

UNIVERSITY OF THE DISTRICT OF COLUMBIA
COMMUNITY COLLEGE

Mortuary Science Advisory Board Bylaws

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Mortuary Science Advisory Board By-laws

ARTICLE I Advisory Board Establishment

The UDC-CC Mortuary Science Student Advisory Committee works to build a strong network that students can utilize in their professional careers, promotes volunteering in the local community and in the mortuary science field and provides educational and social activities and events for Program of Mortuary Science students.

The Advisory Board is composed of the following:

Funeral Directors;
Funeral Home Owners;
Morticians;
Embalmers;
Community College Academic Dean;
Community College Provost

ARTICLE II Advisory Board Member Appointments

The membership on the UDC-CC Mortuary Science Advisory Board shall serve for terms of two (2) years and continue to serve until their successors are duly appointed and qualified. The number of successive terms that may be served shall not be limited.

ARTICLE III Advisory Board Ex-Officio Non-Voting Members

The following shall serve as ex-officio non-voting members on the UDC-CC Mortuary Science Advisory Board:

Provost (UDC-CC)
Dean of Academic Affairs (UDC-CC)
Dean of Student Achievement

ARTICLE IV Advisory Board Duties

- (a) Review and comment on any proposed program initiatives prepared by the executive committee; the Executive Committee consists of the Chairman, the Vice-Chair, the Secretary, the Provost, the Dean of Academic Affairs and the Dean of Student Achievement
- (b) Review and comment on any ongoing and proposed activities by the executive committee;

- (c) Develop and implement a plan to address identified mortuary science areas of need through establishment of at least the following:
 - (1) Initial and continuing education programs for the mortuary science staff;
 - (2) Guidelines for funeral homes to abide by when students are fulfilling the practicum course.
- (d) Serve as liaison to the community, professional organizations, and serving to keep the academic program informed about industry developments.
- (e) Assist in the development of scholarship opportunities for deserving Mortuary Science Program students.

ARTICLE V Advisory Board Meetings

All Advisory Board meetings shall be conducted in accordance with the following provisions:

- 5.1 A quorum shall be present in order to convene the Advisory Board and conduct business. A quorum shall consist of a majority of the currently appointed voting members.
- 5.2 The annual meeting shall be in January, at which time the Advisory Board shall elect its officers and confirm the dates and locations for the next three (3) quarterly meetings.
- 5.3 The Advisory Board Chairperson shall confirm with the Department all dates, times and locations for regularly scheduled, rescheduled or special meetings.
- 5.4 Special Advisory Board meetings can be called by request of two (2) Advisory Board members with approval of the Chairperson.
- 5.5 All Advisory Board meetings shall be open to the public unless a meeting or portion thereof qualifies for a closed session in accordance with the Open Meetings Act.
- 5.6 The Chairman shall provide suggested agenda and any documents for distribution to members
- 5.7 The Chairperson of the Advisory Board shall preside at all Advisory Board meetings. In the Chairperson's absence, the Vice-Chairperson shall preside. In the Chairperson and Vice-Chairperson's absence, the members of the Advisory Board shall appoint, by majority vote, a temporary Chairperson to preside over the meeting.
- 5.8 The Chairperson or presiding officer shall be responsible for conducting the meeting in accordance with the bylaws and the agenda. The presiding officer may recognize non-member attendees who wish to comment during the meeting.
- 5.9 Any action, recommendation or decision of the Advisory Board shall be proposed by a motion. Each member shall have one vote on each Motion except for the Chairperson, who shall vote only in the event of a tie and for the election of officers.
- 5.10 All Motions shall be passed only by majority vote of the members present at the Advisory Board meeting (except for amendments to the bylaws which require a majority vote of all board members).
 - (a) A voting member of the UDC-CC Mortuary Science Advisory Board may appoint any other UDC-CC Mortuary Science Advisory Board member in good standing to vote as proxy, or otherwise act for him/her by signing a proxy appointment form and delivering it to the Advisory Board Chairperson so

appointed. This delivery can be accomplished in person, by mail, telephone, messenger service, facsimile, or electronic mail.

(b) No proxy shall be valid beyond the date of the specific meeting in which the proxy has effect, unless otherwise provided for by the proxy. Every proxy continues in full force and effect until revoked by the person executing it prior to the vote pursuant thereto. This revocation can be effected by a writing delivered to the Advisory Board in person, by mail, messenger service, facsimile or electronic mail stating that the proxy is revoked, or by subsequent proxy, or by attendance at the meeting and voting in person.

- 5.11 The Secretary or designee shall record and prepare the Advisory Board meeting minutes, and shall furnish the minutes, authenticated by the Chairperson, to Advisory Board members after each Advisory Board meeting.
- 5.12 Upon recommendation from the Chairperson of the Advisory Board, the Advisory Board will consider replacing any board member who is absent from two consecutive meetings, unless such absences are due to unforeseen circumstances.

ARTICLE VI Advisory Board Chairperson and Vice Chairperson

- 6.1 The Chairperson will be held by the Director of the Mortuary Science Program and Vice-Chairperson will be held by the senior professor of the Mortuary Science Program.
- 6.2 The officers shall have the duties and responsibilities described in these bylaws.
- 6.3 If the Advisory Board Chairperson's membership on the Advisory Board is vacated for any reason including resignation, removal, denial of reappointment, or death, the Vice-Chairperson shall assume the responsibilities of Advisory Board Chairperson until a new Advisory Board Chairperson is elected at the next annual meeting.
- 6.4 The secretary is appointed by the Chair and the Vice-Chairperson.

ARTICLE VII Chairperson Duties

- 7.1 Prepare, with the secretary, agenda topics for all Advisory Board meetings;
- 7.2 Establish membership with Advisory Board approval;
- 7.3 Determine length of Advisory Board meetings;
- 7.4 Serve as a member on any committee;
- 7.5 Preside over the Advisory Board meeting.

ARTICLE VIII Vice Chairperson Duties

- 8.1 Preside over meetings in the Chairperson's absence or by request;
- 8.2 Assume the responsibilities of the Chairperson if the Chairperson resigns the Chairperson post or is removed from the Board;
- 8.3 Complete the term of office for the Chairperson and preside at the election of a

new Chairperson at the next annual Advisory Board meeting.

ARTICLE IX Bylaws of the Advisory Board

The bylaws of the UDC-CC Mortuary Science Advisory Board may only be amended by majority vote of the currently appointed Advisory Board members.

ARTICLE X Partial Invalidity

In case any one or more of the provisions contained in these bylaws shall for any reason be held invalid, illegal or unenforceable in any respect, such provision shall not affect the remaining bylaws but these bylaws will be construed as if such invalid, illegal or unenforceable provision had never been contained herein.