

Charter of the Department of Mechanical Engineering Advisory Board in the Howard R. Hughes College of Engineering

Name

This organization shall be called the University of Nevada, Las Vegas (UNLV) Department of Mechanical Engineering Advisory Board and hereafter referred to in this document as "Advisory Board".

Purpose

The purpose of the Advisory Board is to provide counsel, professional networking, community connections, and funding to promote and support the objectives of the Mechanical Engineering Department in the UNLV Howard R. Hughes College of Engineering. The Board is empowered by the Chairman of the Department of Mechanical Engineering to raise operational funds on behalf of the Department.

Membership

The Advisory Board shall consist of at least 10 but no more than 40 distinguished alumni, friends, and corporate leaders appointed by the Chair of the Advisory Board or a majority vote of the Advisory Board members. The minimum term of membership shall be one year, with no maximum term. The Chair of the Advisory Board may ask a member to step down in the event that the member is unable to fulfill the responsibilities of membership.

Member Responsibilities:

- a) Be informed about the Department's mission, programs, and services.
- b) Serve as a spokesperson for the Department and College of Engineering in the community and throughout the profession.
- c) Represent the engineering field to the Department.
- d) Assist the Department Chairman in meeting the needs of the profession by providing information on current professional issues and trends.
- e) Assist in bringing into the classroom the newest information from the profession.
- f) Disseminate information about the Department's research and other accomplishments for the benefit of the Department and profession.
- g) Participate in the development of an annual plan for the Advisory Board.
- h) Advise the Department Chairman regarding Department/ College initiatives and long-range plans.
- i) Identify opportunities for partnerships between the Department and individuals and corporations.
- j) Commit to being personally involved in fundraising activities.
- k) Encouraged to make an annual personal gift of \$100 or corporate gift of \$1000 to the operational fund for the Department. Advisory Board member gifts should be received by

June 30 of each year. Fundraising efforts resulting in contributions of the stated amounts may be counted as personal or corporate gifts.

- l) Attend Board meetings, and review materials and agenda prior to meetings.
- m) Suggest potential nominees to the Board.
- n) Adhere to the university's policies on fundraising, confidentiality, and conflict of interest.

Member Qualifications:

- a) Dedication to the goals and objectives of the Department and College, and willingness to promote them within the profession.
- b) Superior knowledge, stature, leadership, and respect within the engineering profession.
- c) Ability to represent the interests and needs of the engineering profession.
- d) Willingness to make annual financial gifts to the department.
- e) Ability to attend Advisory Board meetings or support the Department on a regular basis.

Membership Benefits:

Service on the Advisory Board will provide members the opportunity to:

- a) Participate in developing the Department into an academically strong and financially well-supported program that meets the needs of UNLV, its students, the region, and the engineering profession;
- b) Learn from the College of Engineering about new research and technology relevant to their industries; and
- c) Learn from one another about important issues in their respective industries.

Relationship to the College Advisory Board:

The Chair of the Advisory Board shall also be a member of the College of Engineering Advisory Board and shall serve on its Executive Committee.

Senior Advisor Status

Senior Advisors shall be comprised of founding members and/or major benefactors to the Department. This is an honorary position, appointed by the Chairman of the Department. The term of Senior Advisors lasts for perpetuity. Senior Advisors may or may not choose to participate in Advisory Board activities, but are strongly encouraged to remain in contact with the Advisory Board. Inactive Senior Advisors shall not be included in the membership count of the Advisory Board.

Termination of Membership

Any board member may terminate membership by submitting a resignation letter to the Chair of the Advisory Board or Chairman of the Department. A member may also be forcibly removed by an affirmative vote of the majority of the Advisory Board for not fulfilling the responsibilities of membership.

Meetings

The Advisory Board's regular meetings will take place at least semi-annually on the campus of UNLV.

Chair

There shall be a Chair of the Advisory Board appointed by the Chairman of the Department of Mechanical Engineering from among the existing active members of the Advisory Board. Upon the resignation or removal of the Chair, the Chairman shall appoint another Chair. Among the duties of the Chair are:

- a) Preside at the meetings of the Advisory Board
- b) Act as a representative of the Advisory Board
- c) Appoint task committees of the Advisory Board
- d) Participate as a member of the College of Engineering Advisory Board and on its Executive Committee.

Temporary Task Committees

The ability of the membership to achieve various goals and objectives of the Advisory Board requires establishment of Temporary Task Committees hereafter referred to in this document as "Committees". Committees may be formed to address specific issues or tasks which may confront the Advisory Board.

Committees may be appointed by a majority vote of the Advisory Board members as deemed appropriate for the most effective functioning of the Advisory Board in carrying out its purpose.

Committee members may include College faculty, students or other volunteers identified as having skills or expertise required to complete the committee's purpose. The Advisory Board Chair shall appoint a Committee Chair for each Committee. Committee Chairs shall represent their committee at each Advisory Board meeting.

Committee Chairs shall provide status reports and/or results of Committee activities to the Advisory Board at each of its meetings.

Committees shall be disbanded by a majority vote of the Advisory Board after completing their assigned purpose.

Amendments

This Charter can be amended with the approval of two-thirds of the membership of the Advisory Board and the endorsement of the Chairman of the Department.

Adoption

This Charter shall be adopted with the approval of two-thirds of the membership of the Advisory Board and the endorsement of the Chairman of the Department.

Adopted (November 4, 2009)

Michelle E. Miller

Michelle E. Miller

Chair of the Advisory Board

Woosoon Yim

Woosoon Yim, PhD

Professor and Chairman