

**Master of Business Administration Program
MBA Advisory Board By-laws**

Article I. Purpose

- Section 1. The basic purpose of the MBA Advisory Board will be to assist in fulfilling the mission of the MBA Program. The Board will assist in setting and accomplishing the goals and objectives of the Program.
- Section 2. The objectives of the MBA Advisory Board shall include the following:
- A. Provide guidance in planning and evaluating the activities related to the MBA Program.
 - B. Evaluate the curriculum of the MBA Program and provide input as to how it can be strengthened.
 - C. Serve as a resource to students both on and off campus through speaking to classes and helping place interns and graduates.
 - D. Help to determine the need for additional external financial support and identify sources of financial support when necessary.
 - E. Assist the faculty and staff of the Walker College of Business in ongoing efforts to continuously increase the quality of the MBA Program.
 - F. Encourage and support MBA alumni interaction with the MBA Program.
 - G. Facilitate interaction between the business community and the MBA Program.

Article II. Membership

- Section 1. The Board shall at all times have a minimum of ten members and a maximum of fifteen members. The members shall represent a broad spectrum of the business community.
- Section 2. The Dean of the Walker College of Business, Director of the MBA Program, one member of the graduate faculty in the Walker College, and a current MBA graduate student will serve as ex-officio members.
- Section 3. One membership position is reserved for a member of the Walker College of Business Advisory Council.
- Section 4. One membership position is reserved for a recent graduate of the MBA Program.

Section 5. One membership position is reserved for a graduate of the Walker College of Business undergraduate program who received a Master of Business Administration degree from another university with a business program accredited by AACSB International.

Article III. Officers

Section 1. The Board shall have a Chair who shall be elected by the Board and appointed by the Dean of the Walker College of Business upon the recommendation of the Director of the MBA Program.

Section 2. The Chair's duties shall include:

- A. Preside at all meetings of the Board.
- B. Work with the MBA Director and Vice Chair in developing the agenda for Board meetings.
- C. Appoint such ad hoc committees as are necessary to conduct the business of the Board.
- D. Assume other duties as necessary for the effective functioning of the Board.

Section 3. The term of the Chair shall be for two years. If elected as Chair on the third year of the membership term, the membership appointment will automatically be extended for one year.

Section 4. The Board shall have a Vice Chair, who shall be elected by the Board and appointed by the Dean of the Walker College of Business upon the recommendation of the Director of the MBA Program.

Section 5. The Vice Chair's duties shall include:

- A. Preside at meetings of the Board in the absence of the Chair.
- B. Assume such other duties as are necessary for the effective functioning of the Board.
- C. Work with the MBA Director and Chair in developing the agenda for Board meetings.

Section 6. The term of the Vice Chair shall be for two years. If elected as Vice Chair in the third year of the membership term, the membership appointment will automatically be extended for one year.

Section 7. The Board shall have a Secretary, who shall be elected by the Board and appointed by the Dean of the Walker College of Business upon the recommendation of the Director of the MBA Program.

- Section 8. The Secretary's duties shall include:
- A. Record the minutes of each Board meeting.
 - B. Assume such other duties as are necessary for the effective functioning of the Board.
- Section 9. The term of the Secretary shall be for two years. If elected as Secretary in the third year of the membership term, the membership appointment will automatically be extended for one year.

Article IV. Standing Committees

- Section 1. The Board shall have a Nominating Committee.
- Section 2. The members of the Nominating Committee shall include the Chair of the Board, the Director of the MBA Program and a member-at-large elected by the Board.
- Section 3. The Nominating Committee's responsibilities shall include:
- A. Nominating the Chair of the Board.
 - B. Nominating the Vice Chair of the Board.
 - C. Nominating the Secretary of the Board.
 - D. Nominating new members of the Board.
- Section 4. The Nominating Committee will present its recommendations for Chair, Vice Chair, Secretary and new members to the Board.

Article V. Selection and Term of Board Members

- Section 1. New members of the Board shall be appointed by the Chancellor of the University upon the recommendation of the Dean of the Walker College of Business, Director of the MBA Program and members of the MBA Advisory Board.
- Section 2. The term of appointment of Board members shall be for three years. Any member shall be eligible for reappointment. The term of service will be based on an academic year.

Article VI. Meetings

- Section 1. The Board shall hold two regular meetings each year. Special meetings may be called as needed.

Section 2. The Chair of the Board shall preside over the meetings.

Section 3. The agenda for each meeting shall be developed by the Chair, the Vice Chair and the Director of the MBA Program and shall be distributed to each member prior to the meeting.

Article VII. Amendments

Section 1. The By-laws may be altered or amended at any duly held meeting of the Board. Notice of any proposed change must be on the agenda of the meeting at which the change is to be considered.

Section 2. A three-quarters vote of the members (excluding ex-officio members) present shall be required for an amendment to be passed.

Adopted April 3, 2004