

OSU Doel Reed Center Advisory Committee

Bylaws

Article I. Name and Purpose

- 1) The Name of the organization is the OSU Doel Reed Center Advisory Committee, also known as the Advisory Committee.
- 2) The OSU Doel Reed Center Advisory Committee will provide counsel and support to the Center, the Center Director and the University. To the extent possible, the Advisory Committee will ensure the accomplishment of the Doel Reed Center's mission and Martha Reed's wish for the property's use as an educational facility that recognizes her father's distinguished art career.
- 3) The Advisory Committee maintains an advisory capacity and does not have financial or personnel oversight.

Article II. Membership

- 1) The Advisory Committee will consist of a minimum of eleven (11) members.
- 2) The Advisory Committee strives to have a diverse volunteer membership that is representative of the University community, as well as the Taos community, particularly those who support the vision and mission of the Center.
- 3) Committee membership is by invitation.
 - a) Nominations may be made by any member or ex officio member by providing a statement which includes, at a minimum, the nominee's name and contact information, OSU affiliation, and a statement of support indicating expertise which will be of value to the Advisory Committee work.
 - b) Nominations may be submitted at any time during the year to the Chair of the Nominating Committee. Nominations must be in writing via letter or email.
 - c) New members are invited to join beginning with the meeting following approval by a majority of the Advisory Committee.
 - d) Advisory Committee membership does not have term limits but members are asked to commit to a minimum two (2) year term.
- 4) Responsibilities of the members include:

- a) Advocate for the Doel Reed Center.
- b) Individually support and advise the Center Director, OSU leadership and OSU Foundation (OSUF) regarding fundraising activities, needs and opportunities.
- c) Provide a conduit for input from those who teach and learn at the Center, who support the Center and otherwise have an interest in the success of the Center.
- d) Advise the Center Director and the University concerning activities and programming opportunities, and offer expertise, as needed.
- e) Assist with facilities maintenance as requested by the Center Director.
- f) Attend at least two of the three Advisory Committee meetings each year.
- g) Attend activities sponsored or supported by the Doel Reed Center.
- h) During his/her term, make an annual minimum donation of \$1,000 to the OSU Foundation designated for support of the Does Reed Center in Taos.
- i) Sign a confidentiality agreement since financial information may be shared.
- j) Serve on a minimum of one and a maximum of two (2) Standing Committees. If the need arises, the Advisory Committee Chair may appoint members to an additional Standing Committee.

5) Resignations

- a) If for any reason an Advisory Committee member wishes to resign from membership, notice should be given in writing to the Chair of the Advisory Committee.
- b) If for any reason an Advisory Committee member wishes to resign as a Chair of a Standing Committee, notice should be given in writing to the Chair of the Advisory Committee.
- c) If for any reason an Advisory Committee member wishes to resign from membership of a Standing Committee, notice should be given in writing to the Chair of the Standing Committee.

6) Ex officio Members

- a) The Center Director will be an ex officio member of the Advisory Committee
- b) OSU Foundation staff, designated by the President of the Foundation, will serve as ex officio members of the Advisory Committee.

Article III. Officers and Duties

- 1) The officers of the Advisory Committee will be the Chair, the Vice-Chair and the Immediate Past Chair. Each officer serves one (1) two-year term in the respective position.
- 2) Chair of the Advisory Committee
 - a) Selection of the Chair
 - i) The Advisory Committee Vice-Chair ascends to the position of Chair at the conclusion of a two (2) year term as Vice-Chair.
 - ii) Duties of the Chair include:
 - (1) Provide leadership for the Advisory Committee.
 - (2) Represent the Doel Reed Center.
 - (3) Review mission, vision, and priorities and set goals annually in collaboration with the Executive Committee, Center Director and OSU Foundation staff.
 - (4) Chair meetings of the Advisory Committee and the Executive Committee
 - (5) Work in collaboration with the Center Director and OSU Foundation staff to develop meeting materials for Executive Committee and Advisory Board Committee meetings.
 - (6) Communicate with the Advisory Committee members about news, programming and events.
 - (7) Review the organizational structure of the Advisory Committee and, when needed, propose changes to support the evolving work of the Advisory Committee.
 - (8) Assure that the activities of the Advisory Committee align with the priorities and needs of the Doel Reed Center.
 - (9) Engage Advisory Committee members more fully through programming, volunteering, and financial support.
- 3) Vice-Chair of the Advisory Committee
 - a) Selection of the Vice-Chair

