

BY-LAWS

UNIVERSITY OF KANSAS
DEPARTMENT AEROSPACE ENGINEERING
AEROSPACE ENGINEERING ADVISORY BOARD

November 2013

ARTICLE 1: NAME

1.1. The formal name of this organization shall be “Aerospace Engineering Advisory Board, University of Kansas” and it may be commonly referred to as the “KUAE Advisory Board”.

ARTICLE 2: MEMBERSHIP

2.1. The KUAE Advisory Board (the Board) shall consist of up to 25 members, who volunteer to serve staggered three-year terms. The terms of members shall be assigned at the time of appointment such that the terms of approximately one-third of the existing members expire each calendar year. The Board shall be comprised of natural persons and the Board shall not have business entities as members. The board shall be comprised of members from industry, government, and academia. Board members may serve successive terms.

2.2. Nominations for membership on the Board may be made by Board Members, former students, KU faculty or other persons with an interest in the well-being and continuous improvement of the Department of Aerospace Engineering (the Department), University of Kansas.

2.3. All nominations shall be directed to the Chair, Department of Aerospace Engineering (Department Chair) who shall appoint members to the Board. Vacancies occurring during a member’s term shall be filled by the Department Chair.

2.4. Upon the adoption of these by-laws, the Department Chair shall assign initial one, two and three year terms to the existing Board members. The Department Chair shall assign terms with each future appointment to comply with Article 2.1.

2.5. The Department Chair shall serve as an ex-officio member of the Board.

ARTICLE 3: OFFICERS

3.1. The Chair and Vice Chair of the Board shall be elected by the advisory board to serve concurrent terms of two years.

3.2. Nominees for Chair and Vice Chair vacancies shall be made by a committee consisting of the Department Chair, Chair and Vice Chair.

3.3. The Department Chair or his/her designated representative shall preside over the meetings of the Board.

3.4. The Vice Chair shall be responsible for keeping the official minutes of Board meetings.

3.5. In the event that the Chair is unable to complete his or her term, the Vice Chair shall assume the role of the Chair until completion of the departed Chair's term or until a new Chair is elected by the board. The vacancy for the Vice Chair shall be selected as provided in Article 3.2.

3.6. In the event that the Vice Chair is unable to complete his or her term, a new Vice Chair shall be elected as provided in Article 3.2 and shall serve the balance of the departed Vice Chair term.

ARTICLE 4: MEETINGS

4.1. Regular meetings of the Board shall be held twice each year. Except as specified in the meeting notice, attendance may be in person or by teleconference. Regular Board meetings shall occur on the KU campus unless otherwise approved by the Department Chair and specified in the meeting notice.

4.2. Special meetings of the Board may be called by the Department Chair or Chair as needed, with notice to Board Members as appropriate for the circumstances.

ARTICLE 5: COMMITTEES

5.1. The Department Chair or Chair may establish committees and appoint chairs for such committees as needed and as appropriate to the business of the Board.

5.2. The Department Chair or Chair may appoint faculty members to serve as liaisons with committees.

5.3. The Chair, Vice Chair and Department Chair shall serve and function as an Executive Committee of the Board.

ARTICLE 6: FINANCE

6.1. The expenses incurred by Board members in conjunction with their service on the Board, including attendance at meetings, are normally the responsibility of the individual member. In special circumstances, the Department Chair may elect to provide travel support.

6.2. Board members may be encouraged to support the fundraising and outreach activities of the Board and the Department of Aerospace Engineering. All such activities shall be voluntary and consistent with University policies.

ARTICLE 7: GOVERNANCE

7.1. These by-laws may be amended by the majority vote of KUAE faculty. The proposed changes to the by-laws shall be provided to all Board members for review at least 30 days prior to the date of the advisory board meeting.

7.2. Advisory Board members are working in service of the University and at the University's request in conducting their activities. They shall therefore be considered state employees under the Kansas Tort Claims Act, and they would be entitled to a defense and indemnity for claims related to Board's activities.