

Bowling Green State University
Department of Telecommunications
Alumni Advisory Board By-Laws
(DRAFT)

May 9, 2007

Board Purpose

The Alumni Advisory Board of the Department of Telecommunications serves to advise the Department of Telecommunications in resource development and professional engagement initiatives, and works with the chair of the department to achieve these initiatives. The Board will be composed of 8-12 distinguished alumni of the Department of Telecommunications (or formerly known as Radio Television & Film). Its members offer support to accomplish the mission of the department and the School of Communication Studies in which the department belongs.

Specific Board Responsibilities:

Among the areas in which the alumni board shall help and assist are the following:

1. Assist in developing department initiatives that meet the needs of today's students.
2. Help with department's strategic planning when requested.
3. Function as an advocacy group for the department and, where appropriate, for the School of Communication Studies
4. Strengthen relationships between alumni and programming in the department whenever possible
5. Provide leadership and support in raising funds for the department
6. Assist with external/public relations for the department wherever possible
7. Encourage alumni to be involved in department's advancement activities
8. Help the department develop internships and placement opportunities for students
9. Assist in the recruitment and retention of faculty, staff, guest speakers, and students, nationally or internationally
10. Help the department to liaise with media and telecommunications industries
11. Assist in planning and implementing events that further the mission of the department
12. Advise on other issues as requested by the department

Specific board member duties:

Each board member shall accept the following responsibilities

1. Provide advice and counsel when requested
2. Disseminate information about the Department of Telecommunications' professional achievement whenever possible
3. Identify potential faculty, staff, guest speaker and students for the department
4. Share personal and professional insights with the department's faculty and students
5. Identify potential sources of financial support for the faculty and students of the department
6. Cultivate and solicit financial support for the department
7. Attend, support or publicize events sponsored by the department

8. Pay expenses, include travel and out-of-pocket expenditures, but not local expenses incurred at its meetings or at the meetings of its committees
9. Attend at least the annual Homecoming meeting of the alumni board either physically or by teleconference
10. Serve on at least one committee of the alumni board and attend at least two-third of its meetings.
11. Identify and represent areas of interest and expertise in the department
12. Address other issues as requested by the department
13. Update the department with latest personal contact and professional affiliation information

Term of Service

The alumni board member, upon invitation of the department, carries a three-year term of service and may be renewed upon discretion of the department.

Officers

The elected officers of the board (executive committee) shall be a President, a Treasurer, and a Secretary.

The board is convened by the President of the Board who is elected by board members. The President serves a one-year term, which can be renewed by a vote of the board members for one additional consecutive year only. Elections are to be held at the annual Homecoming Friday meeting.

The President shall:

1. Be the Executive Officer of the Board in matters concerning its administration and shall be the official representative of the board to the University
2. Preside at all meetings of the Executive Committee
3. Appoint standing and special committee chair, subject to the approval of the board
4. Report to the board on official activities with the university and external constituents in which the President served as the representative of the board
5. Be the main liaison between the board and the department

The Treasurer shall:

1. Record and document all funds obtained by the organization through donation or fundraising
2. Make recommendations on acquisition and availability of funds for scholarships
3. Deposit funds raised by the board to the BGSU Foundation account

The Secretary shall:

1. Record the proceedings of all meetings of the Board of Directors, sending a copy of the minutes to each member of the Board within 14 days following the meeting

2. Be custodian of all meeting minutes or other records, except those specifically assigned to other officers
3. Conduct all business correspondence of the organization that is not the responsibility of other officers, when requested by the President in consultation with the chair of the department
4. Serve as acting president if the president cannot perform the duty or resign during the office term.

Current board members can request alumni members be invited as new board members or committee members of the board subject to the approval of the department.

The chair and the alumni liaison of the Department of Telecommunications serve as the ex-officio members of the board and coordinate board affairs with the officers of the board.

Committees:

The Standing Committees of the board shall be 1) Industry Outreach Committee, 2) Career Development and Placement Committee, 3) Fundraising Committee, 4) Advocacy Committee, and 5) Social Gathering/Networking Committee.

The duties of the Industry Outreach Committee are:

1. Liaise with various media industry trade associations and industry executives and professionals on behalf of the board and the Department of Telecommunications
2. Solicit industry support to the department's initiatives
3. Publicize the department's activities in the media industry
4. Provide a list of industry guest speakers for department's teaching and other events' needs

The duties of the Career Development and Placement Committee are:

1. Provide advice of job market trends and career trends for faculty and students of the department
2. Identify special internships and placement opportunities for students of the department
3. Help locate paid internships and other financial assistance to internships for outstanding students
4. Work closely with the department's career development committee and internship coordinator on information related to career development, internships, job opportunities and job fairs

The duties of the Fundraising Committee are:

1. Create activities to raise funds for the alumni board to fund student scholarships and other board activities
2. Identify sources that can provide financial resources to support the department's initiatives

3. Assist the department to contact and solicit donors with the support of the university's development officer
4. The funds raised by the board will go the BGSU Foundation Account.

The duties of the Advocacy Committee are:

1. Serve as the voice of the alumni to the university on issues related to the interest of the department including but not limited to university decisions, strategic planning and curriculum development
2. Solicit support from other alumni to the university on issues related to the interest of the department including but not limited to university decisions, strategic planning and curriculum development

The duties of the Social Gathering/Networking Committee are:

1. To support and help in the department or School of Communication Studies' homecoming alumni gathering activities by encouraging other alumni's participation and involving in the activities personally
2. To help alumni and student network with one another through various social activities in different settings
3. To help the department to locate alumni working in the field of the committee members

Committee membership:

The committee members can be composed of either board members or non-board members by invitation of the Department of Telecommunications. The chair of the committee must be a current board member. Each committee member serves a one-year term and can be renewed for up to three years.

Committee Reports: The chair of each committee shall submit a written report of their activities to the President at least 10 days prior to the annual Homecoming board meeting

Special Meetings: Special board meetings may be called by the President and shall be called upon the written request of 3 members of the board. Decisions can only be made when a quorum of board members is met. Notice of special meetings shall be given at least 10 days prior to the meeting.

Annual Report: An annual report of the board shall be prepared by the President and Secretary of the Board and presented to the Department of Telecommunications, Bowling Green State University, by the Homecoming annual board meeting.

Voting: Except elections and matters discussed at the homecoming meeting, other voting decisions can be completed by mail (defined as surface mail, e-mail or fax) when it is deemed necessary. The votes shall be tallied and reported to the members.

Vacancy: If a board member resigns or is unable to perform his or her duty as board member or committee member, the department will fill that vacancy with another alumni or qualified individual as appropriate.

Fiscal Year

The fiscal year for the organization shall be from July 1 through June 30.

Quorum

A quorum shall consist of fifty-one (51) percent of the Board members

Amendment of By-Laws

These Bylaws may be amended by a two-thirds vote of the members present and voting at the Board's homecoming meeting.

Amendments may be submitted to the President at least 10 days prior to the board's homecoming meeting.