

UNIVERSITY
OF WYOMING

COLLEGE OF ENGINEERING
DEPARTMENT OF MECHANICAL ENGINEERING
EXTERNAL ADVISORY BOARD
BYLAWS

October 2001
Revised April 2004
Revised April 2006
Revised April 2012
Revised September 2017
Revised September 2018

ARTICLE I. NAME AND PURPOSE OF THE ORGANIZATION

Section 1.

The name of the organization shall be the *Department of Mechanical Engineering External Advisory Board*.

Section 2.

The purpose of the Advisory Board is to foster a high level of excellence in the Department of Mechanical Engineering. The Board will accomplish this by supporting the interaction between the Department and the engineering community at large, providing input on academic issues, supporting the promotion, development and expansion of the education programs and facilities in the Department, recognizing significant achievements of alumni and supporters, and assisting in fund-raising activities.

ARTICLE II. MEMBERSHIP

Section 1.

The Advisory Board shall consist of no more than fifteen members, and may include active or retired representatives of industry and/or government (national labs, funding agencies, etc), as well as other U.S. universities. Board members may be removed at any meeting of the Advisory Board by a two-thirds majority vote of the Board members. The vote for removal may include written or telecommunicated votes of members not present.

Section 2.

Each member shall serve for a five year term and may be appointed for an additional term at the discretion of the Department Head. A potential board member may be invited by the Department Head to attend a board meeting prior to their appointment. The Department Head, in consultation with the ME faculty and the Board itself, will have the responsibility of making these appointments.

Section 3.

Board membership shall not be limited to graduates of the College of Engineering and Applied Science, but may include individuals who are or can be active in supporting the Department. However, a B.S. degree in Mechanical Engineering is highly encouraged.

Section 4.

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 5.

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

Section 6.

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.

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. At the end of the Chair's term, the Vice Chair will succeed the Chair and an election will be held for a new Vice Chair. Board members can self-nominate for the Vice Chair position or be nominated by the current Chair or Vice Chair after prior discussion with the nominee. If a member wants to nominate another member for Vice Chair, he/she should tell the current Chair or Vice Chair, who will discuss the nomination with the nominee prior to the election. Voting will be by secret written ballot. Board officers may be removed from their officer role at any time by a two-thirds majority vote of the Board members. The vote for removal may include written or telecommunicated votes of members not present.

Section 2.

The Chair shall preside at all meetings of the Board and serve as chief spokesperson for the Board. The Vice Chair shall record the Board Meeting Commendations-Recommendations-Requests Report and perform all the duties of the Chair in the absence of the Chair.

Section 3.

The Department Head shall serve as an ex officio member of the Advisory Board. Additional ex officio members may be appointed as deemed appropriate by the Chair and Head. A staff member of the Department will record the official minutes of the meeting and provide support to the Chair and committees as necessary.

Section 4.

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 person whom it may select.

ARTICLE IV. MEETINGS

Section 1.

Regular meetings of the Advisory Board shall be held at least once per year, typically in September. The date and location of the meetings will be decided by the Head and the Chair.

Section 2.

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

Section 3.

A simple 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 prior to the 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 Chair of the Advisory Board is responsible for submitting to the Head a written summary of each meeting of the Board including the official minutes and the Commendations-Recommendations-Requests Report, for members of the Board and the Head. 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 Head. The reports will be submitted to the Head within 30 days of the meeting and the Head will furnish copies to all members of the Board, and the ME faculty. As required, the Head will arrange for meeting of the Board with College of Engineering and Applied Science administrators.

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. The evaluation will be conducted at the Annual Meeting.