

**BYLAWS OF THE
Funeral Service Education (FSE) Advisory Committee
Bishop State Community College**

**ARTICLE I
Name**

The name of this Committee shall be the Funeral Service Education (FSE) Advisory Committee.

**ARTICLE II
Purpose**

Section 1. The purpose of this Committee shall be to offer input to officials of Bishop State Community College's FSE Program by advising on technology, equipment and facility usage; advising on curriculum and instructional methods; recruiting and placing FSE students; promoting positive public relations with business, industry, and the community; and assisting with program planning and evaluation. This Committee operates in an advisory capacity only.

Section 2. Activities of the Committee shall be limited to matters that directly concern the FSE Program.

**ARTICLE III
Functions**

The specific functions and responsibilities of the FSE Advisory Committee are to assist in the following activities:

1. Review existing technology, equipment, facilities and resources;
2. Recommend new programs as well as new equipment;
3. Donate materials, equipment, and services to the FSE Program;
4. Develop educational objectives;
5. Share expertise on new and developing areas;
6. Review, evaluate, and advise on the technical content of course materials;
7. Advise on methods of instruction most appropriate for course content;
8. Identify skills needed to meet entry-level job requirements;
9. Advise on the extent to which basic skills and work attitudes should be taught;
10. Serve as or arrange for guest speakers;
11. Suggest special projects;
12. Promote the FSE Program to prospective and current students;
13. Introduce funeral service to primary- and secondary-level students as a career choice;

14. Sponsor field trips and other activities;
15. Place students and/or graduates in full- or part-time job positions;
16. Inform employers of students and/or graduates' availability for employment;
17. Support student organizations;
18. Acquaint the community with the needs of the FSE Program;
19. Speak to trade or community organizations;
20. Seek legislative, institutional, and community support for the FSE Program;
21. Plan and implement new programs, as needed;
22. Set priorities for budgetary expenditures;
23. Advise on trends in the local job market;
24. Evaluate the quality of the FSE Program;
25. Recommend competent personnel for consideration to membership on the FSE Advisory Committee;
26. Assist in any other way as deemed appropriate by College officials.

ARTICLE III Compensation

- Section 1.** Compensation: Motivation for participating as a member of the FSE Advisory Committee stems from the desire to maintain and advance the FSE Program in the most beneficial way possible. There is no compensation for serving on the FSE Advisory Committee.
- Section 2.** Employment: Appointment to the FSE Advisory Committee does not constitute paid employment with Bishop State Community College nor does that appointment implicitly or explicitly constitute an offer or invitation to paid employment by or with the College.

ARTICLE IV Membership

- Section 1.** Numbers of members: The Committee shall consist of no fewer than five and no more than twenty-five members.
- Section 2.** Work experience: Members shall possess broad based work experience in areas related to and reflective of the five curriculum components established by the American Board of Funeral Service Education (REFERENCE: ABFSE Accreditation Manual, STANDARD 6: CURRICULUM, pp. 9-4 and 9-6).
- Section 3.** Diversity: It is the official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex,

religion, creed, national origin, or age, be subjected to discrimination under any program, activity, or employment.

- Section 4.** Method of selecting members: Members shall be chosen from a sampling of individuals identified by the FSE Program faculty or, upon request of the FSE Advisory Committee Chair, individuals identified by members of the FSE Advisory Committee. The FSE Advisory Committee Chair and College President must approve nominees' membership prior to appointment to the FSE Advisory Committee.
- Section 5.** Length of term: Members of the FSE Advisory Committee shall serve as long as they desire, providing they are actively engaged in work areas addressed in ARTICLE IV Section 2 of the BYLAWS OF THE FUNERAL SERVICE EDUCATION ADVISORY COMMITTEE.
- Section 6.** Beginning of term: The term of a new FSE Advisory Committee member shall begin on the first regular meeting held after that person's appointment to the Committee.
- Section 7.** Termination of membership: Membership on the FSE Advisory Committee terminates when any member of the Committee:
- A. resigns;
 - B. expires;
 - C. misses two consecutive regular meetings without notifying the Chairperson;
 - D. no longer meets conditions established in Article IV Section 2 and Section 5.
- Section 8.** The FSE Program Director will appoint no more than two students to membership on the FSE Advisory Committee. To be considered for membership, a student must be enrolled in at least one course bearing the FSE prefix; demonstrate moral, ethical, and principled characteristics indicative of the funeral profession and demonstrate excellence in their academic performance. A student's membership terminates when that student no longer meets any of those criteria.

