



**School of Applied Sciences**  
**Gastronomy and Culinary Arts Department**  
**and**  
**Le Cordon Bleu-Turkey**  
**Advisory Board Bylaws**

**ARTICLE I**

**Section 1.1. INTRODUCTION**

**1.1.1. Name**

The name of the Advisory Board shall be "The Özyeğin University, School of Applied Sciences (SAS), and Gastronomy and Culinary Arts Department (GARM) Le Cordon Bleu (LCB) Advisory Board." It shall hereinafter be referred to as the "GARM and LCB Advisory Board," or as the "Advisory Board."

**1.1.2. Purpose**

The purposes of the GARM Department and LCB Advisory Board shall be as follows;

- To advise and assist the GARM Department and LCB Administrations.
- To help the GARM Department and LCB, to achieve its goals.
- To assist in the ongoing strategic planning process of the GARM Department and LCB.
- To support the GARM Department's and LCB's efforts to update and improve its teaching, research and service programs in a manner both sensitive to the needs of the stakeholders (student body and the industry) around the world and consistent with the modern concepts.
- To identify opportunities for Gastronomy and Culinary Arts Department and Le Cordon Bleu students to enrich their education through internships, mentorships and other learning-practical work experiences.
- To help build crucial ties and connections between the GARM Department - LCB, and the business community.
- To support the positive perception of the GARM Department and LCB within the community.
- To help bring business executives into the classrooms and other close contact with students and faculty, in both formal and informal settings.
- To advise and assist the GARM Department and LCB on specific matters identified by the Director of School of Applied Sciences, Head of GARM Department and the Director of LCB, or suggested by the Advisory Board members.
- To actively assist in promotion of GARM Department and LCB, and increasing the funding for the GARM Department.

The GARM Department and LCB will engage the Advisory Board in an ongoing discussion of its plans, programs and challenges.

### 1.1.3. Location

The principal office of the GARM & LCB Advisory Board shall be the office of the Head of Gastronomy and Culinary Arts Department, School of Applied Sciences, Özyeğin University, Istanbul, Turkey.

## **ARTICLE II**

### **Section 2.1. MEMBERSHIP**

#### 2.1.1. Eligibility for Membership

Faculty members, business and community leaders and former students are eligible for membership. Prospective Advisory Board members should:

- Have demonstrated an interest in the field of Tourism, Food and Beverage Management and Restaurant Operations (but are not required to hold a degree in either discipline),
- Have become familiar with the operation and academic programs of the Özyeğin University, SAS-GARM and LCB,
- Be prepared to attend Advisory Board meetings and actively participate in the business of the Advisory Board.

#### 2.1.2 Dues

No dues shall be assessed to Advisory Board members.

## **ARTICLE III**

### **Section 3.1. ORGANIZATION**

#### 3.1.1. Members

The GARM and LCB Advisory Board shall consist of maximum twenty-five (25) members with voting rights, and shall be selected for their individual expertise and for their ability to contribute to the goals and objectives of the GARM Department and LCB-Turkey.

Ex-Officio Visiting Members – The Director of the School of Applied Sciences, the Head of the Gastronomy and Culinary Arts Department, the Director of the le Cordon Bleu Turkey, the President of Le Cordon Bleu International and the immediate past chair of the Advisory Board (if going off the board), shall be ex-officio, non-voting members of the Advisory Board.

#### 3.1.2. Selection and Appointment of Members

The initial Advisory Board members will be selected and officially appointed by the Director of the SAS, the Head of the GARM, by the Director of LCB-Turkey and by the President of LCB International. For further selection of membership, the Director of the SAS, the Head of GARM, the Director of LCB-Turkey and President of LCB International will submit the resume of each prospective Advisory Board member to the Advisory Board for consideration. The Advisory Board may also suggest candidates for membership, to the Head of the Gastronomy and Culinary Arts Department. A majority vote of the

Advisory Board membership is required for approval. The candidate will be officially appointed by the Head of the GARM Department.

In making selections for new members of the Advisory Board, consideration shall be given to increasing the diversity of the membership's educational and professional backgrounds, geographical locations, gender and age as well as collegiate graduation.

### 3.1.3. Advisory Board Officers and Executive Committee

- Chairperson - The Advisory Board Chairperson shall be elected from among the Advisory Board members, exclusive of any ex officio, visiting members. For the initial Advisory Board Meeting, the Director of the School of Applied Sciences will act as the Advisory Board Chairperson. The Chairperson shall serve in this capacity for two (2) years. The Chairperson shall preside at all meetings of the Advisory Board, and perform such other duties as are necessary to carry out the objectives of the Advisory Board. In the absence of the Chairperson, the Vice-Chairperson shall lead the Advisory Board meeting. The President of Le Cordon Bleu International is the inherent Chairperson.
- Vice-Chairperson - The Vice-Chairperson shall be selected among the Advisory Board members, exclusive of any ex-officio, visiting members. The Vice-Chairperson shall serve in this capacity for one (2) years.
- Advisory Board Officers - The Advisory Board Officers are Chairperson and Vice-Chairperson.
- Recording Secretary - The Chairperson or acting Chairperson shall designate a recording secretary at the start of each meeting who will take minutes during the meeting. The recording secretary may be selected from the Advisory Board members. The recording secretary shall keep all records of the Advisory Board and perform such other duties as the Advisory Board may direct.
- Executive Committee - The Advisory Board Officers, the Head of GARM Department, Director of LCB-Turkey and the chairpersons of the standing and special committees shall constitute the Executive Committee of the Advisory Board.

