



## **Department of Finance Advisory Board BYLAWS**

### **I. PURPOSE AND MISSION**

The College of Business Department of Finance Advisory Board is an independent organization providing support and assistance to the Department of Finance at Clemson University (CU). The mission of the Board is to advise the Department of Finance regarding its progress and interactions with individuals, corporations, and agencies external to CU, provide advice on curriculum, and to develop, plan and facilitate specific targeted activities that advance departmental goals through outreach to them. In carrying out this mission the Board and its members will:

- A. Identify, contact and cultivate potential financial supporters for scholarships and research support, assisting the Department Chair and the Development Officer in obtaining both large and small gifts from individuals and foundations;
- B. Identify and cultivate business, industry, and government contacts that may collaborate with, support, and enhance instructional and research activities in the Department of Finance;
- C. Under the direction of the Department Chair, review the department's annual operating budget and budget requests and make recommendations to the Chair as appropriate.
- D. Provide industry input and advice on the department's strategic direction and curriculum;
- E. Develop activities that assist the department in recruitment of students and retention of students once they are accepted as students at Clemson;
- F. Develop activities that enhance the visibility and awareness of the department and the College and its instructional and research activities throughout our service community and beyond. Assist in the development of the public image, brand, and message.
- G. Serve generally to be a liaison between the college and the region/service area it serves.

### **II. OFFICERS AND COMMITTEES**

The Board shall have a Chair and a Vice-Chair who will serve a two-year term. The Chair and Vice-Chair shall be elected during the last meeting of the spring semester and take office at the conclusion of that meeting. The Chair will also have a seat on the College of Business' Senior Advisory Board. Secretarial support for minutes and related record-keeping will be provided by the College.

To accomplish the goals identified in Section I, the Board will operate when deemed appropriate, through committees and/or *ad-hoc* task forces appointed by the Board Chair. Each committee/task force chair will be appointed by the Board Chair and serve for a term of two years.

The Chair and Department Chair will be responsible for developing the agenda for each Board meeting.

### **III. MEMBERSHIP**

#### **Advisory Board Membership Process**

Membership on the Department of Finance Advisory Board begins through the suggestion of a potential board member through a current board member or a Clemson University staff member. The Chair and a Clemson University staff member will request a visit with the nominee. Based on a review of the nominee's qualifications and the visit with the nominee, the Chair will decide not to extend an invitation for membership or they will make a recommendation to the Board for approval based on the above process. Board membership will be held at 25 members and each member will be asked to serve a three-year term. If asked by the Chair, a member may serve a second three-year term. The Chair and Vice-Chair are exempt from terms when holding these positions.

The Faculty Chair of the Department of Finance is a permanent member of the Board, but cannot be Chair of the Board.

#### **Members of the Board will:**

1. Embrace the mission of the Department and the College and its community relationship goals.
2. Be committed to working together in a collegiate manner.
3. Be willing to allocate the necessary time to participate in meetings, special events and Board projects.
4. Promote the Department and College as an institution; members should place the good of the College above any self interests.
5. Provide a level of annual financial support to the Department.
6. Attend Board meetings and be an active participant on a committee or ad-hoc task force.
7. Serve a three-year term.

### **IV. MEETINGS**

The Board will meet two times a year (spring and fall).