

**MONMOUTH
UNIVERSITY**

LEON HESS
BUSINESS SCHOOL

**THE
MONMOUTH UNIVERSITY
LEON HESS BUSINESS SCHOOL**

**BUSINESS COUNCIL
BY LAWS**

May 20, 2022

**THE PRIVATE SECTOR AND THE UNIVERSITY
WORKING TOGETHER
FOR QUALITY EDUCATION TODAY
TO MEET THE BUSINESS DEMANDS OF TOMORROW**



The Monmouth University Leon Hess Business School Business Council

1) MISSION STATEMENT

- a) The purpose of the Business Council is to provide support and advice to the Dean of the Leon Hess Business School on matters relating to academic programs, student development, societal impact, and strategic planning. The Business Council will achieve this purpose by:
 - i) Provide a forum that encourages a healthy university-to-business and business-to-business relationship.
 - ii) Providing the University with a continuous source of consulting, training, advising, and financial support from the business community.
 - iii) Developing the availability and use of the Leon Hess Business School as an educational and consulting resource to the business community.
 - iv) Facilitating the education, training, experiential learning internships and hiring of graduates by the business community.
 - v) Provide support through fund raising for the Leon Hess Business School initiatives.
 - vi) Stimulate an ongoing relationship between the faculty and business, thereby maximizing the utilization of both as a resource to assist the other.

2) INTRODUCTION

- a) The many challenges and opportunities confronting both the business and education community today make it essential for the University and business concerns to examine their current relationship with the goal of improving and strengthening their mutual welfare.
- b) The future of business and higher education is inextricably linked. The University must pursue the formation of a partnership with business to meet the demands of competition and ensure quality education.
 - i) The Monmouth University Leon Hess Business Council is intended to be a constructive

vehicle for identifying and discussing issues of common concern. With input and participation from the leaders of business, commerce and industry, issues can be defined, ideas can be shared, effective recommendations can be developed, and positive changes can evolve.

Through this interaction, the University can maintain its sense of relevancy and currency within the shifting needs of the business community and the changing world. Business can benefit through its voice in the activities of the school, resulting in better prepared graduates; through higher levels of employee knowledge and professionalism provided by pertinent continuing education programs; and through the research and service capabilities of the faculty of the Leon Hess Business School.

3) ORGANIZATION

- a) The Business Council is comprised of leaders from business and industry; the Dean of the Leon Hess Business School; and representatives of the Leon Hess Business School faculty.
- i) The Business Council is governed by a Steering Committee. The Steering Committee will concern itself primarily with determining the Council's future agenda and timetable, procedural items, and membership recommendations.

a. Selection of Chairperson

- i. The chairperson shall be a member of the Steering Committee and shall be nominated by no less than two Steering Committee members. The chairperson shall be elected by 2/3 majority of the Steering Committee and with the approval of the Dean.
- ii. The Chairperson shall nominate the Vice-Chairperson for approval by the Dean and the Steering Committee. The Chairperson and the Vice-Chairperson shall serve a two-year term beginning at the academic year-beginning meeting that will be held no later than October 31. The new Chairperson and Vice-Chairperson will formally assume their roles for the fall semester.

b. Steering Committee

- i. The Steering Committee shall be comprised of the Dean, the Chairperson, the Vice-Chairperson, and other Member(s) chosen by the Dean and the Council Chair. The Steering Committee shall meet at least four times per year, one to two weeks in advance of the scheduled full Business Council meeting. The Steering Committee will concern itself primarily with determining the Council's future agenda, speakers, timetable, procedural items, and membership recommendations.

c. Full Membership Criteria

- i. Membership criteria have been developed to strengthen the relationship of the Leon Hess Business School and Monmouth University with businesses in the region. Moreover, these criteria are being adopted to ensure that Council members are of such stature and reputation in the community as will encourage

the Dean and faculty to draw upon them for advice, guidance and financial support of the school.

ii. To be eligible for membership on the Business Council of the Leon Hess Business School at Monmouth University, candidates shall meet the following qualifications:

- Be the owner-manager of a business (proprietorship, partnership, or Subchapter Corporation) that has been in operation for 5 years or longer, and that has gross sales of at least \$1 million per year.

