

**THE UNIVERSITY OF WYOMING DEPARTMENT OF CIVIL AND
ARCHITECTURAL ENGINEERING
ADVISORY BOARD BYLAWS**

ARTICLE 1. NAME AND PURPOSE OF THE ORGANIZATION

Section 1.

The name of the organization shall be *The University of Wyoming Department of Civil and Architectural Engineering Advisory Board*.

Section 2.

The purpose of the Advisory Board is to foster an ever higher level of excellence in the University of Wyoming's Department of Civil and Architectural Engineering. The Board will accomplish this by catalyzing increased interaction between students, faculty, and the larger engineering community; providing input on academic issues, especially those related to ABET accreditation; supporting the promotion and development of the education programs and facilities in the Department; recognizing significant achievements of Department of Civil and Architectural Engineering alumni and supporters; and assisting in fund-raising activities.

ARTICLE II. MEMBERSHIP

Section 1.

The Advisory Board shall consist of ten (10) to fifteen (15) voting members. Up to three (3) of these members will serve as representatives of permanent seats as identified in Article II, section 2. The remaining members will be selected by the Head of the Department of Civil and Architectural Engineering and members of the Advisory Board. New members shall be confirmed by the Head and the Board at any meeting.

Section 2.

To provide continuity in Board membership and obtain input from key constituencies, the Board will have up to three (3) permanent seats. The seats and terms will be determined at the Board's discretion.

Section 3.

The term of office for an Advisory Board member who is not serving in a permanent seat shall be four years, with approximately one-fourth of the Board members' terms expiring each year. Terms of service may be renewed with consideration given to the commitment and involvement in activities and meetings. Renewed terms, as with initial Board membership, shall be four years in duration. No Board member not serving in a permanent seat shall serve more than two consecutive four-year terms except as indicated in Article III, section 2. After a hiatus of one year, a former Board member may be appointed as in Article II, section 1.

Section 4.

The Advisory Board will select new members to represent both Civil and Architectural Engineering with a broad spectrum of membership across the discipline areas within these fields. Board membership shall not be limited to graduates of the Department of Civil and Architectural

Engineering, but may include individuals who are or can be active in their support of the Department.

Section 5.

Ex officio members of the Board will provide information to the Board as required and provide communication between the Board and various faculty and student constituencies.

Section 6.

The Advisory Board shall have the power to create committees with such duties as prescribed by the Board. Such committees will appoint one of their members as chairperson.

Section 7.

All regular and permanent seat members of the Board shall be voting members. Ex officio members of the Board shall be non-voting members.

ARTICLE III. OFFICERS

Section 1.

The officers of the Advisory Board will be the Chair and Vice Chair. Terms for officers will be two years, starting the academic year after election. At the end of a chair's two-year term, the Vice Chair will succeed the Chair. Every two years, the Chair and the Department Head shall nominate a candidate for the position of Vice Chair for election. Nominations from the floor will also be accepted. Voting will be by secret written ballot and will include an option for write-in candidates.

Section 2.

Officers serving at the time their first term as a Board member is to end will receive a renewed four-year term. Officers serving at the time their second term as a Board member is to end will have their term extended until the end of their officer term(s).

Section 3.

The Chair shall preside at all meetings of the Board and serve as chief spokesperson for the Board.

The Vice Chair shall perform all the functions of the Chair in his/her absence or other duties as assigned by the Chair.

Section 4.

The Dean of the College of Engineering and Applied Science, the Department Head and the Department's Undergraduate Program Director shall serve as ex officio members of the Advisory Board. One student member from each of the main Department student groups will also serve as ex officio members of the Advisory Board. Additional ex officio members may be appointed as deemed appropriate by the Chair and Department Head. The Department's administrative staff will record the official minutes of the meeting and provide support to the Chair and committees as necessary.

Section 5.

In the event of absence or inability of any officer to serve, the Board may delegate the powers and duties of that officer to any other officer or member whom it may select.

ARTICLE IV. MEETINGS

Section 1.

Regular meetings of the Advisory Board shall be held at least once per year. The date and location of the meetings will be decided by the Department Head and the Chair. The agenda will be developed by the Department Head and items may be suggested by any Board member or Department faculty member.

Section 2.

Special meetings may be called at any time by the Department Head or the Chair.

Section 3.

A majority of the members of the Advisory Board shall constitute a quorum.

ARTICLE V. AMENDMENT OF BYLAWS

The bylaws may be amended by notification to the Board members 30 days prior to the Board meeting where the proposed change(s) will be considered. Passage of the proposed amendment(s) shall be by a majority of the Board and will include written or telecommunicated votes as well as the votes of members present at the meeting.

ARTICLE VI. REPORTS

The Department Head is responsible for preparing a written summary including minutes and action items from each meeting of the Board for members of the Board. This documentation will also be distributed to the Department's faculty. The Chair of any established committee is responsible for preparing a written report summarizing their activities and highlighting their suggested action items for members of the Board and the Department Head. These reports will be submitted to the Department Head within 30 days of the meeting and the Department Head will furnish copies to all members of the Board within 30 days.

ARTICLE VII. EVALUATION

The Board shall conduct an annual self-evaluation of past activities for purposes of improving the conduct of the Board and making the necessary changes as a result thereof.