

**By-Laws**  
**Industry Advisory Board**  
**BS Industrial Technology Program**  
**Department of Technology**  
**College of Engineering, Computer Science, and Technology**  
**California State University, Los Angeles**

**Date: August 30, 2010**

**1. Name**

The organization shall be known as the Industrial Advisory Board (IAB) for the Bachelor of Science degree in Industrial Technology (ITEC) program at California State University, Los Angeles (Cal State LA).

**2. Purpose and Objectives**

The purpose of the IAB is to advise, support, and promote the ITEC program at Cal State LA. A primary function is to facilitate the continuous improvement of program quality and scope by keeping the program current and relevant. Specific objectives of the IAB include:

- a. Review and provide input to the mission and goals of the Industrial Technology program.
- b. Review and provide input to the objectives and learning outcomes within the Industrial Technology program.
- c. Provide the Industrial Technology program with suggestions for programs content and direction.
- d. Support the Industrial Technology program for the following activities:
  - program development
  - program publicity
  - student interns and co-op placement
  - alumni employment
  - faculty development
  - joint project collaboration
  - guest speakers
  - donations and other financial assistance

**3. Membership**

The number of IAB members shall be a minimum of nine (9) and a maximum of fifteen (15) plus the Chair of the Department of Technology as an ex-officio (non-voting) member. Those selected to serve on the IAB shall be individuals capable of facilitating program quality and should represent industry and academic professionals.

**4. Members Selection Criteria**

- a. Professionals holding technical and/or technical management positions from various industries capable of facilitating program quality.

- b. Professionals representative of the breadth of industries (i.e. design, manufacturing, energy, internetworking, graphic) for which the program prepares.
- c. Professionals representative of the demographics (i.e. gender, ethnicity, age, etc.) of the students in the program.
- d. At least 50% of the board members are program alumni.
- e. No more than two members representing education.

## **5. Term of Appointment**

- a. Each IAB member shall be appointed by the Chair of Department of Technology with consultation of ITEC program faculty.
- b. Each appointment to the IAB shall be for three (3) years, except when the appointment is to fill an unexpired term.
- c. Each IAB member can be re-appointed up to three (3) terms.
- d. Any member may resign his or her membership in IAB by submitting a signed resignation to the Chair of IAB.
- e. Any member missing two consecutive meetings without due cause shall be considered uninterested and dismissed from membership.

## **6. Meetings**

- a. The IAB shall meet at least twice each academic year. Additional meetings may be scheduled as needed.
- b. A quorum shall consist of one more than half of the active members of IAB.

## **7. Governance**

- a. The IAB shall elect **three** officers- President, President-Elect, and **Recording Clerk**. **Officers** shall serve for one-year (1) term.
- b. The regular term of office shall be from July 1 to June 30 each year. The election shall be held once a year during the Spring meeting. Nomination shall be taken from the floor.
- c. The President shall preside at each meeting, coordinate all IAB activities, schedule meetings, and prepare agendas.
- d. The President-Elect shall assist the President as necessary and prepare to serve as the next President.
- e. **The Recording Clerk shall record the meeting minutes, maintain and distribute documentation, and send meeting notices.**
- f. The Chair of Department of Technology and his or her staff shall assist the President in all IAB activities.
- g. Robert's Rules of Order shall govern.

## **8. Finances**

- a. The necessary expenses of this organization shall be paid from the operating expenses of the Department.
- b. No dues shall be required of any IAB members.
- c. Personal expenses such as traveling, housing, and work compensation shall be supplied by the individual IAB member or the member's employer.

## **9. Amendments to the IAB By-Laws**

- a. Amendments to the By-Laws shall be ratified by two thirds affirmative vote of the active IAB members.