ROWAN

BYLAWS OF THE
DEAN’S STUDENT ADVISORY
BOARD
OF THE
ROHRER COLLEGE
OF BUSINESS

ROWAN UNIVERSITY
February 22, 2013

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ARTICLE I

NAME

The name of the organization shall be The Dean’s Student Advisory Board. It shall be a student organization within the Rohrer College of Business. It shall herein be referred to as the “Board”.

ARTICLE II

PURPOSE AND OBJECTIVES

Section 1. Purpose. The purpose of The Dean’s Student Advisory Board shall be to advise the Dean of the College of Business regarding all events and activities outside the classroom. Additionally, members are to provide input about all matters relating to providing College undergraduate students with an exceptional, world-class, business educational experience.

Section 2. Objectives. The organizational objectives of The Dean’s Student Advisory Board are:

1) Serve as positive role models representing the College both to the internal Rowan University community and to the external global, regional, and local business community.
2) Assist the Dean in planning, coordinating, and executing of service, social, and professional programs and initiatives, intended to enhance the image and reputation of the College.

ARTICLE III

MEMBERSHIP

Section 1. Number of Board Members. The Dean’s Student Advisory Board will consist of a minimum of twelve (12) undergraduate students going up to a maximum of twenty-five (25) undergraduate students.

Section 2. Period of Membership

1) Appointed Members: Members will serve the academic year they are President of his/her respective clubs, or on the E-Board of the Bureau of Business Association (BOBA).
   a. All appointed members have an annual opt-out option.*
2) Elected Members: Members will serve a one (1) academic year appointment (Fall-Fall) from the date of their selection.

Section 3. Qualification for Members. Students may apply for selection to the Board if they meet the following membership qualifications:

1) A minimum cumulative Grade Point Average (GPA) of 2.70 or higher.
2) Must be enrolled as a full-time student at Rowan University and be available to carry out Board responsibilities during the entire academic year.
3) Must be identified as a major in a business discipline throughout the academic year.
Footnotes:
Opt-out option: Students may opt-out of the Board if they are unable to perform the duties required of them. By opting out this position becomes open for an elected member. However after one (1) year, the new President of the club is automatically opted back into the Board (Appendix C – Opt-Out Form).

4) Must have enrolled in and/or completed a minimum of twelve (12) credit hours of 200-level business courses.
5) Must be willing to do service projects with other board members to help give back to the community and work on team-building.

**ALL** members of the Board must be in good standing with the University and the business school and regard their education as a top priority.

Section 4. Composition of the Board. The Board will be comprised of both Appointed Members and Elected Members. The Appointed Members will be comprised of the Presidents of the Rohrer College of Business clubs and the Bureau of Business Association (BOBA) E-Board. The Elected Members will be comprised of four (4) sophomores, four (4) juniors, and four (4) seniors from a range of disciplines in the College of Business. If the number and type of applications for the Board do not meet the established Board composition requirements, the Dean reserves the right to select students with the best application to serve on the Board.

Section 5. Selection of Members. The following process is used to select elected members for the Board:

1) **Application**
   Students must complete all applicable sections of The Dean’s Student Advisory Board Application Membership Form (See Appendix A – Board Application) and provide the completed application to the Dean’s office no later than 5:00pm on the assigned application due date. Students must submit a print copy of their application to the Dean’s office in the person. It is the responsibility of the applicant to ensure all parts of the application are received in the Dean’s office by the assigned application due date.

2) **Re-Application**
   Students re-applying to the Board must complete all applicable sections of The Dean’s Student Advisory Board Re-application Membership Form (See Appendix B – Board Re-application) and provide the completed application to the Dean’s office no later than 5:00 pm on the assigned re-application due date. Students must submit a print copy of their re-application to the Dean’s office in person. It is the responsibility of the applicant to ensure all parts of the re-application are received in the Dean’s office by the assigned application due date.

3) **Application Review and Ranking by Appointed Members**
   Appointed members to the Dean’s Advisory Board will evaluate the applications from students. Appointed members will then develop a ranked list of applicants. Any applicant who is selected as a finalist for the Board will be required to complete an interview with the review teams in order to move forward in the selection process.

Section 6. Removal from the Board. The Dean reserves the right to remove any member from the board for the following reasons:

1) Violation of civil and/or criminal laws.
2) Flagrant violation of university behavioral policies.
3) Behavior that adversely impacts the reputation of the College.
4) Behavior that is disrespectful to other students, faculty, staff and/or other key school stakeholder groups (e.g. alumni, parents, business leaders, school guests).
5) Continual failure to attend scheduled Board meetings, events and activities.
6) Failure to positively contribute to the Board and/or follow through on assigned duties.

Section 7. Resignation from the Board. A member may at any time resign from the Board by sending a letter of resignation to the Dean. The letter must be provided to the Dean in person and must include a reason why the member has decided to resign from the Board. The Dean will appoint a student from other finalist applicants to fill the open position for the remainder of the academic year.

ARTICLE IV

DUTIES OF BOARD MEMBERS

1) Board Members
   a. Become knowledgeable of the College’s mission, objectives and operation.
   b. Positively promote the reputation and image of the College on campus and in the business community.
   c. Attend scheduled Board meetings, events, and activities; and complete all duties and tasks as assigned by the Dean or the Board.
   d. Clandestine and unconfirmed information is not to be relayed to any clubs.
   e. All Board members will work together to do service projects (10 hours per year) and do team-building.

