

**Brantley Risk and Insurance Center
Board of Advisors by Laws (August 2017)**

Article I. Purpose

Section 1. The basic purpose of the Board of Advisors is to assist in the planning, evaluation, and strengthening of the Brantley Risk and Insurance Center. The Advisory Board provides guidance to assure that resources are provided and used to fulfill the mission of the Brantley Center. The Board of Advisors will assist in setting and accomplishing the goals and objectives of the Center.

Article II. Membership

Section 1. The Brantley Center Board of Advisors shall consist of a minimum of fifteen members. The Advisory Board shall at all times be reflective of the diverse segments of the insurance industry with representatives from the following: 1) insurance agents and brokers, 2) insurance companies, 3) risk managers, and 4) other areas as appropriate.

Section 2. One membership position shall be reserved for each of the following persons:

- A. The Chairperson of the Board of IIANC, or his/her designee
- B. The President of the NCSLA, or his/her designee
- C. The North Carolina Insurance Commissioner, or his/her designee
- D. The Chief Executive Officer of the Independent Insurance Agents of North Carolina, or his/her designee
- E. The Executive Director of the North Carolina Surplus Lines Association, or his/her designee
- F. Two young alumni of the RMI program (defined as graduating in the last five years). This position is limited to one term of three years.

Section 3. The following persons serve as ex officio (non-voting) members:

- A. The President of the Appalachian State University Gamma Iota Sigma Chapter
- B. The Dean of the Walker College of Business
- C. The Chair of the Department of Finance, Banking and Insurance
- D. Representation from the Department of Finance, Banking and Insurance Advisory Board

Section 4. The Brantley Center shall maintain a document describing commitments and responsibilities of Advisory Board members and each member will adhere to the policy.

Article III. Officers

Section 1. The Advisory Board shall have a Chairperson, who shall be elected by the Advisory Board upon the recommendation of the Managing Director of the Brantley Risk and Insurance Center.

The Chairperson duties shall include:

- A. Preside at all meetings of the Advisory Board.
- B. Work with the Executive Committee in developing the agenda for Advisory Board meetings.
- C. Appoint such ad hoc committees as are necessary to conduct the business of the Advisory Board.
- D. Assume other duties as necessary for the effective functioning of the Advisory Board.
- E. The term of the Chairperson shall be for two years.

Section 2. The Advisory Board shall have a Vice Chairperson, who shall be elected by the Advisory Board upon the recommendation of the Managing Director of the Brantley Risk and Insurance Center.

- A. The Vice Chairperson shall serve as Chairperson-Elect.
- B. The Vice Chairperson's duties shall include:
 - 1. Preside at meetings in the absence of the Chairperson.
 - 2. Assume such other duties as are necessary for the effective functioning of the Advisory Board.
- C. The term of the Vice Chairperson shall be for two years.

Article IV. Standing Committees

Section 1. The Advisory Board shall have an Executive Committee.

- A. The members of the Executive Committee shall be the Chairperson, the Vice Chairperson, and the Managing Director of the Brantley Center. The Assistant/Associate Director of the Brantley Center shall also serve as an ex-officio member.
- B. The Executive Committee's responsibilities shall include:
 - 1. Developing the agenda for meetings.
 - 2. Considering special needs of the Brantley Center.
 - 3. Shall meet on a quarterly basis.

Section 2. The Advisory Board shall have a Nominating Committee.

- A. The members of the Nominating Committee shall include the Chairperson of the Board, the Vice Chairperson, the Managing Director of the Brantley Center, and a member-at-large elected by the Advisory Board.
- B. The Nominating Committee's responsibilities shall include:
 - 1. Nominating the Chairperson of the Board.
 - 2. Nominating the Vice Chairperson of the Board.
 - 3. Nominating new members of the Board.
 - 4. Filling Board vacancies as needed

Section 3. The Advisory Board shall have a Strategic Planning Committee

- A. The members of the Strategic Planning Committee shall include the Chairperson of the Board, the Vice Chairperson, the Managing Director of the Brantley Center, and three (3) volunteer members at large.
- B. The Strategic Planning Committee's responsibilities include
 - 1. Regularly review and maintain an ongoing Strategic Plan
 - 2. Work with the Executive Committee to establish the most effective methods of carrying out the ongoing strategic plans
 - 3. Work with Executive Committee, faculty and staff to assure all new and existing initiatives are incorporated into the strategic plans and strategies are developed to meet the agreed upon goals.

Article V. Selection and Term of Board Members

- Section 1. New members of the Board of Advisors shall be appointed upon the recommendation of the Director of the Brantley Center and members of the Board of Advisors.
- Section 2. The term of appointment of Board members shall be for three years. Members shall be eligible for reappointment for a maximum of three full terms. The term of service will be based on the academic year.

Article VI. Meetings

- Section 1. There should be three regular meetings each year. Special meetings may be called as needed and may be conducted by telephone or electronic correspondence. Notice of Special Meetings shall state the purpose of the meeting.
- Section 2. The Chairperson shall preside over meetings.
- Section 3. The agenda for each meeting shall be developed by the Executive Committee and shall be distributed to each member prior to the meeting.

Article VII. Amendments

- Section 1. These By-laws may be amended at any regular or special meeting of the Advisory Board. Amendments require ten (10) days written notice prior to meeting. Notice may be given by mail or email.
- Section 2. As an alternative, By-laws may be altered or amended by email votes of members. Any proposed changes shall include a minimum 14 day voting window.
- Section 3. A three-quarters vote of the members (excluding ex-officio members) present shall be required for an amendment to be passed.