



KELCE
COLLEGE OF BUSINESS

Pittsburg State University

**GLADYS A. KELCE COLLEGE OF BUSINESS BOARD OF ADVISORS
ARTICLES OF ORGANIZATION**

I. PURPOSES AND OBJECTIVES

- A. To consult and advise the faculty and administration of the Gladys A. Kelce College of Business on issues in business higher education. Particular emphasis will be paid to those issues concerning the Kelce College's mission and strategic plan, its academic programs and curricula, its instructional resources, and the recruitment and placement of its students.
- B. To serve as a liaison between faculty and the business community for the purpose of promoting understanding, cooperation, and mutual gain through such activities as consulting arrangements, involving faculty members in practical business problems, arranging for guest lecturers from industry and bringing students in direct contact with business executives and their ideas.
- C. To provide an opportunity for the exchange of points of view between the businessperson and the academician as they relate to business education and business research.
- D. To promote the objectives of the Kelce College through development activities and through advice relative to utilization of funds and resources gathered by such activities.

II. MEMBERSHIP

- A. Number: The target number of active members shall be thirty (30) exclusive of any ex-officio or emeritus members. Prospective members should have substantive industry experience and expertise to help advance the purpose and objectives of the Kelce Board of Advisors. At least two board positions are to be filled by Kelce College graduates who completed their degrees in the previous ten years.
- B. Nomination and Appointment:
 - 1. Appointments to the Kelce College Board of Advisors under these articles of organization shall be made by the president of the university upon recommendation of the Dean of the Kelce College and a majority of the members of the existing board of advisors, after consultation with the Kelce College faculty and appropriate university officials.

2. When nominations are required, the Dean shall invite the Kelce College faculty and members of the board to submit names of prospective members to the standing Membership/Nominating Committee of the Kelce Board of Advisors. The Membership/Nominating Committee will recommend one individual for each open position. These recommendations will be considered by the board at its next regular meeting or via electronic communication when deemed appropriate by the Dean. Approved nominees will be forwarded by the Dean or board chairperson to the university president for appointment.
 3. All individuals who are members of the previously constituted Kelce College Board of Advisors as of the adoption date of these amendments shall be newly appointed members of this board.
 4. Board membership shall not be limited to graduates of Pittsburg State University nor to residents of the State of Kansas.
- C. Emeritus status membership is considered when members of the Kelce Board of Advisors are no longer active with meetings and/or committees, but have served the board with excellence and distinction and wish to remain associated with the board. The Executive Committee will nominate members for Emeritus status, which the Board must approve by majority vote.
- D. Terms:
- Members are initially appointed to a three-year term. If a member has not participated actively with functions of the Kelce Board of Advisors during his or her initial membership term as determined by the Executive Committee, he or she will not be reappointed and membership will cease. If a member has participated actively during the initial membership term, then he or she will be automatically re-appointed to an indefinite term.
- Members filling the positions reserved for Kelce graduates of the previous ten years are also appointed to a three-year term. After their three year term has expired, the Membership/Nominating Committee may recommend their nomination to an indefinite term if a vacancy on the board exists.
- The Board will accept a member's resignation or retirement upon the member's request. Inactive members may be encouraged to increase participation in supporting board activities, or to retire from the board.
- Emeritus status membership described under Section II. C. of these bylaws may be considered for members retiring from the Kelce Board of Advisors.
- E. Representation:
1. Appointments shall be made so that members are as representative as possible of all departments and academic disciplines of the Kelce College.

2. Moreover, the Membership/Nominating Committee will attempt to limit having individuals who, in their judgment, represent the same or similar business, industry, or professional group, to no more than 25% of the board's membership positions.

F. Qualifications:

1. A strong belief in the private support of public higher education and enthusiasm for the Kelce College and Pittsburg State University.
2. High moral standing in the community.
3. Time to devote to the organization and leadership of the enterprise.
4. A sense of organization and an ability to persuade others to work for Pittsburg State University.
5. Willingness to set an example of generous support for the Kelce College and the university.

G. Participation:

1. The achievement of the purposes and objectives of the board depends upon the active participation of the members in board meetings and the work of the committees to which they may be appointed.
2. Members incurring unexplained absences from meetings or not participating in other board activities in two successive years will be contacted concerning their continuation on the board by the Dean of Kelce College.

