, the Chair of the School of Technology will perform as Chairperson *pro tem* in the interim.

**Section 4:** The Secretary of the Board shall be responsible for the documentation of all proceedings of the Board in minutes appropriate to the occasion and shall perform such other duties as the Board may prescribe.

Minutes shall be keyed to meeting agendas. When action is deferred, the minutes will reflect the direction of the Board relating to such item. If the Secretary is not in attendance, the Chairperson shall appoint Secretary *pro term* for that meeting.

The minutes of all regular and special Board action meetings will be formally adopted at each regular meeting.

## ARTICLE X – CAVEAT

In the event of any conflict of interest between these Bylaws and any superior requirement of Eastern Illinois University, the EIU requirements will obtain.