

# Bylaws of the College of Natural Sciences Advisory Council

## Article I

### *Name*

The name approved for this organization by a vote of The University of Texas System Board of Regents at its June 1980 meeting is the College of Natural Sciences Advisory Council.

## Article II

### *Nature and Purpose*

Section 1. *Nature.* The College of Natural Sciences Advisory Council is authorized by The University of Texas System Board of Regents and appointed by the President of The University of Texas at Austin to advise and assist the Dean of the College of Natural Sciences on such matters as are presented to it by the Dean.

Section 2. *Purpose.* The purpose of the College of Natural Sciences Advisory Council is to advise and actively support the achievement of the Dean's vision and goals for the College of Natural Sciences.

## Article III

### *Membership*

Section 1. *Qualifications.* The membership of the Advisory Council shall consist of persons especially interested in active involvement with the College and the Advisory Council. Members agree to give a minimum suggested gift annually to the Dean's Impact Fund or cause to be given through other means a significant gift to the College. Members will make connections with other individuals, foundations, and corporations on behalf of the College.

Section 2. *Members.* The Advisory Council is authorized to include up to ninety members, which includes Associate members, Active members and Senior Advisors. Emeritus members and Ex-officio members do not count toward membership total. Ex-officio members include the Dean of the College, the UT President, the Vice President for Development, and the Chief Development Officer of the College. Chairs of officially designated advisory councils within the College of Natural Sciences, or their designated representatives, will be invited as guests to attend.

- Section 3. *Appointment.* The Dean shall appoint members of the College of Natural Sciences Advisory Council after consideration of the recommendations put forward by the Membership Committee of the Advisory Council and endorsement by the Executive Committee.
- Section 4. *Terms.* Members of the Advisory Council shall be appointed for three-year terms or may be appointed to fill unexpired terms of less than three years. The terms of members of the College of Natural Sciences Advisory Council shall be staggered so that approximately one-third of the terms shall be renewable each fiscal year. The Membership Committee will review one-third of membership on an annual basis and make recommendations to the Executive Committee for renewals and any changes to membership status for those members under consideration for renewal. The terms of members and officers of the Advisory Council shall coincide with the fiscal year of the University, September 1 through August 31. Terms will begin at the beginning of the next fiscal year following election or appointment unless the appointment is by the Dean at the recommendation of the Executive Committee to fill an officer vacancy, whereupon the appointment will take effect immediately.
- Section 5. *Voting.* Each member of the College of Natural Sciences Advisory Council shall have one vote on all matters coming before the Advisory Council. Couples holding one position on the Council shall receive one vote. Voting on matters may take place during scheduled meetings or by casting votes electronically when the need arises.
- Section 6. *Associate Members.* Advisory Council members who are 35 years of age or younger who help fulfill the Advisory Council's goals for an engaged, diverse membership body. Associate members shall retain full membership privileges as council members with a reduced level of annual giving to the Dean's Impact Fund. There may be up to five Associate Members, and they will come up for renewal after three years of service. Associate Members may be invited to join as Active Members if and when an Associate Member reaches the age of 35 and feels they can provide the service and participation (including financial) expected of an Active Member.
- Section 7. *Active Members.* Advisory Council members engaged in Council service who demonstrate active involvement with the College and Advisory Council, pay annual membership dues, attend the fall and spring meetings as consistently as possible, and serve as able in additional capacities that benefit the College. Membership is renewable every three years upon recommendation by the Membership Committee.
- Section 8. *Senior Advisors.* Advisory Council members who have served with distinction, usually for at least two terms, but ordinarily longer, may be nominated by the Membership Committee to the Senior Advisor membership category. The primary responsibility of Senior Advisors shall be to make available to the Chair and other council members the wisdom of

past experiences and to provide assistance in promoting the stability and well-being of the Advisory Council. Senior Advisors shall be invited to attend all regular meetings of the Advisory Council and shall retain full membership privileges as council members, including the obligations of membership including paying annual membership dues. They will not come up for renewal every three years as it is assumed they are active and contributing members. If and when a member no longer feels they can actively serve, they may choose to move to Emeritus status or rotate off the Council. An Active member serving as council chair will transition to Senior Advisor upon their term completion.

