BYLAWS AND PROCEDURES OF THE ADVISORY BOARD OF THE
DEPARTMENT OF MECHANICAL ENGINEERING, MICHIGAN STATE UNIVERSITY

ARTICLE I – NAME

1.1 The name of this organization shall be: The Advisory Board of the Department of Mechanical Engineering, Michigan State University, East Lansing, Michigan (hereafter referred to as the “Board”). As used herein, “Department” shall mean the Department of Mechanical Engineering Department and “University” shall mean Michigan State University.

ARTICLE II – OBJECTIVE

2.1 The objective of the Board is to provide assistance in facilitating the highest quality of mechanical engineering education, research and outreach at Michigan State.

ARTICLE III – PRIMARY FUNCTIONS

3.1 The Board is expected to:

A. Act as an advisory group to the Department Chair on specific issues.

B. Advise the Department to ensure that educational, research and outreach programs stay attuned to the needs of Department stakeholders such as industry (private and public corporations), governmental bodies, academic institutions, non-profits and the community.

C. Advise on the undergraduate and graduate curriculum of the Department.

D. Advise and assist the Department on ways to raise resources from Department stakeholders.

E. Serve as an advocate to represent the Department’s interests to Department stakeholders and to the Administration of the University.

ARTICLE IV – MEMBERSHIP

4.1 The Board should have a minimum of 6 members and not exceed twelve members selected primarily from alumni.

4.2 Unless they are appointed under the provisions of Section 4.4, members shall be appointed by the Department Chair and serve a full term commencing at the conclusion of the annual regular meeting. The Department Chair and Associate Chairs for undergraduate and graduate studies
will automatically become *ex-officio* members of the Board. *Ex-officio* members are non-voting members of the Board.

4.3 A full-term membership shall be limited to three (3) years. An individual may serve no more than two (2) consecutive membership terms. Members shall be elected to staggered three-year terms, with the terms of approximately one quarter to one third of the membership expiring in any given year.

4.4 If a member resigns during the term, the Department Chair may appoint a new member to complete the resigning member’s term.

4.5 Two (2) consecutive absences from Board meetings may be construed as a resignation. Extenuating circumstances will be reviewed by the Department Chair and Board Chair.

4.6 Members shall be available to attend meetings and devote the time necessary to effectively serve the Board, the Department and the University.

4.7 Upon completion of a term if not re-appointed, or two consecutive terms if re-appointed, a member may be designated an “emeritus board member” by the Department Chair for significant contributions to the Department and University. Emeritus board members will be kept informed of Board activities and invited to continue close association with the Department. Emeritus members are regarded as *ex-officio* members of the Board and are welcome to attend regular meetings. Members emeritus are non-voting members.

**ARTICLE V – OFFICERS & ROLES**

5.1 The Board reports to the Department Chair and will make appropriate recommendations and/or reports to the Department Chair.

5.2 The officers of the Board shall be Chair (“Board Chair”) and Secretary each appointed by the Department Chair in consensus with the Board Chair.

5.3 The Board Chair shall preside over meetings of the Board and provide guidance in the achievement of the Department’s goals.

5.4 The Secretary shall preside over Board meetings in the absence of the Board Chair and shall maintain and distribute minutes of the meetings to the members of the Board.

5.5 The terms of the Board Chair and the Secretary shall be two (2) years. A member may serve more than one (1) term as Board Chair or Secretary.

**ARTICLE VI – COMMITTEES**

6.1 The Board Chair, in consultation with the Department Chair, will appoint Board committees as required. The standing committees are Curriculum, Development, and Advocacy. Each committee should have a minimum of three (3) members. Ad hoc committees may be
appointed as needed. Except as expressly set forth herein, only members of the Board may serve as members of the committees.

6.2 The responsibilities of the Curriculum Committee are to consult with and advise the Undergraduate Curriculum and Graduate Studies Committees of the Department on matters affecting the curricula for the various degrees offered by the Department.

6.3 The Advocacy Committee is responsible for advising and assisting the Department Chair in representing the Department’s interests to department stakeholders, including the administration of the University.

6.4 The Development Committee is responsible for advising and assisting the Department on ways to raise resources from private and corporate sources.

6.5 Each committee will prepare and maintain minutes of each meeting which shall be submitted to the Board Chair and the Department Chair within a reasonable amount of time following each meeting.

ARTICLE VII – MEETINGS

7.1 At a minimum the Board will hold one regular meeting each academic year. Meeting times and locations will be designated by the Department Chair and communicated to the Board members and nominees within a reasonable amount of time prior to the meeting.

7.2 Additional Board meetings may be called by the Department Chair or Board Chair. Adequate notice will be given to all members for such meetings.

7.3 Committee meetings may be called by committee members, the Board Chair or Department Chair. Adequate notice will be given to all committee members for such meetings.

7.4 Board members are encouraged to collaborate as needed outside of previously designated meetings to aid fulfillment of Board Primary Functions outlined in Article III.

ARTICLE VIII – EXPENSES

8.1 Board members are individually responsible for personal, lodging, travel, and other expenses incurred in connection with Board duties.

ARTICLE IX – EVALUATION

9.1 The Board will produce an annual report of activities and a self-evaluation. This report will be submitted to the Chair and distributed to the Board at the annual regular meeting. The Board Chair is responsible for the preparation of the annual report.
ARTICLE X – PARLIAMENTARY PROCEDURE

10.1 In the Absence of any provision to the contrary herein, all business meetings of the Board, and of any Committees, shall be governed by the parliamentary rules and usages contained in the current edition of Robert’s Rules of Order. A quorum at a meeting of the Board shall consist of one-half of the voting membership of the Board.

10.2 The Department Chair may call a special vote as needed. Voting by e-mail or internet based survey will be allow as determined by the Department Chair. In this case, adoption requires a majority vote from the board membership.

ARTICLE XI – AMENDMENTS

11.1 Amendments to these Bylaws and Procedures may be initiated by any Board member.

11.2 Proposed amendments to these Bylaws and Procedures shall be submitted to the Board members before consideration and action by a majority vote of those present.

11.3 Proposed bylaw and procedure amendments will be voted on at the annual regular meeting.

ARTICLE XII – ADOPTION

12.1 Adopted bylaws and procedures shall be effective immediately after the vote.

ARTICLE XIII – DISCLAIMER OF LIABILITY

13.1 The Board does by this Article, for itself and on behalf of its individual members, disclaim any and all liability for any losses, claims, demands or actions, arising or resulting from the recommendations or advice made or given in good faith to the Department pursuant to the activities anticipated herein. It is intended that the Department exercise independent judgment and evaluate for itself the usefulness of the advice and recommendations so given. It is further declared that the Board is not a legal entity, has no assets, and cannot enter into contracts.

Approved: September 27, 2011