



**Gonzaga University
College of Arts and Sciences
Advisory Council By-Laws
Revised July 29, 2021**

The College of Arts and Sciences Advisory Council assists the Dean of the College in accomplishing the College's mission to be a national leader providing education in the Arts, Humanities, Social Sciences, and Sciences, and fostering closer ties between the College and its constituents.

Article I – Name

The name of the organization shall be the College of Arts and Sciences Advisory Council (AC) at Gonzaga University (GU).

Article II – Goals

The overall goal of the AC is to serve as an Advisory group to the Dean on matters related to aligning the University and College visions and solving problems or challenges that arise as a result of growth and change.

Article III – Organization

Membership

The Council shall consist of the AC Chair, the Vice Chair, and no fewer than 8 and no more than 25 individual members. Members are selected based on their ability to contribute to the goals of the AC. The AC's membership should be diverse with respect to ethnicity, gender, age, and other identities to holistically and thoughtfully guide the Dean. Membership should also reflect a comprehensive representation of leadership from the largest sectors of employment of graduates from the College.

Prospective members may be nominated by the Dean, by any member of the AC, or by members of the College faculty or staff. AC membership is personal, not corporate (AC members may not send representatives to AC meetings or functions if they are unable to attend).

General Selection and Terms of Members

1. Members are appointed by the Dean of the College. Significant effort will be focused on maintaining at least two current students and two "recent graduates" on the council – recent graduates being defined as those who graduated from the School/College within the past five years.
2. The term of membership is two years with a maximum of two consecutive terms. Retiring members are eligible for reappointment after a one-year period. At the Dean's discretion and invitation, members may be asked to remain on the AC for terms exceeding the above limits.
3. The membership year begins September 1 and extends through August 31.
4. Upon completion of one or more active terms, retiring members may be honored with Emeritus status. Emeritus members will receive most AC communications but will not participate in regular meetings of the Council.

Chair and Other Officers

1. The AC will elect leadership comprised of a Chair and a Vice Chair. The Dean of the College shall appoint a staff member to the position of Secretary. Additionally, the Dean of the College shall serve as Co-Chair Ex-Officio.
2. The Chair and Vice Chair may serve a maximum of two years in any particular office unless re-appointed. Officers are chosen without regard for their normal period of service on the AC, and their appointment is automatically extended until the end of their tenure in office if their four-year term as a member expires during their term of service as an officer. At the Dean's discretion and invitation, the Chair and Vice Chair may be asked to extend their tenures for terms exceeding the above limits
3. The election of officers shall be conducted at the regular spring meeting by a vote of the members (simple majority). The term of office shall be for one year and an officer may be re-elected. Terms commence with the opening of the fall meeting.

Meetings

1. The number of members present at any meeting shall constitute a quorum.
2. The AC shall conduct three regular meetings during the year.
3. Notice of the date of a regular meeting of the council will be provided to the council members a minimum of 60 days prior to that meeting.
4. Special meetings may be called by the Dean of the College as necessary.
5. Special and standing task forces may be appointed to address specific issues or projects and will convene as necessary, either in person or through conferencing.

Article IV – Contributions

Members are asked to maintain a philanthropic relationship with the College of Arts and Sciences at GU. Budgetary support for the AC's activities shall come from various financial sources and be determined and managed by the Dean's office.

The annual financial goals for the AC as a whole shall be:

1. \$75,000 annually from 2022 through 2025; \$100,000 annually beginning in 2026
2. Members should work directly with the Development office to determine how they can individually support the College financially, and endeavor to increase financial contributions year over year in unrestricted gifts to the Dean's Excellence Fund or to another fund agreed upon by the member and the dean, though no mandatory minimum shall be set.
3. The Dean and Development Office liaison will report to the AC regularly on the running total of AC financial contributions for the year, and update the AC on spending and goals related to the Dean's Excellence Fund
4. Gifts to the Dean's Excellence Fund may be in cash or securities; or come from an affiliated company.
5. In addition to the annual revenue goals, it is a goal for the AC to achieve a 100% participation giving rate.

Expenses

Individual expenses incurred by members of the AC, including travel and out-of-pocket expenses, shall be paid by each individual member. The College shall pay local meeting expenses; alternately, expenses may be underwritten by a corporation or individual member.

Article V – Duties of the Council

Duties - Officers

Chair. The Chair shall preside at all meetings of the AC and shall carry out the policies established by the AC. In questions of procedure during meetings, the Chair shall follow Robert's Rules of Order. The Chair shall act as the official AC spokesperson; appoint task forces in consultation with the Dean; and call meetings of the AC. The Chair is an ex-officio member of all standing and special task forces.

Vice Chair. The Vice Chair shall perform and discharge the duties of the Chair in case of his/her absence. He/she shall have general responsibility for programs at regular meetings. He/she shall also perform such other duties as the Dean or Chair may prescribe.

Secretary. The Secretary shall give notice of all meetings, or cause same to be done, where notice may be required. He/she shall keep a record of the proceedings of all such meetings; conduct correspondence and shall perform the duties incidental to the office of the Secretary and such other duties as the Dean or Chair may prescribe. He/she shall maintain a record of AC membership and shall provide every new member, upon acceptance, with a copy of the bylaws and any rules or regulations which may have been adopted. He/she shall publish and distribute minutes within 30 days of each meeting.

Duties - Members

1. The roles and responsibilities of the AC members are to serve the Dean's interests as follows:
2. Provide industry / graduate-school perspective and feedback on the continuous evaluation of objectives
3. Actively help identify potential sources of financial and in-kind support for the College's education and research activities and where appropriate, facilitate contact with these individuals or entities.
4. Be a partner in the education process by maintaining active contact with the College during the academic year (note: while on-site participation at one or more AC meetings per year is strongly encouraged, it is recognized that some members may contribute through remote participation in AC meetings).
5. Serve as an advocate for the College with university administrators, college administrators, and state/federal agencies, and other constituents.
6. Vitalize the education process through participation in seminars, guest lectures, industry sabbaticals, sponsorship of projects or internships, funded research projects and collaborative research projects.
7. Assist the College in recruiting and retaining outstanding students.
8. Serve on ad hoc task forces that relate to areas of interest or expertise.

Article VI – Amendments

Amendments and Revisions

Revisions or amendments to the bylaws may be proposed by any AC member or by the Dean. The bylaws may be revised, amended, or repealed by a two-thirds (2/3) vote of the general membership.

Article VII Disclaimer of Liability

Neither the AC nor its members have any authority to make commitments on behalf of the College or Gonzaga University. AC members are responsible for their own transportation and accommodation costs related to AC activities and will receive no compensation of any sort related to AC activities. AC members

do not represent Gonzaga University or the School/College in any official capacity by virtue of membership on this Council. Efforts made on behalf of Gonzaga University and the College by AC members (other than employees of the University) should be clearly represented as unofficial. Any commitments made by the members will be their individual responsibility, and such commitment will have no bearing on the College unless specifically authorized by the Dean in writing or through other appropriate means.

The AC and its individual members disclaim any liability for losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to the College pursuant to the activities anticipated herein. It is intended that the School/College exercises independent judgment and evaluates for itself the usefulness of the advice and recommendations so given.