**BY-LAWS
of the
DEPARTMENT OF PSYCHOLOGICAL SCIENCES
ADVISORY COUNCIL
TEXAS TECH UNIVERSITY
LUBBOCK, TEXAS**

1. **Purpose**

The Department of Psychological Sciences Advisory Council is a group of business, government, academic and professional leaders who are interested in the vitality of the Department of Psychological Sciences at Texas Tech University. The council advises the department on ways to strengthen its instructional and research programs, improve its facilities, expand its base of support, and serve its alumni.
2. **Membership**

The Department of Psychological Sciences Advisory Council is composed of up to a maximum of 30 members.

The department chair appoints the members with advice from current council members, departmental faculty, and the College of Arts and Sciences’ development staff. The term of membership is three years with a maximum of two consecutive terms. Terms will be staggered so that ten members will be appointed/reappointed each year.[[1]](#footnote-1) Retiring members are eligible for reappointment after a one-year period. The membership year begins at adjournment of the fall meeting of the council and extends to adjournment of the next fall meeting.

Members who replace resigning council members will serve out that member’s remaining term. Terms of two years or more constitute a full-term membership and members are eligible to serve one additional term. Members serving less than two years of a term are eligible to serve two additional terms.

The department chair will appoint vacant terms with advice from the council chair.

Membership of the council is expected to be representative of the diverse activities and constituencies of the department and may include Texas Tech University alumni, retired faculty and staff, and friends.

The department chair and the Director of Development of the College of Arts and Sciences are ex-officio members of the council. The support staff from the department acts as secretariat for the council.
3. **Officers**

The officers of the Advisory Council consist of the chair, chair-elect, secretary, and past chair; they are elected from the membership of the council. The term of service of the officers is one Council year. They are eligible for re-election for one additional term. The officers are chosen without regard for their normal period of service on the council, and their appointment is automatically extended until the end of their tenure in office if their three-year term as member expires during their term of service.

The chair shall preside over meetings of the Advisory Council and provide guidance in achievement of its goals. The chair-elect shall preside over council meetings in the absence of the chair and has responsibility for coordinating the activities of the ad-hoc committees of the council with the exception of the nominating committee. The past-chair serves as chair of the nominating committee. The chair of the council appoints members of the nominating committee annually.

The secretary is responsible for taking and disseminating minutes of the meetings.

Election of the officers takes place at the fall meeting of the council. A simple majority of votes cast by members present is required for election.

1. **Meetings**

The council normally meets in the fall of each academic year. In addition to the regular meeting held each year, special meetings of the council and of its committees may be called by the chair. The council normally acts as a committee of the whole, but committees may be appointed by the chair to undertake specific assignments.

The council chair, in collaboration with the department chair, sets the dates for meetings of the Advisory Council. The Department of Psychological Sciences is responsible for arrangements and, in collaboration with the chair, prepares the agenda for each meeting and mails it to all members of the council at least ten days prior to a meeting. At the end of each meeting, the council makes suggestions for the agenda for the next meeting.
2. **By-laws Revision**

Revisions to the by-laws can be proposed by any council member and by the chair of the Department of Psychological Sciences. Proposed revisions must be distributed in writing to all members of the council at least ten days prior to the meeting where action on the proposals will be taken. A two-thirds majority of votes cast by all members present and absentee votes is required for approval.

1. **Disclaimer of Liability**

The council does, by this article, for itself and on behalf of its individual members, disclaim any and all liability for any losses, claims, demands, or actions arising or resulting from the recommendations or advice made or given in good faith to Texas Tech University pursuant to the activities anticipated herein. It is intended that Texas Tech University exercise independent judgment and evaluate for itself the usefulness of the advice and recommendations so given.

[Adopted…9-18-2020]

1. Since this is the first appointment of members, ten will serve two years, ten will serve three years, and ten will serve four years. Replacement for these members, including reappointments, will be for three-year terms. [↑](#footnote-ref-1)