

BYLAWS VISITING COMMITTEE

COLLEGE OF MUSIC LOYOLA UNIVERSITY NEW ORLEANS

I. NAME

- A. The name of this organization shall be: The Visiting Committee of the College of Music at Loyola University New Orleans.

II. PURPOSE AND FUNCTIONS

- A. The Visiting Committee shall be a service organization of the College of Music at Loyola University New Orleans.
- B. In this role, the Visiting Committee shall have the following functions:
 - 1. To assist the dean and the faculty in maintaining and enhancing the quality and excellence of the College of Music at Loyola New Orleans.
 - 2. To advise and assist the dean and the faculty in interpreting the mission, programs, accomplishments, needs and aspirations of the College to its alumni, friends and music professionals across the state and nation.
 - 3. To strengthen ties between the College and its constituencies, particularly with regard to professional faculty development and student internships and employment.
 - 4. To be an advocate for the College.
 - 5. To advise and assist the dean and faculty with development and fundraising activities on behalf of the College.

III. MEMBERSHIP

- A. There shall be three classes of membership in the Visiting Committee: Regular, Emeritus and Ex officio.
- B. The size of the Committee may vary at the discretion of the University Board of Trustees. Normally it will comprise 20 –50 members.
- C. A term of service on the Committee will be three years. A regular member shall serve no more than two successive terms. Members may be eligible for reappointment following one year off the Committee.
- D. Regular members shall be appointed by the Board of Trustees on recommendation of the President. The Board solicits

nominations from the Visiting Committee, the Dean, and from other appropriate officers of the University. Members of the Visiting Committees may not be faculty, administrators, current students or staff of the University. Members shall serve staggered terms, one-third to retire each year. The term of membership shall begin on September 1 and end on August 31.

E. Qualifications for membership on the Committee are:

1. A commitment to the mission, goals and objectives of the College of Music.
2. High standing in the music and/or arts community.
3. A sense of organization, an ability to get others to work toward a common goal, and a willingness to devote time to support the College.
4. A willingness to seek financial support for the College and to give personal support.

F. Responsibilities of the members of the Committee are:

1. To assist in the attainment of the mission, goals and objectives of the College of Music..
2. To participate from time to time in presenting the needs of the College to prospective donors.
3. To lend their endorsement to the College by having their names appear on the letterhead of the Visiting Committee.
4. To attend the meetings of the Committee.

G. Emeritus status is granted to regular members of the Committee who have successfully completed their term(s) of service. Emeritus members are invited to all Committee functions but do not have voting privileges.

H. Ex officio members of the Committee without vote include: the Provost, Dean, two faculty members appointed by Dean, and the Senior Development Officer for the College of Music.

IV. OFFICERS

- A. The officers of the Committee shall be the chair, vice chair and executive secretary.
- B. The chair shall preside over the meetings of the Committee, assist in the achievement of its goals; help in the recruitment of members, and appoint *ad hoc* committees as appropriate.

- C. The vice chair shall preside over meetings in the absence of the chair.
- D. The chair of the Visiting Committee shall be appointed by the President of Loyola University New Orleans upon nomination by the Dean of the College of Music. The vice chair shall be appointed by the chair. The chair and vice chair shall be appointed for a three-year term of office. They will be eligible for reappointment.
- E. The chair and vice chair shall assume office on September 1 of the year following their appointment.
- F. The executive secretary of the Committee shall be filled by the Dean of the College of Music, who directs its staff work.

V. MEETINGS

- A. Regular meetings of the Visiting Committee shall be held at least once a year. The spring meeting will be considered the annual meeting and will normally be held in conjunction with a campus music event. A second meeting may be scheduled in the fall.
- B. Special meetings of the Committee may be called by the chair with at least ten days written notice.
- C. Minutes shall be kept and distributed to all members.

VI. EXECUTIVE BOARD

- A. The Executive Board of the Visiting Committee shall administer the policies of the Committee and shall, between the scheduled meetings of the Committee, serve as the chief administrative authority of the Committee.
- B. The Executive Board shall consist of the chair, the vice chair and the executive secretary.

VII. SUBCOMMITTEES

- A. There will be five standing subcommittees: Career Services, Program Advisory, Public Relations and Marketing, and Development/Special Events.
- B. *Ad hoc* committees may be appointed at the discretion of the chair.
- C. The Visiting Committee chair will appoint subcommittee chairs.

VIII. REPORTS

- A. Formal reports will be due from the Visiting Committee after each meeting.

- B. An annual report will be prepared by the Executive Board. This report will be submitted by the Visiting Committee chair to the appropriate University Board committee responsible for academic affairs which, in turn, submits the report to the University Board.

IX. PARLIAMENTARY PROCEDURE

- A. In the absence of any provision to the contrary in the Bylaws, all business meetings of the Visiting Committee, the Executive Committee, and standing or appointed committees shall be governed by the parliamentary rules the current Roberts Rules of Order, Revised.

X. AMENDMENTS

- A. Amendments to these Bylaws may be initiated by any member of the Committee.
- B. For the adoption of a proposed amendment to these Bylaws, a majority vote of the voting membership of the Committee shall be required.

XI. ADOPTION

Adoption of these bylaws and procedures of the Visiting Committee of the College of Music shall be by majority vote of the voting membership of the Committee. The bylaws and procedures shall take effect immediately upon adoption.

Adopted: November 12, 1998