

**Board of Advisors  
Department of Chemistry  
College of Natural and Applied Science  
Missouri State University  
Charter and Bylaws**

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## Table of Contents

<u>I. PURPOSE</u> .....	4
<u>II. MISSION</u> .....	4
<u>III. FUNCTIONS</u> .....	4
<u>IV. MEMBERSHIP</u> .....	5
<u>A. Active Members</u> .....	5
<u>B. Inactive Members</u> .....	5
<u>C. Honorary Members</u> .....	5
<u>V. NOMINATIONS</u> .....	5
<u>VI. BOARD TERMS OF SERVICE</u> .....	6
<u>VII. OFFICERS AND TERMS OF SERVICE</u> .....	6
<u>A. Chair</u> .....	6
<u>B. Vice-Chair</u> .....	6
<u>C. Secretary/Treasurer</u> .....	6
<u>VIII. COMMITTEES</u> .....	7
<u>A. Permanent Committees</u> .....	7
<u>B. Temporary Committees</u> .....	7
<u>IX. MEETINGS OF THE MEMBERSHIP</u> .....	7
<u>A. Annual</u> .....	7
<u>B. Semi-annual</u> .....	7
<u>C. Virtual</u> .....	7
<u>D. Announcements</u> .....	7
<u>X. QUORUM OF THE MEMBERSHIP MEETINGS</u> .....	8
<u>XI. LIMITATIONS AND PROCEDURES FOR THE BOARD</u> .....	8
<u>A. Governing Rules</u> .....	8
<u>B. Removal</u> .....	8
<u>C. Resignation</u> .....	8
<u>D. Amendments</u> .....	8
<u>E. Reimbursement</u> .....	8
<u>F. Indemnification</u> .....	8
<u>XII. FINANCIAL REQUIREMENTS</u> .....	9
<u>A. Self-sufficiency</u> .....	9
<u>B. Financial Plan</u> .....	9
<u>C. Fund Maintenance</u> .....	9
<u>D. Debt Policy</u> .....	9
<u>XIII. RECOGNITION AND AWARDS</u> .....	9
<u>A. Plaque/Certificate</u> .....	9
<u>B. Photograph</u> .....	9
<u>C. Biography</u> .....	10
<u>D. Funding</u> .....	10

## **I. PURPOSE**

The purpose of this Charter and Bylaws is to establish the Department of Chemistry Board of Advisors (B0A), hereafter called the Missouri State University Department of Chemistry Board of Advisors. The Department of Chemistry referred to herein is a department in the College of Natural and Applied Science of Missouri State University, situated on the University's main campus in Springfield, Missouri.

## **II. MISSION**

The mission of the Missouri State University Department of Chemistry Board of Advisors is to promote continued excellence in the Department of Chemistry's teaching, research and development programs.

## **III. FUNCTIONS**

The functions of the Board of Advisors shall be to:

- Provide guidance and counsel, in relevant matters, to the Department Head, faculty and students
- Review the programs of the Department and recommend areas of opportunity
- Influence the Department, University, state and nation by assisting the Department Head in creating excellence in teaching and research programs
- Provide advice and recommendations to the Department in developing professionals for industry, government and academia
- Serve as a liaison between the Department, industry, government and the community at large
- Assist in major fund-raising efforts for the department
- Motivate students and develop employment opportunities through association with board members

## **IV. MEMBERSHIP**

The Membership shall consist of Active Members, Inactive Members and Honorary Members. The Department Head with advice of the BoA officers shall, if necessary or desired, assign an individual to more than one category of membership.

### **A. Active Members**

Active Members are BoA members who are in good standing, who have agreed to participate in the ongoing activities of the board and have voting privileges. The Head of the Department of Chemistry will at her/his discretion appoint individual members to the BoA. The Head of the Department of Chemistry shall not be limited in her/his appointments to any specific size of membership, nor as to the qualifications of the appointed member, and shall without reservation appoint whomever she/he elects.

### **B. Inactive Members**

Inactive Members are former BoA members who are on a leave of absence from the board. This status may be conferred on the individual by a majority board vote in session, or by designation by the Department Head. The length of time that a member can remain inactive shall be nominally one year without returning to active status; however, the Department Head shall make the final determination. Inactive Members shall not have voting privileges.

