Department of Chemistry 
Community Advisory Board

Constitution/Bylaws

Article I: Name

The name of this organization will be the Department of Chemistry Community Advisory Board.

Article II: Mission and Purpose

The Department of Chemistry Community Advisory Board is an assembly of departmental alumni, friends, and community leaders and partners who provide guidance and support for the faculty of the Department of Chemistry in order to enhance the department’s ability to fulfill its mission and improve the department’s visibility in the local community and in the region.

Members of the board fulfill two primary roles: they serve as advisors to the faculty of the department on matters pertaining to the department’s mission; and they serve as advocates and ambassadors for the department to the local and regional community and to both internal and external stakeholders.

Members of the board serve the department through a variety of activities:

- Providing counsel on issues raised by the department chair and faculty.
- Undertaking projects of benefit to the Department of Chemistry as recommended by a majority of board members and approved by the department chair.
- Bringing to the attention of the department chair and to other board members such items as may be valuable to the board and to the department.

Article III: Membership

Membership on the board is extended by invitation from the department chair, who may elect to act on nominations from sitting board members. To the extent possible or practical, membership on the board shall reflect the diversity of the chemistry discipline.

Members are initially appointed for a three-year term on the board. Membership can be extended in three-year increments at the discretion of the department chair and with the member’s agreement. Members may resign their seat on the board at any time by giving notice in writing to the department chair.
The size of the board will be determined by the department chair, consistent with the department chair’s objectives for the board and the board’s workload. In general, the membership on the board will stand between 10 and 20 members.

Board members are expected to attend board meetings (see Article VI below). A board member’s seat on the board will be considered vacated upon three consecutive absences without prior notice from the meetings. With prior notice, a member’s seat on the board will not be considered vacated upon the third consecutive absence.

Expectations of board members include the following:

- Respect and appreciation of the purpose and objectives of the Department of Chemistry.
- Regular attendance and participation in board meetings.
- Use of skills in order to advance the work of the board.
- Advocacy on behalf of the department and its mission to external stakeholders.
- Participation in suggesting members for the board.

Article IV: Board Officers

The board will have one officer: Chair.

At its first meeting after the adoption of these bylaws, the board, with approval of the department chair, will elect or appoint a member to serve as Chair. This will be a two-year appointment. At the conclusion of the second year, the Chair will step down and another board member will assume the role of Chair. This process will continue every two years.

The duties of the Chair are to work with the department chair on all matters pertaining to the governance of the board, including the establishment of meeting agendas, the founding of committees to carry out the work of the board as necessary, the facilitation of nominations for board membership, and to serve as the liaison between the board and the department chair on matters pertaining to board projects over the course of each year. The Chair, in conjunction with the department chair, will lead the meetings of the board.

Article V: Committees

With the approval of the department chair, the Chair of the board has the authority to create committees in order to carry out the work of the board, as needed and appropriate.
Article VI: Meetings

The board will meet at least annually, plus other times as needed in order to conduct its business. Members should set aside at least ninety minutes for the meetings in order to allow for department updates and for business to be conducted.

The department chair will provide a webpage that will record and advertise board members and board activities.

The department chair will ensure that minutes are taken at board meetings. Minutes will be posted on the webpage dedicated to board activities.

Article VII: Amendment

The provisions of these bylaws may be amended in any fashion by the department chair of the Department of Chemistry. Department chairs are not subject to the bylaws enacted by the previous department chair, but may reformulate the board in order to best conduct business on behalf of the department as determined by that department chair.

Additional amendments to these bylaws may be recommended to the department chair for approval by the members of the board, subject to ratification by a majority vote of current board members. The department chair reserves the right to adopt the recommended amendments or not, as his/her discretion, as determined by the best interests of the department’s mission and its students.