Bylaws of the College of Natural Sciences
Advisory Council
(Updated April 20, 2018)

Article I

Name

The name approved for this organization by vote of The University of Texas System Board of Regents at its June 1980 meeting is the College of Natural Sciences Advisory Council.

Article II

Nature and Purpose

Section 1. Nature. The College of Natural Sciences Advisory Council is authorized by The University of Texas System Board of Regents and appointed by the President of The University of Texas at Austin to advise and assist the Dean of the College of Natural Sciences on such matters as are presented to it by the Dean.

Section 2. Purpose. The purpose of the College of Natural Sciences Advisory Council is to advise and actively support the achievement of the Dean’s vision and goals for the College of Natural Sciences.

Article III

Membership

Section 1. Qualifications. The membership of the Advisory Council shall consist of persons especially interested in active involvement with the College and the Advisory Council, who agree to give a minimum suggested gift annually to the Dean’s Discretionary Fund, or cause to be given through other means a significant gift to the College, and who will make connections with other individuals, foundations, and corporations on behalf of the College.

Section 2. Members. The Advisory Council is authorized to include up to ninety members, which includes Active members, Senior Advisors, Emeritus, and Ex-officio members. Ex-officio members include the Dean of the College, the UT President, the UT Vice President for Development, the CNS Executive Director for Development and External Relations). Chairs of officially designated advisory councils within the College of Natural Sciences, or their designated representatives, will be invited as guests to attend.
Section 3. **Appointment.** Members of the College of Natural Sciences Advisory Council shall be appointed by the Dean after consideration of the recommendations put forward by the Nominating Committee of the Advisory Council and endorsement by the Executive Committee.

Section 4. **Terms.** Members of the Advisory Council shall be appointed for three-year terms or may be appointed to fill unexpired terms of less than three years. The terms of members of the College of Natural Sciences Advisory Council shall be staggered so that approximately one-third of the terms shall be renewable each fiscal year. The terms of members and officers of the Advisory Council shall coincide with the fiscal year of the University, September 1 through August 31. Terms will begin at the beginning of the next fiscal year following election or appointment unless the appointment is by the Dean at the recommendation of the Executive Committee to fill an officer vacancy, whereupon the appointment will take effect at once.

Section 5. **Voting.** Each member of the College of Natural Sciences Advisory Council shall have one vote on all matters coming before the Advisory Council. Couples holding one position on the council shall receive one vote.

Section 6. **Senior Advisors.** Advisory Council members who have served with distinction, usually for at least two terms, but ordinarily longer, may be nominated by the Membership Committee to the Senior Advisor membership category. The primary responsibility of Senior Advisors shall be to make available to the Chair and other council members the wisdom of past experiences and to provide assistance in promoting the stability and well-being of the Advisory Council. Senior Advisors shall be invited to attend all regular meetings of the Advisory Council and shall retain full membership privileges as council members, including the obligations of membership. They will not come up for renewal every three years as the assumption is they are active and contributing members. If and when a member no longer feels they can provide service in an active way, they may choose to move to Emeritus or rotate off the council.

Section 7. **Advisory Council Emeritus.** Advisory Council members who have served with distinction, usually for at least two terms, but ordinarily longer, may be nominated by the Membership Committee to Emeritus status. Emeritus Members will be invited to attend all regular meetings of the Advisory Council but will not be required/expected to attend. They will be offered the opportunity to make a gift annually to the College, but their financial support is not an obligation. Their names will be part of the Emeritus roster of members in perpetuity. They will not be counted in the CNS Advisory Council membership totals.

Section 8. **Ex-Officio Members.** Active Members who become employees of the College will move to Ex-Officio Member status and their Active Member status and term will be suspended.
Section 9  

Members-at-Large. Members-at-Large are elected and appointed for a two-year term to represent the whole membership of the body and will serve as a member of the Advisory Council, Executive Committee and shall attend all Executive Committee and Advisory Council meetings.

Section 10.  

Resignation. Any member may resign at any time by letter to the Dean or to the Chair of the Advisory Council addressed to either person at:

The College of Natural Sciences  
Office of the Dean  
The University of Texas at Austin  
120 Inner Campus Drive, Stop G2500  
Austin, Texas 78712

Article IV

Meetings

Section 1.  

Frequency. Meetings of the Advisory Council shall occur at least twice each year on dates selected by the Dean and the Executive Committee. The first meeting shall occur during the fall semester and the second meeting shall occur during the spring semester.

Section 2.  

Notice. Notices of meetings shall be issued to the membership as early as feasible, and in any event, at least fourteen days preceding the date of the proposed meeting. Special meetings may be called by the Chair or the Dean or both acting in concert through telephone notice at least three days in advance.

Section 3.  

Place. The time and place of the meetings of the Advisory Council shall be designated by the Dean with the advice of the Chair and the Executive Committee.

Section 4.  

Quorum. Since the Advisory Council serves in an advisory capacity, those members who are present at the time and place of any meeting duly called in accordance with the requirement for giving notice as set out in Section 2 of Article IV of these bylaws, shall constitute a quorum. The vote of a majority of voting members present shall constitute the decision and action of the Advisory Council.

