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CHARTER OF THE COLLEGE OF BUSINESS ADMINISTRATION STUDENT ADVISORY BOARD

MISSION

The Tarleton State University College of Business Administration Student Advisory Board (the “SAB”) serves as a liaison between College of Business Administration (“COBA”) students and COBA’s faculty and administration. SAB speaks as a representative voice of the COBA student body.

PURPOSE

COBA is a community comprised of students, faculty, and administration. As a student-managed board, SAB plays a critical role in the success of the COBA community by providing a student’s perspective on important matters affecting the college. SAB will serve in an advisory capacity to the COBA administration and will actively promote the interests of all COBA stakeholders in a manner consistent with the responsibilities described in this charter.

RESPONSIBILITIES

The SAB will:

- (a) analyze problems that affect COBA on an ad hoc basis;
- (b) provide feedback to COBA administration on observed student trends and academic development within the college;

Committee/Task Force Members:		Recent Notes:	
<ul style="list-style-type: none"> • Dr. Judd Leach: Chair • Dr. Laura Gordey • Dr. Array Chen • Dr. David Notgrass • Carolyn Monk • Dr. Sue Joiner: Ex-Officio 		2019-Spring: Taskforce disbanded after policy developed/implemented.	
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Version:	1.0	Next Scheduled Review	2024-Spring

- (c) suggest programs and policies to COBA administration that stimulate intellectual growth among COBA students, including academic clubs and presentations from business and thought leaders;
- (d) suggest programs and policies to COBA administration that stimulate career opportunities for COBA students, including job fairs and networking opportunities;
- (e) serve as COBA ambassadors at COBA, university, and academic events;
- (f) coordinate efforts to inform and educate COBA students on academic, volunteer, and career opportunities available to them through COBA;
- (g) create and champion initiatives to improve COBA; and
- (h) assume and execute such other duties and initiatives as the Dean of COBA (the “Dean”) or the Dean’s designee shall direct.

MEMBERSHIP

Equal Opportunity Statement. Membership on the SAB is determined without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, age, disability, veteran status, or any other classification protected by law.

Membership Requirements. To be eligible for membership in the SAB, a person must at the time his or her membership commences:

- (a) be classified as a junior, senior, or graduate student;
- (b) have declared a major in COBA and remain so declared during his or her term;
- (c) have and retain during his or her term a cumulative grade point average of 2.5 or higher; and
- (d) be and remain in good standing with COBA and the university during his or her term.

Selection. Members of the SAB shall be either invited, selected, or ex-officio.

- (a) Dean Invited Members. The Dean or the Dean’s designee may, at his or her discretion, invite for membership on the SAB any officer of a COBA student organization or university student government association, provided that invitee satisfies all membership requirements provided in this charter.

- (b) SAB Selected Members. Members of the SAB may identify candidates for membership on the SAB from time to time as necessary to maintain a fully-constituted board. All candidates for membership identified by the SAB must satisfy the membership requirements described in this charter and will be evaluated by the SAB based on a rubric promulgated by the SAB and approved by the Dean (the “Selection Rubric”). The Selection Rubric will be designed to provide a comparative analysis of perspective members’ involvement in COBA or university organizations, activities, and initiatives, recommendations by COBA faculty, unique skills, and such other factors as the SAB may determine appropriate to consider. The SAB will endeavor to achieve and maintain a membership that fairly represents the diversity of academic disciplines present in COBA and provide membership opportunities to students attending COBA’s outreach locations. The SAB will provide the Dean a list of prospective candidates, together with a completed Selection Rubric and such other documentation the SAB believes is reasonably necessary to support those candidates’ admission to the SAB. The Dean must approve of all candidates prior to their admission to the SAB, and the Dean’s decision regarding admission to the SAB is final.
- (c) Ex-Officio Member. The Dean or the Dean’s designee will be an ex-officio member of the SAB.

Number of Members. The SAB shall not exceed 18 members, excluding ex-officio members, without the Dean’s consent.

Membership Term. Membership selections and appointments will occur at the first meeting of the SAB each fall semester of each academic year and from time to time thereafter as necessary to fill vacancies on the SAB. Members of the SAB, excluding ex-officio members, shall serve a term of one academic year unless earlier removed pursuant to the removal process described in this charter. An academic year will consist of the period commencing on the first class day of the fall semester and ending on the last class day of the subsequent spring semester as determined by Tarleton’s published academic calendar (an “Academic Year”). Members shall be eligible to be re-appointed or re-selected to the SAB for one additional term of one Academic Year. If a member is first admitted to the SAB at any time when eight or fewer weeks remain before the end of the Academic Year, that semester of membership will not count against the term limits described in this section.

Presiding Member. The SAB shall elect by secret ballot at the first meeting of each Academic Year a presiding member of the SAB (the “Presiding Member”). The Presiding Member will serve as the presiding officer of the SAB for a term of one Academic Year and will not be eligible for reelection to the position of Presiding Member. If the Presiding Member resigns, is removed from the SAB, is removed from the position of Presiding Member, or is otherwise unable or unwilling to complete his or her term as the Presiding Member, the SAB shall elect in a manner consistent with this section a new Presiding Member at the first SAB meeting immediately following the resignation or removal of the former Presiding Member. The newly-elected Presiding Member shall serve the remaining term of the Presiding Member he or she replaces, and shall be eligible for election to the position of Presiding Member for an additional term of one Academic Year.

Voting. For every matter before the SAB that requires a vote, each member of the SAB, including the Presiding Member, but excluding the ex-officio member, shall have one vote; provided, however, if a tie vote occurs, the Presiding Member may break the tie by casting an additional vote.

Rules and Procedures. The SAB may determine the policies and promulgate the rules it believes are reasonably necessary to efficiently and effectively conduct its business and proceedings, including the election of officers, the appointment of committees, the time and place of regular and special meetings, and the causes for removal from the SAB or from any SAB officer position or committee assignment. All rules and procedures must be consistent with this charter and are subject to the Dean's approval.

Removal. Members of the SAB, other than ex-officio members, may be removed from the SAB or from any SAB officer position (including the Presiding Officer) or committee assignment for cause upon the concurrence of two thirds of SAB members and the Dean's approval. The SAB must justify its removal decision in writing to the Dean, and the Dean will make the final determination regarding whether such removal is warranted.

AMENDMENT

This charter may be amended from time to time upon the concurrence of two thirds of the members of the SAB and the Dean's approval.