

Tennessee State University
College of Engineering
Aeronautical and Industrial Technology Advisory Board

Approved 23 September 2009

Advisory Board Handbook

INDEX

Introduction		pg 3
Summary of Membership Qualifications		pg 4
Appendix	By-Laws	
Article I	Name and Objectives	pg 5
Article II	Membership	pg 6
Article III	Responsibilities of Officers	pg 7
Article IV	Board	pg 9
Article V	Meetings	pg 10
Article VI	Quorum	pg 11
Article VII	Voting	pg 11
Article VIII	Finances	pg 11
Article IX	Reports	pg 11
Article X	Limitations and Dissolution	pg 12
Article XI	Amendments	pg 12

INTRODUCTION

NEED FOR AN AIT ADVISORY BOARD

Rapid changes in the volatile and technical field of aviation have called for cooperative planning by the industry and education. To adjust and keep up with these changes, the Aeronautical and Industrial Technology (AIT) department at Tennessee State University (TSU) has entered into partnership with aviation and industry leaders who can provide assistance, time, support and opportunity for our graduates and the program overall. This assistance will be accomplished by creating a forum with aviation and industry professionals and community leaders devoted to advancing and improving TSU's Aeronautical and Industrial Technology program. This forum of aviation and industry leaders committed to promoting the development of our industry's future aviation professionals constitutes the composite membership of our Advisory Board.

DEFINITIONS AND DESCRIPTIONS

The Aeronautical and Industrial Technology Advisory Board (AITAB) is defined as a group of persons selected to advise and support the AIT Program at TSU. The Advisory Board is formally organized, and is authorized by the Department Head of AIT at TSU.

Characteristics that distinguish advisory boards in general are: 1) they function as a recommending body to the Program and 2) members serve voluntarily without pay.

ADVISORY BOARD MEMBERS' SCOPE OF DUTIES AND ACTIVITIES

Broadly stated, the function of the Advisory Board is to advise the AIT Program regarding the successful operation of the program. The Board shall operate in the area for which it has been approved and will limit its activities to matters which directly affect or impact the AIT Program.

Some general duties and activities of the Board are to:

1. Attend a minimum of two AITAB meetings per year.
2. Serve as a communication channel between industry and education to ensure that the program remains apprised of the latest in aviation industry issues, concerns, and trends.
3. Assist the AIT Program in its effort to promote/clarify the funding needs of the program to the administrators of the University and external agencies.
4. Assist in developing resources which assist the program in attaining the program's education objectives. (i.e. the program should utilize the expertise of the board when new equipment, facilities, and instructional materials for the program are being contemplated.)
5. Suggest ways for improving the public image of the program.

6. Assist in recruiting students, work experiences, and graduation opportunities.
7. Keep the educational unit informed of present and future trends in the labor market for AIT students.
8. Assess the educational needs of the aviation industry and advise the AIT Program in areas of curriculum development.
9. Assist in developing long range plans for the educational unit.
10. Assist in the cultivation of external financial and material assistance for the program for such things as scholarships, flight team activities, student field trips, equipment and facilities, guest speakers, and other activities and events that ensure program success.
11. Assist in the recruitment of permanent and part-time faculty by identifying qualified persons for the position and by assisting in the solicitation and possibly in the screening process of prospective candidates.
12. Provide advice/recommendations for the improvement of the College Co-op Program.
13. Seek advice from the Aviation community about the quality of the AIT Program and its graduates.
14. Serve as role models to the AIT students and faculty.
15. Assist AIT faculty by providing opportunities and assistance for applied research.

AERONAUTICAL AND INDUSTRIAL TECHNOLOGY ADVISORY BOARD SUMMARY OF MEMBERSHIP QUALIFICATIONS

EXPERTISE

The guidelines for recommendation of an individual for membership on the Board should include consideration of the individual's knowledge in a specialized area, and the individual's general interest in the field of aviation education. Members must be professional and have the respect and confidence of their associates.

COMMITMENT

The success or failure of the AITAB will depend upon the ability and willingness of its members to participate. Members will be expected to maintain close contact with the activities of the program and staff, devote some time to committee work, and be willing to attend at least two Board meetings per year, most of which will be on the university campus.

AERONAUTICAL AND INDUSTRIAL TECHNOLOGY ADVISORY BOARD

APPENDIX BY-LAWS

ARTICLE I NAME AND OBJECTIVES

Section 1. Name

The name of this organization shall be the **Aeronautical and Industrial Technology Advisory Board**, hereafter referred to as the Board.

The name Aeronautical and Industrial Technology Advisory Board, or the Board, shall refer to, and consist of, its officers and members.

