

The University of Texas at Austin
College of Fine Arts Advisory Council

BYLAWS*

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Article I.

Name

Section 1. This advisory council is established pursuant to the *Rules and Regulations* of the Board of Regents of The University of Texas System and shall be called The University of Texas at Austin College of Fine Arts Advisory Council.

Section 2. The University of Texas at Austin College of Fine Arts Advisory Council is part of The University of Texas at Austin. In accordance with the Regents' *Rules*, the Advisory Council is responsible to the dean of the College of Fine Arts and the president of The University of Texas at Austin. All activities of The University of Texas at Austin College of Fine Arts Advisory Council shall be subject to the Regents' *Rules* - the rules and policies of The University of Texas at Austin and The University of Texas System.

Article II.

Purposes and Objectives

Section 1. The University of Texas at Austin College of Fine Arts Advisory Council is an advisory organization and shall serve the College of Fine Arts in a manner determined by the dean subject to the approval of the institution's president. The College of Fine Arts Advisory Council shall work with the dean, the president and the vice president for development to determine its role in seeking private support.

Section 2. The College of Arts Advisory Council is dedicated to the growth, development, and excellence of the College of Fine Arts in the university and in the State of Texas. Specifically, the objectives of the College of Fine Arts Advisory Council are:

- a. To assist the college in fundraising and obtaining financial support for scholarships, faculty development, facilities, and programs.
- b. To encourage the growth of the educational programs of the college by endorsing excellence in teaching, creativity and research, by seeking recognition

- of the students and faculty who make up the college.
- c. To be an advocate for the College of Fine Arts and to arouse and increase interest in the Fine Arts, and particularly the work in the arts being done at The University of Texas at Austin.
 - d. To recruit outstanding students to the College of Fine Arts.

Article III.

Membership

Section 1. Membership Groups. There shall be four classes of membership in the Advisory Council: active, sustaining, honorary, and ex-officio.

Section 2.

- a. The University of Texas at Austin College of Fine Arts Advisory Council shall consist of no more than seventy-five (75) active members recommended by the dean of the College of Fine Arts and appointed by the president of The University of Texas at Austin. The president shall, in consultation with the dean of the College of Fine Arts, adopt guidelines for the appointment and/or reappointment of members of the Advisory Council that are consistent with the Regents' *Rules*. The president shall ensure that at the time of their appointment, each individual member receives a copy of these Bylaws and is notified of their term of office along with the expectations and responsibilities of membership. The membership roster of the council shall be reported to the vice chancellor for external relations prior to September 1, or as otherwise designated, of each year. The president and the dean of the College of Fine Arts shall be ex-officio members with voting privileges.
- b. A committee appointed by the chair of the Advisory Council shall nominate the active members; all nominations must be approved by the council; with final approval reserved for the president of The University of Texas at Austin.

Section 3. Term of Appointment

- a. An active member shall serve for one three-year term with the option to be re-appointed for one additional three-year term for a total of six (6) years. Terms of appointment are staggered so that only one-third of the membership terms expire each year.
- b. At his/her discretion, the dean may invite certain persons as sustaining members for a period of one or more years. This designation would include active members who have completed their two terms, wish to "retire" from active membership, but also wish to remain affiliated with the Advisory Council. Sustaining members will be invited to attend council meetings, are expected to pay their dues, to participate in discussions, and to attend social functions.

Sustaining members will not be entitled to vote on issues before the council.

Sustaining members will be encouraged to continue their annual contributions.

- c. At the invitation of the dean, certain persons may receive special designation as honorary members. Honorary members may or may not have been active members of the council. Honorary members may be invited to attend council meetings, to participate in discussions, and to attend social functions. Honorary members will not be entitled to vote on issues before the council.
- d. The president has discretion to relieve any member of the Advisory Council from membership prior to the end of the member's term of appointment.

Section 4. Qualifications for Membership on the Advisory Council. Members must have:

- a. A willingness to seek or offer financial and other forms of support for the college and its constituent units.
- b. A strong belief in the need for private, corporate, and public support of higher education, and enthusiasm for the College of Fine Arts and The University of Texas at Austin.
- c. A capacity for leadership and a willingness to devote time to the activities of this council and the College of Fine Arts.
- d. A high standing in the community and wide acquaintanceship with the arts and with those able to assist the arts.

Section 5. Responsibilities of the Members of the Advisory Council.

- a. An obligation to pay annual dues and contributions.
- b. To attend Advisory Council meetings, usually two (2) each year.
- c. To assist the college in three critical areas: fundraising/ resource development, student support, and advocacy for the College of Fine Arts.
- d. Failure to comply with any or all of these responsibilities could lead to termination of membership on the council.

Section 6. Ex-officio Members of the Advisory Council. These members include the president of The University of Texas at Austin, the dean of the College of Fine Arts, the vice-president of development of The University of Texas at Austin Development Office and the assistant dean of development of the College of Fine Arts.

- a. An *ex-officio* member may designate a proxy to attend any meeting of the Advisory Council, which he or she is unable to attend.
- b. Any *ex-officio* member who ceases to serve in the office, which qualified him or her for membership on the council, shall be succeeded in membership on the council by the person who succeeds to that office, either permanently or temporarily.

- e. Associate Dean of Development. The Associate Dean of Development for the College of Fine Arts shall act as Executive Secretary of the College of Fine Arts Advisory Council. The Executive Secretary shall direct the council's staff work, shall provide for recording and distributing to all members of the council accurate minutes of its meetings, and shall issue notice of all meetings. The Executive Secretary shall designate a member of his/her staff to serve as Recording Secretary to the Advisory Council.

