

Department of Biological Sciences at Virginia Tech

Alumni Advisory Board Charter

I. Name

The name of this organization shall be the Biological Sciences Department Advisory Board of Virginia Tech.

II. Purpose

The purpose of the Biology Department Advisory Board of Virginia Tech (Board) is to develop a partnership with successful alumni and friends of the biology department at Virginia Tech.

More specifically, the goals of the partnership include:

1. To become acquainted with alumni and friends of the Department;
2. To familiarize alumni with the goals and achievements, concerns and challenges of the Department;
3. To seek input and advice from outside the academic community to help the Biology Department become the best Department possible;
4. To develop an external advocacy for the Department within the University and the broader community; and
5. To help develop an external network for students in the Biological Sciences Department.

III. Expectations

The Board will serve in an advisory capacity to the Department. The Board is expected to make recommendations and provide input to the Department on issues related to its business, but is not expected to make decisions for the Department, nor to participate in the decision making process of the Department.

IV. Membership

The Board will be composed of a maximum of 20 members, appointed by the Department Head. The members should be professionals committed to the success of the Department who have considerable experience in industry, government, academia, or the private sector. The Head of the Biology Department shall be considered an ex officio member of the Board.

The Department Head, in consultation with faculty, will appoint new members as vacancies arise. Membership on the Board may be terminated at the discretion of the Department Head at any time, and members may resign and terminate their membership at any time.

Board members shall be appointed to serve term of three years, which coincides with the business year of the university, that is July through June. Each year one-third of the Board will rotate off. For the founding Board, rotations will not begin until after two years has passed. Therefore, for the founding Board, some members may serve for five years. Reappointment to the Board will be at the discretion of the Department Head.

V. Officers

The officers of the Board shall be the Chair, Vice-Chair and Recorder.

The officers of the Board shall be elected from the members of the Board by a majority vote to serve a term of two years. The officers may serve more than one term.

The Board Chair shall establish Board meeting agenda in conjunction with the Department Head, preside over the Board meetings, represent the Board at appropriate functions, appoint Board members to conduct special tasks on behalf of the Board, and transact any business as may be necessary between regular Board meetings.

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.

The Recorder shall provide a summary of the highlights from the Board meetings to the Board members and Department Head in a timely manner and serve as facilitator for the election of Officers.

Election of the officers shall occur at the regular Fall meeting.

VI. Meetings

The Board shall meet at least twice a year, usually in the Fall and Spring. Additional meetings may be called as needed. The time and place of the meeting shall be designated by the Board Chair in consultation with the Department Head and communicated to the members in writing or by e-mail. The Board Chair may call special meetings, if necessary, with at least four weeks written notice.

Board members, the Department Head, and the Faculty Committee for Alumni Affairs normally will attend the meetings. The Department Head and the Board Chair may invite additional individuals to attend Board meetings.

The Board members may reserve part of each meeting for executive deliberations.

VII. Finances

Each Board member shall be responsible for personal and travel expenses incurred in connection with his/her Board duties.

VIII. Parliamentary Procedures

In the absence of any provisions to the contrary in this charter, all business and Board meetings shall be governed by the parliamentary rules and usage contained in a current edition of Robert's Rules of Order.

IX. Amendments

Any member of the Board may initiate amendments to this charter. For adoption of a proposed amendment to this charter, a two-thirds majority vote of the entire membership shall be required.

X. Adoption

Adoption of this charter and procedures shall be by a two-thirds majority vote of the entire membership of the Board. The by-laws and procedures shall take effect immediately upon adoption