

Dean's Council

The College of Arts and Sciences
New Mexico State University
August 17, 2012

Charter

I. Name

This council shall be the College of Arts and Sciences Dean's Council at New Mexico State University

II. Purpose

The Dean's Council is an advisory council of volunteers who use their knowledge and influence to further the College's goals and to participate in ensuring future success.

III. Mission

The mission of the Dean's Council is to support the College of Arts and Sciences Dean, faculty, and students in the pursuit of excellence in teaching, research, service, and outreach.

IV. Membership and Expectations

- A. Composition: The membership of the Dean's Council shall include all members as of the date of the adoption of this charter and any members selected after this date., **minus any members who are removed or who resign.** The Dean of the College may assign **appoint** associate deans, faculty, and staff to the Dean's Council as ex-officio members. Ex-officio members will participate in all **non-voting** actions including committees, and will ensure that the Dean's Council activities are consistent with the policies of the College and the University.
- B. Role: Members **shall** actively support the mission of the College by 1) providing counsel to the Dean with input on strategic direction, alumni engagement, development, community relations, faculty support, and student recognition, 2) function as a liaison between the College and the greater community for the purpose of promoting understanding, cooperation, and values, 3) engage in fundraising efforts, and 4) act as an advocate for the College.

- C. Size: The voting membership of the Dean's Council will be no more than 30 and no less than 8, excluding the Dean and other ex-officio members.
- D. Nominations: Existing members of the Council will identify prospective candidates for membership. Nominations will be forwarded to the Executive Committee for recommendation and voted on by the full Council. The Dean will make all offers to new members. **New members of the board may be nominated by the nominating committee. Any member of the council and the Dean may make recommendations for new members to the nominating committee. New Members shall be elected by a majority of the voting board members. Either the Dean or Chair shall make formal offers to new board members elected.**
- E. Term: Members will serve for a period of three years. New members will begin their term at the first regular meeting of the Council following their election or their appointment by the Dean. Upon consultation of the Executive Committee and the Dean, individual members who agree to continue to serve may be reappointed for up to a maximum of three full terms. Members who have served three full terms may be granted Emeritus status and continue to serve on the Dean's Council **as nonvoting members.**
- F. Expectations:
1. Commitment to the mission of the College of Arts and Sciences;
 2. Participation in Council meetings and activities;
 3. Each member will Make the College of Arts and Sciences one of their philanthropic commitments and will provide direct financial support to the College annually in the amount of at least \$1,000 (donated or raised for the College);
 4. **Assistance**, when appropriate, in development activities of the College;
 5. Willingness to **Work** collaboratively with other Council members;
 6. Ability and willingness to **Participation** in on-campus and off-campus College events;
 7. Serve as advocates for the College;

8. Engage in any other activities that enhance the academic standing of the College and the general well being of its diverse departments, alumni, faculty, and students;
9. **Serve on at least one committee if requested to serve;**
10. **Research and recommend prospective donors or supporters to the Dean.**

V. Officers of the Dean's Council

- A. The officers of the Dean's Council shall consist of a Chair, Chair-elect, and an immediate Past-chair, **and a Secretary**. Officers will serve for a period of one year. **In the event that one of the above positions does not have a member in the position, then the position may be filled by any regular voting member of the council elected by a majority of the voting members.**
- B. All nominations for the officers' positions shall be presented to the membership **by the nominating committee** for their consideration at least 3 weeks prior to the election. This information will be presented by email or regular mail.
- C. The election of officers will take place at the **fall** meeting prior to the end of the chair's term year. **Officers shall serve for one year, from January 1 until December 31 of each year. Special elections may take place at any time that there is a vacancy in the Executive Committee or in a council member position. A person filling a vacancy for less than one full year, may be re-elected to the same position or another open position on the executive board the following year.**

VI. Duties of Officers

- A. The Chair will preside at all meetings of the Dean's Council; collect agenda items from the members and committees; work with the Dean to finalize meeting agendas; assume a leadership role within the Dean's Council to encourage the recruitment and participation of members; and act as a representative of the Dean's Council in the larger community. Serve a one-year term, **and be a member of the Executive Committee.**
- B. The Chair-elect will preside at meetings of the Dean's Council in the absence of the Chair; track member performance; assume other duties as necessary for the effective functioning of the Dean's Council. **The**

Chair elect is expected to serve as the Chair after serving one year as the Chair elect. Serve a one-year term and be a member of the Executive Committee.