### **C. Honorary Members**

Honorary Members are individuals who may be either Missouri State University alumni or non-alumni, or current or former professors who are not appointed as active or inactive board members and whom the Department Head and the BoA wish to recognize and honor. An individual designated for honorary membership shall have distinguished herself/himself in an extraordinary manner which has reflected high levels of credit and recognition upon the Department and the University. Honorary Members may attend any of the BoA meetings of their choosing; however, they shall not have voting privileges.

## **V. NOMINATIONS**

Members of the BoA, as well as other interested individuals, are invited to nominate individuals who have demonstrated achievement in their professional field to the Head of the Chemistry Department, to serve as board members.

## **VI. BOARD TERMS OF SERVICE**

The term of office of the BoA member shall be initially for three years. Thereafter, members may be appointed to serve additional terms of specified or indefinite duration, as determined between the Head of the Department and the prospective board member. Regardless of the term, each member who accepts appointment to the Board serves at the pleasure of the Head of the Department.

## **VII. OFFICERS AND TERMS OF SERVICE**

The officers of the BoA shall be a Chair, Vice Chair, and Secretary/Treasurer. The officers shall have such duties as are necessary for the purposes and functions of the board and such other duties as are assigned by the Head of the Department. The officers shall serve without compensation but shall be reimbursed for expenses incurred, if such expenses are authorized and approved by the Head of the Department. Elections for all officers shall be held at the semi-annual spring meeting. Officers will assume duties at the conclusion of the spring meeting of their election.

### **A. Chair**

The Vice Chair will be automatically nominated to the position of Chair. Election of the chair will be by majority vote of the board in attendance. The Chair will serve a period of one year. The term will begin at the conclusion of the spring meeting of his/her election and continue until the end of the following spring meeting. In such instances where a previous Vice Chair is not in good standing having either chosen to leave the board, or is otherwise not available to serve, a Chair will be elected from among the active members of the board. The retiring Chair will remain on the BoA for at least one year after the term as Chair has been concluded.

### **B. Vice-Chair**

The members of the BoA will elect a Vice-Chair from among the appointed members of the board. The Vice-Chair will serve a period of one year. The term will begin at the conclusion of the spring meeting of his/her election and continue until the end of the following spring meeting. The Vice-Chair should be selected with the knowledge in mind that he/she will be nominated and elected as the Chair in the succeeding year.

### **C. Secretary/Treasurer**

The members of the BoA will elect a Secretary/Treasurer from the appointed members of the board. The term of the first elected Secretary begins immediately and ends at the conclusion of the next spring meeting. Subsequent Secretaries' terms will begin at the end of the spring meeting of their election and continue until the end of the following spring meeting. The current or active Secretary will be responsible for preparing the minutes of the meeting and for drafting and presenting the financial plan for the BoA funds at each annual meeting. The Secretary shall coordinate as needed with the Department Head on the financial plan.

## **VIII. COMMITTEES**

### **A. Permanent Committees**

Permanent committees may be established by the Chair at the recommendation of the Head of the Department, the Chair or other members of the Board, but in all cases shall only be designated a “permanent” committee after an amendment to the board recommending the establishment of the “permanent” committee is approved by two-thirds vote of the members then in quorum. The Board Chair shall appoint the committee chair. Committee chairs should usually serve a term of one year from appointment. Committee membership should usually consist of five members including the Chair. Initially, two committee members will be elected to serve a one-year term, two committee members will be elected to serve a two-year term, and one committee member will be elected to serve a three-year term. Thereafter, all elected members shall serve a three-year term. Individuals may be reappointed to the committee after a one-year break in service.

### **B. Temporary Committees**

Temporary committees may be established by the Chair at the recommendation of the Head of the Department, the Chair, or the board members. Temporary committees shall not remain in effect for more than one year at a time, and can only be re-established for one additional year without necessitating an amendment to the Bylaws for “permanent” standing. The Chair will appoint the temporary committee chair and its members. Temporary committees will usually have a total of five members including the Chair, all serving only for the one-year term coincident with the one-year life of the temporary committee.

