By-Laws of

The Business Executive Advisory Council
Gordon Ford College of Business
Western Kentucky University

Introduction
(The objective of the Business Advisory Council is to draw upon the wisdom and experience of selected business and professional leaders who will assist the Dean, faculty and students of the Gordon Ford College of Business to develop promote programs of the College to a position of excellence through continuous improvement.

ARTICLE I

Section 1. Name

The name of the organization shall be the Business Executive Advisory Council of the Gordon Ford College of Business.

ARTICLE II

Section 1. Duties

Specifically, the Business Executive Advisory Council will:

1) Provide professional advice to the Dean and faculty on both internal and external matters affecting the College, graduates and external stakeholders.

2) Serve as a liaison with the business and professional community to relate the College and its programs to the changing needs of the business community.

3) Foster support for the work of the College, either through direct encouragement or indirectly through developing support through the community.

4) Provide for the development and growth of the Gordon Ford College of Business.

5) Assist in promoting the positive image and effective relations with all the Colleges constituents.

6) Assist in mentoring undergraduate and graduate students as the occasion arises.

7) Periodically review and provide input to the programs of the College. This should include but not be limited to curriculum development, student recruitment, student placement, faculty recruitment and retention, research development activities,
lectures, seminars, executive development activities, equipment and facilities.

**ARTICLE III**

**Section 1. Membership.**

Business Executive Advisory Council membership shall consist of businessmen and businesswomen from business organizations and the public at large. Membership representation will be sought from manufacturing, service, information, financial, health care, government, not for profit and entrepreneurial enterprises. Appointment will be by the President of the University upon recommendation from the Dean of the College with input from the faculty, staff and current Council members. In the case of vacancies in unexpired terms, the same procedures shall be followed. Council membership will not exceed thirty persons.

The President of the University, Vice President for Academic Affairs, Associate Deans, and Department Chairs of the Gordon Ford College of Business shall serve as ex-officio members of the Business Executive Advisory Council.

**Section 2. Terms.**

All members of the Business Executive Advisory Council shall be appointed for three-year terms with opportunity for reappointment. The membership year shall be from July 1 to June 30. Members appointed to fill vacancies of unexpired terms shall hold membership until the expiration of the term of the member whose vacancy they fill. July 1, 2012 will serve as the date of appointment for current members of the council.

**Section 3. Removal of Members.**

A member of the Business Executive Advisory Council may be removed by a two-thirds majority vote of those present at a duly called meeting of the Council. Two consecutive absences without notice may also result in termination of membership upon recommendation of the Dean and the Executive Committee.

**ARTICLE IV**

**Organization of the Council**

**Section 1. Governance.**

The members of the Business Executive Advisory Council consist of the body of the Council and are its government. The Council shall be governed by its by-laws.
Section 2. Quorum.

A simple majority of the members present of the Business Executive Advisory Council shall constitute a quorum.

Section 3. Officers.

Officers of the Business Executive Advisory Council shall consist of a Chairperson and a Vice-Chairperson. The Chairperson and Vice-Chairperson shall be appointed by the President of the University upon recommendations from the Dean of the College. The Associate Dean (or his/her designee) shall serve as Secretary for the Council.

Section 4. Appointments and Terms of Officers.

Officers shall be appointed every other year and installed at the Fall meeting of the beginning of the year of service to serve for the ensuing two years.

Section 5. Executive Committee.

The Business Executive Advisory Council shall have a standing committee comprised of the officers, Dean of the College and four at-large members, to be known as the Executive Committee. The Executive Committee shall conduct all business of the Council between scheduled meetings.

Section 6. Voting.

Business Executive Advisory Council and Executive Committee matters subjected to a vote will be decided by a simple majority of a quorum.


All recommendations of the Business Executive Advisory Council are advisory to the Dean and Executive Committee for consideration. Implementation of Council recommendations will be at the discretion of the Dean and Executive Committee.

Section 8. Meetings.

The Business Executive Advisory Council shall normally meet at least twice each academic year, preferably once each semester, on dates announced by the Chairperson. Special meetings may be called by the Chairperson or the Dean, with ten days notice to the membership. Selections of meeting dates and locations shall be the responsibility of the Chairperson in collaboration with the Dean of the College (or his/her designee).

Section 9. Parliamentary Authority.
At any meeting of the Business Executive Advisory Council, *Roberts Rules of Order Newly Revised* shall govern the conduct of such meetings except where the rules are inconsistent with the provisions of these by-laws.

**Section 10. Agenda.**

A tentative agenda will be planned by the Chairperson and Dean (or his/her designee) at least ten days prior to the meeting date. The tentative agenda for meetings will be mailed in advance to Business Executive Advisory Council members and other appropriate individuals for their input and addition of agenda items.

**ARTICLE V**

**Committees**

**Section 1. General Provisions.**

The Chairperson of the Business Executive Advisory Council shall have the authority to appoint and to designate chairpersons for any committees necessary and desirable for carrying out the work of the Council. These may include: Executive, MBA, Instruction & Program Advisory Group, Student & Faculty Resources & Programs, and Business & Industry Relations.

**Section 2. Procedures.**

Each committee of the Council may establish its own procedures for carrying out its functions and activities.

**Section 3. Committee Membership.**

Unless otherwise provided, all members of the Business Executive Advisory Council shall be eligible to serve on committees. Additionally, faculty members of the Gordon Ford College of Business, other University personnel, and other external stakeholders may be asked to serve the various committees as coordinators and/or resource persons.

**ARTICLE VI**

**Obligations and Duties**
Section 1. Duties of the Chairperson.

It shall be the duty of the Chairperson to act as the executive head of the Business Executive Advisory Council and to preside over meetings of the Council and the Executive Committee. The Chairperson shall have authority to call special meetings of the Executive Committee; to appoint working committees; to decide points of order; to appoint, with concurrence by the Dean, an interim officer in case of vacancy; and to direct officers of the Business Executive Advisory Council in the honorable discharge of assigned responsibilities. The Chairperson shall serve as an ex-officio member of all committees, and shall have such other duties as may be prescribed by the Council.

Section 2. Duties of the Vice-Chairperson.

The Vice-Chairperson shall assist the Chairperson in the performance of assigned duties and, in the absence or disability of the Chairperson, shall succeed to the authority and duties of the Chairperson, and shall have such other duties as may be prescribed by the Business Executive Advisory Council.

Section 3. Duties of the Secretary.

The Secretary shall maintain accurate, action minutes of all meetings; distribute minutes to each member on a timely basis; be responsible for the general communication required for the efficient and effective discharge of Business Executive Advisory Council duties and responsibilities; and perform such other duties as may be prescribed by the Council.

Section 4. Duties of the Dean.

The Dean shall provide appropriate information and data necessary for the Business Executive Advisory Council to carry out its activities, formulate agenda items, and inform the Council on actions regarding Council recommendations.

ARTICLE VII

Amendment

Section 1. Recommendations.

Any member of the Business Executive Advisory Council may recommend changes to the By-Laws in an official meeting of the Council.

Section 2. Voting.
The by-laws may be amended by two-thirds vote of a quorum and ratification by the Dean at an official meeting of the Council.

ARTICLE VIII

Finances

Section 1. General Provisions.

There shall be no dues required for membership on the Business Executive Advisory Council. Any unrestricted monies received as contributions or gifts through the Council shall be deposited in the Western Kentucky University Foundation on behalf of the Gordon Ford College of Business.

Revised 5/8/99
Revisions adopted by the Business Executive Advisory Council 10/19/2012