

**THE UNIVERSITY OF WYOMING  
COLLEGE OF ENGINEERING and APPLIED SCIENCE  
NATIONAL ADVISORY BOARD  
BYLAWS**

**ARTICLE 1. NAME AND PURPOSE OF THE ORGANIZATION**

**Section 1.**

The name of the organization shall be *The University of Wyoming College of Engineering and Applied Science National 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 College of Engineering and Applied Science. The Board will accomplish this by catalyzing increased interaction between students, faculty, department heads and the larger engineering and applied science community; providing input on academic issues; supporting the promotion, development and expansion of the education programs and facilities in the College; recognizing significant achievements of College of Engineering and Applied Science alumni and supporters; and assisting in fund-raising activities.

**ARTICLE II. MEMBERSHIP**

**Section 1.**

The Advisory Board shall consist of no more than twenty (20) voting members selected by the Dean of the College of Engineering and Applied Science and members of the Advisory Board. Current member term completions, reappointment, and new member appointments shall take place at the fall Annual Meeting of the Board. New members shall be confirmed by the Dean and the Board at any meeting.

**Section 2.**

The term of office for an Advisory Board member 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 shall serve more than two consecutive four year terms. After a hiatus of one year, a former Board member may be appointed as in Article II, section 1.

**Section 3.**

The Advisory Board will select new members to represent all engineering and applied science disciplines. However, 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 their support of the College.

#### **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 of the Board 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 Chair and Vice Chair, **nominated** at the spring meeting for election at the Annual **Fall** Meeting. Terms for officers will be two years. At the end of a chair's two year term, the Vice Chair will succeed the Chair. Every two years, at the spring meeting, a Nominating Committee appointed by the Chair and Dean shall recommend a candidate for the position of Vice Chair for election at the Annual Meeting. Voting will be by secret written ballot and will include an option for write-in candidates. Board members may be removed at any meeting of the Advisory Board by vote of a majority 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 perform all the functions of the Chair in his/her absence or other duties as assigned by the Chair.

#### **Section 3.**

The Dean, not more than two Associate Deans of the College of Engineering and Applied Science and College of Engineering and Applied Science Department Heads shall serve as ex officio members of the Advisory Board. Additional ex officio members may be appointed as deemed appropriate by the Chair and Dean. A student selected by the College's Joint Engineering Council will also serve as an ex officio member of the Advisory Board. Dean's Office staff 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 twice a year, normally in April and October. The date and location of the meetings will be decided by the Dean and the Chair. The fall meeting will be designated as the Annual Meeting of the Advisory Board.

##### **Section 2.**

Special meetings may be called at any time by the Dean 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 Annual 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 preparing a written summary including minutes and action items from each meeting of the Board for members of the Board and the Dean. 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 Dean. The reports will be submitted to the Dean within 30 days of the meeting and the Dean will furnish copies to all members of the Board, Department Heads, and Vice Presidents of the University within 30 days. As required, the Dean will arrange for the Chair and any additional Board members he selects to meet with University 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.