

**ARKANSAS ACADEMY**

**of**

**INDUSTRIAL ENGINEERING**

**RESPONSIBILITIES AND ACCOUNTABLILTIES**

**for**

**OFFICERS, COMMITTEE CHAIRS,**

**and**

**BOARD MEMBERS**

**Revised By**  
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**July, 2013**

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## **1.0 BOARD AND OFFICERS**

### **INTRODUCTION**

The Board of Directors consists of ten (10) Directors, including the Immediate Past-President. Normally, three (3) Directors will be elected from the membership by the members at each Annual Meeting of the Academy.

The make-up of the Board of Directors after each Annual Meeting should be as follows:

- 1 - Immediate Past President
- 3 - Directors elected to serve full three-year terms
- 3 - Directors with two years remaining on their terms
- 3 - Directors with one year remaining on their terms.

The Officers of the Board of Directors and of the Arkansas Academy of Industrial Engineering are President, President-elect, Secretary, and Treasurer. They are elected by and from the Board of Directors promptly after the election of the Board by the membership. The officers serve one (1) year terms.

The Officers have such duties as are necessary to the purposes and functions of the organization and such duties as are assigned by the Board of Directors.

Officers serve without compensation, but shall be reimbursed for expenses incurred if authorized and approved by the President and approved by the Board of Directors.

AAIE officers customarily rotate offices progressively each year from Secretary to President-Elect to President to Past-President, and as concurred by the vote of the AAIE Board of Directors, unless an officer is unable to progress to the next office due to personal or professional circumstances. This progressive rotation of officers is used to ensure knowledge and continuity of organizational objectives, and procedures by the organization leaders. Anyone who elects to become an officer may need to serve two 3-year board terms in order to complete the progression.

Generally, AAIE utilizes parliamentary procedure rules to conduct the AAIE Board and Annual Meetings.

AAIE hosts an annual meeting in northwest Arkansas, traditionally during the first or second weekend of April.

The Arkansas Academy of Industrial Engineering is self-supporting. Members of the Academy are responsible for their expenses incurred while attending meetings and other functions of the Academy. The Board of Directors adopts an annual budget and present to the membership each year.

## **1.1 BOARD OF DIRECTORS**

### **Election:**

The Board of Directors shall consist of ten (10) Directors, including the Immediate Past President. Normally, three (3) Directors will be elected from the membership by the members at each Annual Meeting of the Academy.

The make-up of the Board of Directors after each Annual Meeting should be as follows:

- 1 - Immediate Past President
- 3 - Directors elected to serve full three-year terms
- 3 - Directors with two years remaining on their terms
- 3 - Directors with one year remaining on their terms.

Vacancies on the Board of Directors shall be permanently filled at the next Annual Meeting of the Academy. The President may make an interim appointment when necessary to complete the remainder of the year term.

### **Responsibilities:**

Board members should attend all Board Meetings and support the President in all activities of the AAIE.

### **Accountabilities:**

#### **Annual Business Meeting Deliverables**

- 1.) Attend the meeting and present committee reports.

#### **Board Meeting Deliverables**

- 2.) Attend the meetings and support the President in executing the objectives of the AAIE.

## **1.2 PRESIDENT**

As in most organizations, the President is the key leadership position in our organization. The following is an outline of the keys to the success of this and other volunteer positions in AAIE.

### **Election:**

The AAIE President is elected by the AAIE Board of Directors from a slate of officers proposed by the Nominating Committee at the AAIE Annual Board Meeting which follows the AAIE Annual Meeting of the general membership. According to the By-Laws the President-Elect is selected as the President by the Nominations Committee and as elected by the AAIE Board of Directors. The election of the President takes place after reading of the Minutes of the previous Board Meeting and acceptance of the AAIE Financial Report.

The President submits the slate of Officers and Directors to the Board for consideration. At this point, a Board member offers a motion to accept the slate, and a second is received. The President then solicits additional nominations from the floor, and if none are received, the motion is passed to accept the officers and committee chairs as presented. If additional nominations are made by board members, then majority voting is held by the President at that time.

At the conclusion of the election of officers, the President will transfer leadership to the President-Elect and pass the large AAIE gavel to him/her. The new President then presents an honorary gavel to the Past President to commemorate his/her service as Academy President. The Past President becomes the Liaison Committee Chair after serving term as President.

The new President appoints the Committee Chairs, and requests that each chair appoint a vice-chair to attend board meetings in the absence of the chair. Vice chairs may attend more frequently, especially if they are assuming the chair for the upcoming year.