- i) The Vice-Chair is nominated from the Advisory Committee at large. Nominations may be submitted by any member or ex officio member of the Advisory Committee.
 - ii) Nominations for Vice-Chair should be made in writing to the Nominating Committee Chair by February of the election year.
 - iii) The Nominating Committee Chair will evaluate all nominations in collaboration with the other members of the Nominating Committee, the Center Director and the designated OSU Foundation staff.
 - iv) The Nominating Committee Chair will approach the selected nominee to ascertain their interest and willingness to serve and add the election to the agenda for the April Advisory Committee meeting.
 - v) The Vice-Chair nomination is approved by a majority vote of Advisory Committee members present.
- b) Duties of the Vice-Chair
- i) Participate in all Executive Committee meetings, providing leadership to the group in general.
 - ii) Chair the Advisory Committee and Standing Committee meetings, as needed.
- 4) Immediate Past Chair of the Advisory Committee
- a) At the Conclusion of their term as Advisory Committee Chair, the individual will assume the position of Immediate Past Chair.
 - b) Duties of the Immediate Past Chair include
 - i) Serve as Chair of the Nominations Committee for two (2) years.
 - ii) Provide insight to assure organizational continuity.
 - iii) Execute other duties as required.
- 5) Standing Committee Chairs
- a) Standing Committee Chairs serve as members of the Executive Committee.
 - b) Selection of Standing Committee Chairs
 - i) Standing Committee Chairs are appointed at the Advisory Committee Chair's discretion with the exception of the Visiting Artist and Visiting Scholar Committees where the Center Director serves as Chair and the Nominating Committee which is chaired by the Immediate Past Chair of the Advisory Committee.

- c) A Standing Committee Chair may serve a maximum of 2 (two) consecutive two-year terms as Chair.
- d) Duties of Standing Committee chairs include
 - i) Hold regular meetings with members of their respective Standing Committee. Meetings should be held as needed to accomplish the work of the committee.
 - ii) Provide summary minutes of each meeting to the Chair of the Advisory Committee.
 - iii) Maintain regular and open communication with the Officers, other members of the Executive Committee, the Center Director, and the members of their respective committees
 - iv) Serve as members of the Executive Committee
- 6) Election and Installation of Officers
 - a) The slate of officers will be presented to the Advisory Committee for approval at the August Advisory Committee meeting. Each position will be voted on individually.
 - b) Elected officers will assume their respective leadership roles immediately following the meeting at which the election was held.
- 7) Filling Vacancies
 - a) In the instance of the resignation of a Standing Committee Chair, the Advisory Chair will appoint a new Standing Committee Chair to complete the term.
 - b) In the instance of the resignation of either the Advisory Committee Chair or the Vice-Chair, the regular nominating process will be in effect.

Article IV. Committees

- 1) Executive Committee
 - a) The Executive Committee consists of the Advisory Committee Chair, Vice-Chair, and Past Chair, Chairs of each of the Standing Committees, the Director of the Center, and OSU Foundation staff.
 - b) The Executive Committee is responsible for:
 - i) Setting Advisory Committee meeting agendas.
 - ii) Monitoring organizational goal accomplishments.