Section 7. Duty of Members and Conflict of Interest. It shall be the duty of each member to conduct any efforts undertaken on behalf of the council within the scope of the responsibilities and duties of the council as provided in the Bylaws and in compliance with the Regents' *Rules* and University policy. It shall be the duty of each individual member to avoid conflicts of interest.

- a. A "conflict of interest" exists when a member has a personal or private relationship or interest that could reasonably be expected to diminish the member's independence of judgment in performing official duties. Examples include a member's financial interest in an entity that is transacting business with The University of Texas at Austin, The University of Texas at Austin College of Fine Arts Advisory Council, or the UT System; or the member's solicitation or acceptance of a gift, favor, service, or other benefit that might reasonably tend to influence the member in performing official duties, or that a member knows or should know is being offered with that intent.
- b. A member who becomes aware of a conflict of interest must provide timely written notice to the council chair and the president. The president shall take appropriate steps to address any conflicts of interest of which he or she is made aware.

Article IV.

Officers

Section 1. Manner of Election. The election of new officers and the new council membership rules and policies shall proceed by voice, written or electronic vote.

Section 2. Number of Officers. The officers of the Advisory Council shall be: Chair and Vice Chair.

Section 3. Election of Officers and Term of Office. Each officer of the council shall be nominated by the dean in consultation with the Executive Committee and voted on by the members present at the spring meeting of the Advisory Council for a one-year term. Officers may be selected from all classes of membership except ex-officio, and may not be reelected for more than three consecutive terms. All elected officers shall assume office on September 1 of the year in which elected.

Section 4. Duties of the Chair. The chair shall preside over meetings of the Advisory Council; shall be responsible for the general direction of the affairs of the council, and shall be the official representative of the council. The chair shall ensure that an accurate copy of the Bylaws is filed with the dean, president and vice president for development, and the Vice Chancellor for External Relations. The chair shall cause accurate minutes of the council's proceedings to be kept, and shall file copies of all minutes with the dean, president, vice president for development. The chair shall, in conjunction with the vice president for development, be responsible for complying with any reporting requirements regarding plans, programs and activities of the Advisory Council. The chair shall also offer leadership in achieving the council's goals, and may appoint committees to assist in achieving those goals.

- a. In addition to his or her duty to disclose Conflicts of Interest as required by Article III, Section 7, the chair shall review all such disclosures, cooperate as directed with the actions of the president in response to such disclosures, and as appropriate, report the disclosure and related action to the relevant Advisory Council Committee. The chair shall likewise report to the dean and the president any material problems identified by the Advisory Council members.

Section 5. Duties of the Vice Chair. The Vice Chair shall preside and exercise powers of the chair in his/her absence, and shall succeed to the unexpired term of the Chair upon his/her death or resignation. The Chair shall keep the Vice Chair fully informed of the business of the council. The Vice Chair will act as chair for the Nominating Committee.

Article V.

Finances

Financial support of The University of Texas at Austin College of Fine Arts Advisory Council shall be provided exclusively by the budget of The University of Texas College of Fine Arts. Such budgets will be made through established budgetary procedures. The Advisory Council's receipts and expenses must be budgeted and accounted for in separate accounts. The accounts must be specifically identifiable in the detail of the operating budget.

Article VI.

Meetings

Section 1. The University of Texas at Austin College of Fine Arts Advisory Council shall hold at least two regular meetings each year, one in the fall and one in the spring.

Section 2. Special meetings of the Advisory Council shall be held as determined by the council or upon call of the chair or upon request in writing signed by at least three members. There shall be at least three days' prior written notice of such special meetings to all members of the Advisory Council. The president or dean may call meetings, as he or she deems necessary.

Section 3. The exact date and place of holding meetings shall be as fixed by the council, or in the call issued for the meeting.

Section 4. Decisions will be made by a majority vote of those active members present in person at the meeting.

Section 5. Upon invitation by the chair or the Executive Secretary, department chairmen or other guests may attend meetings of the Advisory Council in order to present information pertinent to the council's goals or relating to proposed actions.

Article VII.

Executive Committee

Section 1. The Executive Committee of the Advisory Council shall administer the policies of the council and shall, between the scheduled meetings of the council, serve as the administrative authority of the council.

Section 2. The Executive Committee shall consist of: the Council Chair, the Council Vice Chair, the Executive Secretary, and the chairpersons of all standing committees, if relevant.

Article VIII.

Committees

Section 1. The chair, in consultation with the dean, may establish such committees and appoint such members to those committees as shall be helpful to the council in the performance of its duties.

Section 2. The chairperson of each standing committee (those committees having constant and ongoing responsibilities from year to year) shall serve as a member of the Executive Committee of the Advisory Council. The committee chairs will serve no more than two consecutive years in this position.

Article IX.

Amendment

Section 1. These Bylaws may be amended at any regular meeting by vote of a majority of the active members of the council; provided the notice of such meeting states that amendment of the Bylaws is to be considered. However, all Bylaws are subject to, and must be consistent with, the Regents' *Rules*, UT System policies and the policies of The University of Texas at Austin. The Bylaws shall take effect immediately upon adoption.

Article X.

General Rules and Procedures

Subject to the Regents' *Rules* and other applicable university policies, if questions of procedure and organization that are not specifically covered herein are raised in connection with these Bylaws, then the current edition of *Robert's Rules of Order* or its successor publication, if any, shall control.