

Committee Policies and Procedures Association of Collegiate Business Schools and Programs

This document establishes policies for operation of committees of the Association of Collegiate Business Schools and Programs. It outlines the structure, appointment, and operation of various ACBSP committees following changes in the bylaws during the 2005 Annual Conference which removed from the bylaws a detailed structure for operation of individual committees.

SECTION 1. SCOPE OF POLICIES AND PROCEDURES

1. Executive Committee and Nominating Committees

The bylaws continue to provide for the appointment, structure, and operation of the Executive and Nominating Committees for each of the three governing boards. These committees are not governed by these policies and procedures.

2. Ad Hoc Committees and Taskforces

These policies and procedures shall not prohibit any of the three governing boards from creating ad hoc committees or taskforces to carry out specific duties of a specific timetable.

3. Board of Directors Authority to Act

Article VI, Section 6 of the bylaws state, "the Board of Directors shall establish, modify, and otherwise change the status of all standing and ad hoc committees of the Association including authority to act, number of members, terms of members, charges to act on behalf of the Association, and other details necessary to advise the Board and otherwise conduct business on behalf of the Association."

Further the bylaws provide that "the President of the Board of Directors shall seek the advice and solicitation of names from members of the Board of Directors and Presidents of each Regional Council in appointment of vacancies on all standing Committees and ad hoc committees, their chairpersons and vice chairpersons."

4. Board of Commissioners Authority to Act

Article VI provides authority for the Associate Degree Board of Commissioners and, Baccalaureate/Graduate Degree Board of Commissioners similar powers by stating in the section for each Board, "the Board of Commissioners shall have the following powers and responsibilities (which shall not be subject to review by the Board of Directors of the Association): ...appoint committees necessary to carry out the business of the Commission."

The policies and procedures established herein are applicable only to Association related committees. Commission related committees will be governed by policies and procedures in different documents.

SECTION 2. ESTABLISHMENT OF STANDING COMMITTEES—MEMBER SERVICES

The following standing committees are established to provide advice and support for member service activities. The standing committees are provided with the stated purposes.

1. Articulation Committee

The purpose of the Articulation Committee shall be: to continuously review articulation models and analyze these models, taking into consideration state constraints, in order to develop articulation guidelines that will facilitate transfer of business credits and programs in the interest of benefiting business students and their education.

2. Business/Industry Relations Committee

The purposes of the Business/Industry Relations Committee shall be: to study changes and trends in business practices and make recommendations to member institutions concerning the improvement of the business curriculum and to the commissions regarding the appropriate standards to assure improvement in business education; to help make ACBSP a major source of expertise in business education to its member institutions by developing a speakers' bureau consisting of prominent individuals in business, government and academics; to assist member institutions in establishing advisory boards or councils; and to act as a clearinghouse for business and government internships for both students and faculty of ACBSP member institutions.

3. Global Business Education Committee

The purpose of the Global Business Education Committee shall be to advise the Board on the advancement of the global purposes of ACBSP and its member institutions. This includes but is not limited to, developing a database for use by the membership, designing and communicating opportunities for member institutions in global activities, promoting ACBSP to global constituencies and providing information and exchange opportunities at the Annual Conference.

4. Member Services Committee

The purposes of the Member Services Committee shall be: to continuously assess the needs of member institutions; to develop proposals for member services in response to those needs; to focus on issues which impact on retention of member institutions; to promote more active involvement by current members; and to evaluate, on an ongoing basis, the member services provided.

SECTION 3. ESTABLISHMENT OF STANDING COMMITTEES—AWARDS AND GOVERNANCE

The following standing committees are established to provide assistance and advice to the Board of Directors and staff in the governance and operation of the Association. The standing committees are provided with the stated purposes.

1. Annual Conference Committee

The purposes of the Annual Conference Committee are: to select and announce the theme each year; to set the format (i.e. presentation of papers, speakers) of said conference and work with the headquarters staff in the implementation of determined format; to make suggestions for future conference sites.

2. Bylaws Committee

The purposes of the Bylaws Committee shall be to continuously review the bylaws and make recommendations as deemed appropriate, and to receive and review proposed bylaw changes or amendments from the membership, commissioners, and/or directors and make recommendations as deemed appropriate.