Section 2. Objectives

The objective of the Board shall be to support the advancement and initiation of programs and opportunities in education, service, and research which are beneficial to the Aeronautical and Technology Program and the aviation industry that it serves. The AIT Program at Tennessee State University will achieve these objectives through the support of the Board by promoting:

- A. a quality AIT program for students who are preparing for professional careers in aviation and technology.
- B. continuous communication among industry, the AIT Program, TSU administration, and the public.
- C. a strong marketing plan that ensures the viability of our aviation and technology programs.
- D. expanded and improved equipment/facilities for use in educating the aviation and technology student.
- E. alternative financial initiatives for ensured program success.
- F. applied research programs which will generate new knowledge for aviation and technology practices.

ARTICLE II MEMBERSHIP

Section 1. Officers

- A. On the Board, there shall exist three officer positions - president, vice president and secretary/treasurer.
- B. The office of president shall be elected by a majority of Board members present at a regularly-scheduled board meeting.
- C. The term of office of president shall be two years, with opportunity for re-election for an additional term for a maximum of four consecutive terms, and further opportunity for re-election at a later time non-consecutively.
- D. The office of vice president shall be the director of the AIT Program.
- E. The secretary/treasurer shall be selected by the vice president.

Section 2. Members

- A. On the Board, there shall exist a number of Board members which is needed to adequately represent the diversity of the aviation and industrial sectors. The members shall be individuals whose careers are, or were, related to aviation and industry. Ideally, member positions shall be filled primarily with consideration for a balanced representation of both flight and management career concentrations.
- B. Individuals will be invited to become members of the board by the Executive Committee. Current board members are encouraged to recommend individuals for membership to the Executive Committee.
- C. In determining consideration for membership, the Board should attempt to elect individuals knowledgeable in a specialized area of industry with a general understanding of the field of aviation, willingness to work on Board business, and the ability to travel to meeting sites. The Board should also attempt to choose individuals from various segments of industry, from several geographical areas, and from graduates of the AIT program or similar collegiate programs. Consideration should be given to alumni, AIT faculty and staff, individuals employed in the aviation and technology industries, and local residents with a strong interest in aviation and technology.

- D. There shall be one AIT student per semester on the Board, selected by the vice president.
- E. The term for all non-student Board members shall be open-ended.

Section 3. CHANGES IN BOARD MEMBERSHIP

- A. An individual's membership on the Board is subject to review and cancellation by the Executive Committee if that member is absent without cause and/or notification from two successive regularly-scheduled meetings.
- B. If a member desires to resign from the Board, he or she shall notify the Board president as far in advance of the effective date of his/her resignation as possible, so that vacancies can be filled promptly.
- C. Vacancies will be filled by the Executive Committee as promptly as possible.

Section 4. COMPENSATION/RECOGNITION

Officers and members shall not receive financial compensation for their services to the Board.

ARTICLE III RESPONSIBILITIES OF OFFICERS

Section 1. DUTIES OF THE PRESIDENT

- A. Preside over Meetings-The principal duty of the President is to preside at all regular, unscheduled, and executive committee meetings of the Board. The President will assume the role of conference leader in the interest of minimizing the formality of committee meetings.
- B. Appoint Subcommittees - It is the responsibility of the President to appoint subcommittees as needed to conduct the business of the Board.
- C. Represent the Board at various functions throughout their term.
- D. Jointly with the Vice President, oversee and organize the Annual Report of the AIT Program.

- E. Oversee an AIT Program Review every five years.
- F. Oversee a biennial review and update of the AIT Advisory Board By-laws.
- G. Jointly with the Vice President, appoint the Faculty Member of the Executive Committee.

Section 2. DUTIES OF THE VICE PRESIDENT

- A. The Vice President serves in the absence of the President.
- B. Plan the Agenda - The Vice President should, with the concurrence of the President, schedule the regular meetings of the Board and plan the agenda for the Board meetings.
- C. Represent the Board at various functions throughout the year.
- D. Jointly with the President, prepare the Annual Report of the AIT Program.
- E. Appoint the Secretary/Treasurer (two-year term).

Section 3. DUTIES OF THE SECRETARY/TREASURER

- A. Prepare and maintain a record of the minutes of Board meetings.
- B. Notify members of the dates, times, places, and agendas of Board meetings at least two weeks prior to the meetings. Remind members of the meeting several weeks prior to the meeting.
- C. Arrange for meeting rooms.
- D. Provide a written current AIT Program Status Report (statistics and other information) for Advisory Board review twice yearly.
- E. Electronically provide a copy of the minutes of Board meetings to Board Members within 30 days of each meeting, unless member(s) specifically request a paper copy.
- F. Compile and distribute the Board Annual Report of the AIT Program.
- G. Maintain and update the list of Board Members, including contact information.

