

Office of the President

**By-Laws**

**Emeritus Faculty Advisory Board**

**ARTICLE I**

**General Provisions**

**Section 1: Establishment**

With this document, the “Daemen College Emeritus Faculty Advisory Board” (“Board”) is hereby established.

**Section 2: Purpose**

It is the purpose of the Board to establish an advisory exchange forum that will provide Daemen College with the collective advice and counsel of the distinguished Emeritus Faculty who served on the faculty of the College with great distinction throughout its history. The mission of the Board shall be to sustain an ongoing relationship between the College and its Emeriti Faculty, and to share the collective institutional experience, knowledge, and expertise of the Board members with the Vice President for Academic Affairs and Dean of the College (“the Dean”), and existing faculty.

**ARTICLE II**

**Duties**

**Section 1: Roles and Responsibilities**

The Board members and the Dean of Daemen College shall work collaboratively to ensure the mutual benefit of all activities to both the members and the College, including but not limited to, the following proposed initiatives:

* 1. The Board and the Dean shall identify ways in which the Board Members representing various academic disciplines, can support the College and its faculty in meeting Daemen’s academic mission, among all disciplines but with special emphasis on the Liberal Arts and Professional programs at the College;
	2. The Dean and Board Members shall identify specific emeriti faculty programs to be carried out with Faculty at the College, in consultation and coordination with the Dean of the College. Such programs may include:

 (1) seminars hosted by the Board on campus on subject matters of importance to both emeriti faculty and the current faculty at the College;

 (2) quarterly meetings of emeriti faculty, the Dean, and the current faculty at the College, to discuss ongoing issues on campus of priority to emeriti faculty, the Dean, and current faculty at the College; and

 (3) establishment of an emeriti faculty website at Daemen College to facilitate ongoing interaction among current faculty and Board Members.

* 1. The Board shall serve as a sustained communication link between emeriti faculty, faculty, and the Dean of Daemen College;
	2. The Board shall provide feedback to the Dean, when requested and appropriate, on Daemen College programs, curriculum, and projects as they relate to priorities and preferences of the College;
	3. The Board shall assist the Dean in promoting the positive image and effective relations of the College, with all of the College’s faculty, students, and administrators; and
	4. The Board shall make all best efforts to attend Board meetings, and other College events, including but not limited to, Academic Festival.

**ARTICLE III**

**Membership and Organization**

**Section 1: Membership: General.**

The Board shall consist of the Dean of the College and emeriti faculty of the College, whom have been so appointed and who have demonstrated a continued commitment to the teaching, research, and community service missions of Daemen College.

Appointment of members to the Board shall be made by the Dean of the College, upon consultation with existing Board members and department chairs at the College.

**Section 2: Resignation from the Board**

Any member of the Advisory Board may resign from the Board by giving written notice to the Dean of the College. The resignation will be effective immediately upon receipt of such notice.

**Section 3: Authorities of the Board Members**

The Members of the Board are authorized and encouraged to provide advice and counsel to the Dean of the College, with all recommendations of the Board to be presented to the Dean for implementation at his or her discretion.

The Members of the Board are also authorized and encouraged to participate in all initiatives to carry out their roles and responsibilities described under Article II of these Bylaws

**Section 4: Establishment of Special Committees or Task Forces**

There are no Standing Committees of the Daemen College Emeritus Faculty Advisory Board.

The Dean shall be empowered to recommend to the Board the formation of Special Committees or Task Forces to address specific issues raised by Members during a meeting of the Board. Such Special Committees or Task Forces shall be formed with a specific timeframe for returning to the full Board membership with advisory opinions and/or recommendations to be implemented by the Dean at his or her discretion.

**Section 5: Meetings**

The Board shall normally meet at least twice each academic year, preferably once a semester, on dates announced by the Dean of the College. Special meetings may also be called by the Dean.

 Notice of the two semiannual meetings shall be given by mail, phone, or e-mail, at least one month prior to the stated date. Members may indicate to the Dean, their preferred mode of contact.

Notice of Special Meetings shall be given by the preferred mode of contact to Board Members at least two weeks prior to the stated date.

All meetings of the Board shall be held at Daemen College, unless otherwise announced in advance by the Dean.

**Section 6: Agenda**

A tentative agenda for Board meetings shall be planned by the Dean and distributed to the membership at least two weeks prior to the meeting date for biannual Board meetings. The tentative agenda for meetings shall be communicated in advance to Members for their input and addition of agenda items, utilizing the preferred mode of contact for Board Members.

For Special Meetings, the Dean shall utilize the most expeditious mode of communication in submitting to the Board members the agenda for such Special Meetings.

**ARTICLE IV**

**Finances**

**Section 1: General Provision**

There shall be no dues required for membership on the Board.