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## UA3/8/1 Constitution & Bylaws for Advisory Councils of WKU Extended Campus Centers

WKU President's Office

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**CONSTITUTION AND BYLAWS  
FOR  
ADVISORY COUNCILS  
OF  
WESTERN KENTUCKY UNIVERSITY  
EXTENDED CAMPUS CENTERS**

**I. Name**

The name of this body shall be the Advisory Council of Western Kentucky University-Owensboro.

**II. Membership**

1. Each local advisory council shall consist of nine (9) members, all of whom shall be appointed by the President of Western Kentucky University.
2. In addition to the nine appointed Council members, each Advisory Council shall consist of ex-officio members. These members shall serve by virtue of the offices they hold. Ex-officio members will be non-voting. The ex-officio offices shall be the following: superintendent of the local independent schools; superintendent of the local county schools; superintendent of the local Catholic Diocese; representative of the superintendents from surrounding counties served by the center. (This representative will be voted upon by the superintendents of surrounding counties and will serve for one year.); executive director of the local industrial authority (if applicable); executive director of the local chamber of commerce; local mayor; and local county judge executive.
3. The regular members shall be appointed to staggered terms, and the terms are limited to three (3) years. Ex-officio members shall serve as long as they hold their office except for the superintendent representing surrounding counties who will change on a yearly basis as outlined in Item 2 above.
4. Terms of regular members shall begin on July 1 and end on the last day in June of the year of expiration.
5. Advisory Council members shall receive no compensation for their services.

**III. Functions**

1. To serve in an advisory capacity to the center director.
2. To assist in the planning of area educational needs assessment in order to provide a basis for curriculum planning.
3. To assist the director in effecting cooperative educational programs with community agencies, business firms, industries, school systems, and other similar entities.

4. To assist the director in the needs assessment and in the planning for appropriate cultural, educational, and recreational events to serve the community.
5. To advise and assist the director in maintaining rapport with local agencies and organizations concerned with education.
6. To serve as informed and responsible interpreters of the Center program to the community and to the general public.
7. To report to the director any matter which affects the programs and performance of the center that may be deemed worthy of attention.
8. To enhance development opportunities for the center by working with the director on fund-raising opportunities. The director will coordinate these activities through the Office of Development on the Western Kentucky University campus.

#### **IV. Meetings**

1. Regular meetings:  
The Council shall hold at least two (2) meetings per year. Additional meetings will be called on an as needed basis.
2. Special meetings:  
The Council may be called into a special meeting at the discretion of the President of Western Kentucky University or the Director of the Center.
3. Quorum:  
The quorum for the transaction of business shall be at least five (5) appointed members present. There shall be no voting by proxy. Ex-officio members present shall not count towards the establishment of a quorum.

#### **V. Officers, Elections, Terms of Office**

1. The elected officers shall be a chairperson and a vice chairperson. The center director shall serve as the secretary to the Council.
2. Elections shall be held at the last meeting of the academic year.
3. The terms of office shall be for one (1) year except for the secretary whose term is continuous. The chairperson and vice chairperson may be re-elected to their respective offices for one additional term.

#### **VI. Parliamentary Procedures**

Robert's Revised Rules of Order shall be followed in the conducting of Advisory Council meetings.