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| Advisory Board Bylaws Department of Chemistry, Tennessee State University |
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**Advisory Board Bylaws**

**Department of Chemistry, Tennessee State University**

**Article I: The Name**

The name of the Board shall be the “Advisory Board of the Department of Chemistry” under the College of Life and Physical Sciences at Tennessee State University, hereby referred to as the “Board”.

The Board will retain an informal structure. It will not be incorporated nor will it receive funds or incur debts. Its officers and members will serve solely in an advisory capacity to the Department of Chemistry and assisted by the faculty and staff. The officers and members will not be held liable by either the Department, the College of Life and Physical Sciences or Tennessee State University or the Board of Trustees for failure to act upon any matter presented to the Board. An action taken as a result of, or in spite of, recommendations by the Board shall be solely the action of the Department and the Head.

**Article II: The Purpose**

The purposes of the Advisory Board are to:

1. Serve as an advocacy group for the Department to the University administration
2. Periodically review the Department’s programs, course offerings and course content and suggest revisions and/or updates.
3. Provide advice on the needs of and trends within the field of Chemistry with regard to potentially updating programs and/or courses or suggesting new courses that could be developed.
4. Assist with fundraising efforts and the acquisition of resources for the department.
5. Serve as industry and professional contacts for faculty and students and help the Department develop, strengthen and maintain partnerships with chemical industry.
6. Assist with the identification of internships and summer research opportunities for students as well as student career advising.

**Article III: Membership:**

1. Members of the Board must have attained prominence in their respective careers and are chosen for their value in providing sound counsel to the Department of Chemistry.
2. The Dean of the TSU College of Life and Physical Sciences will be a member during her/his term as Dean.
3. Membership should reflect a broad spectrum of representation from areas that influence academic program, student preparation, community engagement, and business.
4. Membership shall be limited to 10 individuals.
   * Members are classified as either members or ex-officio members and have voting rights unless otherwise stated in the bylaws.
   * Members include the following non-voting members:
   * The Department Head and Coordinators of graduate and undergraduate programs shall serve as an ex-officio member and will provide support to the Board.
5. All members, except ex-officio and the College Dean, shall be approved by the Head and the Dean with recommendations from the Board as appropriate.
6. All members, except the Department Head, the College Dean, the ex-officio members, shall serve for three-year terms and can be renewed at the discretion of the Department Head and the Dean. All members shall be available to the Department Head for advice and consultation, as needed.
7. Each member of the Board may serve a maximum of three consecutive terms and as many terms non-consecutively as shall be determined by the Department, subject to provisions of these Bylaws relating to resignation and removal of a member. Any person who has served more than twelve months of an unexpired term shall be deemed to have served a full term.
8. Interim members may be appointed by the Department Head for terms of less than three years in order to fill vacancies created by resignations.
9. A member of the Advisory Board may be removed by a two-thirds majority vote of those present at a duly called meeting of the Board. Two consecutive absences without notice may also result in termination of membership upon recommendation of the Dean and the Department Head
10. Rights and Duties. The Board shall advise the Department with respect to whether the programming and services are meeting the specialized educational needs of the society, and may make such recommendations as it considers appropriate to meet such needs. The Board, in giving advice, may review the programming goals established by the department.
11. Limitation on Powers. The role of the Board shall be solely advisory in nature. In no event shall the Board have any authority to exercise any control over the daily management or operation of the Department.

**Article IV: Officers**

1. The Board shall be led by the volunteer Chair and Co-Chair, elected at the first meeting of the Board, for a three-year term. The Chair will preside at all meetings of the Board and shall have the executive responsibility for the performance of the Board.
2. The Co-Chair will help the Chair of the Board with the overall performance of the Board.
3. The Board will also elect a Secretary. The primary responsibility of the Secretary will be to keep and disseminate minutes to all Board members.

**Article V. Quorum.**

A simple majority of the members present of the Advisory Board, either in person or via online, shall constitute a quorum

**Article V: Meetings:**

1. The Board will meet at a minimum once per year in the Department of Chemistry at Tennessee State University. Additional call meetings may be arranged, if needed.
2. The Department Head will inform and engage the members on issues related to Department’s activities. Each meeting shall include a “Report on the State of the Academic Programs” and may also include progress reports to funders, publications and other products, new grant initiatives, other research initiatives, development topics (annual giving, endowments and scholarships).
3. The quorum required for approval of motions related to agenda items requiring a vote will be by simple majority.
4. Secretary of Board will keep the minutes of the meetings and send said minutes to the Board members within 30 days of the date of any meeting.
5. Minutes of the meetings shall be published and made available to Board members, the faculty and staff, and other individuals as deemed appropriate by the Department Head.

**Article VI:**

Emeritus Membership:

1. All Board Members, in recognition of service, will be offered emeritus status upon retirement from the Board. No individual shall be eligible for such appointment until his/her retirement from the Board. Unless otherwise determined by the Board or by request of the Emeritus member, the appointment of an Emeritus Board Member shall continue in effect for the remainder of his/her life.
2. Emeritus Board members will be invited to special activities and events of the Department, will have access to minutes of the meetings and other appropriate information upon request and may be called upon for advice and consultation on matters of importance to the Department. However, the position is solely honorary with no obligation for the performance of any specific duties.