

College of Communication & Information

Florida State University LEADERSHIP BOARD BYLAWS

Last Amended April 12, 2017

ARTICLE I: NAME

The name of the organization shall be the Florida State University College of Communication & Information Leadership Board (CCILB).

ARTICLE II: PURPOSE

The College of Communication & Information (CCILB) Leadership Board has two primary purposes: 1) to support the efforts of the College to raise private funds; and 2) to assist the staff of the College in developing and advancing policies and plans that help fulfill the mission of the College.

Examples of ways the CCILB might support the College include, but are not limited to, the following:

- A. Provide gifts designated either to the annual fund of the College of Communication & Information or to any other CCI funds as identified by the board member.
- B. Assist the CCI Development staff in the identification, cultivation and solicitation of alumni and others for private funding for the College. No gifts shall be solicited or received without prior consultation with the Development staff.
- C. Provide feedback to the College's staff regarding their plans to advance the mission of the College.
- D. Advise the College's staff on strategies that target those constituencies important to fundraising, particularly individual major gift prospects, corporate partners, and CCI alumni
- E. Attend the College's special events and programs and participate in planning and/or hosting such events in conjunction with the College's development efforts.
- F. Participate in recruiting new members to the CCILB.
- G. Serving on *ad hoc* committees or advisory groups when requested by the Dean of the College.

ARTICLE III: MEMBERSHIP AND MEETINGS

Section 1: MEMBERSHIP

- A. Leadership Board members are appointed by the Dean of the College of Communication & Information upon recommendation of the Directors of Development and current CCILB members.
- B. CCILB membership shall not exceed thirty-five (35) persons.
- C. CCILB members will normally serve an initial term of three (3) years. (Note that any reference to a year in this document shall mean the fiscal year of the University.) Membership may continue with the consent of both the Dean and the CCILB member.
- D. CCILB members shall be members of a Giving Society of the College
- E. CCILB members will participate in at least two of the CCILB's four meetings/calls per year.

Section 2: EX-OFFICIO MEMBERS

The Dean of the College of Communication & Information and the Director of Development for CCI shall serve as ex-officio non-voting members of the Leadership Board. The Directors of Development will coordinate the activities of the CCILB.

Section 3: MEETINGS OF THE LEADERSHIP BOARD

Meetings of the CCILB shall be typically be held twice each year: in the spring and fall. Phone-in meetings of the CCILB will typically be held in the two quarters where regular meetings do not occur. An agenda and supplemental information will be distributed prior to each meeting. Any meeting of the CCILB or any of its committees may be conducted through and/or include conference call, teleconference, or other technology for conducting a meeting.

Section 4: MEETING OF EXECUTIVE COMMITTEE

A meeting of the Executive Committee may be held at the request of the Dean, the CCILB Chairperson or of two other officers of the Executive Committee. The Executive Committee of the CCILB shall consist of the Board's officers.

Section 5: QUORUM

A simple majority of the Board shall constitute a quorum. In the absence of a quorum, members unable to participate may vote by proxy. Authority for another board member to exercise an absent Board member's vote by proxy shall be in writing, signed and dated by the absent members. Proxy authorization may be submitted by email from a Board members' authorized email address. Proxies shall be filed with the Board Secretary at the beginning of each meeting.

ARTICLE IV: OFFICERS

- A. The officers of the CCILB shall be a Chairperson, Chairperson-Elect, a Secretary and immediate past chair. These officers shall constitute the Executive Committee.
- B. Officers shall be appointed by the Dean of the College of Communication & Information as needed and assume responsibilities at the fall meeting of the CCILB. Each shall serve a term of two years in that office. The current Board Chair will become immediate past chair after the completion his/her term as Board Chair. Officers shall typically serve no more than two consecutive terms.
- C. The Board Chairperson shall be responsible for the general operations of the Board, including managing CCILB meetings.
- D. In the absence of the Board Chairperson, the Chairperson-Elect shall assume and perform the duties of Board Chairperson. The Chairperson-Elect shall assume the office and duties of Board Chairperson the next succeeding term.
- E. The Secretary shall be responsible for keeping all general records including the records of all meetings of the Executive Committee and of the Board. The Executive Assistant of the Dean will serve as the Assistant Secretary and will support all the duties of the Secretary. The Assistant Secretary shall be responsible for taking the meeting minutes of all Board meetings. The Assistant Secretary shall also be responsible for all Board correspondence and shall keep copies of all such correspondences. The Assistant Secretary shall be responsible for notification of all meetings.

ARTICLE V: CHANGES TO BYLAWS

Notice of any proposed change to these Bylaws must be provided in writing to each CCILB member at least four weeks prior to a scheduled CCILB meeting. The CCILB may then act on proposed changes to these

Bylaws at that meeting. Changes to these Bylaws will be considered approved if: 1) approved by a quorum of members, and 2) ratified by the Dean of the College of Communication & Information.

**FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
LEADERSHIP BOARD**

By:



Chairperson

**CONSENT AND RATIFICATION OF ACTION OF FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
LEADERSHIP BOARD**

The undersigned, LAWRENCE C. DENNIS, Dean of Florida State University College of Communication & Information, has been advised that a meeting was held by the Florida State University College of Communication & Information Leadership Board ("CCILB") on the fourteenth day of April, 2017, at which meeting the Board voted to restate its Bylaws.

The undersigned expressly consents to the action taken by the Board and ratified that action. This the 20 day of April, 2017.



LAWRENCE C. DENNIS, Dean