

**BYLAWS OF THE SCIENCE/MATHEMATICS
ADVISORY BOARD (SMAB)
REVISED APRIL 1, 2023**

ARTICLE I: Name

This organization shall be known as the Science and Math Advisory Board (SMAB) of McMurry University. The SMAB is henceforth indicated by "Board."

ARTICLE II: Purpose

The purpose of the Board is to:

- Promote McMurry University and/or improve the quality of education received by students through programs and projects that enhance science and mathematics;
- Increase the flow of innovative ideas to the administration and faculty by scientists and mathematicians and the community;
- Involve supporters of the Science and Math Departments in the shaping of the future of the science and math programs at McMurry;
- Promote and coordinate recognition of alumni who have demonstrated outstanding success and leadership in their scientific and math professions; and
- Participate in revenue generation for specific projects/needs for the science and math departments.

ARTICLE III: Membership

The full Board will consist of 15 general (at-large) members and be supported by an advisory council of McMurry departmental faculty liaisons. It will be supported by an Institutional Advancement (IA) Liaison who will have no voting privileges. Students and Faculty representatives, the number to be determined by the Chairperson of the board and selected by the IA Liaison, consulting with the dean of the faculty, may attend meetings, but will not have voting privileges.

Section 1. Advisory Council

The Institutional Advancement (IA) Liaison, consulting with the dean of the faculty, shall appoint a Chief faculty liaison and departmental liaisons (one from each science/math department) to act as McMurry advisors to the Board. Changes in the Advisory Council are at the discretion of the IA Liaison and the dean of the faculty.

Section 2. General Members

Nomination and Membership Approval:

Potential Board member names are recommended to the Board nominating committee by existing Board members, Advisory Council members, or by any person, including self-nomination, for membership consideration. The nominating committee will then nominate the candidate to the entire Board. Once a nomination is made to the Board, a majority vote is required for membership approval. A vote may take place at any regular SMAB meeting, or at a meeting called by the SMAB chair.

Term of Office:

Each general Board member will serve a 3-year term but may serve additional terms by invitation of the Executive Committee, approved by a majority board vote, and agreeable by the individual member. Board members terms will be based on a calendar year basis.

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Typically (excepting vacancies – see below), Board members will be voted into membership electronically and take official membership on the board beginning January 1st for three consecutive years.

To the extent possible, term expiration will be staggered such that 1/3 (5 seats) of the membership terms will expire every year, for a possible 100% membership turnover every three (3) years.

Individual members may resign from the Board at any time; vacancies will be filled as the respective member's term expires unless otherwise decided by the Board. In the event that the Board decides to fill a vacancy, the term for the filled seat will remain on the expiration schedule of the member who resigned.

Attendance at SMAB meetings -and active participation in electronic votes is required. Attendance may be in person or by electronic means such as phone or video conference. If a Board member has more than two unexcused absences from the scheduled SMAB meetings, the Board member is subject to removal by the Executive Committee.

ARTICLE IV: Officers and Committees

The following five sections define the Board Officers and committees.

Section 1. Officers

The officers of the Board shall be the chair, the vice chair, and the recorder. In the spring meeting during the even-numbered years, the Board members will elect, given nominations from the Nominating Committee, the chair, the vice chair, and recorder.

Section 2. Executive Committee

The Officers, IA Liaison and the Dean of the faculty (or an appointed Faculty Liaison) will constitute the Executive Committee.

Section 3. Nominating Committee

The Executive Committee will appoint a Nominating Committee of three Board members annually. Recommendations for Board membership nomination will be accepted by the Nominating Committee from members of the Board, Advisory Council members, or by any person, including self-nomination. After consultation with the Faculty Liaison and IA Liaison, the Nominating Committee will nominate persons to fill vacancies as they occur.

Section 4. Outstanding Science & Math Alumni Award Committee

The SMAB chair appoints a chair of the "Outstanding Science & Math Alumni Award Committee" with the majority approval by vote of the SMAB membership. The Board may select up to two additional members. This committee will coordinate with the IA Liaison to oversee the annual outstanding alumni award to be given in the science and math area.

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Section 5. Ad-hoc committees

Ad-hoc committees may be formed by the SMAB chair with majority vote of the Board as needed. The term of these ad-hoc committees will be determined at the time of the ad-hoc committee formation. The term of the ad-hoc committee may be altered by a majority vote of the Board.

ARTICLE V: Board Meetings

The following sections define Board meeting dates, the presiding officer responsibilities, meeting agenda, quorum, and board actions (excluding Bylaw Amendments, which are covered in ARTICLE VII).

Section 1. Dates

Regular meetings will be held during the spring semester and during the fall semester of each year. The Executive Committee has the authority to schedule regular meeting dates and to call a special meeting at any time it deems necessary.

Section 2. Presiding Officer

The chair of the Board will preside over meetings. In his/her absence, duties of the chair will devolve to the vice chair of the Board. If both the chair and vice chair will be absent from a meeting, the Board will designate a presiding member.

Section 3. Agenda

The Executive Committee will prepare an agenda for each meeting. The agenda will be given to the Board members at least seven days prior to the convening of the meeting. The agenda may be changed at the meeting through permission of a majority of the attendees.

Section 4. Quorum

A quorum is established by a majority of the voting membership of the Board physically present at a meeting or participating in the meeting via acceptable remote technology such as phone or videoconference

ARTICLE VI: Board Action (excludes Bylaw Amendments discussed in ARTICLE VII)

Section 1. In-Cycle (during normal meeting)

Board action can be taken by a majority vote (51%) of those present for a regular or special meeting. The method of voting used by members attending via electronic means will be determined when a meeting is called to order that has electronic attendees. In the case of a tie vote, the chair will cast the deciding vote. Members of the Board may designate a proxy for his/her vote on a given topic by providing the chair with the name of the proxy at least 24 hours before a vote. This designation will be done by an email or text message.

Section 2. Out-of-Cycle (between Board meetings)

Situations may require Board action in between scheduled meetings. To accommodate these situations, a majority of the Board Officers (ARTICLE IV.1) may call an out-of-cycle vote whereby

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Board actions may be taken by a majority vote of the current Board membership. The procedure for administering such a vote will be approved by the Board at the spring meeting of each year as an in-cycle Board action. The procedure will be written by the Executive Council and will be submitted to the entire Board no later than one (1) week prior to the spring meeting at which it is scheduled for approval.

ARTICLE VII: Bylaw Amendments

Bylaw amendments must follow the following Proposal and Ratification phases.

Section 1. Proposal

A Board member or committee proposing amendment(s) to the Bylaws shall distribute the proposed amendment(s) in writing to each member of the Board at least 21 days prior ratification.

Section 2. Ratification

Ratification of proposed amendment(s) shall require a majority vote of the Board membership present at a Board Meeting having attained a quorum (ARTICLE V).

ARTICLE VIII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* will govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.