Or

- Be a C-Suite Executive, VP or Sr. Manager with 10 years of experience

Or

- Be in leadership roles in professional organizations law firms, CPA firms, technology firms, real estate firms, and other professional organizations.

Or

- Be a management professional deemed acceptable by the Steering Committee of the Business Council.

d. Associate Membership Criteria

i. To be eligible for Associate Level membership on the Business Council of the Leon Hess Business School at Monmouth University, associate level candidates shall meet the following qualifications:

- Be a recent undergraduate or graduate alum of Monmouth University

Or

- Be actively employed in an organization with the potential for advancement

ii. An Associate Member may become a full member upon achievement of the professional level as outlined in the Membership Criteria.

e. Expectations of Members

i. Members are expected to:

- Pay the annual dues of \$250 that are used to defray the expenses of meetings.

- Make an additional financial contribution to support Council initiatives and projects of at least \$1,250 by December of each academic year.
- Associate Members additional contribution is \$500
- Members inducted during the year shall pay a pro rata share of the annual contribution and dues
- Attend at least three of the four scheduled meetings per year
- Participate on at least one Committee of the Business Council as called upon.
- Be personally involved in at least one initiative or project sponsored by the Business Council, and participate in the Business School's Mentoring Program
- Provide assistance to the departments and the faculty in the form of:
 - Guest lecturing in the classroom.
 - Securing speakers for seminars and events.
 - Advising students on opportunities - job placement, career opportunities, or internships/experiential learning opportunities.
 - Mentoring students.
 - Developing the relationship between students and the business community through consulting projects which identify opportunities for students to gain business experience.

f. Membership Approval Process

- i. Prospective members shall be recommended to the Chairperson of the Membership Committee by any member of the Business Council; any member of the faculty of the Leon Hess Business School; or senior University administration.
- ii. The Membership Committee shall review the qualifications of the proposed member and if they meet the membership criteria, shall recommend the member be interviewed by two additional Steering Committee members.
- iii. The Membership Committee Chairperson, the Business Council Chairperson and the recommending person shall meet with the prospective member.

- iv. The Steering Committee may approve the member by a 2/3 majority vote.
 - The Membership Committee shall establish procedures for a timely execution of this process and shall establish any other requirements it deems appropriate. Any changes to the process identified above will require a modification to these by-laws as described below.
 - Members shall be appointed for a four-year term. Membership shall be reviewed annually by the Membership Committee, who shall make recommendations to the Steering Committee for the reappointment of a member at the end of their four-year term, or for removal of a member at any time during their term.

4) MEETINGS

- a) The full Business Council will meet four times each year to review activities and frame recommendations on issues of mutual concern. In the time allocated the Council will:
 - i. Hear reports on activities and progress of the individual committees
 - ii. Review issues of specific importance to the University and/or Council
- b) Agendas and all supporting documents for the Steering Committee meetings and the full Business Council meetings shall be distributed at least 4 days in advance of a meeting. Minutes shall be kept of each Steering Committee meeting and shall be distributed to Steering Committee members and the full membership, respectively. At least once per year the Council will brief the Dean on the activities and finances of the Council.
 - i. From time to time, lectures, seminars, or activities of a social nature will be scheduled. These may be separate from the Business Council meetings and will be organized with the involvement and support of the School and the Council.

5. COMMITTEES

- a) Ad-hoc committees may be formed with the approval of the Steering Committee, at the request of the Dean or the Chairperson.
- b) In addition to the specific responsibilities described below, each Committee shall be responsible for developing any procedures or processes that support their purpose. Procedures and processes so developed shall be submitted to the Steering Committee for review and approval.
- c) Committee membership shall be for a one-year term and shall be determined at the year-end meeting. Members may serve more than one term, but new membership on each Committee is encouraged.
 - i. **Academic Support Committee:**
 - This Committee shall assist in the enhancement of the quality of education

provided to Monmouth University business students within each of the business disciplines by serving as a resource for the Business School departments.