**NOTE:** Committee reports are typically discussed in their entirety during the Annual Meeting of the general membership, and are customarily accepted as presented at that time at the annual Board Meeting.

### **Responsibilities:**

- Lead the AAIE membership in all meetings and projects initiated by the Board and Academy membership. The President is critical to assuring the success of all activities of the Academy.
- Direct and oversee the planning and execution of the AAIE Annual Meeting and all Board Meetings. The Industrial Engineering Department administrative staff assists the President in the planning and execution of the Annual Meeting.

- Send board meeting invitations to all Board members, committee chairmen, and past presidents.
- Be aware of all the regular business to be discussed during a Board Meeting and provide the agenda of each meeting which is distributed to Board members prior to the start of the Board Meeting. The President should see that open items or assignments from previous Board Meetings are carried over to the next agenda.

**Accountabilities:**

**Annual Business Meeting Deliverables**

- 1.) Meeting Scheduling, Planning and Agenda
- 2.) Preside over General Meeting

**Board Meeting Deliverables**

- 1.) Meeting Scheduling, Planning and Agenda
- 2.) Preside over all meetings

### **1.3 PRESIDENT-ELECT**

#### **Election:**

Proposed by the nominating committee of the Board of Directors and elected by the Board of Directors at the Board Meeting following the Annual Meeting in the Spring of each year.

#### **Responsibilities:**

- In addition to serving as Acting President in the absence of the President, the President-Elect attends all AAIE Board and Annual AAIE Membership Meetings in order to become familiar with the office of the President.
- Plan and execute arrangements for all Board Meetings. Meeting locations are usually selected with input from the Board President and/or Board membership.
- Keep members informed of any proposed and/or approved changes, additions, or deletions to the AAIE By-Laws.
- As keeper of the By-Laws, the President-Elect responsibilities are as follows:
  - Become familiar with all sections of the By-Laws and content.
  - Maintain a record of all revisions to the AAIE By-Laws, and an archive record of all revisions made since AAIE inception.

#### **Accountabilities:**

##### **Annual Business Deliverables**

- 1.) Assist the President in preparations for meeting.
- 2.) Announce general membership meeting location and date to membership via mail and/or email at least thirty days prior to the date of the meeting.
- 3.) Present revisions to the By-Laws that have been previously approved by the Board for approval by membership during the AAIE Annual Meeting.
- 4.) Ask membership if there are any additional proposed By-Laws amendments. Refer these to the Board for consideration and review at the next annual meeting.

##### **Board Meeting Deliverables**

- 5.) Plan and execute advance arrangements for the Board Meetings, including room accommodations, menus, and planned social gatherings.
- 6.) Announce board meeting location and date to board members at least three months prior to the date of the meeting. The next board meeting location and date should be communicated at each board meeting.
- 7.) Submit a list of proposed locations for the next Board Meeting to be selected by the Board of Directors at each meeting one year in advance.

- 8.) For each board meeting, prepare and report on any proposed By-Laws revisions to the Board for review and approval before being presented to membership at the annual business meeting in the Spring of each year.
- 9.) Address and research issues in regard to the AAIE By-Laws and present to the Board.
- 10.) Monitor proceedings of Board to assure that procedures proposed or issues raised are not in conflict with existing AAIE By-Laws.



## **1.4 SECRETARY**

### **Election:**

Proposed by the nominating committee of the Board of Directors and elected by the Board of Directors at the Board Meeting following the Annual Meeting in the spring of each year.

### **Responsibilities:**

The Secretary office consists of major responsibilities described as follows:

- Keep accurate records of all four meetings of the Board of Directors and the Annual Meeting of the general membership.
- Act as temporary President and calls AAIE Board Meeting to order in the absence of both the President and the President-Elect.
- Maintain detailed record of membership with assistance from the I.E. Department Staff.
- Own and maintain this “RESPONSIBILITIES AND ACCOUNTABLILTIES FOR OFFICERS, COMMITTEE CHAIRS, And BOARD MEMBERS” document.
- Responsible for the content of the AIIE website. Works closely with the Webpage/Publicity Committee Chair to assure all information on the website is accurate and up to date.
- Maintain a list of spouses of deceased members who want to be included in the AAIE annual meeting and mailing list and communicate to IE Department Staff who handles AAIE mailings.

