

Bylaws of the Systems Engineering Advisory Council  
University of Arkansas at Little Rock

**Article I: Name**

This organization shall be known as the Systems Engineering Advisory Council.

**Article II. Purposes**

The Advisory Council shall serve as an advisory body to the Chair of the Department of Systems Engineering on many aspects of the department, its mission and its programs.

The specific purposes of the Advisory Council are as follows:

- A. To serve as a “sounding board” for present and proposed programs and activities of the department.
- B. To identify opportunities for systems engineering students to enrich their education through internships, mentorships and other work experiences.
- C. To build important connections between the department and the engineering community in Arkansas.
- D. To assist in ongoing strategic planning for the department.
- E. To help foster close contact between working engineers and students and faculty in the classroom and in informal settings.
- F. To act as advocates for the department with the engineering community, government officials, prospective students and other department stakeholders.
- G. Assist in acquiring resources and fund raising in support of the department.

**Article III: Membership**

- A. The Advisory Council shall consist of the Chair of the Department of Systems Engineering, three systems engineering faculty members, program alumni and engineering and community leaders who have a committed interest in engineering education and the Department of Systems Engineering.
- B. The Chair, in consultation with department faculty and Advisory Council members, will identify candidates for membership on the Advisory Council. Council members will be appointed by the Chair. The Advisory Council will not exceed twenty members.
- C. The term of membership on the Advisory Council is three years. To provide for continuity on the council, approximately one-third of the members will be appointed each year. Council members who agree to continue on the board may serve for two consecutive terms.
- D. Council Members participate as they can by:
  - a. Donating no less than 20 hours annually for activities in support of the department. These may include guest speaking, judging student

Capstone Design projects, hosting student social events, student mentoring, providing student internships, participating in recruiting and other activities in support of the department.

- b. Attending at least 50% of the Council meetings annually, schedule permitting.

#### **Article IV: Executive Committee**

- A. The Department of Systems Engineering Chair will appoint a Chair and Vice-Chair of the Council.
- B. An Executive Committee will be made up of the Council Chair, Vice-Chair and up to four ad-hoc advisory board members. The ad-hoc members will be selected by the Council Chair, in consultation with the Department Chair.
- C. The Department Chair, in consultation with the Council Chair, shall prepare an agenda for each regular meeting. The agenda will be distributed to all Advisory Council members at least seven days prior to a regular meeting.
- D. The Executive Committee serves as the long-range planning committee of the Advisory Council and shall also perform other duties as are deemed appropriate.

#### **Article V: Meetings of the Advisory Council**

- A. The Advisory Council shall hold two regular meetings during the calendar year, typically one in the fall and one in the spring.
- B. Special meetings may be called by the Advisory Council Chair or Department Chair. Notice must be given at least three days prior to the date of a special meeting.
- C. Minutes of all Advisory Council meetings will be maintained by the Department Chair.

#### **Article VI: Amendments of Bylaws**

- A. Any proposed changes to the bylaws will be submitted to the Advisory Council at least one month prior to a regularly scheduled meeting
- B. The bylaws may be amended by a 2/3 vote of Council members.