

**BYLAWS
INDUSTRIAL ADVISORY COMMITTEE
SCHOOL OF BUSINESS, AVIATION AND TECHNOLOGY
PIERPONT COMMUNITY AND TECHNICAL COLLEGE**

ARTICLE I: Name

The name of said committee shall be the Industrial Advisory Committee for ATMAE programs.

ARTICLE II: Form of Committee

The Committee shall be a program advisory committee made up of qualified industrial representatives, faculty, students or secondary school personnel.

ARTICLE III: Purpose

The Committee shall serve in an advisory capacity to ATAME programs and its faculty. The function of the Committee shall include, but not be limited to, the following:

- A. Review and approve major program and course outcomes
- B. Review curriculum content and recommend changes/additions
- C. Assist in providing appropriate industrial projects for use in the curriculum and internship possibilities, when appropriate.

ARTICLE IV: Membership

The Committee shall consist of a minimum of three (3) industrial members. Appointments and terms shall be as follows:

- A. Members shall be appointed for a four-year renewable term.
- B. Nomination of members will be based on the following recommended qualifications:
 - 1) 2 years or more of experience in an industry-related field.
 - 2) Job responsibility includes subject matter expertise or management of personnel.

ARTICLE V: Meetings

- A. Meetings: The Committee shall meet annually unless otherwise determined by a majority of voting members.
- B. Additional Meetings: Under special circumstances, the Chair and Co-Chair of the Industrial Advisory Committee can call additional meetings.
- C. Quorum: At any meeting, a quorum shall consist of a majority of the Committee members. No action item requiring the Committee's vote shall be resolved in the absence of a quorum.

D. Voting Members: All members of the Committee are voting members.

E. Voting:

- 1) The vote on all questions coming before the Committee shall be by voice vote, raising of hands, or written ballot.
- 2) Results will be reported in the meeting minutes.

ARTICLE VI: Officers

A. Officers shall serve a four-year renewable term.

B. The officers of the Committee shall consist of a Chair, Co-Chair and Secretary, elected by the Committee.

C. Officers - Duties

1) Chair

- a) The Chair shall formulate the agenda with input from members, and communicate the initial agenda to members.
- b) The Chair shall organize annual meetings and notify all members of meeting time and location.
- c) The Chair shall distribute final agenda to members.
- d) The Chair shall perform such other duties as required and approved by the Committee.

2) Co-Chair

- a) The Co-Chair shall assist the Chair in fulfilling his/her duties and shall serve as Chair during the absence of the Chair.
- b) The Co-Chair shall also perform such other duties as required and approved by the Committee.

3) Secretary

- a) The Secretary shall record minutes of all Committee meetings.
- b) The Secretary shall distribute Committee minutes to members for review prior the meeting date.

C. Officer Vacancy:

In the event the Chair is unable to fulfill his/her duties or resigns in the middle of a term, the Co-Chair automatically assumes the duties of the Chair until elections for the office are held. In the event of a vacancy in any other officer position, the Committee shall elect a Committee Member to fill the unexpired term.

ARTICLE VII: Appointment of Members

A. Committee vacancies and resignations will be filled in the following manner:

- 1) Members can nominate a qualified individual to the committee.
- 2) A nominee may be elected to the committee by a majority of voting members.

ARTICLE VIII: Amendments

A. These bylaws may be amended by a majority vote at any meeting of the Committee provided that the notice of the proposed amendment has been sent to all members in advance of the meeting.

B. Roberts Rules of Order will be used as a reference for all meetings.