Indiana University-Purdue University Fort Wayne (IPFW)
(“Community Advisory Council” or “Council”)

By-Laws

These By-Laws:

I. State the purposes of the Advisory Council;

II. Define the Council’s membership;

III. Describe the appointment of officers and an executive committee;

IV. Establish regular Council meetings;

V. Specify the Council’s committee structure;

VI. Provide for the amendment of these bylaws.

IPFW is advised and guided by the Council. Members are appointed by the Chancellor of IPFW in consultation with the Indiana University and Purdue University Boards of Trustees and serve three-year terms which may be extended to six years in accordance with these By-Laws. The Council is an advisory body, not an executive board, of IPFW. Notwithstanding the advisory nature of the Council, its roles, as defined in these By-Laws, is to provide essential strategic and tactical thinking, advice, guidance, and support to the Chancellor and the campus directed at advancing IPFW’s mission and goals. Included in the role of the Council and its individual members is that of advocacy, working closely with and on the behalf of the Chancellor and IPFW.

I. Purposes

The Advisory Council fosters closer ties between IPFW, its alumni, the community, region and state. The Council assists IPFW to achieve its mission by providing the guidance and assistance that the members of the Council are best qualified to provide. Among the ways the Council facilitates IPFW’s achievement of its mission and goals are:

A. To act as a Community Builder

The Council helps IPFW develop contacts important for furthering programmatic enhancements, scholarships, curriculum development, community outreach and other key priorities established by or in consultation with the Chancellor with special emphasis on garnering community involvement and support of mission-critical priorities, especially those for which funding is not available or is inadequate. In this role the Council and its members will serve as liaisons with other community and regional education and related entities.
B. To Serve as a Resource
The Council will serve as a resource for expert consultation, idea generation and facilitation, advice and investment in support of the mission of IPFW.

C. To engage as a Center of Influence
The Council will advocate on behalf of IPFW and its priorities as established or approved on behalf of the campus by the Chancellor.

D. To participate in Fundraising & Acquisition of Resources
The Council will support fundraising and resource acquisition efforts through personal and/or corporate contributions, legislative advocacy and assisting in the identification and cultivation of private donations.

II. Council Membership
The Council is comprised of members of business, civic, and education communities as well as alumni who have an interest in IPFW and one Board of Trustee member each from Indiana University and Purdue University. The Chancellor of the campus serves as an ex-officio member of the Council and its committees.

A. Appointment
1. Each year, the Chair of the Council and the Chancellor will solicit suggestions for membership from current Council members, faculty and staff.
2. The Chancellor, in collaboration with the Executive Committee, shall appoint council members.

B. Length of Term and Reappointment
1. Members are appointed to three-year terms, which begin on January 1st.
2. When the term expires, a member’s term may be renewed during the annual appointment process for one additional three-year term. After a member’s term, or terms (maximum six years) has concluded, that individual will be invited to become an IPFW Advisory Council Ambassador and will be kept informed of significant developments at IPFW and will be invited to special functions.

C. Communications, Development and Public Relations
1. Annual IPFW Contributions
   Members will be expected to make an annual gift of $1,000, and where applicable, members’ companies or organization will be expected to make an annual corporate contribution of $5,000.
2. Capital Funds and Capital Campaigns
   a. Each member is expected to actively participate in and support IPFW fundraising benefiting the campus.
   b. If a major capital campaign should occur during a member’s term, the member or his or her respective company is expected to make a good faith effort to either 1) contribute, 2) pledge, or 3) help raise at least $50,000 towards such campaigns.
c. IPFW Advisory Council Ambassadors are expected to actively participate and support campaigns to the maximum extent feasible.

d. Regardless of whether or not a sanctioned fund-raising campaign occurs, each member and Ambassador is expected to assist in raising funds for IPFW’s many needs utilizing all lawful, creative and traditional means of raising such funds, e.g., members or their companies are expected to sponsor a table at IPFW fundraising events.

3. As part of a public university, IPFW receives significant state-funded support, but the university requires financial support beyond this level to achieve the margin of excellence that will fulfill its mission. The Council and individual members provide advice and assistance in identifying resource opportunities and helping to tell IPFW’s story to alumni, the community, corporations and foundations locally, statewide, regionally, nationally and internationally.

D. Council Size

1. The size of the Council shall be limited to 15 members.
2. In addition, from time to time, the Chancellor may designate University staff and faculty as ex-officio members to the Council and/or individual committees as may be appropriate.

III. Officers and Executive Committee

A. Officers

1. The Chair of the Council is elected by the Council members and serves a two-year term beginning January 1.
2. Immediately after a new Chair takes office, the Chair and the Chancellor, with the concurrence of the Executive Committee shall appoint a Vice Chair of the Council, who shall act in the absence Chair.
3. The Chair, with the concurrence of the Chancellor, shall appoint committee chairs.

B. Executive Committee

1. Membership
   a) Chair, Vice Chair, Immediate Past Chair and the Chancellor.

2. Functions
   a) Acts on behalf of the full Council, when necessary.
   b) Reviews and approves the annual agenda of any standing committees.
   c) Motivates and encourages participation of Council members in activities.
   d) Appoints working committees as deemed necessary.

3. Meetings
   a) The Executive Committee shall meet as necessary to conduct business.
   b) The Chair will preside at Executive Committee meetings, telephone conference, and other meetings as necessary by electronic means. In the Chair’s absence, the Vice Chair or the Chancellor may preside.
   c) Any Council member may attend an Executive Committee meeting, at the discretion of the Executive Committee.
d) Business conducted by the Executive Committee since the last regularly scheduled meeting of the Council shall be summarized and reported no later than at the next scheduled meeting of the Council.

IV. Council Meetings
1. Regular meetings of the Council are normally held on a monthly basis and shall be held at least six times per year.
2. The Chair of the Council shall inform the members in writing of the time and place of each meeting and provide an agenda in advance of the meeting.
3. The Chancellor shall provide necessary administrative support to ensure efficient conduct of business and the proper recording of Council recommendations.
4. The Chair of the Council shall preside at all meetings. In the absence of the Chair, the Vice Chair or Chancellor shall preside.
5. Prolonged absences from Council meetings by a member may be cause for review of membership by the Executive Committee.

V. Committees
Committees may be appointed from time to time to address specific topics and issues. Generally, the committees will be appointed for a specified length of time and dismissed upon the completion of the work.

A. Membership
1. Each committee will include its chair and other members as appointed by the Chair of the Council in consultation with the Executive Committee.
2. The size of each committee will vary, depending on the interests and expertise of members, and the current agenda of the committee.
3. Any Council member may attend any committee meeting.

VI. Amendment of By-Laws
The Chancellor and Chair may amend these bylaws with the approval of the Council.

Adopted: February 19, 2013