

**Department of Landscape Architecture and Environmental  
Planning – Utah State University**

# **Advancement Board By-Laws**

**Approved April 2016**



## Purpose of the Advancement Board

- 1) Advise the program on matters related to:
  - a) Trends in the Profession
  - b) Alumni Relations
  - c) Curriculum
  - d) Enrollment
  - e) Recruiting
  - f) Graduates
  - g) Placement
  - h) Professional Registration
  - i) Research
  - j) Outreach
  - k) Other
  
- 2) Assist the department in securing additional resources, such as:
  - a) Donations toward purchases, endowments, scholarships, etc.
  - b) Goods and services related to department goals
  
- 3) Serve as a voice representing the program before the:
  - a) University
  - b) Public
  - c) Practice

## Board Appointment

- 1) Two types of appointments:
  - a) 3-year minimum appointment
  - b) ASLA officer appointment
    - i) Current and immediate Past President of Utah Chapter of ASLA (one year of service in each capacity; term is from annual ASLA meeting to next annual meeting – October).
    - ii) Current and immediate Past Trustee (as above).
    - iii) Board service as ASLA President or Trustee does not cancel one's eligibility for minimum appointment.
  
- 2) Terms of Members
  - a) Each Member shall serve a minimum of one 3-year term.
  - b) Members may rotate off of the Board upon request.
  - c) Exceptions may be approved by a vote of the Board.
  
- 3) Nominations and election of Members
  - a) The Membership Committee will suggest names to the Board at the fall meeting, for a vote by the full membership. New Members will be contacted at or following the fall meeting to determine the willingness of each candidate to participate. New Members will join the Board at the following fall meeting unless otherwise arranged.
  - b) Election of Members will be by secret written ballot.

- c) A quorum must be present to conduct an election. A quorum shall be a majority of those participating in meetings. Voting may occur electronically. Electronic voting will occur within a specified and reasonable window of time.
- d) LAEP faculty members are not voting Members of the Board. The Department Head will only vote when necessary to break a tie.

#### 4) Size

- a) The recommended size of the Board is not less than 25 including the ASLA Chapter representatives.
- b) Members who do not attend two consecutive general meetings may be removed by a vote of the Board.

#### 5) Executive Committee

- a) Consists of the Board Co-Chairs, Secretary of the Board, as well as at least 1 chair of each standing committee.

## Meetings

- 1) The full Board will meet at a minimum once each year, during the fall semester. This meeting will serve as the 4<sup>th</sup> quarter meeting.
- 2) The Executive Committee will meet and report four times each year, once each quarter, including the full Board meeting.
- 3) Meetings will be held on the USU campus in Logan unless otherwise arranged.

## Officers

- 1) The Board will elect Co-Chairs and a Secretary. The Department Head will be an ex-officio member of the Executive Committee, made up of the officers.
- 2) The duties of the officers are as follows:
  - a) The Co-Chairs will preside over the meetings following Robert's Rules of Order. The Co-Chairs will assist the Department Head in setting dates for the meetings, and in communication with the Board.
  - b) One of the Co-Chairs will assume the duties of the other in his/her absence. The Secretary will take the roll at each general meeting.
  - c) The Secretary will take minutes of the general meeting, collect minutes from the chairs of each Standing Committee, compile the minutes, and submit them to the Department Head within thirty days of each meeting.
- 3) Term limits for officers shall be four years. Officers are eligible for re-election for subsequent terms.
- 4) Nominations or volunteers for officers will be accepted during the Board business portion of the annual meeting, to include a slate of candidates proposed by the Membership Committee. Elections will be held later in the meeting and shall be by secret ballot, or at a later date and via electronic means.

- 5) Resignation or non-continuance of officers: If positions are vacated either by completion of term or inability to serve, nominations and an election will be held at the fall meeting to fill vacancies, or earlier if via electronic means.
- 6) As deemed necessary, additional temporary officer positions may be created.

## Standing Committees

- 1) The following committees will meet, prepare minutes of their meeting, elect a chair and co-chair each fall for the following year, and make a report at each quarterly meeting. One or more faculty members will serve, ex-officio, on each committee.
  - a) Development
  - b) Recruitment
  - c) Placement
- 2) Board Members may request to serve on a specific committee, but final assignment rests with the Department Head.
- 3) Ad hoc committees may be formed at the recommendation of the Board.
- 4) Committees will meet or otherwise communicate throughout the course of the year as a means to accomplish annual priorities they have set.

## Operating Expenses

- 1) Membership on the Board is voluntary and no stipend or honorarium will be paid for the participation of the Members.
- 2) Members will not be reimbursed for travel, lodging, meals or other expenses related to service on the Board.
- 3) LAEP, unless otherwise arranged, will host those events that are listed in the agenda for each meeting.
- 4) Membership on the Board carries an expectation of assisting with ongoing fund raising, Members are asked to facilitate contributions of an amount set annually by the Board, and generated through personal donations and/or donations from constituents or entities the Member engages (e.g., employer matching contributions).
- 5) Financial contributions of Board members shall be due no later than June 30<sup>th</sup> (thirtieth). This schedule shall coincide with the fiscal year starting July 1<sup>st</sup> currently in place within Utah State University and the LAEP Department.
- 6) Usage of the annual funds raised by the Board will be voted upon at the full Board meeting. Proposals for usage of the funds shall be made by the Board's committee co-chairs, and by

the Department Head. In the absence of a quorum of the full Board, voting may include by proxy or electronic means.

### **Revisions of By-Laws**

- 1) Revisions may be recommended by the Executive Committee, or by a majority of the full Board. The Membership Committee will develop the test for revisions.
- 2) Revisions may be suggested and voted upon at the same meeting. A quorum of the full Board must be present to vote on revisions to the by-laws. A quorum for the purposes of making revisions to the by-laws shall be a majority of the full Board.
- 3) In the absence of a quorum of the full Board, voting may include by proxy or electronic means.