

By-Laws
The College of Business and Economics

I. CBE COUNCIL.

A. Tenure of Office.

The term of office of members of the CBE Council shall be for three years. Members are elected by their respective membership body (e.g., departments, programs, instructors/lecturers). In the case of vacancies occurring before a regularly scheduled election, representatives shall be replaced via a special election to serve until the next regularly scheduled election. No faculty member shall serve more than two consecutive three-year terms.

Students shall not serve more than two one-year terms. Students are appointed by the Dean in consultation with the CBE Council.

B. Exclusions.

Departmental chairpersons shall not be eligible to serve on the CBE Council.

Students shall not serve simultaneously on the CBE Council and a second college committee.

C. Meetings.

The CBE Council shall meet at a time and place determined by the Dean of the College in consultation with the members of the CBE Council. Members shall have teaching schedules that will not conflict with this timeframe.

A quorum shall consist of a majority of members and is necessary in order to hold a meeting. Votes are determined by a simple majority of those

present.

Special meetings may be called by the Chairperson of the CBE Council or the Dean of the College or by any member upon presentation to the Dean or Chairperson of a petition signed by 20% of the CBE Council membership.

The agenda for the CBE Council shall be prepared by the Chairperson in consultation with the Dean. Any faculty may present to the Dean and/or Chairperson items for the agenda without prejudice.

Any faculty can attend the CBE Council meeting.

D. Officers and Their Duties.

- a. The CBE Council shall elect its officers yearly during the first meeting of each academic year. Tenure of the Officers of the CBE Council is one year with an unlimited number of terms. In the case of vacancies occurring before a regularly scheduled election, the vacancies shall be filled via a special election. Officers elected via a special election shall serve until the next regularly scheduled election.
- b. The Chairperson of the CBE Council shall
 - i. organize, prepare the agenda for, and preside over regular and special meetings of the CBE Council.
 - ii. serve as liaison between the Council and the Dean's Office.
 - iii. ensure all appropriate documentations regarding the work of the Council are submitted to the Dean's Office.
 - iv. administer the elections for CBE Council officers.
 - v. appoint a substitute to perform the duties of the Secretary in the absence of the Secretary.
- c. The Vice-Chairperson of the CBE Council shall
 - i. perform the duties of the Chairperson in the Chairperson's absence.

- ii. manage the online system for college-wide elections, including creating ballots, distributing election links, and tabulating and reporting results.
 - iii. administer the elections to the CBE PTRM committee and other governmental bodies for which the CBE Council is responsible.
 - d. The Secretary of the CBE Council shall
 - i. perform the duties of the Vice-Chairperson in the Vice-Chairperson's absence.
 - ii. record minutes of all Council meetings.
 - iii. maintain an official file of the minutes and other records.
 - iv. distribute minutes and any reports of the council to all Council members (including the Dean's Office) and others as determined by the Council.

II. CBE ADMINISTRATIVE COUNCIL.

The CBE Administrative Council shall meet at a time and place determined by the Dean of the College in consultation with the members of the CBE Administrative Council. Members of the CBE Administrative Council shall have their teaching schedules adjusted to avoid conflicts with the CBE Administrative Council meeting times.

III. STANDING COMMITTEES OF THE CBE COUNCIL.

A. CBE Promotion, Tenure, Reappointment, and Merit Committee.

- a. There shall be a CBE Promotion, Tenure, Reappointment, and Merit Committee consisting of one full-time faculty member from the electorate of each department, not to serve more than two consecutive three-year terms. The members shall be elected according to the provisions mandated by the University Promotions and Tenure Committee.

- b. The Committee shall carry out its functions in a manner consistent with policies and procedures outlined in the Appointment, Rank, and Tenure (ART) policy of Towson University.
- c. The Dean of the College of Business and Economics, or his or her designate, shall serve as an ex-officio non-voting member.
- d. The Committee shall recommend to the Provost decisions relating to tenure, rank, merit, and appointment of faculty electorate.