Section 9. *Emeritus Members.* Advisory Council members, who have served with distinction, usually for at least two terms, but ordinarily longer, may be nominated by the Membership Committee to Emeritus status. Emeritus Members will be invited to attend all regular meetings of the Advisory Council but will not be required/expected to attend. They will be offered the opportunity to make a gift annually to the College, but their financial support is not an obligation. They will not be counted in the CNS Advisory Council membership totals.

Section 10. *Ex-Officio Members.* Active Members who become employees of the College will move to Ex-Officio Member status, and their Active Member status and term will be suspended. They will not be counted in the CNS Advisory Council membership totals.

Section 11. *Members-at-Large.* Members-at-Large are nominated and recommended by the Membership Committee for election by the Advisory Council members. The top three nominees will be invited to serve as Members-at-Large; upon acceptance of an invitation to serve, Members-at-Large are appointed for a two-year term to represent the whole full membership of the body. Members-at-Large will serve as a member of the Advisory Council, Executive Committee, and shall attend all Executive Committee and Advisory Council meetings.

Section 12. *Resignation.* Any member may resign at any time by sending a letter to the Dean or the Chair of the Advisory Council at:

The College of Natural Sciences  
Office of the Dean  
The University of Texas at Austin  
120 Inner Campus Drive, Stop G2500  
Austin, Texas 78712

## Article IV

### *Meetings*

- Section 1. *Frequency.* Meetings of the Advisory Council shall occur at least twice each year on dates selected by the Dean and the Executive Committee. The first meeting shall occur during the fall semester and the second meeting shall occur during the spring semester.
- Section 2. *Notice.* Notices of meetings shall be issued to the membership as early as feasible, and in any event, at least fourteen days preceding the date of the proposed meeting. Special meetings may be called by the Chair or the Dean or both acting in concert through telephone notice at least three days in advance.
- Section 3. *Place.* Dean shall designate the time and place of the meetings of the Advisory Council with the advice of the Chair and the Executive Committee.
- Section 4. *Quorum.* Since the Advisory Council serves in an advisory capacity, those members who are present at the time and place of any meeting duly called in accordance with the requirement for giving notice as set out in Section 2 of Article IV of these bylaws, shall constitute a quorum. The vote of a majority of voting members present shall constitute the decision and action of the Advisory Council.

## Article V

### *Officers and Committees*

- Section 1. *Officers.* The officers of the Advisory Council shall consist of a Chair and a Vice Chair. Officers shall be Active members of the Advisory Council. The Nominating Committee will submit the name(s) of the nominee(s) for Vice Chair elect to the Executive Committee for approval and election to a two-year term of the Advisory Council. The Vice Chair who will assume the role of Chair upon completion of their two-year term as Vice Chair.
- Section 2. *Duties.* It shall be the duty of the Chair, in cooperation with the Dean and with the assistance of the Executive Committee, to plan the affairs and meetings of the Advisory Council to achieve maximum accomplishment and to ensure periodic reports and recommendations may be made to the Advisory Council. From time to time the Dean may appoint special Committees and Task Forces to assist with the business of the Council. These groups serve at the pleasure of the Chair, and will conclude their service upon presentation of a final written report. The Chair shall preside at all meetings of the Advisory Council. The Vice Chair shall perform the duties of the Chair in case of absence or disability. The Dean shall issue

notices of all meetings, cause minutes or summaries of all meetings to be kept in a permanent form, and cause all reports required of the Advisory Council to be prepared. Officers shall perform such additional duties as may be assigned to them from time to time.

