

**BYLAWS  
INDUSTRIAL ADVISORY COMMITTEE  
TECHNOLOGY DEPARTMENT  
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE**

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**ARTICLE I: Name**

According to the ATMAE Outcomes Assessment Accreditation Handbook, Section 7.18, the name of said committee shall be the Industrial Advisory Committee.

**ARTICLE II: Form of Committee**

The Committee shall be a program advisory committee made up of qualified industrial representatives.

**ARTICLE III: Purpose**

The Committee shall serve in an advisory capacity to the Industrial Technology program and its faculty. The function of the Committee shall include, but not be limited to, the following:

- A. Validation of program content (outlined in Section 7.18 of the ATMAE Outcomes Assessment for Accreditation); specifically, validation of major program outcomes/student competencies (outlined in Section 7.2 of the ATMAE Outcomes Assessment for Accreditation)
- B. Review curriculum content and recommend changes/additions
- C. Assist in providing appropriate industrial projects for use in the curriculum, when possible

**ARTICLE IV: Membership**

The Committee shall consist of a minimum of three (3) industrial members. Appointments and terms shall be as follows:

- A. Members shall be appointed for a two-year renewable term.
- B. Nomination of members will be based on the following recommended qualifications:
  - 1) 2 years or more of experience in an industry-related field.
  - 2) Job responsibility includes management of personnel.

**ARTICLE V: Meetings**

A. Meetings: The Committee shall meet annually unless otherwise determined by a majority of voting members. Unless a conflict arises, the second Friday in April will be designated as the

regular meeting time.

B. Additional Meetings: Under special circumstances, the Chair and Co-Chair of the Industrial Advisory Committee can call additional meetings.

C. Quorum: At any meeting, a quorum shall consist of a majority of the Committee members. No action item requiring the Committee's vote shall be resolved in the absence of a quorum.

D. Voting Members: All members of the Committee are voting members.

E. Voting:

- 1) The vote on all questions coming before the Committee shall be by voice vote, raising of hands, or other effective method.
- 2) All votes will be tallied and recorded in the meeting minutes.

## **ARTICLE VI: Officers**

A. Officers shall serve a two-year renewable term.

B. The officers of the Committee shall consist of a Chair, Co-Chair and Secretary, elected by the Committee.

C. Officers - Duties

- 1) Chair
  - a) The Chair shall formulate the agenda with input from members, and communicate the initial agenda to members on or before February 1<sup>st</sup>.
  - b) The Chair shall organize annual meetings and notify all members of meeting time and location on or before March 1<sup>st</sup>.
  - c) The Chair shall distribute final agenda to members on or before April 1<sup>st</sup>.
  - d) The Chair shall perform such other duties as required and approved by the Committee.
  - e) The Chair shall be an industrial member.
- 2) Co-Chair
  - a) The Co-Chair shall assist the Chair in fulfilling his/her duties and shall serve as Chair during the absence of the Chair.
  - b) The Co-Chair shall also perform such other duties as required and approved by the Committee.
- 3) Secretary
  - a) The Secretary shall record minutes of all Committee meetings.
  - b) The Secretary shall distribute minutes of all Committee meetings to members no later than two weeks following the meeting date.

D. Officer Vacancy: In the event the Chair is unable to fulfill his/her duties or resigns in the middle of a term, the Co-Chair automatically assumes the duties of the Chair until elections for

the office are held. In the event of a vacancy in any other officer position, the Committee shall elect a Committee Member to fill the unexpired term.

#### **ARTICLE VII: Appointment of Members**

A. Committee vacancies and resignations will be filled in the following manner:

- 1) Members can nominate a qualified individual to the committee.
- 2) A nominee may be elected to the committee by a majority of voting members.

#### **ARTICLE VIII: Amendments**

A. These bylaws may be amended by a majority vote at any meeting of the Committee provided that notice of the proposed amendment(s) have been sent to all members ten (10) business days in advance of the meeting.

B. The rules contained in Robert's Rules of Order, Newly Revised shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Committee may adopt.