

National Advisory Board Bylaws
Approved by the Board August 2008
Department of Communication
Kennesaw State University

The National Advisory Board is comprised of professionals who have volunteered to offer their services toward the advancement of the mission and goals of the Department of Communication.

These bylaws provide an outline for governance, procedures for membership and procedures for operation of the National Advisory Board. These bylaws were approved by members of the National Advisory Board (DATE).

Article I. FUNCTIONS AND RESPONSIBILITIES

Section A. Name: The name of this organization shall be the National Advisory Board for the Department of Communication, Kennesaw State University.

Section B. Responsibilities: The National Advisory Board, henceforth referred to as the Board, provides an avenue that allows the Department of Communication, henceforth referred to as the Department, to remain actively connected to professionals in the community who work in fields related to the programs offered by the Department. The Board advises the Department on matters relating to the directions of, changes in and needs of the communication profession and lends support to initiatives of the Department, including internships, guest speaking, new programs, professional development, grants, and research opportunities. The Board may provide other functions to enhance the work of the Department deemed significant by the Board and the Department. The Board also works to help raise financial support for activities of the Department.

Section C. Decisions: National Advisory Board recommendations are advisory. Nothing in these bylaws should be construed to supersede provisions of the statutes of the Department of Communication and Kennesaw State University.

Article II. MEMBERSHIP AND PARTICIPATION

Section A. Membership: The membership of the Board shall consist of volunteers who have agreed to serve as Board members and have been voted into membership by a simple majority of current Board members. The maximum membership for the Board shall be 21. Current Board members and Department Faculty may nominate and recommend people for membership who will be voted upon by the Board. A simple majority vote by a quorum of the Board, as outlined below, will confirm a nominee's membership.

Section B. Composition: Membership will be comprised of Department of Communication alumni and non-alumni representing local, regional, national and global interests, with diversity in gender and ethnic origin. Membership will also be composed of communication

professionals representing all disciplines offered within the Department. All current members are voting members of the Board.

Section C. Terms: Terms are staggered at one, two and three years and these terms will be allocated among members randomly. Members may request a particular term limit. Years are based on an academic year (August - July).

Section D. Reappointment: A member who serves one term may be reappointed to a second term. Members who serve two terms will rotate off the Board. A member may rejoin the Board after a one-year absence.

Section E. Resignations: Members who decide to resign should submit their resignation in writing to the Chair of the Department of Communication.

Section F. Terminations: Members who are convicted in a court of law, or who have been censured by a board of ethics, or who have missed three consecutive regularly scheduled Board meetings may be terminated from the Board upon approval by a majority of the Board. Motions for such action must originate within the Board. Members will vote via email, and results will be tallied and reported immediately by the Board Secretary.

Section G. Faculty Liaison: The Department of Communication through its Chair will designate a faculty liaison, as needed, to work with the National Advisory Board.

Article III. OPERATION OF THE BOARD

Section A. Rules: The Board shall be guided by the latest edition of Robert's Rules of Order on all points not expressly provided for by these Bylaws.

Section B. Meetings: The Board shall meet at a designated location in the Greater Atlanta area each fall. Spring meetings will be held in conjunction with All Boards Day at Kennesaw State University. Fall meeting dates will be set by the Board at preceding spring meetings. The meetings shall be open, and Department faculty and students will be invited to attend. Additional meetings, if needed, will be called by the Board President in consultation with the Department Chair.

Section C. Conduct of Meetings: The Board will conduct its business in open meetings. A simple majority of the Board shall constitute a quorum for the transaction of Board business.

Section D. Quorum Requirement: A simple majority of members shall constitute a quorum. A quorum is required for any vote taken by the National Advisory Board, but is not required for a meeting.

Article IV. OFFICERS

Section A. Election Procedures: The election of the President and Vice President shall occur at the fall meetings of the Board when their respective one-year terms expire. Elections shall be by secret ballot. The current President and Vice President shall be considered to have been duly elected for a one-year term at the time of the adoption of these bylaws.

Section B. Officers: The officers of the Board, to be elected by the members, will include the Board President and Vice President. The Vice President also serves as President-elect. An administrative assistant or associate of the Department of Communication will be appointed by the Department Chair to serve as secretary.

Section C. Terms of Officers: Each elected officer shall serve a term of one academic year. Officers can succeed themselves for two additional terms, meaning they can be re-elected twice.

Section D. Qualifications: A member shall serve at least one year on the Board and attend at least two meetings before being eligible for election to an office. All elected officers of the Board shall be members of the National Advisory Board.

Section E. Succession: When the sitting President's term(s) ends, the Vice President (President-elect) will automatically become President. An election for a new Vice President (President-elect) will occur at that fall meeting and the new Vice President will assume duties immediately. In the event that the sitting Vice President (President-elect) chooses not to accept the President's position, elections for both President and Vice President will be held at that fall meeting.

Section F. Interim Officer Appointments: An officer who wishes to resign his or her position before the end of a term should submit the resignation in writing to the Department Chair. If the Board President resigns, the Vice President will move up to President. A new Vice President will be elected at the next Board meeting.

Article V. OFFICER DUTIES

Section A. Board President: The President heads the Board, providing leadership, determining Board consensus and helping the membership translate consensus into advice. The Board President is responsible for:

1. Preparing the agenda for the meetings in consultation with the Department Chair
2. Convening and presiding at the meetings
3. Appointing committees, as necessary
4. Ensuring that all standing and ad hoc committees perform their assigned tasks
5. Acting as spokesperson for the Board and liaison with other organizations
6. Determining at each meeting, in consultation with other Board members, the date/time of the next meeting and informing the Vice President and the membership

Section B. Vice President: In the event that the President cannot carry out the duties of office, the Vice President assumes the Board President's responsibilities. Additional responsibilities include:

1. Presiding at Board meetings when the President is absent
2. Carrying out other duties assigned by the President as needed

Section C. Secretary: The Secretary shall be an administrative assistant or associate of the Department of Communication appointed by the Department Chair. The Secretary provides recording and correspondence duties for the organization. The secretary is responsible for:

1. Recording, editing and distributing the minutes of the Board meetings within 21 Days
2. Acting as the receiving and dispatching point for all correspondence of the Board
3. Preparing Board-connected correspondence and other documents as required by the Board President
4. Maintaining an updated directory of Board members

Article VI. COMMITTEES

Section A. Membership: The National Advisory Board shall create appropriate standing and ad-hoc committees to facilitate its work. The President shall appoint the members and designate a Committee Chair for each committee.

Section B. Standing Committees: Standing committees appointed by the Board President include:

1. Economic Development Committee—shall serve as a liaison between the Department Chair and the College of Humanities and Social Sciences Development Officer to assist with fundraising.
2. Membership Committee—shall identify potential members and assist with recruiting new members of the Board.
3. Membership Development Committee—shall establish and maintain connections among Board members and serve as a liaison between the Board and the Department faculty and students to facilitate communication.

Section C. Ad-hoc Committees: The Board President shall establish ad-hoc committees, with approval of the Board, to address particular issues as needed. Ad-hoc committees will receive their charge from the Board President who will also provide a deadline for their work to be completed.

Section D. Committee Membership: Committees shall consist of members of the Board and not exceed three members per committee.

Article VII. ENACTMENT AND AMENDING OF BYLAWS

These bylaws shall go into effect immediately upon approval by the National Advisory Board. These bylaws can be amended at any regular meeting called in whole or in part for such purpose, by a two-thirds vote of those present and voting, provided that the amendment has been submitted in writing at the previous meeting or submitted in writing to the membership at least 14 days prior to the day of the next meeting.