Charter of
The University of Florida
Chemical Engineering Department
Advisory Board

Article I: Name & Affiliation

The name of this organization shall be the University of Florida Chemical Engineering Advisory Board, hereafter referred to as the “Advisory Board”. The Advisory Board is a volunteer organization and shall operate as regulated by this charter and by the regulations governing such groups recognized by the University of Florida, Gainesville, Florida.

Article II: Purpose

The purpose of the Advisory Board is to support and advise the University of Florida Chemical Engineering (ChE) Department in achieving the Department’s mission and goals and to assist the ChE Dept. in being recognized nationally and internationally for excellence in Chemical Engineering.

The principal function of the Advisory Board is to interact and share feedback with the Department’s Chair, faculty, students, and staff. It is anticipated that Advisory Board members’ professional experience in a wide range of engineering activities will help to enhance the Department’s productivity and contributions to the constituencies the Department serves.

The Advisory Board is intended to be advisory, and its meetings are for the purpose of exchanging information, views and providing feedback. Additionally, the Advisory Board may be asked to review, comment or participate upon selected topics with the ChE Department.

Article III. Advisory Board Membership

Advisory Board members are volunteers who support the charter of the Advisory Board. It is the intent that the membership will represent academia and diverse businesses that utilize chemical engineering principles. No monetary compensation is provided for travel or meeting attendance.

The number of Advisory Board members shall be a minimum of ten (10) with the maximum number set by the ChE Department Chair.

Specifically, those persons considered for membership on the Board shall:

1. Have an interest in the University of Florida ChE Department.

2. Have experience in industry with companies that hire Chemical Engineers and/or rely on Chemical Engineering skills for success of their business operations.
3. Be willing to attend meetings of the Advisory Board and serve on committees as needed.

Members of the Advisory Board do not have to be alumni of the University of Florida ChE Department nor necessarily be University of Florida graduates.

The ChE Department Chair shall appoint Advisory Board members. The Advisory Board shall provide recommendations of prospective Advisory Board members to be considered for appointment. New members can be considered at any time.

There are no term limits for an active Advisory Board member.

Any Advisory Board member who misses two (2) consecutive meetings shall be contacted by the Advisory Board Chair and asked of their continued interest in being on the Board.

Any Advisory Board member who misses four (4) consecutive meetings will be brought to the Advisory Board for review of continued membership on the Board.

Article IV: Officers and Duties

The principal officers of the Advisory Board shall be the Chair, Vice Chair and Recorder. The Advisory Board may name additional officers, as it deems necessary at any time.

The Chair shall be the official representative of the Advisory Board. The Chair shall facilitate and represent the activities of the Advisory Board; preside at all meetings of the Advisory Board; plan the meetings and prepare the agenda in conjunction with the Department Chair. The Advisory Board Chair shall establish committees and organize special task forces to accomplish the goals of the Advisory Board, and perform all other duties pertaining to the office. Within 60 days after an Advisory Board meeting, the current Chair shall write a letter to the Engineering Dean summarizing recommendations, strengths and areas for improvement.

The Vice Chair shall work with the Chair in meeting the objectives of the Advisory Board. In the absence of the Chair, the Vice Chair shall preside at meetings of the Advisory Board. It is expected that the Vice Chair will succeed the Chair.

The Recorder shall keep the minutes and attendance of all meetings. Minutes shall be issued within 30 days of the meeting. The Recorder insures that all the correspondence of the Advisory Board is filed with the Department Chair’s Secretary.

The Advisory Board Chair and Vice Chair will serve two-year terms or until their respective successors are chosen and qualified. Elections for a Chair and Vice-Chair shall be held every two years (odd years) during the Spring Advisory Board meeting and their respective terms will commence 60 days after the meeting. Nominations of the Chair and Vice-Chair shall be solicited during the Spring meeting with elections to follow before the end of the Spring meeting.

The Recorder shall serve a one-year term. Nominations shall be solicited during each Spring meeting with elections to follow before the end of the Spring meeting.
Any officer of the Advisory Board may be re-elected for consecutive terms.

Vacated officer positions shall be filled as follows:

- If the vacated office is the Chair, the Vice Chair assumes the office.

- If the vacated office is the Vice Chair, the Advisory Board Recorder will notify all of the membership of the vacant office and solicit nominees. The Recorder will contact the list of nominees to determine their interest. The Recorder will send the final list of nominees to the Advisory Board for a vote at the next Advisory Board meeting.

- If the vacated office is the Recorder, a new Recorder will be solicited at the next meeting. A majority vote of the board members present is required. The Recorder will assume the position at the beginning of the meeting at which he/she was elected.

Article V: Meetings and Functions

Regular meetings of the Advisory Board will meet at least once, typically twice, during a calendar year. The annual meeting shall be held in the Spring with a second in the Fall, if determined by the Advisory Board.

Meetings will normally be held at the University of Florida campus, with the location determined and scheduled by the Department Chair. Meetings will consist of at least a one-day business meeting with longer meetings, as determined by the Advisory Board Chair and Department Chair.

Special meetings shall be held at any time when called by the Advisory Board Chair or at a special request of the membership. A quorum of 33% of Advisory Board members should be present if any significant decisions are to be voted on. Special meetings may be held by teleconference. A minimum of 2 days notice is required.

- All members must be notified of the next regular meeting date at least ninety (90) days in advance of the meeting.
- The agenda and information for review shall be sent at least thirty (30) days in advance of regularly scheduled meetings.

Each regular meeting agenda shall include, as a minimum:

- Department Chair Update
- Time with current students, without the Dept Chair or professors present.
- A discussion with the Engineering Dean
- Next meeting date and time

The agenda shall provide time for the Advisory Board to discuss and advise on each agenda item.
Article VI: Committees

The Advisory Board shall consider, as appropriate, the establishment of standing committees to perform the normal and ongoing functions of the Advisory Board.

The Chair may create a special committee to serve specific functions for a limited time or to address onetime projects or tasks.

An Advisory Board member's service on any committee or task force ends as of the completion of the assigned duties.

A committee chair that is appointed by the Advisory Board Chair will govern each standing or special committee. Committee chairs shall be responsible for setting meetings and agendas to address their specific charges and for maintaining records and reporting results to the Advisory Board at its meetings.

Article VII: Amendments to the Charter

Any Advisory Board member or the Department Chair may submit amendments or revisions at any time to the Advisory Board Chair. Amendments or revisions may be submitted in writing or e-mail.

Revisions or amendments to the charter, submitted at least sixty (60) days prior to the next scheduled Advisory Board meeting, shall be considered and voted on at the next Advisory Board meeting.

The recorder shall send the revision or amendment to all Advisory Board members for consideration no less than 30 days before the next scheduled meeting.

Revisions or amendments to the charter must receive a majority vote of all Advisory Board members attending the regular or special meeting of the Advisory Board. A quorum of at least 33% of Advisory Board members must be present.

Proxy votes will not be accepted.
Charter Approval

This charter of the University of Florida Advisory Board was adopted by a majority vote on this day September 28, 2007.

Department Chair

Jennifer S. Curtis
Printed Name

Signature

Board members in attendance and voting:

Robert L. Dotson
Printed Name

Signature

William K. McGrane

Chris Birdsall

Mary Bless

Jerald Dickerson

Arthur B. Anderson

J. Peter Perez

J. A. Trainham

Josh Walker

Vasant Chapnerkar

Armando Rodriguez

Final Draft August 10, 2007