III. MAJOR ACTIVITIES OF MEMBERS

- A. Assist in the attainment of the purposes and objectives of the program as set forth above.
- B. Lend endorsement to the program by having their names appear in official college and university publications when appropriate.
- C. Participate from time to time in presenting the needs and achievements of the Kelce College to prospective donors and other publics.
- D. Attend one or more board meetings each year and participate in the work of the committees as necessary.

IV. ORGANIZATION AND PROCEDURES

A. Officers:

The board, through the Membership/Nominating Committee, shall select its own officers to include a chairperson and a vice chairperson each to be elected periodically by the board from among its regular voting appointed members.

B. Non-Voting Members:

1. The Dean of the Kelce College shall be an ex-officio, non-voting member of the board of advisors.
2. The Kelce College director of development shall be an ex-officio, non-voting member of the board of advisors.
4. A member of the staff of the Kelce College shall be appointed by the Dean to serve as secretary of the board as an ex-officio member without vote.

C. The board shall meet at least two times each academic year. The agenda shall be set by the Dean and chairperson and include committee reports. Members may suggest topics in advance or during the meeting.

D. Minutes of the regular meetings of the board of advisors shall be published and made available to the faculty and board membership.

E. Committees:

1. Much of the work of the Kelce College Board of Advisors occurs in the various committees. It is in committees that new programs are outlined and policy recommendations are formed for the consideration of the full board. A member of Kelce Administration/Faculty/Staff will be assigned to each committee by the Dean to work with the Chair on scheduling meetings, agenda topics, and leading the meetings. The goal is to help integrate efforts between Kelce staff and the Kelce Board of Advisors committees.
2. The Board shall be organized into the following four (4) standing committees: Executive, Membership/Nominating, Development/Endowment, and Career Readiness. The board shall also organize ad hoc committees as needed for the efficient operation of the board.
 - a. The Executive Committee shall be composed of the chairperson and vice chairperson of the Kelce Board of Advisors, the Kelce Dean, and the previous chairperson and vice chairperson of the board (provided that the latter two are still members). The day-to-day functions and work of the board will be accomplished by the Executive Committee. It will establish or dissolve the various ad hoc committees of the board as may be necessary and will appoint members of the board to these

committees. The Executive Committee will coordinate the work and activities of the individual committees, suggest programs, institute procedural and organizational changes, and formulate the agenda of the meetings of the board.

- b. The Membership/Nominating Committee will select nominees (with the board's advice) for membership to the Kelce College Board of Advisors and membership to the board's various standing committees. The committee will also nominate the chairperson and vice chairperson of the board when a vacancy occurs. Committee members will assist in developing interest among business executives and others interested in business education activities for prospective board membership. The committee will recommend ways and means of recognizing and thanking the members for their service. The college Dean will serve as a continuing advisory member of the committee.
 - c. The Development/Endowment Committee will coordinate, direct and participate in all fundraising activities of the Kelce College to include the establishment of an unrestricted endowment, endowed faculty positions, endowed and annual scholarships and other support, and a deferred gifts program. The college Director of Development will serve as a continuing advisory member of the committee.
 - d. The Career Readiness Committee will support the Kelce College's efforts to prepare graduates for employment in their chosen business fields. The committee will provide counsel and participate in career days, seminars, industry tours and visits, class presentations, Women@Work, or other initiatives to help graduates develop their knowledge base and experience required for their chosen career.
3. Each board advisor serves on one or more standing committees, meeting at the call of the committee chairperson. Committee membership will be determined annually by the board working in consultation with the Membership/Nominating Committee.
- a. During new member on-boarding, the Dean or a representative from the Membership/Nominating Committee will describe committee opportunities for the new member to participate.
 - b. Committee chairpersons should be prepared to call special meetings or conduct business by email as necessary to complete the vital work of the board in a timely manner.

V. AMENDMENTS

Amendments to these Articles of Organization may be proposed by either the Dean of the Kelce College or by individual board members. Adoption of the amendments requires a two-thirds vote of the members voting, with the balloting to include both absentee and proxy ballots, and concurrence by the Dean of the Kelce College and the president of the university.