Calvin Center for Innovation in Business
By Laws

I Purpose of the Calvin Center for Innovation in Business:
To encourage and support Christian scholarship in business by supporting the development and implementation of best practices in Christian teaching and learning in business, and by supporting engagement with the communities of practice.

II Activities of the Calvin Center for Innovation in Business:
A. To foster educational excellence by encouraging and supporting faculty and student scholarship and research opportunities
B. To promote experiential learning by actively connecting businesses with students through Calvin Action Projects
C. To engage the broader business community by identifying project-based learning opportunities, hosting and sponsoring business-related events, coordinating mentoring opportunities and the like

* Refer to the Key Values found on pages 6-8 of the founding document.

III Administration: Director and Staff
A. Duties of the director of the Calvin Center for Innovation in Business:
   1. Initiate and administer the programs of the CCIB, with advice and consent of the board
   2. Supervise the staff of the CCIB
   3. Seek to secure outside funding for the CCIB, in conjunction with Advancement
   4. Serve as the chief liaison between the CCIB and its Governing Board
   5. Serve as the budget officer for the CCIB and oversee the budget for all CCIB activities
   6. Provide an annual report to be submitted first to the Governing Board for review, and then to the reporting dean; the director shall submit a summary of the annual report to Faculty Senate for information
   7. Prepare the agenda and necessary materials for the meetings of the Governing Board, in consultation with the Board chair; these materials are to be submitted to the secretary of the Board for distribution
   8. Maintain ongoing engagement with constituencies inside and outside the college
   9. Develop organizational partnerships that offer experiential learning opportunities for Calvin business students
   10. Identify opportunities for conferences and events that are consistent with the mission of the CCIB

B. Status of the Director of the Calvin Center for Innovation in Business
   1. The Director shall hold faculty status in the Business Department of Calvin College and shall receive a course load reduction of up to 50% full-time equivalency
   2. The Director shall not serve as department chair during his or her term as Director
   3. The Director shall not serve as the chair of the Governing Board

C. Selection of the Director of the Calvin Center for Innovation in Business
   1. Process of Selection
a. The provost shall appoint a committee appropriate to the mission of the Calvin Center for Innovation in Business. Search committee composition will include at least one member of an academic department and at least one member of the Governing Board. Typically, it will also include the reporting dean.
b. The search committee will make a recommendation to the provost who will make a recommendation to the Professional Status Committee
c. If Departmental approval is necessary, their approval should be part of the recommendation to the Professional Status Committee

2. The Director shall be appointed by the Professional Status Committee for a three-year term.

3. The Director will report to the Dean for Research and Scholarship

D. Evaluation of the Director

1. By the beginning of the third year of the Director’s three-year term, the Provost shall oversee an evaluation of the Director’s performance. The evaluation will be conducted by the reporting Dean, incorporating input from the Governing Board. The reporting Dean shall submit a recommendation regarding reappointment to the Professional Status Committee.

IV Administration: Governing Board

A. Composition

1. The Calvin Center for Innovation in Business’ Governing Board will be comprised of:
   a. The Chair of the Business Department, Calvin College (ex-officio)
   b. A senior Calvin College educational administrator as designated by the Provost, typically the Dean for the Social Sciences (ex-officio)
   c. The CCIB’s Director (ex-officio)
   d. One faculty member from the Business Department, appointed through the normal college committee assignment process
   e. Two college faculty members from outside the Business Department, appointed through the normal college committee assignment process
   f. Two persons outside of the college who are knowledgeable about business and passionate about the Reformed Christian educational mission of Calvin College and the Business Department; these members would be nominated by the Business Department, subject to the normal college approval process

B. Selection

1. Members of the Board will be selected by the normal Committee on Governance process for committee assignments, with the exception of the two persons knowledgeable about business and passionate about the Reformed Christian educational mission of Calvin College and the Business Department; these members will be nominated by the Business Department, yet subject to the normal college approval process.

C. Committee service

1. Membership on the Calvin Center for Innovation in Business Governing Board shall be applied to community service requirements according to governance rules.

D. Administrative Support

1. The CCIB’s Program Coordinator will serve as the Board secretary.
2. The Board secretary shall arrange and distribute materials for meetings and submit minutes to the appropriate college entities.

E. Terms for members other than the director and dean
1. Board members shall serve staggered, four-year terms. Terms shall be shortened as necessary to stagger the terms of the initial board.
2. Members whose terms have expired typically shall be eligible again after a two year hiatus.

F. Frequency of board meetings
1. The director shall convene a meeting of the Board at least once each full semester.
2. The chair will convene additional meetings at the request of three or more members of the Board. A quorum must be present at all meetings.

G. The Chair
1. The chair of the Governing Board shall be appointed by Committee on Governance for a two-year term.
2. The Chair may be reappointed by the Committee on Governance but may not serve for more than two consecutive terms.

H. Powers of the Governing Board
1. The Board shall have powers of advice and consent with regard to the operation of the Calvin Center for Innovation in Business, holding the Director accountable to the founding document and the policies of Calvin College
2. The Board shall offer advice to the director on questions of initiatives, policies, and procedures of the Calvin Center for Innovation in Business
3. The Board shall have final approval for all fellowships and grants
4. The Board shall approve any grants from foundations or grant agencies prior to acceptance of the grant monies
5. The Board shall approve the upcoming year’s budget and expenditures in advance of the fiscal year
6. The Board shall approve any reallocation among the various budget lines in excess of 10 percent of the total approved budget for any given year
7. The Provost, through the reporting Dean, shall oversee external reviews, such as reappointments of the Director, as well as external reviews of the Center

V Hiring Policies

A. All College policies relating to hiring and reviewing of employees shall be followed.

VI Amendment

A. These bylaws may be amended by a two-thirds vote of the entire Governing Board. The powers of the Governing Board shall be exercised in accord with the Bylaws.
B. Amendments approved by the Board then go to the Committee on Governance for approval and to Faculty Senate for information. In consultation with the director and the governing board, the Committee on Governance may recommend substantial changes be sent to Faculty Senate for approval.