

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

Industry Advisory Council

Approved: 3/4/2002

Revised: 10/21/02

Revised: 4/13/2015

Purpose

The Department of Mechanical and Nuclear Engineering Industry Advisory Council 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 Industry Advisory Council (IAC) is to establish a direct link between the department's undergraduate, graduate, and research programs and the industries, companies, and organizations (government and academia) related to these programs. The IAC 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, IAC 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 council, but it will be small enough so that it can work effectively and efficiently but large enough to represent the diversity of companies, industries, and organizations (government and academia) associated with the mechanical and nuclear engineering professions. The target size of the advisory council is approximately 12 members, actively engaged in or retired from such companies and organizations, with at least three-fourths of the membership from companies.

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 Council will have a diverse range of professional experience that encompasses undergraduate and graduate-level research expertise. The Council 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 Council 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 Council members and from the Department faculty. The term of membership is three years with a maximum of two consecutive terms. However, the term of membership may be extended with the advice and consent of the head of the Department and the current Council members. Terms will be staggered so that up to six members will be appointed / reappointed each calendar year. Members who have left the Council are eligible for reappointment after a one-year period. The membership year begins at the call to order of the first meeting of the Council subsequent to appointment. The presence at a meeting of a majority of the members will constitute a quorum.

The Council 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 Council. The Department acts as the secretariat for the Council.

Officers

The officers of the Council consist of the chair, chair-elect, and the past chair, elected from the membership of the Council. The term of service of the officers is one year starting from the call to order of the first meeting of the Council subsequent to election. They are eligible for re-election for one additional term. The officers are chosen without regard for their normal period of service on the Council, 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 Council meetings and provide guidance in achievement of its goals. The chair-elect shall preside over Council meetings in the absence of the chair and has responsibility for coordinating the activities of the Council 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 Council.

Election of the chair-elect takes place at the Annual meeting of the Council. A simple majority of votes cast by members present is required for election.

Meetings

The Council 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 Council members and that these individuals will serve as key contacts for their companies and organizations. In addition to the regular Annual meeting held each year, special meetings may be called by the chair. The Council 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 Council meetings. The Department is responsible for arrangements and, in collaboration with the chair, prepares the agenda for each meeting and mails it to all Council members at least ten days prior to each meeting. At the end of each meeting, the Council makes suggestions for the agenda for the next meeting.

Bylaws Revision

Revisions to the bylaws can be proposed by any official or ex-officio Council member. Proposed revisions must be distributed in writing to all Council members at 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 Council 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 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.