



College of Business

Office of the Dean
College of Business
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Mission of the JSU College of Business

The College of Business provides an outstanding management education to a diverse student body which includes those from historically disadvantaged backgrounds. The College produces ethical, technologically advanced, diverse global leaders who provide creative business-centered solutions that promote economic and social advancement.

Your Success is Our Business





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**Jackson State University
College of Business
Dean's Student Advisory Board**

Bylaws

NAME

The name of the organization shall be the Dean's Student Advisory Board (DSAB) for the College Business at Jackson State University.

PURPOSE

The purpose of the Dean's Student Advisory Board shall be to act as a liaison between students and the College of Business Dean in order to promote a better learning environment within the College of Business. In that capacity, the Dean's Student Advisory Board will meet monthly with the Dean of the College, and with other administrative members of the College of Business as necessary.

The Dean's Student Advisory Board will (a) keep the College of Business and its programs closely attuned to the needs of current and future JSU COB students, specifically those majoring in Bachelor of Business Administration, and (b) assist in ensuring the programs and activities of the College of Business are productive and of high quality.

OBJECTIVES

The Board shall assist the College of Business by accomplishing the following specific objectives:

Provide the best available advice and counsel for the continuing development of higher education for students at JSU's College of Business by serving in an advisory capacity to the Dean of College of Business.

Assist in developing a positive image for the College and promoting good relations between the faculty, administration, business community, and students of the College.

Provide advice and counsel to the Dean on all pertinent matters affecting the College, internal as well as external, so as best to relate the College and its programs to the changing needs of the student body.

Establish and maintain a system to inform students of new and existing educational opportunities

MEMBERSHIP

Number of Board Members

The Student Advisory Board shall normally consist of a minimum of *ten* (10) members with a maximum number of *thirty* (30) currently enrolled students. There shall be between *two* (2) and *four* (4) members from each undergraduate major offered by the College of Business. All decisions regarding membership shall be determined by a majority vote of the active members of the Dean's Student Advisory Board.

Qualifications for Members

Declared major in Bachelor of Business Administration;

Minimum GPA of 2.5 for students joining the Dean's Student Advisory Board during the 2015-16 academic year. The Board shall revisit this requirement during the last meeting of each academic year. The founding members of the Dean's Student Advisory Board are excluded from this requirement;

Term begins as soon as selected and ends upon graduation, resignation, or impeachment.

Selection of New Members

The members of inaugural Dean's Student Advisory Board shall be selected by the Dean from among those students who will have replied positively to a general call for membership sent to all Business Majors by the Dean of the College of Business.

Subsequently

Upon submission of a completed application or recommendation/nomination by existing members, Dean, Associate Dean, or faculty and staff of the College of Business, the current Dean's Student Advisory Board members shall interview the interested potential members.

Decisions on membership shall be by simple majority voting in favor of the nomination.

Termination of Membership

A member shall be dismissed from the Dean's Student Advisory Board upon missing two meetings of the Board in a given academic year.

DUTIES OF THE DEAN'S STUDENT ADVISORY BOARD

Become knowledgeable about the College of Business, its functions, procedures, curriculum, management, and accreditation.

Promote the image of the College of Business on campus and in the community.

Attend regular, special, and committee meetings, and events of the Board.

Additional Responsibilities

- Communication - The DSAB shall keep the College informed on current and emerging educational and research needs of various constituencies and shall provide the College feedback on how well it is meeting those needs through its curricula, programs, and other offerings.
- Planning - The DSAB shall provide feedback on the College's missions, goals and strategic plan.
- Support - The DSAB shall support the Dean with special fundraising endeavors or securing in-kind contributions for special projects and needs of the DSAB and the College.
- Awareness - DSAB members shall serve as ambassadors, actively promoting the College and its programs.
- Programs - The DSAB shall provide advice and feedback to the Dean of the College on the perceived effectiveness of its academic programs and identify opportunities to include practical experience in the undergraduate and graduate curricula.
- Participation in the Business Speaker Series: DSAB members shall, at the Dean's invitation, attend the College's monthly Business Speakers Series and/or give presentations to student organizations and classes.

