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 (UoM). 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. city CURRENT
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.