## **IX. MEETINGS OF THE MEMBERSHIP**

### **A. Annual**

An annual meeting of the board shall be held at such time and at such place as shall be determined by the Head of the Department, notwithstanding that the usual annual meeting will be held prior to Missouri State University Homecoming.

### **B. Semi-annual**

A semi-annual meeting of the board shall be held in the early spring, usually during the month of April.

### **C. Virtual Meetings**

Virtual meetings of the BoA and /or committees may be conducted by email, conference call or similar methods at the discretion of an officer of the BoA or a committee chair.

### **D. Announcements**

Each meeting shall be announced by letter mail and email at least thirty (30) days prior to the date of the meeting.

## **X. QUORUM OF THE MEMBERSHIP MEETINGS**

A quorum shall consist of thirty (30) percent of the members. Every act or decision made when a quorum is present, shall be an action of the board.

## **XI. LIMITATIONS AND PROCEDURES FOR THE BOARD**

### **A. Governing Rules**

The rules contained in the latest edition of Roberts Rules of Order shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the Board.

### **B. Removal**

The Head of the Department may at her/his pleasure and for any and all reasons remove any member from the BoA, including the sitting officers.

### **C. Resignation**

Any individual, in any status (Active, Inactive, and Honorary) may resign from the BoA. Such resignation shall be submitted in writing, addressed to the Department Head with a copy provided to the Chair of the BoA. No minimum notice period is required and the effective resignation date shall be as specified in the letter of notification, except that if such date is not specified, then the date of the letter shall be made the effective date of resignation.

### **D. Amendments**

The charter and bylaws may be amended at any meeting at which such intention has been part of the notice of the meeting. The amendment will be adopted if it carries the favorable recommendation of two-thirds (66.7%) of the officers and is approved by a majority of the members present.

### **E. Reimbursement**

Attendance at the BoA meetings (annual, semi-annual or otherwise called) shall be at the individual member's expense.

### **F. Indemnification**

The members of the BoA shall be indemnified by Missouri State University for any indebtedness of the BoA or liability incurred by any member acting in his or her capacity as a member of the BoA.



## **XII. FINANCIAL REQUIREMENTS**

### **A. Self-sufficiency**

The Board shall be self-supporting. It shall use only those monies that are exclusively reserved for it in a Missouri State University account. Said monies shall accrue from contributions made or solicited by the members.

### **B. Financial Plan**

The Head of the Department of Chemistry shall present to the BoA her/his annual Department Financial Plan for BoA funds. The BoA shall discuss, comment, modify, change and adopt an annual Plan. This Plan will provide the Department Head fiscal guidance for the expenditure of monies from the account in the name of the Board.

### **C. Fund Maintenance**

The Chair and officers shall instruct the Secretary/Treasurer to maintain funds in the Department of Chemistry, BoA account pursuant to the terms and agreements effected between the Head of the Department and the University.

### **D. Debt Policy**

Nothing in this charter or bylaws shall be interpreted to mean or allow any member of the BoA, nor the Department Head, nor any other designee assigned, inferred or otherwise assumed, to be authorized temporarily or permanently, future or in hindsight to enter the BoA into debt whether for cash, services in kind, or any other legal or non-legal instrument. The BoA shall always be managed and operate on a cash flow positive basis. Promissory notes, charitable commitments or pledges may be factored into the Plan, but no funds can be dispersed or promised for disbursement until received without attachment into the University's account set aside for the BoA.

## **XIII. RECOGNITION AND AWARDS**

### **A. Plaque/Certificate**

A plaque or certificate of membership in the Board of Advisors will be awarded to each member at an appropriate appointment ceremony.

### **B. Photograph**

A photograph and a nameplate of each honorary and active member of the Board shall be prominently displayed in the Department of Chemistry at Missouri State University.

### **C. Biography**

A current biographical sketch of no more than one page, of each member of the Board, then in good standing, will be maintained in the Department of Chemistry where it will be easily accessible to the faculty and students (e.g., via web site).

### **D. Funding**

To the extent that funds are available, funds to support all recognition and award requirements and initiatives will be provided by BoA funds.