OFFICERS

Executive Officers

The executive officers of The Board shall be Chair, Vice-Chair, Secretary, and the Dean of College of Business (ex officio).

Chair - The Chair will be elected by the Board members for a term of one-year and may be re-elected for a second one-year term.

- The Chair shall preside at all meetings of The Board; and while The Board is not in session, shall have general management control of the business and affairs of The Board.

In addition, the Chair in cooperation with the Dean shall:

- Set the agenda for regular meetings of the organization.
- Schedule and govern regular meetings.
- Delegate authority and responsibility to the membership of the organization.
- Notify the members of the Advisory Board at least five (5) days in advance of the regular meetings.
- Appoint members to the ad hoc committees necessary to conduct the work of the Advisory Board.
- Oversee all Student Advisory Board functions.

Vice Chair – The Vice Chair will be elected by the Board members for a term of one-year and may be re-elected for a second one-year term.

- The Vice-Chair shall, in the absence, dismissal, or resignation of the Chair, perform the duties of the Chair, and such other duties as shall be prescribed by the Chair, Dean or the Advisory Board.

Secretary – The Secretary will be elected by the Board members for a term of one-year and may be re-elected for a second one-year term.

- The Secretary shall record the minutes of each meeting, maintain a current roster of the members, and update the By-Laws of the Student Advisory Board as changes are voted upon by members, and keep record of member attendance at meetings.

Assistant Secretary – The Secretary will be elected by the Board members for a term of one-year and may be re-elected for a second one-year term.

- The Assistant Secretary, in the absence, dismissal, or resignation of the secretary, perform the duties of the Secretary, and such other duties as shall be prescribed by the Chair, Dean or the Advisory Board.

Election of Officers

At the April meeting of the Board, nominations for officer positions will take place.

Members who are present will vote to select the executive officers.

If the Chair position becomes vacant during the year, the Vice-Chair will take over the Chair's role and a new Vice-Chair will be elected through the same process.

If the Secretary position becomes vacant during the year, the Assistant Secretary will take over the Secretary's role and a new Assistant Secretary will be elected through the same process.

If another officer position becomes vacant during the year, a special election will take place to select a new officer. Special elections will be held at the discretion of the Chair, Vice-Chair, and Board members.

COMMITTEES

Standing Committees - The Executive Committee shall consist of the President, Vice President, Secretary, and Dean of the College of Business (ex officio). It will act as the administrative arm of the Board and also approve all nominations for new regular members.

Ad Hoc Committees (Task Forces)– The Executive Committee by declaration of the Board or by resolution, may create such ad hoc committees as may be necessary for the operation of the organization.

MEETINGS

Regular Meetings - There shall be monthly meetings of the DSAB each September, October, November, January, February, March, and April of each academic year. Additional meetings may be called by the Executive Committee.

Special Meetings - When deemed necessary by the Executive Committee, special meetings may be called. At least three days of prior notice shall be given to the membership and this notice will state the reason for the called meeting.

Quorum - One-third of the members of the DSAB shall constitute a quorum for all meetings.

General Procedure - Meetings will be conducted in a manner designed to obtain full discussion.

Robert's Rules of Order, Revised, will govern. An agenda, with complete supporting materials, shall be distributed to all members at or prior to the announced time for the meeting. The Secretary will distribute the agenda, record each meeting, and subsequently distribute the minutes of the meeting for approval at the next meeting. A majority vote of membership present at a meeting (with quorum) will be necessary for a ratifying decision.

FISCAL YEAR

The fiscal year of the Board shall be July 1 through June 30.

AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to the Chair of the DSAB and Dean of the College of Business, and distributed by the Chair to members at or prior to the next scheduled meeting, at which time ratification shall be by a majority vote of the members present at a meeting of a quorum of the DSAB.

ADOPTION

These bylaws shall be adopted by a majority vote of the initial membership at a meeting of the DSAB.

