



**BY-LAWS
OF
NEW MEXICO STATE UNIVERSITY
COLLEGE OF ENGINEERING
DEAN'S ADVISORY COUNCIL**

As Amended and Approved August 2, 2012

ARTICLE I. NAME AND OFFICES

Section 1.1 Name. The name of this organization shall be known as Dean's Advisory Council to College of Engineering, New Mexico State University (NMSU), hereinafter referred to as the "Council."

Section 1.2 Offices. The official office of the Council shall be the College of Engineering, Goddard Hall, New Mexico State University, P.O. Box 30001, Las Cruces, New Mexico, 88003.

ARTICLE II. PURPOSE

Section 2.1. General. The purpose of the Council is to promote the continued development and improvement of the College of Engineering in its vision of providing academic leadership on a regional and national level in support of its land-grant mission of teaching, research, and service.

Section 2.2. Shaping. The Council will assist the dean in shaping the College of Engineering academic programs in research, teaching, and service.

Section 2.3. Promotion. The Council will work to promote the College of Engineering to industry, government and academia at the state, regional, and national levels.

Section 2.4. Collaboration. The Council will work to support the dean's goals to establish relevant collaborations that will enhance economic resources available to the College.

ARTICLE III. MEMBERS

Section 3.1. General Powers. All powers shall be exercised by or under the authority of the Dean of the College of Engineering, New Mexico State University (the "Dean"), and the business and affairs of the Council shall be managed under the direction of the Council, subject to any limitation set forth by New Mexico State University.

Section 3.2. Composition, Term of Office, Voting and Compensation.



Number and Classification. The Council shall be composed of the following classes: (i) Dean's Appointment, (ii) Academy and/or Industrial Advisory Appointment, and (iii) Emeritus. The classification of membership shall be as follows:

Dean's Appointment. The Dean of the College shall appoint representatives to the Council, without regard to their place of education, nature of employment, or academic affiliation.

Academy and/or Industrial Advisory Appointment. Each academy and/or industrial advisory board associated with an engineering academic department is entitled to representation on the Council. Membership is not to exceed two representatives from each of the respective academies and/or industrial advisory boards.

Emeritus. Emeritus status shall be granted to those Dean's Appointments who have served a minimum of three (3) consecutive three-year terms but who are unable to maintain active participation in the bi-annual meetings of the Council. Emeritus members are non-voting.

Term of Office. Representatives appointed by the Dean shall serve three (3) year terms, which shall expire on the earlier of the Appointee's death, resignation, or removal. Each Dean's Appointee may be re-appointed by the Dean for unlimited number of terms.

Each Academy and/or Industrial Advisory Appointee shall serve two (2) year staggered terms. Staggered terms are intended to ensure continuity between each of the respective academies and/or industrial advisory boards on the Council. The respective academy and/or industrial advisory board shall determine specific staggered terms for each representative.

Emeritus status shall be granted to Dean's Appointees that continue to provide advice to the Dean but are unable to maintain active participation in the bi-annual meetings of the Council. Emeritus status requires a minimum of three (3) years active status as a Dean's Appointee.

Voting. Each Dean's Appointee shall have one vote. Each representative of the respective Academies and/or Industrial Advisory Boards shall have one vote. Appointees granted Emeritus status do not have the right to vote.

Compensation. Membership on the Council is voluntary. Council members shall be responsible for their own travel, lodging, meal and other expenses. No member of the Council may seek any reimbursement and/or compensation from either the College of Engineering or NMSU.

Section 3.3. Meetings. The Council shall meet bi-annually.

The spring semester bi-annual meeting shall be held on the campus of NMSU during National Engineer's Week. The fall bi-annual meeting shall be held off campus to provide an opportunity to meet with external stakeholders.

The Council Chair, in concert with the Dean of Engineering, shall determine and announce, at the close of each meeting, the venue of the next meeting.

Meetings and work of the Council, committees, work groups, task forces, etc., which are appointed may be conducted between meetings by any means effective to the assignment, including designated representation when personal presence is essential.

All findings and recommendations of the Council are to be reduced to writing and presented to the Dean of Engineering, the NMSU administration (Academic Provost, Dean of the Graduate School, Vice President for Research, and the NMSU President), and/or the Board of Regents), as appropriate, with such findings and recommendations disseminated among the several member academies.

In addition to the bi-annual meetings, the Council may, as a committee of the whole, meet as frequently as is required to accomplish their work.

Meetings will be conducted according to the current version of Roberts Rules of Order.

ARTICLE IV. OFFICERS

Section 4.1. Officers. The officers of the Council shall consist of a Chair, Vice Chair and Secretary.

The Chair and Vice Chair shall each serve two (2) year terms and shall not be eligible for consecutive re-election to the office. The Vice Chair will succeed to the Chair.

The Chair shall conduct the meetings according to the agenda adopted at the beginning of each meeting. In the event that the Chair is not available, the Vice Chair shall conduct the meeting in place of the Chair.

The Dean shall designate a staff member to serve in the non-voting Secretary position. The Council Secretary shall have the responsibility to:

Serve as custodian of records of the Council;

Record minutes of the bi-annual meetings;

Provide reasonable advance notification of upcoming meetings and relevant logistical information to Council members;

Advise the Council, on request, of the summarized minutes of the meeting and subsequent action items from the meeting.

The historical records of the Council shall reside in the Office of the Dean of the College of Engineering or in the office of his/her official designee within the College. Records approved by a majority vote of the Council shall be considered the accurate and official records of the Council.

ARTICLE V. MISCELLANEOUS

Section 5.1. Acceptance of Gifts, Donations, etc. Any gift, donation, bequest, or subscription to the Council shall be deemed to have been accepted only when acted upon affirmatively in accordance with New Mexico State University gift acceptance policies.

Section 5.2. Conflicts of Interest. Transactions between the Council and the College of Engineering and/or New Mexico State University shall meet the normal tests for ordinary business transactions, including proper documentation and approvals. Special attention shall be given to avoiding direct or indirect conflicts of interest between the Council and its members, officers and employees and in compliance with all applicable laws.

Section 5.3. Administrative Update. The Chair and Vice Chair shall meet with the NMSU President a minimum of once per year to discuss matters related to the College of Engineering.

ARTICLE VI. AMENDMENTS

Section 6.1. Amendments. The Council by the affirmative vote of a majority of its members in attendance may amend these By-Laws, but no amendment shall be made unless proposed at a regular or special meeting of the Council and adopted at a subsequent meeting of the Council.