B. CBE Curriculum and Academic Standards Committee.

- a. There shall be a CBE Curriculum and Academic Standards Committee consisting of one full-time faculty member elected from the electorate of each department by the full-time faculty of the department, not to serve more than two consecutive three-year terms. One qualified student representative, appointed by the *Student Leadership Council*, shall serve a one-year term commencing in September, and shall not serve more than two consecutive terms.
- b. The Committee shall carry out its functions in a manner consistent with policies and procedures outlined in University Policies and by the University Curriculum Committee.
- c. The Dean of the College of Business and Economics, or his or her designate, shall serve as an ex-officio non-voting member.
- d. The Committee shall advise the Dean and faculty on matters of curriculum, library resources, facilities, and services. The Committee shall initiate and recommend changes in the curriculum and academic standards affecting admission to the CBE or its academic programs. The Committee shall also review proposed changes in any business emphasis area including double majors, minors, or new programs of emphasis.
- e. The Committee shall meet monthly during the academic year, beginning in September, at a regular time.

C. CBE Assessment Committee.

- a. There shall be a CBE Assessment Committee consisting of one full-time faculty member elected from the electorate of each department by the full-time faculty of the department, not to serve more than two consecutive three-year terms.
- b. The Dean of the College of Business and Economics, or his or her designate, shall serve as an ex-officio non-voting member.
- c. The Committee shall advise the Dean and faculty on issues that arise from both short- and long-term analyses of information pertinent to College matters and AACSB accreditation.
- d. The Committee shall meet monthly during the academic year, beginning in September, at a regular time.

D. CBE Development and Research Committee.

- a. There shall be a CBE Development and Research Committee consisting of one full-time faculty member elected from the electorate of each department by the full-time faculty of the department, not to serve more than two consecutive three-year terms.
- b. The Dean of the College of Business and Economics, or his or her designate, shall serve as an ex-officio non-voting member.
- c. The Committee shall recommend awards of funds related to conference travel, summer research, survey research, and any additional faculty development and research funds to the Dean for approval.
- d. The Committee shall meet bi-monthly during the academic year, beginning in September, at a regular time.

E. CBE Diversity Actions Committee.

- a. There shall be a CBE Diversity Actions Committee consisting of one full-time faculty member elected from the electorate of each department by the full-time faculty of the department, not to serve more than two

consecutive three-year terms. One qualified student representative, appointed by the *Student Leadership Council*, shall serve a one-year term commencing in September, and shall not serve more than two consecutive terms.

- b. The Dean of the College of Business and Economics, or his or her designate, shall serve as an ex-officio non-voting member.
- c. The Committee shall advise the Dean and faculty on issues that pertain to diversity at the CBE.
- d. The Committee shall meet monthly during the academic year, beginning in September, at a regular time.

F. CBE Learning Excellence Committee.

- a. There shall be a CBE Learning Excellence Committee consisting of one full-time faculty member elected from the electorate of each department by the full-time faculty of the department, not to serve more than two consecutive three-year terms.
- b. The Dean of the College of Business and Economics, or his or her designate, shall serve as an ex-officio non-voting member.
- c. The Committee shall advise the Dean and faculty on issues that pertain to teaching and learning initiatives.
- d. The Committee shall meet monthly during the academic year, beginning in September, at a regular time.

G. Reporting Duties of Standing and Ad Hoc Committees.

- a. Each Standing and Ad Hoc Committee shall within one month of its formation:
 - i. formulate its statement of duties and rules of procedure,
 - ii. establish annual goals and objectives, and
 - iii. establish a timeline specifying target dates to accomplish the stated

goals.

- b. Further, the committees must prepare and submit to the Officers of the CBE Council:
 - i. a copy of its meeting agenda before each meeting,
 - ii. a copy of minutes and documents relating thereto when approved by that body, and
 - iii. copies of mid-year and annual report.

IV. CHANGES TO THE BY-LAWS.

The CBE Council, by simple majority vote, may change any by-law. By-law changes may be proposed by the Dean, by the Chair of the CBE Council, or by petition of 25% of the CBE Council members. Changes to by-laws of standing and ad hoc committees shall be approved by the CBE Council.

V. PROCEEDINGS.

Unless specifically defined otherwise, proceedings of all structures mentioned herein shall be governed by Robert's Rules of Order, latest edition, unless a specific exception is made herein.

(Approved by the CBE Council on Apr. 7, 2023)
(Approved by the Academic Senate on Sep. 11, 2023)