BY-LAWS
THE COLLEGE OF BUSINESS AND ECONOMICS

I. CBE College Council

A. Tenure of Office

The term of office of members of the CBE Council shall be for three years. Members are elected or appointed by their respective membership body (i.e., 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 College Council.

Faculty shall not serve simultaneously on more than two of the following committees/bodies: College Council, University Senate, University and/or College Promotion and Tenure Committee, University and/or College Curriculum Committee, University and/or College Development and Research Committee.

Council shall approve exceptions to this rule where it is a burden upon the department.

(Approved May 4, 2017)
Students shall not serve simultaneously on the CBE College Council and a second college committee.

C. Meetings

The CBE College Council shall meet at a time and place determined by the Dean of the College in consultation with the members of the College 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.

Meetings shall be conducted according to Robert's Rules of Order unless a specific exception is made herein.

Special meetings may be called by the Chairperson of the Council and/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 Council membership.

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

Any faculty can attend the Council meeting.

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 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. CBE Standing Committees

A. Promotion, Tenure, Reappointment, and Merit Committee (PTRM)

a. The CBE Promotion and Tenure Committee shall carry out its functions in a manner consistent with policies and procedures outlined in the Appointment, Rank, and Tenure policy of Towson University (ART).

b. The members shall be elected according to the provisions mandated by the University Promotions and Tenure Committee.

c. The committee shall consist of one, full-time tenured faculty representative from each department to serve a three-year term.

d. Faculty representatives shall not serve more than two consecutive three-year terms.

e. The Dean of the College of Business and Economics shall serve as an ex-officio non-voting member.

f. 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. A CBE Curriculum and Academic Standards Committee shall be established.

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.

b. The Committee shall consist of one faculty electorate, elected from the full
time faculty of each department as well as business excellence 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. 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 meet monthly during the academic year, beginning in September at a regular time.
d. The Committee advises the Dean and faculty on matters of curriculum, library resources and facilities and services. The Committee initiates and recommends changes in the curriculum and academic standards affecting admission to the College or its academic programs. The Committee also reviews proposed changes in any business emphasis area including double majors, minors or new programs of emphasis.

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 as well as business excellence 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 advises 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 (D&R)

a. There shall be a CBE Development and Research Committee, consisting of one full-time faculty member elected from the electorate of each department and business excellence by the full-time faculty of the department or program, 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 recommends awards of funds related to conference travel and summer research 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 Committee, consisting of one full-time faculty member elected from the electorate of each department and business excellence by the full-time faculty of the department or program, 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 advises the Dean and faculty on issues that pertains to diversity at CBE.

d. The Committee shall meet monthly during the academic year, beginning in September at a regular time.

F. Reporting duties of Standing and Ad Hoc Committees

a. Each Standing and ad Hoc Committee shall within one month of its formation:
   i. (a) formulate its statement of duties and rules of procedure;
   ii. (b) establish annual goals and objectives; and
iii. (c) establish a time line specifying target dates to accomplish the stated goals.

b. Further, the committees must prepare and submit to the Officers of the College Council
   i. a copy of its meeting agenda,
   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 College Council members. Changes to by-laws of standing and ad hoc committees shall be approved by the College Council.

V. Proceedings

   Unless specifically defined otherwise, proceedings of all structures mentioned herein shall be governed by Robert's Rules of Order, Modified.