

**College of Communication &  
Information  
Florida State University  
LEADERSHIP  
BOARD BYLAWS**

Last Amended October 13, 2023

**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. Serve on *ad hoc* committees or advisory groups when requested by the Dean of the College.

- H. Foster and embrace all aspects of equity, diversity, and inclusion to support Florida State University's core values of strength, skill, and character.
- I. Develop strategies to be responsive to the needs and priorities of CCI students/recent Alumni through both financial and advocacy support by establishing mutually beneficial relationships and networks between these groups and CCILB.

### **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/virtual meetings 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 Director 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. Virtual 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 Secretary shall be responsible for drafting agendas and taking the meeting minutes for all Board meetings. 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 also be responsible for 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 present at the meeting/represented by proxy, and 2) ratified by the Dean of the College of Communication & Information.

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

By:



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Chairperson

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

The undersigned, MICHELLE KAZMER, 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 thirteenth day of October, 2023, 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 13<sup>th</sup> day of October, 2023.



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MICHELLE KAZMER, Dean