EXCEPTION: Open invitations to attend FSE Advisory Committee meetings will be extended to interested students when their involvement is indicated by the nature of the Committee's business, such as, but not limited to, participation in accreditation and/or evaluative processes established by the Southern Association of Colleges and Schools; The American Board of Funeral Service Education; or the Alabama Department of Postsecondary

Education; or other initiatives, as deemed appropriate by College officials.

ARTICLE V Officers and Duties

- Section 1.** Officer: The officer of the FSE Advisory Committee shall be the Chairperson. The Director of Bishop State Community College's Funeral Service Education program shall serve ex-officio as Chairperson of the FSE Advisory Committee and shall not be counted in the maximum or minimum total counts.
- Section 2.** Incapacity: It is the Chairperson's responsibility to designate a full-time member of the College's faculty or the Chairperson for the Division of Health Related Professions, or other College official to fulfill the duties of the Chairperson, in the event that the Chairperson is unable to do so for any reason, whatsoever.
- Section 3.** Duties: The Chairperson or designee shall:
- A. prepare and distribute an agenda for each meeting;
 - B. preside at meetings;
 - C. produce minutes for each meeting and distribute same to each committee member;
 - D. make financial arrangements to support meetings utilizing the College's purchasing system;
 - E. notify members of the time and place for meetings.
- Section 4.** Ex-officio officers: The Chair of the Division of Health Related Professions and the Dean of the Academic School shall be ex-officio officers serving as advisors to the Committee and shall not be counted in the maximum or minimum total counts.

ARTICLE VI Meetings

- Section 1.** Regular meetings: Regular meetings of the FSE Advisory Committee shall be held at 6 p.m. on the fourth Thursday of April and November. Committee members in attendance, regardless of number, constitute a quorum and business shall proceed.
- Section 2.** Rescheduling meetings: The Chairperson may reschedule any regular meeting when said meeting constitutes impossibility due to conflict or other good cause. Committee members shall be informed of the date, time, and place of the alternate meeting.

Committee members in attendance, regardless of number, constitute a quorum and business shall proceed.

- Section 3.** Special meetings: The Chairperson may call special meetings of the Advisory Committee when circumstances indicate that a special meeting is needed to protect or enhance the function of the FSE Program. Committee members in attendance, regardless of number, constitute a quorum and business shall proceed.
- Section 4.** Time limit: Meetings of the FSE Advisory Committee shall last no more than two hours, unless agreed to by a majority of committee members in attendance.
- Section 5.** Protocol: Meetings shall be held in an orderly fashion and follow the agenda. Committee members are encouraged to offer their thoughts/questions and receive others' thoughts/questions in the spirit of serving the greater good of the order; the FSE students and program; and the communities served by them. Because of the advisory nature of the Committee, members should strive for consensus: however, any thought or suggestion brought before the committee that benefits the FSE program shall be considered.

ARTICLE VII Changes in Bylaws

- Section 1.** Any Committee member may make suggested changes in the Bylaws that may be approved or approved with stipulation by consensus of the Committee. If approved by Committee members, the Chairperson and President of the College must approve changes in the Bylaws, before becoming official.
- Section 2.** College officials reserve the right to amend or change Bylaws when that action is consistent with maintaining standards established by the Alabama Department of Postsecondary Education; The Southern Association of Colleges and Schools; The American Board of Funeral Service Education; or any other authorized agency to which the College is accountable; or to protect the image, missions, goals and functions of the FSE Advisory Committee; the FSE Program; the College; or the rights, responsibilities, or privileges of its students, graduates, and employees.

Effective January 1, 2006

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