Mechanical Engineering Advisory Council
CONSTITUTION
Revised May 2011

Article I

Name
The name of this organization shall be the Louisiana Tech University Mechanical Engineering Advisory Council.

Article II

Purposes
The purposes of this organization are as follows:
1. To provide counsel on educational activities and enhancement.
2. To provide a forum for the regular interface of the Council, faculty, and undergraduate students, using the insights gained through this forum to provide guidance to the Program.
3. To facilitate communication between the Program and industry, alumni, and government.
4. To provide liaison with the Engineering and Science Foundation.
5. To provide counsel on research directions.

Article III

Size
1. The number of regular members shall be twelve.
2. The number of associate members shall not exceed three.

Term
1. The initial appointment of regular members shall be three years.
2. The maximum tenure shall be six years with provisions for staggering membership to ensure continuity among the Council.
3. The term for associate members shall be two years.
4. An associate member may, upon completion of his/her term, be offered regular membership on the Council subject to the limitations above.

Membership
1. In the selection of Council members, consideration shall be given to the years and nature of each candidate’s experience to ensure that a distribution of perspectives is maintained on the Council.
2. The Council, with the aid of faculty members, shall select for a term of two years, associate members consisting of recent graduates (1-3 years prior) to lend near-term experience to the Council.
3. The Chair of the Council and the Program Chair for Mechanical Engineering shall establish a slate of candidates for membership nominated by alumni, Council members, and faculty. This slate and all nominees shall be submitted to the Council for consideration.
4. A member of the Council shall be removed only:
   a. By unanimous vote of the other members at a specified meeting which is attended by at least one more than one-half of the total members, or
   b. If the member resigns.
Article IV

Officers
1. The Officers of the Council shall be the Chair and the Vice-Chair.
2. The Chair shall serve a two-year term and be succeeded by the Vice-Chair.
3. The Vice-Chair must have one or more years tenure on the Council prior to his/her selection as Vice-Chair and will be elected by a majority vote of the Council membership.

Duties
1. The Chair of the Council shall:
   a. Schedule all meetings with the advice of the Council.
   b. Preside over all meetings.
   c. Establish the meeting agendas based on input from the Program Chair.
2. In the event that the Chair is absent from a specified meeting of the Council, the Vice-Chair shall exercise the powers and duties of the Chair.

Ex-Officio
1. The Program Chair shall act as Secretary for the Council.
2. The Program Chair shall:
   a. Expedite arrangements.
   b. Assist with programming and publicity.
   c. Publish minutes of Council meetings.

Article V

Meetings
1. Meetings of the Council shall consist of a fall and spring meeting on the Louisiana Tech University campus.
2. Alternates shall not be allowed to attend meetings in place of absent Council members.
3. The functions of the Council will include review of the:
   a. “State of the Program”;
   b. Senior surveys;
   c. Alumni surveys;
   d. Recommendations for the Outstanding Alumni Award;
   e. Annual interaction with student organizations and students to assess their evaluations of the direction of the program;
   f. Senior Design Projects; and
   g. Additional items as needed.
4. When feasible, one of the specified meetings may be scheduled to allow participation by the Council in a meeting of the Engineering and Science Foundation Board of Directors.

Article VI

Amendments
Any section(s) of this Constitution may be amended by a vote of one more than one-half of the members voting at a specified meeting attended by at least two-thirds of the membership, provided any proposed change shall have been distributed to the membership at least thirty (30) days prior to the vote.