Bylaws
College of Liberal Arts Advisory Council
Effective: January 31, 2018

ARTICLE I: NAME

The name of the advisory body at the University of Minnesota Duluth (UMD) shall be the College of Liberal Arts Advisory Council.

ARTICLE II: PURPOSE

The purpose of the Advisory Council is to 1) offer counsel and advice to the Dean of the College of Liberal Arts (CLA); 2) serve as informed and passionate advocate of CLA within UMD, the community, and beyond; and 3) assist in development, recruitment, and advancement functions of the College.

ARTICLE III: MEMBERSHIP

A. Eligibility: Membership on the Advisory Council is by invitation of the Dean of the College of Liberal Arts. The Dean shall invite individuals to be members and shall actively solicit nominations from current members of the Council, UMD administration, faculty, staff, and friends of CLA. Members shall be graduates of or have close connections to the College.

B. Annual contribution: Active membership shall require a minimum annual contribution of $500 to the CLA Advisory Council Fund at UMD. For members who are recent graduates of the College, the annual minimum contribution shall be scaled as follows: $250 for graduates within the past ten (10) years; and $125 for graduates within the past five (5) years, payable over the course of the year. The CLA Advisory Council Fund shall be used to fund 1) CLA student scholarships; 2) special initiatives and projects within CLA; and 3) other discretionary College-related needs of the Dean, the latter upon advice from the Advisory Council.

C. Participation: Active membership shall require participation in a minimum of one (1) Council meeting per year.

D. Terms of service: Members shall serve at the discretion of the Dean. They shall commit to serve for a term of three (3) years and shall be eligible to renew for an additional term of three (3) years, after which members must be off the Council for one (1) year before being considered for additional terms.

E. Composition: There shall be a minimum of seven (7) active members and a maximum of fifteen (15) members. When membership falls below nine (9) members, the Dean and Council shall begin active recruitment.
ARTICLE IV: GOVERNANCE

A. *Bylaws:* Rules governing the Advisory Council shall be the Bylaws.
B. *Quorum:* At a duly called meeting of the Council, a majority of the members present or participating remotely shall constitute a quorum.
C. *Voting:* Each Council member shall be entitled to one (1) vote at any meeting at which the member is present or participating remotely. All questions shall be decided by majority vote of the Council members.

ARTICLE V: COUNCIL OFFICERS AND DUTIES

A. *Officers:* The officers of the Council shall be the Chair and the Vice Chair, whom shall be selected from the active membership by a vote of the Council.
B. *Terms:* The term for each officer shall be two (2) years. An officer may be reelected. The Vice Chair may be nominated to serve as Chair following the expiration of the Chair’s term.
C. *Chair duties:* The Chair shall preside at meetings of the Advisory Council; coordinate meeting schedules and agendas with the College of Liberal Arts administration; work closely with the Dean of CLA; and ensure the Council’s focus on the objectives of Article II (Purpose) of the Bylaws.
D. *Vice Chair duties:* The Vice Chair shall assume the duties of the Chair if the Chair is unable to act.

ARTICLE VI: COMMITTEES

A. The Chair may establish ad hoc committees, as needed, such as strategic planning, governance, student and community outreach, development, and membership, in order to carry out specific objectives of the Advisory Council.
B. The Chair shall name a chair for each ad hoc committee created.

ARTICLE VII: MEETINGS

A. The Advisory Council shall hold a minimum of two (2) regular meetings, which may be held during the academic year or in summer. Meeting dates shall be selected by the Chair and Dean in coordination with CLA administration.
B. The Dean, following consultation with the Council Chair, may call special meetings with a minimum of two (2) weeks notice. Notice of any special meeting shall be sent to each Council member.

ARTICLE VIII: RECORDS

The University of Minnesota Duluth will perform all clerical and secretarial functions for the College of Liberal Arts Advisory Council, including pledge and gift records, correspondence, membership records, bylaws, committee records, and
minutes of meetings. All such records of the Council shall be kept in the administrative offices of CLA.

ARTICLE IX: AMENDMENTS TO THE BYLAWS

The Bylaws may be amended by a two-thirds (2/3) vote of the Council membership.

CERTIFICATION

These Bylaws were approved by a two-thirds (2/3) majority vote of the College of Liberal Arts Advisory Council and are effective as of January 31, 2018.

[Signature]
Chair

[Signature] January 31, 2018
Date