C. The Immediate Past Chair will provide historical perspective to the Chair and Dean as necessary in providing leadership continuity. Serve a one-year term.,**and be a member of the Executive Committee.**

D. **The Secretary shall sign the minutes of the meetings and any other documents to be signed on behalf of the council and shall keep a written list of all members, and when each member's term begins and ends. The Secretary shall serve a one-year term and shall be a member of the Executive Committee.**

VII. Council Committees

A. The standing committees of the council shall be the Executive Committee, **and the Nominating Committee.**

The Executive Committee is **shall be** comprised of the **Chair, Chair elect, Past Chair and Secretary.**The role of this committee is to create/appoint **and disband** special committees as it deems useful to the exercises of the Dean's Council mission. The committee will also provide strategic planning oversight and implement recommendations of the Council's committees. It will accept new member nominations and **shall** review the performance of Council members and recommend **termination for any members who do not attend meetings regularly or who do not support the council and the college.**those whose terms are eligible for renewal. This committee **shall** meet at least two times annually, typically before each Dean's Council meeting. The Chair of the Dean's Council will **be the Chair** appoint the Chair of the Executive Committee.

B. **The Nominating Committee shall be comprised of 4 voting members - to be appointed by the Executive Committee, and one non-voting member to be appointed by the Dean. The role of this Committee shall be to take recommendations from the Dean and Members for consideration of new council members at any time there is vacancy. Further, this Committee shall take recommendations from the Dean and Members of the Council for Executive Committee Members and shall recommend a slate of officers for the Executive Committee each year three weeks prior to the fall meeting and any other time that there is a vacancy on the Executive Committee. The Nominating Committee members**

shall be appointed by the fall meeting each year and shall serve a one year term, from January 1 until December 31 each year.

- C. All **The need to appoint or disband** committees will **shall** be reviewed **at least** annually by the Executive Committee.

VIII. Meetings

- A. Meeting notices will be given by mail, email, phone, or in person at least one month prior to the stated date. The Dean's Council will meet **at least** three times each academic year. In-person participation is preferred, but there will also be the opportunity for members to join the group via conference call if they are unable to attend in person.
- B. Agendas will be emailed or mailed three weeks prior to the meeting. Minutes will be emailed or mailed within three weeks after each meeting. The Dean's Office will maintain a permanent file of the minutes.
- C. The Chair, or in the absence of the Chair, the Chair-elect, or the Dean, **or any council member in consultation with the Dean**, may call special meetings.
- D. Voting on any matter before the Dean's Council shall be by roll call unless otherwise determined by the presiding officer. All actions carry the status of recommendations for consideration by the Dean.
- E. For an action to carry for consideration by the Dean, a simple majority vote is required by participant members in attendance.
- F. Departments, faculty, or students may be invited to attend the meetings and provide presentations to Dean's Council members.

IX. Charter Amendments

- A. Proposed amendments to this Charter may be submitted to the Chair-elect, **or if there is no chair elect, then to another member of the Executive Council**, who shall report the proposed amendment to the Dean's Council at its next regular meeting. The proposed amendment must be submitted in writing to the membership at least one month prior to its next regular meeting. Any proposal to amend the Charter shall be adopted and become effective when approved by majority vote.

- B. A Review Committee will be appointed by the Executive Committee to review the substance of the Charter every three years. The Review Committee shall submit its report to the Chair-elect, **or in the event there is no chair-elect, to another member of the executive committee**, who shall place it on the agenda for the Dean's Council at its next regular meeting.

X. Matters requiring a vote:

A. Matters requiring a vote of the membership of the council are the election of officers, amendments/changes to the charter, approval of minutes, and any other matter determined by the Executive Committee, in consultation with the Dean, to require a vote. All matters to be voted upon require a majority vote of all members of the council who are present at a meeting to vote.

XI Manner of voting:

A. To the extent possible, it is preferable for all votes to take place during meetings. However, if the Executive Committee, in consultation with the Dean, determines that a vote needs to be taken on a matter in a time frame in which a meeting is not practical or efficient, then the Committee may put the question out for vote by email. Said email shall clearly explain the issue, provide a method for asking and answering questions, and a request for votes by mail or email to be received by a date certain. The measure shall pass if a majority of votes provided are in favor of the action. The date for votes to be cast shall be at least three weeks prior to the vote deadline.