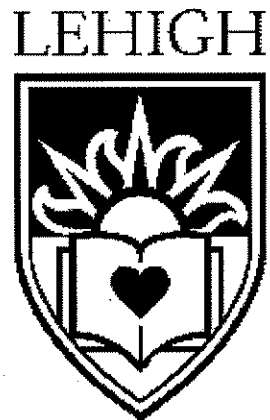


By-Laws  
Of The  
Lehigh University  
Industrial and Systems Engineering  
Advisory Board



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Approved: 20 April 2007  
Revised: Summer 2009  
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## **ARTICLE I**

### **Goals and Objectives**

SECTION 1. BACKGROUND. In the Fall of 2006, The Department of Industrial and Systems Engineering at Lehigh University constituted its first Undergraduate Advisory Board. The Board is comprised of industrial, government, and academic members with vested interests in the graduates produced from the Department's undergraduate programs. In 2009 the Advisory Board's mandate is expanded to advising about, and supporting of all programs and activities of the Department of Industrial and Systems Engineering.

SECTION 2. MISSION STATEMENT.

To provide input and support for Lehigh University's Industrial and Systems Engineering Department. This includes advising faculty and the department chair about all of its programs, projects and centers and providing self-fulfilling contributions to the department.

SECTION 3. PURPOSE.

1. Provide input and guidance on the Department's strategic plan.
2. Provide input to the undergraduate curriculum in terms of majors, minors, courses, and course sequencing.
3. Provide input into relevant undergraduate activities and external coursework that would benefit an undergraduate's Lehigh experience.
4. Provide support for the Department in the form of internship and co-op opportunities, undergraduate research experiences, senior projects, and speakers (seminar, class or banquet). Of course, contributions by board members in the form of software, equipment, scholarships, research funding, and/or gifts are highly appreciated.
5. Support the undergraduate membership of the Department through increased awareness of Industrial and Systems Engineering at Lehigh University, and providing a natural communication channel to alumni of the department.
6. Provide input to the Graduate and Ph.D. curriculum.
7. Provide input into relevant Graduate and Ph.D. activities and external coursework that would benefit a graduate student's Lehigh experience.
8. Support the Department in its outreach activities to alumni; help to engage alumni with the Department and its projects.
9. Provide examples of professional and academic leadership to ISE students and faculty through informal interactions and formal panels and presentations.

SECTION 4. BENEFITS. The benefits of board membership include:

1. Input to the undergraduate and graduate programs of the Department.
2. Preferential recruiting access to undergraduate and graduate students of the Department.
3. Input to, and prior knowledge of, the alumni relations activities of the department.

## ARTICLE II Board Membership

SECTION 1. GENERAL MEMBERSHIP. The Board shall consist of members of the industrial, government, and academic community. Its membership should be consistent with the foci of the undergraduate and graduate programs, as evidenced by hiring trends. While the Board will identify priority industry and academic areas the Chair of the Department will identify and appoint the specific members.

SECTION 2. MEMBERSHIP TERM. Board members are appointed to a three-year term by the Chair of the Department and can be re-appointed without limit. The Director-Elect shall be appointed to a three-year term in order to complete his/her duties. The Board shall not exceed 12 active members.

Board Members and the Director-Elect are appointed to a three-year term by the Chair of the Department in order to complete his/her duties. The board shall not exceed 12 active members.

SECTION 3. EXECUTIVE MEMBERSHIP. The Executive Membership shall consist of a Director, Past-Director, and Director-Elect (inclusive in the maximum of 12 active members). The Director-Elect shall be elected by the Board at the Spring meeting each year. The Director-Elect shall serve for one year, assume the role of Director in the ensuing year, and Past-Director in the following (third) year. In the event that the Director shall miss a meeting, the Past-Director shall assume the role of Director for the meeting. A board member can only hold one executive membership at a time. It is expected that the Director and Chair of the Department will have regular meetings to discuss the status of the department as it pertains to Board involvement. If no Director-Elect is elected by the Board, the immediate Past-Director will assume that role until a replacement is elected.

SECTION 4. EXECUTIVE MEMBERSHIP ELECTIONS. Elections for Director-Elect will take place in the Spring academic term (according to the Lehigh University Academic Calendar – published by the Registrar’s office). The new Executive Membership will become effective with each new academic year (Fall academic term). In the case where there is an absence in any of the three Executive positions, a special election will be held at the next Board Meeting.

SECTION 5. RESIGNATION. Active board members can resign at any time by giving written notice to the Chair of the Department and Director.

SECTION 6. REMOVAL. The Chair of the Department in consultation with the Director can remove any Board member who fails to fulfill the Board Purpose (as outlined above).

SECTION 7. VACANCIES. When a vacancy occurs for any of the board positions, the Chair of the Department will appoint a replacement (board positions can be left empty indefinitely, although would warrant an evaluation of need).

SECTION 8. EX-OFFICIO MEMBERSHIP. Ex-Officio members shall not be included in the maximum board size of 12 active members. Ex-Officio members shall include: Lehigh University Provost, Lehigh University Dean of Engineering, Chair of the Lehigh University

Industrial and Systems Engineering Department, and the Board Secretary (an ISE Department staff appointed by the Chair of the Department). Ex-Officio members do not have voting power at regular board meetings.

### **ARTICLE III**

#### **Meetings**

SECTION 1. REGULAR MEETINGS. The Board shall meet twice a year with the agenda of each meeting set by the Director and Chair of the Department. Regular meetings will be announced at least one calendar year (12 months) in advance.

SECTION 2. MEETING MINUTES. Meeting minutes shall be recorded by the Board Secretary.

SECTION 3. SPECIAL MEETINGS. Special meetings (including conference calls) can be called by majority vote of active Board members, or by the Department Chair.

SECTION 4. QUORUM. Quorum consists of the presence of the Chair of the Department, Director (or Director-Elect in the Director's vacancy), and at least one-third of the remaining active members.

### **ARTICLE IV**

#### **Amendments of By-Laws**

SECTION 1. AMENDMENT PROCEDURES. These By-Laws can be amended at any Board meeting provided the proposed amendment is submitted in writing and approved by the Chair of the Department in consultation with the Director.

SECTION 2. DEPARTMENT CHAIR AUTHORITY. The Chair of the Department, in consultation with the Director, may amend or temporarily suspend these By-Laws at any time.