

**INDUSTRIAL AND SYSTEMS ENGINEERING
ALUMNI COUNCIL BYLAWS
AUBURN UNIVERSITY**

I. NAME AND PURPOSE

- A. The name of this organization is the Auburn University (AU) Industrial and Systems Engineering (ISE) Alumni Council, hereinafter referred to as the "Council".
- B. The purpose of the Council is to represent AU ISE alumni and industry as a primary source of input to the activities and plans of the AU ISE Department (hereinafter referred to as the "Department"). The Council will serve in an advisory capacity to the Department with information flowing directly from the Council to the Chair and faculty of the Department. The Council's primary areas of focus are:
 - Curriculum: Assure that ISE course offerings, teaching methods, support technologies, and facilities are relevant to industry, and maintain accreditation (SACS and ABET).
 - Graduates: Assure that ISE graduates are professionally and technically prepared for industry, and assist in recruiting and placement efforts, especially undergraduates.
 - Outreach: Assist the Department in increasing its profile among alumni, industry, and peer programs. Assist the Department in acquiring supplemental financial resources for faculty, students, facilities, and research.
- C. From time to time the Council may be called upon by the Department to provide advice in other areas, or to endorse or formally support certain initiatives or statements concerning the Department.

II. COUNCIL MEMBERSHIP

- A. The Council consists of a maximum of 20 and a minimum of 12 members, including Council officers.
- B. Nominations for Council membership are taken continuously from ISE alumni, ISE faculty, Council members, and the Department Chair. Nominations should be based on individual expertise and ability to contribute to the goals and objectives of the Department.
- C. Council composition shall reflect the AU ISE alumni population, and represent a diversity of industries, job levels, graduating classes, degree types, geographies, ages, genders, and ethnicities. The Council will review membership composition on an annual basis.

- D. New members are approved by the Council and the Department Chair.
- E. Council member terms are four years, with each member having the option to serve an additional four-year term at the conclusion of their initial term. In any given year, Council membership will consist of a mix of veteran and new members. In the event there are not enough nominees to fill vacancies in a given year, one or more members may be approved for an additional four-year term.
- F. Council members with a record of exemplary service to the Department whose terms have expired, may be awarded emeritus status upon recommendation by a Council member and approval by the Council and the Department Chair. Emeritus members will continue to receive Council communications and are encouraged to participate in Council meetings. Members with emeritus status are non-voting members of the Council.

III. **COUNCIL MEMBER RESPONSIBILITIES**

- A. Regularly attend Council meetings. Understand the needs of the Department and come prepared to provide creative solutions and timely advice. Treat meeting discussions and materials as confidential.
- B. Take an active interest in the Department's current and future success. Be proactive in identifying opportunities in employment, education, research, and other areas that might benefit the Department.
- C. Regularly interact with ISE students, and serve as a mentor and role model. Assist the Department in providing students with real-world learning opportunities through industry, business, and community connections (e.g., Senior Design Projects, Speakers Bureau, etc.)
- D. Assist the Department's development efforts as an individual donor and influence other ISE alumni to actively support the Department, financially and otherwise. The Department and the Council will work jointly to identify specific opportunities to provide student support.
- E. Be an advocate for the Department with Auburn University administration and government officials as opportunities arise.

IV. **COUNCIL OFFICERS**

- A. Council Officers shall consist of a Chair and a Chair-Elect.
- B. The Chair and Chair-Elect are elected by a majority of Council members.
- C. The Chair shall preside at all Council meetings and perform other duties necessary to provide effective governance and fulfill the purpose of the Council. The Chair-Elect will perform the duties of the Chair in his/her absence.

- D. The Chair and Chair-Elect shall be veteran Members of the Council, and serve for concurrent terms of two years. At the conclusion of these terms, the Chair-Elect will ascend to Chair. To assure a smooth transition, the former Chair will return to active Member status for a minimum of two years, regardless of the term expiration schedule as defined in section II. E.
- E. In the event of a Chair vacancy, the Chair-Elect will ascend to the Chair for a term equal to the unexpired term of the Chair plus two years.
- F. In the event of a Chair-Elect vacancy, a new Chair-Elect will be elected for a term equal to the unexpired term of the Chair-Elect plus two years.

V. **COUNCIL MEETINGS**

- A. The Council typically meets two times per year, once in the Spring and once in the Fall. Special meetings may be scheduled as needed at the request of the Council Chair or the Department Chair.
- B. The Department Chair (or a designee) in coordination with the Council Chair will develop an agenda for each meeting. Meetings shall include presentations by undergraduate and graduate ISE students as appropriate. The agenda will be provided to Council members at least 7 days prior to the meeting date.
- C. A quorum will consist of a simple majority of Council members.
- D. Minutes of each meeting will be taken by an AU staff person designated by the Department Chair and distributed to the members.

VI. **SPECIAL CIRCUMSTANCES**

- A. A Member may be removed from the Council for cause by a two-thirds vote of Council Members attending with a quorum present. Excessive meeting absences would be cause for removal of a Member.
- B. A Council Officer may be removed from office for cause by a two-thirds vote of Council Members attending with a quorum present. Failure to fulfill the duties of the office would be cause for removal of an Officer.

VII. **AMENDMENT OF BYLAWS**

- A. Amendments to the Council Bylaws may be proposed by any Council Member or by the Department Chair.
- B. Upon unanimous consent of the Council Chair, Council Chair-Elect, and the Department Chair, proposed amendments shall be distributed in

writing to all Council Members and the Department Chair at least 30 days prior to the Council meeting where action on the proposal will be taken.

- C. The Council Bylaws may be amended by a two-thirds vote of Council members attending with a quorum present.

These Bylaws are duly adopted by majority vote of the Auburn University Industrial and Systems Engineering Alumni Council on November 5, 2021.

Daniel Traynor
Industrial and Systems Engineering Alumni Council Chair

John Evans
Industrial and Systems Engineering Department Chair