

**BYLAWS AND PROCEDURES OF THE  
INDUSTRIAL ADVISORY BOARD  
DEPARTMENT OF INDUSTRIAL, MANUFACTURING, & SYSTEMS ENGINEERING  
TEXAS TECH UNIVERSITY  
(Amended 10-21-2022)**

**Article I - NAME**

- 1.1 The name of this organization shall be: The Industrial Advisory Board of the Department of Industrial, Manufacturing, & Systems Engineering, Texas Tech University, Lubbock, Texas (hereafter "Board").
- 1.2 Any use of the organization's name must have the prior concurrence of the board.

**Article II - OBJECTIVE**

- 2.1 The objective of the Board is to provide assistance in facilitating the highest quality of industrial engineering education at Texas Tech.
- 2.2 The Board reports to the Chairperson of the Department of Industrial Engineering and will make appropriate recommendations or reports to the Department Chairperson.

**Article III - MEMBERSHIP**

- 3.1 There shall be up to fifteen members of the Board. Unless they are appointed under the provisions of Section 3.3, members shall be elected by a majority vote of the Board membership and serve a full term commencing at the conclusion of the meeting at which they are elected. It shall be the practice of the Board to invite candidates to any regular meeting as defined in Section 5.1. A vote will be conducted with only Board members present.
- 3.2 A full-term membership shall be limited to three years. An individual may serve no more than two consecutive full membership terms. However, after completing their term and following two standing meetings (Spring and Fall) an individual may then serve an additional three-year term.  
An individual nominated to fill the balance of a full-term membership shall be automatically elected to a full three-year term following the interim term and shall be subsequently eligible for a second full term at the Board's discretion.  
IAB members that join within 7 years of graduation are considered junior members and not required to make contributions to the IAB endowment scholarship fund during their first three-year term.  
A prospective member's first introductory meeting does not count towards their first three-year term or requirements to fund the IAB.

- 3.3 If a member resigns during his term, the Board may elect a new member to complete his term. If the Board cannot act on a new appointee, the Chairperson, with the concurrence of the Nominating Committee, has the authority to select and appoint a new member(s) to fill an unexpired term(s).
- 3.4 Names for consideration for election to the Board may be suggested to the Board by the Chairperson of the Department of Industrial Engineering or by members of the Board. Members shall be selected from those individuals whose business and or professional careers have brought them recognition for sound judgment, decisive action, and integrity. Additionally, members shall have a knowledge of, and interest in engineering education, in general, and a particular interest and concern for the development, advancement, and recognition of Texas Tech University as an outstanding institution of industrial engineering. Members shall be available to attend meetings and devote the time necessary to effectively serve the Board and the University.

#### **Article IV - OFFICERS**

- 4.1 The officers of the Board shall be Chairperson, Vice-Chairperson, Treasurer, Secretary, Student/Faculty liaison position and Recruits Coordinator each elected by a majority vote of the Board.
- 4.2 The Chairperson shall preside over meetings of the Board and provide guidance in the achievement of its goals.
- 4.3 The Vice-Chairperson shall preside over the Board meetings in the absence of the Chairperson. Unless he is unable to serve, the Vice-Chairperson will be the Chairperson designate at the conclusion of his term as Vice-Chairperson.
- 4.4 Officers shall be elected at the spring meeting of the Board to serve a one-year term commencing at the close of the spring meeting.
- 4.5 A member may serve more than one term as Chairperson or Vice-Chairperson but shall not serve consecutive terms in either position.
- 4.6 A member may serve multiple consecutive terms as Treasurer, Secretary, or other committee assignments.

#### **Article V - MEETINGS**

- 5.1 Regular meetings of the Board will be held twice each year. Once in the fall and once in the spring. Meeting times and locations will be designated by the Chairperson and communicated to Board members and nominees.

- 5.2 Special Board meetings may be called by the Chairperson with adequate notice.
- 5.3 Members are strongly encouraged to participate in person at IAB student events and regular on campus meetings.

#### **Article VI - COMMITTEES**

- 6.1 The Chairperson and Vice-Chairperson will appoint Board committees as required. The Nominating and Membership Committees shall be the only standing committees; other committees will be appointed only for the duration of the requirement to be met. The Nominating and Membership Committees can be the same committee.
- 6.2 The Nominating Committee in conjunction with the Chairperson will prepare a recommended slate of officers and present it to the Board at the spring meeting. Election of officers will be held at the spring meeting with the term of office to begin after the conclusion of the spring meeting.
- 6.3 The Membership Committee, in conjunction with the Chairperson of the IAB and the Industrial Engineering Department Chairperson will present nominations for the new Board at the fall meeting at which time their election to the Board will occur.

#### **Article VII - FINANCES**

- 7.1 Incidental expenses, if any, incurred by officers of the Board in carrying out their responsibilities will be covered by the Board membership by ratable assessments after the expenditure is made.
- 7.2 Board members are individually responsible for personal lodging and travel expenses incurred in connection with Board duties.
- 7.3 Expenses and financial contributions made by the Board, or on behalf of the Board other than those in sections 7.1 and 7.2, will be assessed by the Treasurer from the membership according to procedures approved by a majority vote of the board. The Treasurer shall cover said expenses or contributions from an account funded by the Board. The Treasurer, after consulting with the Chairperson, shall be authorized to make special assessments to cover anticipated expenditures in excess of the current treasury balance.
- 7.4 At Spring and Fall meetings, IAB members each contribute \$50 to cover general expenses. Non junior members also contribute \$150 towards the IAB endowment scholarship fund. Contributions to these two funds are waived during a prospective member's first introductory meeting.

**Article VIII - PARLIAMENTARY PROCEDURE**

- 8.1 In the absence of any provision to the contrary in the Bylaws, all business meetings of the Board, and of appointed Committees, shall be governed by the Parliamentary Rules and usages contained in the current edition of Robert's Rules of Order.

**Article IX - AMENDMENTS**

- 9.1 Amendments to these Bylaws and Procedures may be initiated by any Board member.
- 9.2 Proposed amendments to these Bylaws and Procedures shall be submitted to the Board and adopted by a majority vote thereof.

**Article X - ADOPTION**

- 10.1 Adoption of these Bylaws and Procedures shall be by majority vote of the entire Board membership and they shall be effective from the date of adoption.