

BY LAWS
College of Health and Human Services
Advisory Board

June 26, 2018

ARTICLE I: NAME AND PURPOSE

Section 1. Name. The name of the organization shall be the Advisory Board (“Advisory Board”) of George Mason University’s College of Health and Human Services (CHHS).

Section 2. Purpose. The purpose of the Advisory Board is (1) to advise and assist the Dean of the College of Health and Human Services in development and marketing opportunities; (2) to serve as advocates (i.e., ambassadors) for the CHHS’s mission, core values, and diverse academic programs; (3) to advise the Dean on emerging business trends that will likely affect future academic, research, and co-curricular priorities and programs; (4) to participate on Advisory Board committees or working groups and on special projects designed to advance the strategic priorities and strategic plan of the CHHS; and (5) to support the Dean in creating outreach programs and collaborative partnerships within the University and with the external community that ultimately benefit the CHHS and its graduate and undergraduate programs and (6) identifying, contacting, and cultivating potential financial supporters and new members of the Advisory Board.

ARTICLE II: MEMBERSHIP

Section 1. Membership. The Advisory Board shall consist of not more than twenty (20) Board members, consisting of CHHS alumni/ae, corporate and foundation executives, community and civic leaders, academicians, and private citizens. Advisory Board membership will include CHHS alumni/ae.

The CHHS Chair of the Faculty Council will serve as the liaison to the CHHS Advisory Board in a non-voting capacity.

Members of the Advisory Board shall receive no compensation of any kind, including reimbursement of travel and entertainment expenses.

The Dean of the CHHS is a permanent member of the Advisory Board but cannot be the Chair or Vice Chair.

At the discretion of the Dean of the College of Health and Human Services and the Chair of the Advisory Board, prior Advisory Board members may be appointed to emeritus status on the Board.

Members are required to support the college through corporate and/or personal charitable gifts.

Members are expected to notify the Dean and Chair of any potential real or perceived conflicts of interest and sign a conflict of interest form annually. Generally, conflicts arise when a member has an existing or potential financial or other interest which impairs, or might appear to impair, his or her independence or objectivity or might derive or appear to derive, benefit from confidential information. Each member is responsible for reporting to the Dean of the CHHS any real or potential conflict of interest they may have and each member of the Board shall report any real or potential conflicts of interest other members of the Board of which they may be aware. The Board is responsible to determine the appropriate action through discussion and vote with the member who has the real or potential conflict not participating. The Dean and Chair will notify the conflicted member and the necessary actions.

Section 2. Terms. All Advisory Board members shall serve an initial two-year term. At the discretion of the Dean and the Advisory Board Chair, Board members may be asked to serve additional one-year or two-year term(s).

The Advisory Board Chair and Vice Chair shall serve a two-year term following the appointment by the Dean. The Dean may request reappointment of the Advisory Board Chair and Vice Chair for an additional two-year term at the Dean's discretion. The Dean will be responsible for appointing a new Chair and Vice Chair before the end of the standing Chair's appointment.

Section 3. Voting. Each member present at an Advisory Board meeting shall be entitled to one vote.

ARTICLE III: MEETINGS

Section 1. Meetings. Meetings of the Advisory Board members shall be held at least three times per year on such dates and at such times and places as the Dean determines, with input from the Advisory Board. Written notice of meetings shall be given to the Advisory Board members at least fifteen (15) days in advance.

Section 2. Special Meetings. Special meetings may be called as needed by the Dean, the Advisory Board Chair, or at least one-third of the Advisory Board members. Written notice of special meetings shall be given to Advisory Board members at least thirty (30) days before the meeting, and shall state the purpose(s) of the meeting; No business other than that stated in the notice shall be considered at the meeting.

Section 3. Quorum. One-third (33%) of Advisory Board members who are eligible to vote and present, either physically or virtually, shall constitute a quorum for voting. This includes the Dean.

ARTICLE IV: SELECTION, APPOINTMENT AND VACANCIES

Section 1. Nomination. All Advisory Board members are responsible for submitting names of potential Advisory Board members to the Membership Committee to facilitate the recruitment process.

Section 2. Selection. Recommendations for new Advisory Board members will be made by the Membership Committee to the Dean and the Advisory Board Chair. Real or perceived conflicts of interest must be vetted prior to the recommendation.

Section 3. Appointment. The final decision regarding appointment/re-appointment of Advisory Board members rests with the Dean.

Section 4. Vacancies. In case of resignation or a vacancy on the Advisory Board, the Membership Committee will conduct a search and present their findings to the Dean for his/her consideration.

ARTICLE V: OFFICERS AND DUTIES

Section 1. Officers. The Advisory Board shall be led by the Board's Chair and Vice Chair. The Chair and Vice Chair shall be appointed by the Dean of the CHHS with advice from the Advisory Board members.

The Chair shall preside over all meetings of the Advisory Board and coordinate the agenda for each meeting with the Dean of the CHHS and his/her staff. The Chair will also provide oversight of all committees' activities and projects. In the absence of the Chair, the Vice Chair shall preside over meetings and be responsible for the oversight of all committees' activities and projects.

Section 2. Duties. The Advisory Board Chair, Vice Chair, and other Advisory Board members, as directed by the Dean, shall be authorized to act on behalf of the Advisory Board in the intervals between board meetings.

ARTICLE VI: COMMITTEES

Section 1. Committees. The Advisory Board shall have the following committees and the Advisory Board may establish and appoint other committees in accordance with policies and procedures adopted by the Board:

Communications and Outreach Committee

Development Committee

Membership Committee

Each committee must operate in accordance with the Advisory Board bylaws and their Board-approved charter. Committee membership shall consist of at least three (3) Advisory Board members who will brief the Dean and the appropriate staff on committee findings and recommendations. Any changes to the charter must be presented for approval by the Advisory Board. The Dean, with advice from the Advisory Board, will appoint the committee chairs. Committee responsibilities will be outlined in Advisory Board-approved committee charters. The Dean, with the advice from the Advisory Board, may create additional committees.

Membership on the committees is voluntary and open to any interested Board member and agreed to by the Chair. Each committee member is expected to participate by actively attending meetings and supporting the committee's goals.

The Dean will appoint at least one CHHS staff member to work with the committees and he/she will carry out the recommendations, as approved by the Dean.

ARTICLE VII: PARLIAMENTARY PROCEDURE

At the discretion of the Dean and the Chair, the rules contained in the current edition of Robert's Rules of Order may be evoked to govern the Advisory Board where applicable.

ARTICLE VIII: AMENDMENT OF BYLAWS

Any amendments, alterations or repeals must be submitted in writing to the Board not less than thirty (30) days prior to any vote. Adoption requires approval of two-thirds of Advisory Board membership. Voting can be done in person, electronically via email or other electronic means.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Advisory Board shall be the academic year, July 1st through June 30th.

These By-Laws were adopted by a two-thirds' vote of the Advisory Board of George Mason University CHHS on the 26th day of June, 2018.

Signed: _____ Date: _____
Chair, Advisory Board, College of Health and Human Services

Signed: _____ Date: _____
Dean, College of Health and Human Services