- H. Provide a copy of the Advisory Board Handbook, and list of Board Members, to new Board members.
- I. Maintain Board financial information and report as needed.

ARTICLE IV BOARD

Section 1. EXECUTIVE COMMITTEE

- A. Membership - An Executive Committee, consisting of the President, Vice President, Secretary/Treasurer and an AIT Faculty Member, shall exist for the purpose of expediting the administrative details of the Board.
- B. Term – The appointed Faculty Member shall serve for two years with the possibility of reappointment.
- C. Duties – Assist with:
 - 1. Preparing the agenda for regular and special Board meetings
 - 2. Selecting new Board Members

Section 2. SUBCOMMITTEES

- A. Establishment - The responsibility for the establishment of subcommittees, and appointing the Chair of each, will rest with the President with the advice and consent of the Advisory Board as a whole.
- B. Duties – The duties of each Subcommittee will be generally prescribed by the President with the advice and consent of Advisory Board as a whole, and specifically determined by the Chair of each Subcommittee.
- C. Reporting – Each Subcommittee will present a brief report of its activities and/or recommendations at each regularly scheduled Advisory Board meeting.
- D. An Evaluation and Assessment Subcommittee is established. This subcommittee will select members and oversee a specific focus group for each area of concentration. The specific focus group will examine and review the department's results from **Compliance Assist** and ascertain progress in achieving goals and objectives for each area of concentration.

Duties and reporting requirements will be in accordance with Section 2., paragraph B and C.

ARTICLE V MEETINGS

Section 1. NUMBER OF MEETINGS

- A. Meetings of the Board: The Board as a whole will meet a minimum of two times per year as may be scheduled and called by the Executive Committee.
- B. Executive Committee Meetings: Any member of the Executive Committee may call meetings as needed.
- D. Subcommittee Meetings: Subcommittees will meet as needed, at the discretion of the Chair. The Subcommittee Chair shall report any recommendations, progress, and/or activities of each subcommittee at meetings of the Advisory Board. Subcommittees are encouraged to report any ongoing progress and activities to the Secretary/Treasurer.

Section 2. MEETING NOTICE

- A. A reminder of Advisory Board meetings shall be emailed by the Secretary/Treasurer to the members no fewer than three weeks prior to meetings, with a reminder emailed closer to the day of the meeting.
- B. Members are encouraged to RSVP the Secretary/Treasurer as far in advance of the scheduled meeting as possible.

Section 3. THE TYPICAL MEETING AGENDA

- A. Call to Order
- B. Introductions and Updates to the Membership List
- C. Approval of Minutes of the Previous Meeting and Treasurer's Report
- D. Student Input
- E. Subcommittee Reports
- F. Old Business
- G. New Business
- I. Scheduling of the Next Meeting
- J. Vice President's Report
- K. Adjourn

ARTICLE VI QUORUM

- A. Board members present shall constitute a quorum for Board meetings.
- B. Executive Committee and Subcommittee members present shall constitute a quorum for Executive Committee and Subcommittee meetings.

ARTICLE VII VOTING

Each member of the Advisory Board is a voting member of the Board, and has one vote for any Board issue. A simple majority vote of all Board members present shall be required on all Board issues.

ARTICLE VIII FINANCES

Any monies raised by the Board shall be contributed to the Department of Aeronautical and Industrial Technology Program Fund of the Tennessee State University Foundation. The Secretary/Treasurer is responsible for maintaining all financial records.

ARTICLE IX REPORTS

An Annual Report of activities by the Board shall be prepared by the Executive Committee for distribution prior to the First of September of each year. This Annual Report will include a President's report, Secretary/Treasurer's report, subcommittee reports, and minutes of Board meetings, to be distributed to the Dean, all Board members, all AIT faculty members, and to interested parties, including prospective Board Members, at the discretion of the Executive Committee, and posted on a prominent bulletin board in the AIT facility.

ARTICLE X LIMITATIONS AND DISSOLUTION

Section 1. LIMITATIONS

No part of any funds raised for the benefit of the program shall be used for the benefit of or be distributed to its members, officers, or others without the expressed written authorization of the Executive Committee.

Section 2. DISSOLUTION

Upon the dissolution of the Board, all accumulated supplies or funds shall become the property of the Department of Aeronautical and Industrial Technology.

ARTICLE XI AMENDMENTS

Any amendments, revisions, or expansion of The By-Laws of the Advisory Board must be introduced by the Executive Committee and placed on the Agenda and meeting notice that is emailed to each member at least two weeks prior to the scheduled meeting. Such amendments, revisions or expansion of the By-Laws must be approved by a majority vote of the members in attendance at an official Advisory Board meeting. Board Members are encouraged to notify the Executive Committee of any suggested amendments.

END