

BYLAWS
Dean's Advisory Council
College of Liberal Arts and Sciences

I. PURPOSE

The Dean's Advisory Council shall serve the Dean of the College of Liberal Arts and Sciences at the University of Iowa through the following roles:

- A. Advisor to the Dean
 - 1. Assist the Dean by providing an external perspective on the direction of a liberal arts education in public universities, strategic planning, and other issues raised by the Dean
 - 2. Serve as a sounding board on key challenges and opportunities for the college
 - 3. Providing insights on external best practices or issues of concern to CLAS leadership
- B. Advocate for the College of Liberal Arts and Sciences
 - 1. Promote the importance of the college and the value of a liberal education within the University of Iowa and externally
- C. Ambassador
 - 1. Represent the College of Liberal Arts and Sciences, and its values, within the University of Iowa, within your profession and within your home communities.
 - 2. Help build a worldwide community of support through attending or hosting CLAS and UI alumni events as appropriate
- D. Philanthropic supporter
 - 1. Provide a minimum annual contribution of \$5,000 to the College of Liberal Arts and Sciences through a personal contribution to the college and/or assisting in securing external resources for the college
 - 2. Assist in developing strategies for meeting key financial needs within the college.

Each Dean of the College of Liberal Arts and Sciences shall determine whether to maintain a Dean's Advisory Council and, should a Dean not wish to convoke a Dean's Advisory Council during that Dean's tenure, the existing Council shall be dissolved by letter to each Council Member.

II. MEMBERSHIP

- A. Membership in the Advisory Council shall be by invitation of the Dean of the College of Liberal Arts and Sciences, who may elect to act on recommendations made by individual Members. Membership shall be for an initial term of four (4) years, which may be extended at the discretion of the

Dean and with a Member's concurrence. A Member may resign at any time by tendering a written resignation to the Dean. The Dean may, at any time and for any reason, request that any Member relinquish a seat on the Council.

- B. Membership on the Council shall reflect, insofar as is practical, the diversity of College of Liberal Arts and Sciences students and alumni.
- C. The size of the Council shall be determined solely by the Dean and be consistent with the Dean's objectives for the Council and the Council's workload. Initial membership shall be approximately twenty (20) College of Liberal Arts and Sciences alumni or friends of the College. Thereafter, the number of Council members shall be determined by the Dean through invitation, including *ex officio* members. The *ex-officio* members of the Council shall be entitled to participate in the Council meetings, and to all other privileges of Council members, except that *ex officio* members shall not be entitled to vote.
- D. The Dean will serve as chair of the organization and shall appoint members of the Advisory Council for a term of four years. Each term will be renewable by mutual consent between the member and the dean. Alumni and friends of the College of Liberal Arts and Sciences will have the opportunity to apply and express interest in any open position via an online application form. Those applications will be reviewed and approved/accepted or denied by the Dean.

III. ORGANIZATION

- A. The Dean will organize the Council in any manner consistent with his/her needs. The Dean will serve as Council Chair.
- B. The Dean alone, or the Membership subject to the approval of the Dean and a majority of attendees at the annual Council meeting, shall establish committees of the Council and appoint Committee Chairs to undertake aspects of the Council's business. Committees that may be formed include, but are not limited to: Fundraising, Career Development, Networking, and Alumni Advisory and Engagement. Each committee, through its Chair, shall report progress toward its objectives at the Annual Council Meeting and at other intervals as requested by the Dean.
- C. The then-current Dean may establish any organizational framework for the Advisory Council as he/she deems necessary to carry out the Dean's objectives. No Dean need rely on the structure of a predecessor's Council and may modify the Council or these Bylaws in any way to meet current needs.

IV. COUNCIL MEETINGS

- A. The Annual Council Meeting shall be held in the Fall of each year on a date selected by the Dean. Additional Special Meetings may be called. The Dean

shall convene the meeting, act as Chair of the meeting, and adjourn the meeting.

- B. The Dean will provide a secretary for the duration of the meeting who will take notes so that a meeting summary may be accurately prepared. A transcription of the notes will be made available to the members by the Dean.
- C. After each Annual Council Meeting, a brief written summary of the meeting will be distributed to each Council Member. Anticipated completion dates for committee projects shall be included in the summary. The summary will be prepared and distributed by the Dean.
- D. Approximately midway through the interval between consecutive Annual Council Meetings, a short-written report will be distributed to each Council Member indicating progress made on each project undertaken by the Council. This mid-term report will be prepared and distributed by the Dean.
- E. Each committee chair will present a concise report to the membership at the Annual Council Meeting summarizing progress and results on committee projects continuing from prior Annual Council Meetings.
- F. The Dean may, at his/her sole discretion, invite non-Council Members to attend the Annual Council Meeting for any purpose whatsoever.