### 3.1.4. Regular Term of Membership

The official year shall extend from January 1<sup>st</sup> to the succeeding December 31<sup>st</sup>. Service of a partial term is not to be considered as a full term. Members shall serve for a period of four (4) years. Members can be reappointed for additional terms, but consecutive terms may not exceed two.

### 3.1.5. Special Term of Membership

The Chairperson or Vice-Chairperson may remain as an Ex-Officio member, past their original term to give supports to the Advisory Board.

### 3.1.6. Filling Unexpired Positions

Should any member be unable to fulfill their obligations, the Advisory Board shall fill the vacant position in accordance with paragraph 3.1.2. Newly appointed members shall begin their terms of office with the first regular meeting of the Advisory Board following their appointment by the Head of the GARM Department. The new appointee shall serve the remainder of the term with reelection and term limits as described previously.

## **Section 3.2. STANDING and SPECIAL COMMITTEES**

The chairpersons of the Standing and Special Committees shall be elected among the Advisory Board members, exclusive of any visiting members. The Chairpersons shall serve in this capacity for two (2) years.

The standing committees of the Advisory Board, and their general functions, shall be as follows:

- Community Relations Committee: Build better bridges between the GARM Department and LCB-Turkey, our alumni and the business community to facilitate communication, involvement and opportunities for students and faculty development.
- Development Committee: Work with the Director of SAS, the Head of the GARM Department and with the Director of LCB to identify opportunities for annual and major sponsorships, and to build the prestige and recognition of the Department.
- Student Relations Committee: Work with the Head of the GARM Department, the Director of LCB and the Advisory Board to improve the experience of the students, including mentorships, internships, special events and other involvement of students with the business community.

The Advisory Board may also create and/or terminate such special committees as it deems useful/necessary to the exercises of its functions, and shall determine the functions, duties, and terms of office for each special committee. The Chairman of the Advisory Board shall appoint members of all committees, with the consent of the Advisory Board, except as prescribed elsewhere in these Bylaws.

## **Section 3.3. MEETINGS**

### 3.3.1. Meeting Notices

The Head of the GARM Department, usually upon the advice of the Advisory Board members, shall determine the time and place of meetings of the GARM Department and LCB-Turkey Advisory Board. Notice (mail or e-mail or phone call) shall be sent/forwarded to each Advisory Board member by the Head of the GARM at least three (3) months prior to said meeting(s), with a reminder sent to each Advisory Board member at least thirty (30) days prior to said meeting(s).

### 3.3.2. Regular Meetings

Regular meetings of the Advisory Board shall be held twice in each calendar year, typically in the fall and spring. Invited guests may attend meetings of the Advisory Board, and may participate in the discussion. However, members may not send someone to represent them in their absence.

### 3.3.3. Special Meetings

Special Advisory Board meetings may be called by the Chairman of the Advisory Board, or in the absence of the Chairman by the Vice-Chair, or by the Director of SAS or by the Head of the GARM Department, or at the request of five (5) members of the Advisory Board.

### 3.3.4. Meeting Agendas

The agendas for regular and special meetings of the Advisory Board shall be published by the Head of the GARM Department and distributed with meeting notices. Meetings may include direct interaction with faculty, students and administrative staff in the form of discussions, presentations and/or facility tours.

### 3.3.5. Quorum

One third of the membership of the Advisory Board shall constitute quorum.

### 3.3.6. Meeting Minutes

The minutes of the Advisory Board's regular and special meetings shall be recorded. The Head of the GARM Department shall send a copy of the minutes to each Advisory Board member within thirty (30) days following each regular or special meeting of the Advisory Board. The meeting minutes are subject to approval at the following meeting by majority. At least one permanent file of the minutes shall be maintained by the Head of the GARM Department Head.

### 3.3.7. Meeting Conduct

The meeting will begin with the identification of a Recording Secretary, recording of attending and absent members and approval of the prior meeting minutes. Since the main function of the Advisory Board is the free exchange of information, no formal rules of conduct shall be imposed.

## **ARTIVCLE IV**

### **Section 4.1. AMENDMENTS AND EFFECTIVE DATE**

#### 4.1.1. Amendments

Amendments shall be introduced at a regularly scheduled meeting. Proposed amendments to these Bylaws may be submitted to the Head of GARM Department who shall report in writing the proposal to the Advisory Board membership at least one month prior to its next regular meeting. This statement of Bylaws may be amended by a two-thirds vote of the Advisory Board membership.

#### 4.1.2. Effective Date

These Bylaws is in full force from the date of 29<sup>th</sup> of May, 2013. Latest version date: 25.02.2020

Approved by: M. Teoman ALEMDAR

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