3. Teaching Excellence Award Committee

The Teaching Excellence Award Committee reviews the guidelines, procedures, promotion, and selection of the recipients of the regional teaching excellence award and the recipients of the international teaching excellence awards.

4. Marketing Committee

The purposes of the Marketing Committee shall be: to help develop strategies for recruiting new members and retaining existing members; to work cooperatively with the Regional Councils and other appropriate committees in efforts to recruit new members; and to encourage Conference attendance.

5. Personnel Committee

The Personnel Committee reviews the personnel needs of ACBSP and recommends performance related salary increases for the staff to the Board of Directors.

6. President's Advisory Council

The President's Advisory Council is available to assist the ACBSP staff, board, and leadership that can best serve the interests of ACBSP as conducted by previous past presidents.

7. Strategic Planning Committee

The Strategic Planning Committee continually reviews the strategic plan for ACBSP.

8. Audit Committee

The Audit Committee's primary function is to assist the Board of Directors in fulfilling its oversight responsibilities with respect to (1) the audit of the organization's books and records and (2) the system of internal controls that the organization has established. The committee shall have a clear understanding with the outside auditors that they must maintain an open and transparent relationship with the committee, and that the ultimate accountability of the outside auditors is to the board and committee.

SECTION 4. APPOINTMENT OF STANDING COMMITTEES

The following procedures are outlined for appointment of standing committees.

1. Composition and Terms of Members

The following policies and procedures shall govern the composition of committee member and term appointments unless otherwise described in sub-section 4 of this section.

- Committees shall be composed of not less than eight and not more than fifteen members.
- Each member shall be appointed to a three-year term; however, in the interest of maintaining balance in committee composition or to enable an individual to continue to serve in a leadership position, or for any other reason, an appointment may be for less than a three-year term.
- The term of each member shall begin on July 1 and end on June 30; however, any committee member shall continue to serve an expired term until their successor is appointed.
- No individual may serve more than two consecutive terms regardless of the length of the initial or renewal term.
- In appointment of individuals, an effort shall be made to assure a balance of persons from each geographic region and baccalaureate and associate degree institutions.
- Beginning in 2009 a special effort will be made to seek appointments of individual corporate members on each committee.
- Emeritus members may serve on committees without regard to regional representation.
- ACBSP staff may be appointed to serve as members either as full voting members or ex-officio non-voting members for any number of one-year terms and by their appointment shall not be counted toward the limits on total members or in determining committee composition.

2. Appointment of Members with involvement by the Council of Regional Presidents

Appointment to all Standing Committees—Member Services and to the Marketing, Bylaws, and Strategic Planning Committee is by the President who will seek recommendations from the Board of Directors (especially the Board Liaison) and the ACBSP regions. The following timetable and procedures are provided:

- Each region is provided during each fall in advance of regional meetings a current roster of all committees with an indication of terms of members in their region that are expiring and their eligibility to continue as a member. These policies and procedures are reviewed for discussion with the ACBSP Board of Directors.
- Each regional representative in attendance shall coordinate with other regional officers the contact to all current members to determine their willingness to serve and to begin to solicit possible candidates for appointment to vacant positions.

- The ACBSP staff liaison may be able to describe for a regional officer and interested parties the past activities of the committee and individual members including attendance and participation. Other persons that may be of assistance are the Board Liaison, Committee Chair or other committee members in the region.
- Even for persons eligible for reappointment, this reappointment should not be automatic. Committee membership is a great way to involve individuals in the region that have never been involved.
- Each regional president is asked to submit prior to or during the ACBSP annual conference a listing of members interested in appointment or reappointment to ACBSP committees for which there is a vacancy in the region. This may be one or two persons for the committee and should be a balance of two-year and four-year schools.
- In soliciting for nominees or confirming reappointment, it is essential the member be willing to fulfill each of the obligations listed in sub-section 3 of this section.
- When only one person is being recommended, the member designated for appointment may wish to attend the meeting of the committee held during the Conference as a guest since in-person meetings only occur at the Conference.
- When unable to identify candidates for committee membership prior to the Conference, this can be done during the Conference with notification to the Association president or executive director as soon thereafter as possible.
- Following their nomination by the region, most appointments will be made in the month following the Conference and persons notified of their appointment by the end of August.

