

# **CLEVELAND STATE UNIVERSITY**

## **VISITING COMMITTEES BYLAWS**

### **ARTICLE I**

#### **Purpose**

The purpose of Visiting Committees is to serve as links between the University and its many constituencies, professional and general, public and private, by providing continuing counsel to the Board of Trustees, the President of the University, deans and senior administration, pertaining to academic and administrative matters within the area charged to each committee. They are responsible solely to the Board and President. The Visiting Committees have no direct management functions with respect to internal university decision making, but should act as advocates of the University to the community-at-large.

### **ARTICLE II**

#### **Duties**

#### **Visiting Committees**

1. Shall gain knowledge and understanding of the mission, programs, services, deficiencies, and needs of the specific college, division or department and university.
2. Shall serve as advocates and ambassadors in communicating the needs, programs, services, and successes of the college, division or department and promoting the image of the University to the legislators, agencies and general public.
3. Shall provide professional expertise and assist the specific college, division or department with programming and services to meet the needs of the citizens, businesses, non-profit sector, and community-at-large.

4. Shall support the specific college, division or department, and University financially, as well as assist the fundraising staff in identifying, cultivating, and soliciting donors and funding sources.
5. Shall keep the Trustees, president, and dean or director regularly informed of findings and recommendations.

## **ARTICLE III**

### **Committees**

Section 1. The number, composition, and functions assigned to Visiting Committees shall be determined by the Board Chairman in consultation with the Chair of the Board committee overseeing the Visiting Committees, as well as the President and academic and administrative officers of the University. A range of 15-25 members on Visiting Committees shall be considered optimum, not to exceed thirty-five members total on any Visiting Committee. Where a Visiting Committee desires to exceed the limit of thirty-five members, excluding emeriti, the dean of the College or director for the corresponding Visiting Committee must justify the reason(s) for exceeding the membership limit.

Section 2. The nomination process for candidates to Visiting Committees shall be developed and implemented by the dean of each college or director of each division or department with a Visiting Committee. Nominees should be knowledgeable about or experienced in the areas in which they are asked to serve. Members of the faculty, staff, or currently enrolled students may not serve on Visiting Committees, but may serve as support staff (i.e. secretary, Development Officer) to the committees. The current membership roster for each Visiting Committee shall be submitted to the Board of Trustees on or before September 1 of each year.

Section 3. Appointments to Visiting Committees will be for one three-year term. Members are eligible for reappointment to a second three-year term. Committee members whose second term has expired may be eligible for emeritus status as determined by the dean of each college or director of each division or department with a Visiting Committee.

Section 4. The chair of each Visiting Committee may be appointed by the dean or division or department director for no more than three years. A chair-elect shall be appointed in the penultimate year of each chair's term to provide continuity of leadership. Nominations for candidates for chair and chair-elect may be submitted to the dean or division or department director.

Section 5. Vacancies on Visiting Committees shall be filled by appointment by the dean, division or department director based upon the recommendation of the Visiting Committee Chair.

Section 6. A person appointed to a Visiting Committee as a representative of a public institution or agency will be replaced on the Committee by his or her replacement at said institution or agency in the event he or she separates from that association.

Section 7. Any desired deviation from the Bylaws due to extraordinary circumstances must be justified and appealed to the Board Chairman, Chair of the Board committee overseeing Visiting Committees and the President.

## **ARTICLE IV**

### **Meetings**

Section 1. An annual meeting for all members of Visiting Committees may be held in the spring or fall of each year. Annual reports to the Board of Trustees and President of the University will be made by each committee before June 30 of each year.

Section 2. The Committee or subcommittees shall meet as often as necessary, but shall have at least two general meetings a year, with four general meetings a year considered the norm. Committees may meet at other times on call of the chair. All meetings of Visiting Committees or subcommittees shall be held on the University's campus, unless the President approves an off-campus location.

Section 3. A majority of the members of a Visiting Committee shall be present to constitute a quorum for the transaction of business.

Section 4. The dean of the appropriate college or director of the appropriate division or department shall appoint each Committee's secretary, who may be an administrative staff member. Notice of meetings of the Visiting Committees and preparation of the agenda of business and support materials for meetings shall be the duty of the secretaries to the Committees who shall also record and maintain a file of the Minutes of meetings.

Section 5. Minutes of meetings, findings and recommendations pertaining to the mission of Visiting Committees shall be sent to the Office of the Board of Trustees for transmittal to the Chair of the Board committee overseeing Visiting Committees, Board Chairman and President.

## **ARTICLE V**

### **Amendments to Bylaws**

The Bylaws are intended to provide a general framework for the functioning of Visiting Committees and may be amended or repealed by a vote of the majority of the members of the Board of Trustees.

September 10, 1980  
Amended January 14, 1981  
Bylaws rewritten 1985  
Amended June 15, 1987  
Amended November 20, 2002  
Amended April 3, 2009  
Amended November 10, 2009