Article V

Officers and Committees
Section 1. **Officers.** The officers of the Advisory Council shall consist of a Chair and one or more Vice Chairs. Officers shall be members of the Advisory Council. The Nominating Committee will submit the name(s) of the nominee(s) for Vice Chair elect to the Executive Committee for approval and election to a two-year term of the Advisory Council. The Vice Chair that will assume the role of Chair upon completion of their two-year term as Vice Chair will be determined by the Chair and the Dean of the College.

Section 2. **Duties.** It shall be the duty of the Chair, in cooperation with the Dean and with the assistance of the Executive Committee, to plan the affairs and meetings of the Advisory Council to achieve maximum accomplishment, and to ensure periodic reports and recommendations may be made to the Advisory Council. From time to time the Dean may appoint special Committees and Task Forces to assist with the business of the Council. These groups serve at the pleasure of the Chair, and will conclude their service upon presentation of a final written report. The Chair shall preside at all meetings of the Advisory Council. The Vice Chair(s) shall perform the duties of the Chair in case of absence or disability. The Dean shall issue notices of all meetings, cause minutes or summaries of all meetings to be kept in a permanent form, and cause all reports required of the Advisory Council to be prepared. Officers shall perform such additional duties as may be assigned to them from time to time.

Section 3. **Executive Committee.** There shall be an Executive Committee composed of Officers of the Advisory Council, the immediate past Chair, the Chair of the Membership Committee, the Chair of each active Task Force, and additional members of the Advisory Council appointed by the Dean for specific terms. The Assistant Dean for External Relations shall serve as an ex-officio member of the Executive Committee. The Executive Committee shall advise and assist the Dean in all matters as may be requested by the Dean between regular meetings of the Advisory Council. The Executive Committee will not conduct elections of officers except to fill vacancies for the unexpired term of the office vacant. A minimum of three days telephone notice of meetings of the Executive Committee shall be required, and those present at the time and place specified in such notice shall constitute a quorum. Minutes of all meetings shall be kept on file.

Section 4. **Nominating Committee.** A Nominating Committee shall be formed as required for the nominations of new officers, -the Membership Chair and member renewals. The Committee shall consist of the current Chair of the council, the current Vice Chair(s), the most recent past Chair, the Dean of the College, and any other members selected by the current Chair of the council who are willing to serve. The Nominating Committee Chair and members of the Committee shall assist the Dean in the selection of the officers for Chair and Vice Chair(s) of the Advisory Council, the Membership Chair, and will review credentials of all nominees for Advisory Council membership. The Nominating Committee shall present its recommendations of both candidates for officers, for Membership Chair,
and for New Member recommendation for review and discussion at the spring meeting of the Executive Committee. With the concurrence of the Executive Committee, the Chair of the Nominating Committee shall then submit the nominations of candidates for officers and membership chair at the spring meeting of the Advisory Council.

Section 5. 

Membership Committee. The Chair of the Membership Committee will be an appointed position and will have a 2-year term. Nominations for Membership Chair will be reviewed by the Nominating Committee for selection. The recommendation for Membership Chair will be forwarded to the Executive Committee and to the Dean for endorsement. The Dean and the Chair shall form a permanent Membership Committee, and may appoint additional members from the Advisory Council for specific terms. Terms of members will be staggered to promote continuity of the work. The Assistant Dean for External Relations shall serve as an ex-officio member of the Membership Committee. The duties of the Membership Committee are to strengthen and enhance member relations throughout the year, to establish a robust New Member Mentor program to launch and connect new members throughout their first year, and to be a portal of information for the Advisory Council. The Membership Committee will identify ways to connect prospective new members with College staff and serve as a resource for current members on ways they can be more involved.

Section 6. 

Task Forces. At the discretion of the Dean of the College of Natural Sciences, Task Forces may be appointed from time to time to address issues, concerns, or goals of the College. The Dean will appoint the members and the Chair of each task force. Each Task Force Chair will serve a two-year term, or the length of the Task Force, whichever is shorter. Task force chairs and members may be reappointed for subsequent terms. A Task Force will complete their service and disband either upon completion of stated issue, concern or goal of the College or when deemed appropriate by the Task Force Chair, with the concurrence of the Dean and the Executive Committee. In all cases, a final written report will be presented to the Executive Committee for review and approval.

Article VI

Amendments

Changes. These bylaws may from time to time be added to, changed, altered, amended, or repealed

(a) by the affirmative vote of the majority of those present and voting at a duly called meeting of the Advisory Council after affirmative recommendation by the Executive Committee
Article VII

Parliamentary Procedure

Authority. In the absence of any provision to the contrary in these bylaws, all business meetings of the Advisory Council, of the Executive Committee, Nominating Committee, Membership Committee and special committees and task forces shall be governed by the parliamentary rules and usages contained in the current edition of *Roberts’s Rules of Order*, Revised.

Article VIII

Definitions

Definitions. As used herein:

“Regents” or “Board of Regents” means the Board of Regents of The University of Texas System serving at the particular time.

“Dean” means the Dean of the College of Natural Sciences at The University of Texas at Austin serving at the particular time.

“President” means the President of The University of Texas at Austin serving at the particular time.

“Vice President for Resource Development” means the Vice President for Development at The University of Texas at Austin serving at the particular time.

“Assistant Dean for External Relations” means the chief development officer of the College serving at the particular time, a position currently titled Assistant Dean for External Relations for the College of Natural Sciences.