



## Advisory Board By-Laws

Leadership Education and Development (LEAD) Programs – University of Memphis  
May 01, 2017

### Article I - Name

The name of this board shall be Leadership Education and Development (LEAD) Advisory Board.

### Article II - Purpose

An Advisory Board functions in an advisory capacity to the leadership and service (L&S) programs of University of Memphis (UofM). The Advisory Board makes recommendations regarding the expansion of L&S programs, initiatives, and community/business connections. The Advisory Board also assists with raising funds, recruiting students and community members, securing internships and scholarships, and providing in-kind contributions to L&S Programs. It has no legislative, administrative or programmatic authority and is advisory only. The Advisory Board is an integral part of the experiential programming for all L&S Programs & students; bridging the gap between the student experience, campus administration, and the “real world”; increasing the overall cultural texture of L&S Programs and University of Memphis.

### Article III – Objectives

The primary objective of the Advisory Board is to support the goals and policies of the L&S Programs by:

1. Providing and enlisting the expertise from the Memphis community and business organization in support of L&S Programs.
2. Collaborating with existing departments and student organizations to promote programs and services.
3. Facilitating and promoting collaborations while leveraging resources to impact recruitment, retention, graduation, and promotion.

### Article IV – Membership

#### 1. Membership

- a. The members of the Advisory Board shall be representatives and leaders of Memphis business, non-profit and governmental organizations. Ideally, university employees should make up no more than 25% of the Board members.
- b. Members of the Advisory Board shall receive no additional compensation for their services as Advisory Board members.

#### 2. Term of membership

- a. Advisory Board Members serve on a volunteer basis only.
- b. Any member may resign from the Advisory Board by giving written notice to the Board Chair. The resignation will be effective immediately upon receipt of such notice.
- c. Appointments will be for a term of three academic years.
- d. Permanent Board seats, which are not subject to term limitations, will be established for the following organizations, due to significant university partnerships with each respective area:
  - i. University of Memphis
  - ii. FedEx
  - iii. International Paper
  - iv. Autozone

- v. cityCURRENT
  - vi. Volunteer Odyssey
  - vii. St. Jude/ALSAC
- e. Note- the membership for each of the permanent seats may change as determined by the organization, LEAD Board chair and Associate Dean of Student Leadership & Involvement; however, representation from each area shall be constant. All other board seats will be subject to a maximum term limitation of three academic years.

### 3. Officers

- a. Board Chairs will be nominated by the Associate Dean of Student Leadership & Involvement. Board Chairs will serve a two year term and may be re-nominated.

### 4. Member Responsibilities

- a. Each member is expected to attend quarterly meetings and to participate in programming activities.
- b. Each member is expected to connect once between quarterly meetings either in small board working groups, with SLI staff/students or at a UofM event.
- c. Each member is expected to study the issues or problems which come before the advisory board in order to contribute to the resolution process.

## **Article V - Organization**

### 1. Board Operation

- a. Meetings will be held quarterly.
- b. The Advisory Board chair will develop an agenda for each meeting in conjunction with the Associate Dean of Student Leadership & Involvement.
- c. Meeting sessions will be limited to no more than two hours with the exception of new member orientation.
- d. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
- e. Any motions/decisions requiring a vote will be based on the members present.
- f. Meeting minutes will be recorded for each meeting. They will be distributed to each member and appropriate university officials.