

Bylaws

Advisory Board for the Office Information Systems Program College of Business, Bloomsburg University

NAME

The name of this organization shall be the Advisory Board of the Office Information Systems Program, College of Business, Bloomsburg University

OBJECTIVES

The mission of the Board shall be to act in an advisory capacity to the faculty in the Department of Business Education and Office Information Systems, Bloomsburg University, in regard to present and proposed activities of the Department. In this capacity it will address such topics as program, curriculum, and any other aspect of education that the Board might deem pertinent and necessary.

Some specific objectives which the Board may address are as follows:

1. Conducts continuing reviews of current program offerings in order to evaluate the effectiveness of the programs in meeting the needs of Office Information Systems graduates.
2. At least annually assess the effectiveness of the programs with reference to the long-range objectives of the College of Business.

Other objectives may concern the participation of Board members in the specific programs and activities of the Department. Individual Board members may:

1. Act as instructional resources for classes or identify persons who may act as instructional resources.
2. Assist in the development of research interests of the faculty.
3. Assist in the location of appropriate sites for the internship program.

MEMBERSHIP

The membership of the Board shall consist of three graduates of the Department of Business Education and Office Information Systems at Bloomsburg University, three industry representatives employed in the Information Systems field, one current student in the Office Information Systems program at Bloomsburg University, and one faculty member teaching in the Office Information Systems program at Bloomsburg University. The Chairperson of the Business Education and Office Information Systems Department

at Bloomsburg University shall be a member ex officio of the Board.

TERMS OF OFFICE AND APPOINTMENT

The term of office for industry representative and graduate Board members shall be three years, with one industry representative and one graduate member retiring each year. The student member will serve one year, and the faculty member will be appointed as needed. A Board member may be renominated by mutual agreement among the individual members and the Business Education and Office Information Systems faculty.

ORGANIZATION

The officers shall be chairperson, vice chairperson, and such other officers as the Board may deem necessary. The officers of the Board shall be elected at the annual meeting by the majority vote of all the members of the Board. Ad-hoc committees of the Board may be established for special purposes as needed.

MEETINGS

The Board shall establish a calendar of meeting dates of at least two meetings each year. An agenda, developed jointly by the chairperson of the Board and the chairperson of the Department of Business Education and Office Information Systems, shall be distributed to all Board members in advance of the meeting dates.

Minutes of each meeting will be distributed to all Board members and permanently filed in the office of the chairperson of the Department of Business Education and Office Information Systems at Bloomsburg University.

BY-LAWS AMENDMENT

These By-Laws may be amended by a two-thirds vote of all members which may be at a regular or a special meeting of the Board where votes may be made in person or by absentee ballot.