Section 3. *Executive Committee.* There shall be an Executive Committee composed of Officers of the Advisory Council, the immediate past Chair, the Chair of the Membership Committee, the Chair of each active Task Force, and additional members of the Advisory Council appointed by the Dean for specific terms. The CNS Chief Development Officer shall serve as an ex-officio member of the Executive Committee. The Executive Committee shall advise and assist the Dean in all matters as may be requested by the Dean between regular meetings of the Advisory Council. The Executive Committee will not conduct elections of officers except to fill vacancies for the unexpired term of the office. A minimum of three days telephone notice of meetings of the Executive Committee shall be required, and those present at the time and place specified in such notice shall constitute a quorum. Minutes of all meetings shall be kept on file.

Section 4. *Nominating Committee.* A Nominating Committee shall be formed as required for the nominations of new officers, the Membership Chair and member renewals. The Committee shall consist of the current Chair of the Council, the current Vice Chair, the most recent past Chair, the Dean of the College, and any other members selected by the current Chair of the Council who are willing to serve. The Nominating Committee Chair and members of the Committee shall assist the Dean in the selection of the officers for Chair and Vice Chair of the Advisory Council and the Membership Chair. The Nominating Committee shall present its recommendations of both candidates for officers and Membership Chair for review and discussion at the spring meeting of the Executive Committee. With the concurrence of the Executive Committee, the Chair of the Nominating Committee shall then submit the nominations of candidates for officers and membership chair at the spring meeting of the Advisory Council.

Section 5. *Membership Committee.* The Chair of the Membership Committee will be an appointed position and will have a two-year term. The Nominating Committee will review nominations for Membership Chair for selection. The recommendation for Membership Chair will be forwarded to the Executive Committee and the Dean for endorsement. The Dean and the Chair shall form a permanent Membership Committee and may appoint additional members from the Advisory Council for specific terms. The terms of members will be staggered to promote continuity of the work. The CNS Chief Development Officer shall serve as an ex-officio member of the Membership Committee. The duties of the Membership Committee are to review credentials of all nominees for Advisory Council membership, present its recommendations for new members to the Executive Committee, and strengthen and enhance member relations throughout the year. The Membership Committee will identify ways to connect prospective new

members with College staff and serve as a resource for current members on ways they can be more involved.

Section 6.

*Task Forces.* At the discretion of the Dean of the College of Natural Sciences, Task Forces may be appointed from time to time to address issues, concerns, or goals of the College. The Dean will appoint the members and the Chair of each task force. Each Task Force Chair will serve a two-year term, or the length of the Task Force, whichever is shorter. Task force chairs and members may be reappointed for subsequent terms. A Task Force will complete their service and disband either upon completion of stated issue, concern or goal of the College or when deemed appropriate by the Task Force Chair, with the concurrence of the Dean and the Executive Committee. In all cases, a final written report will be presented to the Executive Committee for review and approval.

## Article VI

### *Amendments*

*Changes.* These bylaws may from time to time be added to, changed, altered, amended, or repealed

- (a) by the affirmative vote of the majority of those present and voting at a duly called meeting of the Advisory Council or cast electronically in the absence of a meeting after affirmative recommendation by the Executive Committee

## Article VII

### *Parliamentary Procedure*

*Authority.* In the absence of any provision to the contrary in these bylaws, all business meetings of the Advisory Council, of the Executive Committee, Nominating Committee, Membership Committee and special committees and task forces shall be governed by the parliamentary rules and usages contained in the current edition of *Roberts's Rules of Order*, Revised.

## Article VIII

### *Definitions*

*Definitions.* As used herein:

“Regents” or “Board of Regents” means the Board of Regents of The University of Texas System serving at a particular time.

“Dean” means the Dean of the College of Natural Sciences at The University of Texas at Austin serving at a particular time.

“President” means the President of The University of Texas at Austin serving at a particular time.

“Vice President for Resource Development” means the Vice President for Development at The University of Texas at Austin serving at a particular time.

“Chief Development Officer” means the chief development officer of the College serving at a particular time.