- iii) Making recommendations and decisions of behalf of the Advisory Committee.
 - iv) Designing and participating in events that support the Doel Reed Center.
 - v) Participating in other activities that support the mission of the Doel Reed Center.
- 2) Standing Committees
- a) Standing Committees provide a structure for accomplishing the goals and objective of the Advisory Committee.
 - b) Standing Committee members are appointed by the Advisory Committee Chair.
 - c) Names and Duties of the Standing Committees
 - i) The names and duties of the current Standing Committees are found in the Doel Reed Center Advisory Committee Operating Guidelines.
- 3) Ad Hoc Committees
- a) The Executive Committee may from time-to-time ask Advisory Committee members to serve on an ad hoc committee. This type of committee has a broad purpose and serves until the Executive Committee considers the work completed.
- 4) Task Forces
- a) The Executive committee may from time-to-time ask Advisory Committee members to serve on a Task Force. The Task Force has a specific focus and will disband when the task is completed.

Article V. Meetings

- 1) Regular Meetings
- a) The Advisory Committee meets three (3) times a year, in April on the OSU-Stillwater campus, in August at the Doel Reed Center in Taos, New Mexico, and in January in a virtual format.
 - b) Regular meetings are scheduled a year in advance by the Officers in collaboration with the Center Director and OSU Foundation representatives. Advisory Committee members will be reminded of meeting dates and provided agendas well in advance of each meeting.

- c) The Advisory Committee Chair will provide updates to Advisory Committee members between the regularly scheduled meetings.
 - d) The Officers may call Special meetings, if deemed necessary.
 - e) A majority of Advisory Committee members present at a Regular or Special meeting will constitute a quorum for conducting business. In certain instances, voting by proxy will be allowed.
- 2) Committee Meetings
- a) The Executive Committee will meet prior to Regular Advisory Committee meetings and at other times, as necessary.
 - i) A summary of these meetings will be provided to the entire Advisory Committee.
 - b) Standing Committees will meet as needed to accomplish the responsibilities of their respective committee.
 - i) The Chair of each Standing Committee will call the meeting and set the time and agenda.
 - ii) Reports of each Standing Committee will be provided to the Advisory Committee Chair and subsequently included with the Advisory Committee regular meeting agenda.

Article VI. University Liaisons

- 1) The Advisory Committee receives support from the OSU Foundation and its staff regarding:
 - a) Support and guidance for the Advisory Committee leadership and for Regular Meetings and Standing Committee meetings.
 - b) Marketing and advertising of Doel Reed Center activities and communication.
 - c) Communicating the greatest financial needs of the DRC to the Advisory Committee.
 - d) Supporting the Center by ensuring resources are available for daily operations and future sustainability.
- 2) OSU Brand Management provides support to the Advisory Committee and collaborates with the Marketing and Outreach Committee regarding marketing materials and the Center website.

- 3) The Advisory Committee and the Center Director collaborate to achieve the mission and goals of the Center.
- 4) The OSU Alumni Association provides marketing support for the Leisure Learning classes.
- 5) The Office of Provost provides guidance regarding the general oversight of the Center.

Article VII. Review and Amendment of Bylaws

- 1) Bylaws will be ratified by a majority of the members of the Advisory Committee present.
- 2) Bylaws should be reviewed every two (2) years by the Executive Committee and recommendations for change made to the Advisory Committee at any regular meeting.
- 3) Suggested amendments from Advisory Committee members should be presented in writing to the Advisory Committee Chair for inclusion in the agenda for the next regular meeting.
- 4) Suggested amendments will be discussed and approved by a majority vote of those in attendance.
- 5) The amendment will become effective immediately upon approval.

Attention Advisory Committee members: If you would like to submit comments or make corrections/suggestions on the Bylaws or Operating Guidelines, please use the following form to submit them prior to the January 21 meeting so that we can streamline the discussion. Thank you!

Feedback link:

https://docs.google.com/forms/d/e/1FAIpQLSdA5roXKwzg77roH4pBGUerKT24xC1HaI5Z2X7jQ1u0zuk6A/viewform?usp=sf_link