2) Appointed Members:
   a. To act as the leadership for the Dean’s Advisory Board and act as liaison between the members of the Board and the Dean of the College of Business.
   b. Each member will rotate as secretary Board meetings and is responsible for ensuring all other members receive all necessary information about Advisory Board meetings.
   c. Responsible for relaying information at club meetings and gauging student interest for proposed ideas and activities.
   d. The members are responsible for reviewing applications and narrowing down the selection before interviewing with review teams.

3) Elected Members: This is made up of applicant members from College of Business students.
   a. Responsible for attending meetings and providing feedback at meetings on all ideas.
   b. Responsible gauging interest for suggested ideas and activities.

4) Review Teams: Several teams comprised of 3-5 board members.
   a. Responsible for interviewing final candidates for elected member positions.
   b. Send final candidate options to Dean for review.

ARTICLE V

BOARD OPERATIONS

Section 1. Board Finances. All expenses for Board operations shall come from the budget of the Dean of the College of Business.
Section 2. Meeting Location. All Board meetings will be held announced in advance.

Section 3. Quorum. A simple majority of the current Board members shall constitute a quorum of the Board. A vote of the simple majority of the members shall constitute an act of the Board.

Section 4. Regular Board Meetings. The Board shall meet at least twice during the Fall and Spring academic semesters as regularly scheduled Board meetings.

Section 5. Special Board Meetings. The Dean may choose to call a special meeting of the Board to discuss important issues or opportunities facing the College. Members will be contacted via electronic mail with the time and location of the meeting.

Section 6. Voting. For all issues on which a vote is requested by the Dean, passage of the measure requires a simple majority of quorum.

ARTICLE VI

AMENDMENTS

For amendments to the bylaws to be considered by the Board, suggested changes must be provided to all members via electronic mail at least one week prior to any regular or special meeting. Changes to the by-laws requires a two-thirds (2/3) majority of all members of the Board and concurrence by the Dean.

CERTIFICATION

These bylaws were approved by Board members on October XX, 2012.

Dean of the Rohrer College of Business  Date
**APPENDIX A**

**THE DEAN’S STUDENT ADVISORY BOARD**

The Rohrer College of Business

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**2012 New Applicant Membership Form**

The purpose of The Dean’s Student Advisory Board shall be to advise the Dean of the College of Business regarding all events and activities outside the classroom. Additionally, members are to provide input about all matters relating to providing College undergraduate students with an exceptional, world-class, business educational experience.

Students may apply for selection to the Board if they meet the following membership qualifications:

1. A minimum cumulative Grade Point Average (GPA) of 2.70 or higher.
2. Must be enrolled as a full-time student at Rowan University and available to carry out Board responsibilities during the entire academic year.
3. Must be identified as a major in a business discipline throughout the academic year.
4. Must have enrolled in and/or completed a minimum of twelve (12) credit hours in 200-level business courses.
5. Must be in good standing with the university and the business school and hold their education in high regard.

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Please type the answers to the following questions and address in a cover letter:

1. What interests you about the Dean’s Student Advisory Board? Why do you want to be a part of the Board?
2. What can you contribute to the Board?

Please attach the answers to the questions and a copy of your resume with GPA and submit the completed form and resume to the College of Business Dean’s Office. Applications must be received by 5:00pm on November XX, 2012.
**APPENDIX B**

**THE DEAN’S STUDENT ADVISORY BOARD**

The Rohrer College of Business

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**2012 Re-Application Membership Form**

**The purpose of The Dean’s Student Advisory Board shall be to advise the Dean of the College of Business regarding all events and activities outside the classroom. Additionally, members are to provide input about all matters relating to providing College undergraduate students with an exceptional, world-class, business educational experience.**

Students may apply for selection to the Board if they meet the following membership qualifications:

1) A minimum cumulative Grade Point Average (GPA) of 2.70 or higher.
2) Must be enrolled as a full-time student at Rowan University and available to carry out Board responsibilities during the entire academic year.
3) Must be identified as a major in a business discipline throughout the academic year.
4) Must have enrolled in and/or completed a minimum of twelve (12) credit hours in 200-level business courses.
5) Must be in good standing with the university and the business school and hold their education in high regard.

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**Applicant Name:**

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Please type the answers to the following questions and submit in a cover letter:

1. What can you continue contributing to the Board?

2. What ideas do you have for the Board?

Please attach the answers to the questions and a copy of your resume with GPA and submit the completed form and resume to the College of Business Dean’s Office. Applications must be received by 5:00pm on November XX, 2012.
APPENDIX C

THE DEAN’S STUDENT ADVISORY BOARD
The Rohrer College of Business

2012 Appointed Member Opt-Out Form

The purpose of The Dean’s Student Advisory Board shall be to advise the Dean of the College of Business regarding all events and activities outside the classroom. Additionally, members are to provide input about all matters relating to providing College undergraduate students with an exceptional, world-class, business educational experience.

Students may opt-out of the Board if they are unable to perform the Duties required of them. By opting out this position becomes open for an elected member. However after one (1) year, the new President of the club is automatically opted back into the Board.

Please fill out the following information for opt-out:

President’s Name: ____________________________________________________________

Club: ___________________________________________________________________

Local Telephone: (cell or home) ___________________________ Email: ________________

Please type the answers to the following questions and attach:

1. Why have you chosen to opt-out of the Dean’s Student Advisory Board? (E.g. Time commitment, School priorities, classwork etc.)

2. Are there any decisions you would like to see made by the Dean’s Student Advisory Board? Despite the fact you are unable to be a part of this Board we will still like your current input (optional).

Please attach the answers to the questions and submit the completed form to the Dean’s office at your earliest convenience.