Bylaws for the
Department of Mechanical and Nuclear Engineering
at
Kansas State University

Industry Advisory Board

Approved: 3/4/2002
Revised: 10/21/02

**Purpose**
The Department of Mechanical and Nuclear Engineering Industrial Advisory Board is a group of diverse leaders interested in the continual improvement of the Department of Mechanical and Nuclear Engineering at Kansas State University. The purpose of the Industrial Advisory Board (IAB) is to establish a direct link between the department’s undergraduate, graduate, and research programs and the industries related to these programs. The IAB helps the Department strengthen its learning, research, and outreach programs, improve its facilities, expand its base of support, and serve its alumni. Members actively participate in the continual assessment of the Department’s progress towards its stated goals and the development of college/industry partnerships. Specifically, IAB members are asked to:

- Provide input into the department’s missions, goals, and programs;
- Independently and critically review the department’s performance as compared to other institutions;
- Provide the faculty with an understanding of the workplace in which the graduate functions so that faculty can better prepare K-State graduates to excel in this environment;
- Offer feedback on how well K-State graduates are prepared for the profession and how well they perform both short-term and long-term after graduation;
- Identify opportunities for research and continuing education development; and
- Offer suggestions with regard to management, faculty evaluation, and educational methods that can be applied or adapted.

**Composition**
There is no set size for the advisory board, but it will be small enough so that it can work effectively and efficiently but large enough to represent the diversity of companies and industries associated with the mechanical and nuclear engineering professions. The target size of the advisory board is approximately 10 members from companies and organizations.
Representation from companies/organizations that employ a large number of our graduates, that have been a major sponsor of our research programs, or that have other strong ties to the department is particularly encouraged. In the case of formal votes, each represented company will have one vote.

The people making up the Board will have a diverse range of professional experience that encompasses undergraduate and graduate-level research expertise. The Board members should be familiar with current day-to-day activities of engineers. They should also be familiar with the big picture within their company and their industry, understanding the role engineering plays and how engineers interact with other professionals. Entrepreneurs who have started their own companies or who played major roles in company development will provide valuable insight. The Board members help the Department stay at the forefront of mechanical engineering education and research activities.

The head of the Department appoints the members with advice from current Board members and from the Department faculty. The term of membership is three years with a maximum of two consecutive terms. Terms will be staggered so that up to five members will be appointed / reappointed each year. Retiring members are eligible for reappointment after a one-year period. The membership year begins at adjournment of the Annual meeting of the Board and extends to adjournment of the next Annual meeting. The presence at a meeting of a majority of the members will constitute a quorum.

The Board may at any time establish subcommittees to assess and improve the undergraduate and graduate research programs within the Department. The undergraduate subcommittee may discuss items such as ABET, the curriculum, and program assessment / evaluation. The graduate subcommittee may discuss issues such as the Department’s research demographics, funding levels, student and faculty recruiting, and distance education programs. When established, the subcommittees will report to the full committee at the Annual meeting.

The head of the Department is an ex-officio member of the Board. The Department acts as the secretariat for the Board.

**Officers**

The officers of the Board consist of the chair, chair-elect, and the past chair, elected from the membership of the Board. The term of service of the officers is one year. They are eligible for re-election for one additional term. The officers are chosen without regard for their normal period of service on the Board, and their appointment is automatically extended until the end of their tenure in office if their three-year term as member expires during their term of service.

The chair shall preside over Board meetings and provide guidance in achievement of its goals. The chair-elect shall preside over Board meetings in the absence of the chair and has responsibility for coordinating the activities of the Board subcommittees with the exception of the nominating committee. The past-chair serves as chair of the nominating committee. Members of the nominating committee are appointed annually by the chair of the Board.
Election of the chair-elect takes place at the Annual meeting of the Board. A simple majority of votes cast by members present is required for election.

Meetings
The Board will convene formally with the department faculty once each year at the Annual meeting. It is hoped that there will be interaction throughout the year with Board members and that these individuals will serve as key contacts for their companies. In addition to the regular Annual meeting held each year, special meetings may be called by the chair. The Board normally acts as a committee of the whole, but subcommittees may be appointed by the chair to undertake specific assignments, such as ABET and graduate research issues.

The chair, in collaboration with the head, sets the dates for Board meetings. The Department is responsible for arrangements and, in collaboration with the chair, prepares the agendum for each meeting and mails it to all Board members at least ten days prior to each meeting. At the end of each meeting, the Board makes suggestions for the agendum for the next meeting.

Bylaws Revision
Revisions to the bylaws can be proposed by any official or ex-officio Board member. Proposed revisions must be distributed in writing to all Board members at least ten days prior to the meeting where action on the proposals will be taken. A two-thirds majority of all members present is required for approval.

Disclaimer of Liability
The Board does, by this article, for itself and on behalf of its individuals 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 Kansas State University pursuant to the activities anticipated herein. It is intended that Kansas State University exercise independent judgment and evaluate for itself the usefulness of the advice and recommendations so given.