3. Obligations of Committee Members

In fulfilling their obligations as committee members for Standing Committees—Member Services and to the Marketing, Strategic Planning, and Bylaws Committee, persons being recommended for appointment must agree to:

- participate in up to two conference calls annually (one in October-November and the other in March-April) and one in-person meeting at the Conference;
- be willing to take on responsibilities as assigned during meeting and fulfill these obligations in a timely manner;
- in some cases, be willing to attend regional meetings to make a report and/or serve on a regional committee focused on the same subject area.

4. Appointment for Certain Committees

The following committees shall have the following composition and appointment procedures.

- Annual Conference: The committee shall be composed of the President and President-elect who serve as Co-Chairs during the year of preparations for each Annual Conference. The Co-Chairs may involve and jointly appoint additional members as desired.
- Teaching Excellence Award: This committee shall be composed of six members with two members serving as co-chairs. Two members and a Co-chair shall be recommended for appointment by the Associate Degree Board of Commissioners and two members and a co-chair shall be recommended for appointment by the Baccalaureate/Graduate Degree Board of Commissioners. All terms shall be from their appointment through the next June 30. There shall be no limit on the number of terms any one person can serve.
- Personnel: This committee shall be composed of five persons appointed annually with the President serving as Chair of the committee and the President-elect serving as a member. There shall be no limit on the number of terms any one person can serve.
- President's Advisory Council: This council is composed of five members, each of them having previously served as President of the association. The immediate past president shall serve as chair and automatically be added as a member of council causing the most long-standing member of the council to rotate off the council.
- Audit: This committee shall be composed of five persons selected by the Board of Directors, however, the Treasurer shall always serve as a member. All members and the chair shall be

appointed annually at the first meeting of the newly composed Board by the President with approval of the Board of Directors.

- Strategic Planning Committee: The Committee shall always include within the membership a Past-President.

SECTION 5. OPERATION OF ALL STANDING COMMITTEES

In their operation, all standing committees will adhere to the following guidelines.

1. Meetings. Committees may hold meetings at such time and place as the Chairperson of the respective Committee shall deem appropriate. The Chair of the Committee should notify all its members at least ten (10) days prior to a Committee meeting of the date, time, and place of the meeting. It is anticipated the date and time of each meeting will be established by general consensus of the committee members at the previous meeting.

2. Meeting Expenses. Most meetings of committees will be by conference call with ACBSP incurring expense for these calls. If committee meeting expenses for an in-person meeting are to be reimbursed by ACBSP, there must be prior authorization by the Executive Director of the Association. There will be no reimbursement provided for attendance at the in-person meeting conducted during the ACBSP Annual Conference.

3. Meeting Charges. The charge for each committee, when applicable, shall be approved by the Board of Directors and delivered in writing to the chairperson of the committee.

4. Appointment of Committee Chair. Unless otherwise stated in Section 4, sub-section 4, committee chairs shall be appointed for a two-year term typically preceded by a one-year term as Vice-Chair. Appointment shall be by the President in consultation with the Board of Directors. Committee chairs shall be appointed so that an equal number of chairs terms expire each year. On occasion, at the request of the incoming chair, the appointment may be a one-year term. A chair cannot be reappointed a two-year term but may be appointed to a full-term following completion of a partial term.

5. Appointment of Committee Vice Chair. Unless otherwise stated in Section 4, sub-section 4, during the in-person meeting at the Conference when the Chair is entering a second year as Chair, the committee shall identify someone within the committee membership to serve as Vice-Chair until the next in-person meeting at the Conference when it is anticipated that person will be willing to assume the position of Chair for a full two-year term.

6. Board Liaison. Each committee shall have a board liaison appointed to participate in all meetings, report actions to the Board, and to serve as a liaison to the committee from the Board and from the Board to the committee. The appointment shall be by the incoming president during their term of office.

7. Staff Liaison. Each committee shall have a staff liaison appointed to participate in all meetings for the purpose of assuring appropriate staffing is provided to the committee. Appointment shall be by the Executive Director and without limitation on term as liaison.

8. Authority to Act. Each standing committee has the authority to make recommendations for implementation. No committee, except the Teaching Excellence Committee, has the authority to act unless such action has been approved by the Board of Directors or, in certain cases, approval by ACBSP staff.