

SCHOOL OF INFORMATION TECHNOLOGY, ILLINOIS STATE UNIVERSITY
Normal, Illinois 61790-5150

BYLAWS FOR THE BUSINESS & INDUSTRY ADVISORY COUNCIL (BIAC)

Academic Programs

Date of Adoption: 10/20/2017

I. Name

The Council will be called the *Business & Industry Advisory Council (BIAC)* of the School of Information Technology at Illinois State University.

II. Purpose

The Council is formed to:

- A. Provide advice to the School of Information Technology (IT) in developing appropriate programs and practices for preparing students to enter the IT field.
- B. Facilitate cooperation and communication between the university and the public, organizations, businesses and industries within the region.
- C. Assist the School of Information Technology in securing resources necessary to fulfill its mission and goals.

III. Responsibility of the Council

- A. BIAC will deal with issues relating to the various programs in IT other than Network and Telecommunications Management.

IV. Membership

- A. Seats on The Business & Industry Advisory Council shall be allocated to no more than 18 business or industry organizations.
- B. Each seat shall have one vote on matters arising before the Council. When multiple individuals representing one organization concurrently attend BIAC meetings they shall arrive at a single voting decision.
- C. The concurrent attendance at BIAC meetings of multiple individuals from member organizations is encouraged.
- D. IT Faculty members represent their programs at meetings but do not vote.
- E. A non-voting student representative from each program will be appointed by the IT Director each year.

V. Selection

- A. The potential member organizations are recommended by the faculty and the current Council, and organizational representatives shall possess the following personal characteristics:
 - 1. Interested in quality education; and
 - 2. Integrity, responsibility, maturity of thought and action, and tolerance of varying points of view.
- B. BIAC membership shall be representative of the IT industry.
- C. Representative selection will be consistent with ISU's commitment as "an equal opportunity/affirmative action university encouraging diversity."
- D. In the event any decisions related to membership must be made, such decisions will be made by the Council.

VI. Term of Membership

- A. BIAC organizational membership will be on a three-year basis. Organizational membership will automatically renew as long as:
 - 1. The organization can provide interested representatives meeting qualifications in Section V.A.
 - 2. There is less than a full organizational complement.
- B. BIAC representatives will typically serve three year terms.
- C. When a vacancy occurs, the newly appointed representative will serve the remainder of the term of the person he/she replaces.
- D. A Council representative is eligible for reappointment after each term based on a majority vote of the BIAC membership.

VII. Student Membership

- A. A student representative will be appointed from each of the relevant School of IT programs. They will serve a one year term.
- B. When a vacancy occurs mid-term, a student may be appointed to fill the vacancy. In this instance the student representative may be appointed to an additional one-year term.

VIII. Responsibilities of Members and Representatives

- A. Each member is expected to send representatives to meetings regularly. Representatives will participate in the Advisory Council discussions and serve on sub-committees when requested.
- B. Each representative is expected to carefully study any problems that come before the Advisory Council before reaching a decision.
- C. Each representative is expected to respect the rights of fellow Council representatives.

IX. Officers

Offices in BIAC are not held by organizations (i.e. BIAC seats), but by specific individuals. The officers will include: a chairperson, vice-chairperson, and a secretary. They, along with the School Director, will form the Executive Committee. The chairperson and the vice-chairperson will serve for a two-year term. Officers may not be reelected to the same position for two consecutive terms.

- A. The chairperson shall be a representative of an organizational member. The chairperson shall preside over the meetings of the Council and carry out other duties normally associated with the chairperson of an organization.
- B. The vice-chairperson shall be a representative of an organizational member. The vice-chairperson shall preside in the absence of the chairperson and fulfill other responsibilities assigned by the chairperson.
- C. The secretary will be one of the IT faculty members so that the Council has direct access to the support services the university has to offer. The secretary will be designated for a maximum two-year term by the Director of IT. The secretary and the School Director will be voting members of the Executive Committee and any sub-committees, but will not represent a voting member of the Council.
- D. Order of Succession: If the chairperson vacates the position, the vice-chairperson shall assume the role of chairperson. BIAC will hold an election at the earliest possible time to fill a vacancy in the vice-chairperson position.

X. Loss of Membership

Any organizational member of the Advisory Council which does not provide representation at two

consecutive regularly scheduled meetings will be considered to have resigned from the Advisory Council unless there is reasonable cause. Representatives may vary from meeting to meeting and may attend virtually.

- A. The Executive Committee shall rule as to when an organizational member has been absent two consecutive meetings without reasonable cause, and report to the full Council the fact that the organization in question has been considered to have resigned.
- B. The Council will notify the organization in question, as well as the IT faculty.
- C. The Council will then declare a vacancy to exist, request nominations or suggestions for replacement appointments, and proceed with the appointment process by recommending organizations to fill the vacancy.

XI. Council Operation

- A. The Advisory Council will plan and operate under an annual program of work. Topics, goals, and activities will be included in the plan. The program for each coming year will be discussed during the first meeting each year.
- B. The Executive Council will meet in early September to determine the annual program of work.
- C. At least two meetings will be held each year. Representatives may attend via teleconferencing mechanisms.
- D. Special meetings may be called, or regular meetings canceled, by action of the Executive Committee.
- E. The Executive Committee, in consultation with the IT faculty, will be responsible for planning the agenda of individual meetings. The agenda will be sent out two weeks in advance of the meetings.
- F. Each meeting will begin at the announced time and will continue for no more than four hours.
- G. Discussion leading toward consensus of the members will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision of the Advisory Council is to be recorded or transmitted.
- H. A quorum will consist of a majority of the officially appointed organizational members of the Advisory Council.
- I. Meeting minutes will be kept of all meetings, and copies will be distributed to each representative of the Council and to the IT faculty.

XII. Sub-Committees

- A. Sub-committees may be established and discharged by the BIAAC Executive Committee.
- B. Sub-committees may be continuous or ad hoc in nature depending upon needs.
- C. The chairperson of the Advisory Council can charge a sub-committee Chairperson.
- D. The purpose of the sub-committee will be specified by the Advisory Council.
- E. Sub-committees may be of any appropriate size. A majority of a sub-committee must be organizational representatives on BIAAC. Additional sub-committee members need not be BIAAC representatives.
- F. Sub-committees will report at each BIAAC meeting.
- G. The chair of a sub-committee must be a representative of an organizational member of BIAAC.

XIII. Resources and Services

- A. The IT faculty shall provide for the proper and effective operation of the Advisory Council, within the limits of the program's resources.
- B. Meeting facilities, duplication of official communications, mailing expenses and other related

services shall be considered essential for the proper functioning of the Advisory Council.

- C. All financial activities associated with the function of the Advisory Council shall be in accordance with the policies of Illinois State University.

XIV. Bylaws Amendment

- A. Amendments to bylaws may be suggested by member organizations or by the School of Information Technology.
- B. Upon such suggestion, the bylaws may be amended at a regular meeting of the Advisory Council, by a simple majority vote of member organizations with representatives present at the meeting and agreement of School leadership.