- The Committee will designate a liaison to each department from the Business Council membership. The department chairpersons will meet with the Business Council liaisons at least once each semester to discuss ways the Business Council could assist the department in meeting its educational goals. Business Council liaisons and department chairs may also find it advantageous to be in contact via phone or email. The objective of this program is to discuss and promote ways in which Business Council Liaison Members could assist in enhancing classroom presentations, case studies, or increase opportunities for students in cooperative education or independent study activity. The program is intended to create additional linkages between the academic and business environments.
- The Committee shall consist of the liaisons to each department and three additional members selected by the liaisons. The Chair of the Committee shall be appointed by the Steering Committee. A Vice-Chair shall be selected by the Chair.

ii. **Faculty Support Committee:**

- This Committee shall approve funding to faculty to support summer research projects. Funding for this initiative comes from member donations and the amount distributed each year is to be determined by the budget approved by the Steering Committee.
- The Committee shall solicit interested faculty and request that they submit written requests for funding to the Dean of the Leon Hess Business School. The request shall include a description of the research project and the amount of funding requested. The committee will meet at least two weeks prior to the end of the spring semester and will be supplied with copies of the research request prior to the scheduled meeting. Each faculty member will have an opportunity to present his/her project to the Committee at the Committee meeting. The Committee will evaluate each project and distribute the designated funds for the year.
- Preference will be given to untenured faculty members to develop their scholarship and to enhance retention of critical faculty members. The Dean may request research grant funds as an aid to recruiting faculty.
- The Committee shall consist of the Dean, four members of the Business Council and up to two Leon Hess Business School Employees as recommended by the Dean. The Chair of the Committee shall be appointed by the Steering Committee.

iii. **Student Support & Engagement Committee:**

- This Committee shall assist in the creation of corporate internships, corporate

shadowing, and executive mentors for the SEEMA (Student Enrichment & Engagement Thru Mentoring Activities). This committee will also support the student-run honor fraternity, Beta Gamma Sigma. Using experiential learning opportunities as a tool to improve the quality of education provided to Monmouth University business students within each of the business disciplines by serving as a resource for the Business School students.

- The Student Support & Engagement Committee of the Monmouth University Business Council is committed to provide financial assistance in the form of \$1,000 scholarships to several Monmouth University Business School students. The awards are distributed based upon an applicant's submission of a resume, academic achievement, and an essay (the subject matter of which is determined by the Office of the Dean of the Leon Hess School of Business). The Awards committee is charged with the comprehensive review of each of the submissions and a final determination of scholarship recipients based upon a predetermined number of awards that is established predicated on the Council's financial status.
- The Chair of the Committee shall be appointed by the Steering Committee.

iv. **Speakers Committee**

- This committee shall be tasked with organizing the Speakers Program using on-campus and off-campus community members with a focus on societal impact and engagement.
- This committee is responsible for the selection and invitation to guest speakers to present during the Business Council meetings and beyond. In addition, this committee shall prepare a roster of potential speakers for future meetings. The speakers should provide meaningful content to the council members, student and faculty attendees.

v. **Budget Committee**

- This Committee is responsible for setting the dues required from each member and for setting and enforcing dues collection policies. This Committee is also responsible for developing the annual budget and setting the financial goals for the Business Council. The Chair of this Committee is responsible for maintaining the financial records of the Business Council and for making a report to the Steering Committee and the full Business Council at each meeting.
- The Chair of the Committee shall be the Treasurer of the Business Council and consist of two additional members of the Business Council.

vi. **Membership Committee**

- This Committee shall encourage the identification of potential new members, review the qualifications of prospective new members, and recommend

prospective new members to the Steering Committee. This Committee shall also establish procedures for a timely execution of the new membership process and shall establish any other requirements it deems appropriate.

- This Committee shall also be responsible for an annual review of the entire Business Council membership, shall make recommendations to the Steering Committee for the reappointment of a member at the end of their four-year term, or for removal of a member at any time during their term.
- The Committee shall consist of the Vice Chair of the Business Council, and additional members of the Business Council. The Chair of the Committee shall be appointed by the Steering Committee.

vii. **Communications Committee**

- This committee is responsible for the creation, management and delivery of an electronic newsletter detailing Leon Hess Business School events and the latest news and updates pertaining to Business Council meetings. In addition, this group will work together to establish and maintain a Facebook page to increase our interaction with current students, recent alumni, and the University community.
- The Chair of the Committee shall be appointed by the Steering Committee.

6. REVISIONS TO THESE BY-LAWS

- a) These by-laws shall be reviewed by the Steering Committee at least once every four years. Any proposed changes shall be approved by a 2/3 majority of the Steering Committee and a simple majority of the full membership.