### **Accountabilities:**

#### **Annual Business Deliverables**

- 1.) Distribute a copy of the previous General Meeting minutes for review, approval, and/or revision as required.
- 2.) Keep accurate records of the proceedings of the Annual Meeting of general membership and Board of Directors meeting.
- 3.) Prepare minutes of the General Meeting for submission and review by the officers and the Board of Directors prior to the next General Meeting.
- 4.) In cooperation with the Membership Chair, prepares a report describing the AAIE membership status, including active inactive, honorary, and Distinguished Past Members (deceased).

#### **Board Meeting Deliverables**

- 1.) Distribute a copy of the previous Board Meeting minutes for review, approval, and/or revision as required.

- 2.) Keep accurate records of the proceedings of the Annual Meeting of general membership and Board of Directors meeting.
- 3.) In cooperation with the Membership Chair, presents a report describing the AAIE membership status, including active inactive, honorary, and Distinguished Past Members (deceased).
- 4.) Present a list of spouse's of deceased members who wish to be invited to the annual meeting and remain on the mailing list.
- 5.) Prepare a letter of sympathy to the surviving spouse or family of the deceased member. This letter contains a statement that the Academy will honor him/her by providing a one-time scholarship and extends an invitation to the upcoming annual awards banquet.

## **1.5 TREASURER**

### **Election:**

Proposed by the nominating committee of the Board of Directors and elected by the Board of Directors at the Board Meeting following the Annual Meeting in the spring of each year.

### **Responsibilities:**

The Treasurer office consists of major responsibilities described as follows:

- Assure that a proper procedure and controls exists for the receipt of all AAIE member dues and contributions. They are received by the Industrial Engineering Department for deposit with the University of Arkansas Foundation.  
(All AAIE financial data, including but not limited to member dues and contributions, endowment proceeds, meeting expenses, miscellaneous AAIE expenses, and other financial accounting data, is prepared by the Industrial Engineering Department Fiscal Support Specialist.)
- Does not personally receive any funds or write any expense or disbursement checks.  
(All dispersals of AAIE funds are accomplished via check requested by the Industrial Engineering Department from the University of Arkansas Foundation to be made payable to the appropriate vendors. The Treasurer does not receive any funds or write any expense or disbursement checks.)
- Review the AAIE Income and Expense Reports prepared by the Industrial Engineering Department Fiscal Support Specialist, and presents a summary of the reports at each Board and Annual Meeting.
- Notify active members that are delinquent in paying of dues and notifies the member of a change in status to "Inactive" if dues are not paid up.

### **Accountabilities:**

#### **Annual Business Deliverables**

- 1.) Distribute copies of the Income and Expense Report to the membership.
- 2.) Present the annual AAIE budget for review and approval of membership.
- 3.) Subsequent to the annual meeting, coordinate with the IE Department to ensure that delinquent members are notified in writing of their delinquent dues and change in status to "Inactive" if dues are not paid.

#### **Board Meeting Deliverables**

- 1.) At the Winter Board Meeting, present a list of members who are three or more successive year's delinquent in annual dues for board review. Upon the board's direction, the secretary/treasurer will send a letter informing the members they will be moved to inactive status if their dues are not paid by the annual meeting.

- 2.) Distribute copies of the Income and Expense Report to the Board of Directors.
- 3.) Prepare an annual AAIE budget for review by the Board of Directors at the winter meeting and approval at the Spring Annual Meeting.

## **1.6 PAST PRESIDENT**

### **Election:**

Person who just previously served as elected President of the AAIE.

### **Responsibilities:**

The Past President primarily chairs the Liaison Committee, and also provides the sitting President with guidance regarding AAIE affairs when requested.

### **Accountabilities:**

#### **Annual Business Deliverables**

- 1.) Assists current President in meeting preparation

#### **Board Meeting Deliverables**

- 1.) Attends meeting and provides guidance to Board

## **2.0 COMMITTEE CHAIRS**

### **2.1 MEMBERSHIP COMMITTEE**

#### **Election:**

The Bylaws require that there shall be a Membership Committee of five active members, one (1) of which shall serve as chair, and said committee shall take such action as is necessary to comply with Bylaw (I.A – C). The committee chair is limited to serving a maximum of three one-year terms as Chair.

#### **Responsibilities:**

The committee chair appointed by the President will recruit a Vice-Chair to fill in if the Chair is unavailable and at least three other members of this committee for a total of at least five members.

The Committee solicits nominations from active members' names of candidates for future membership in AAIE from active members and the Department Head of Industrial Engineering and determines the eligibility of the nominees and their interest in becoming a member. The Committee collects biographical information from the nominees in order to convey the character and experience of the candidate to the Board and voting members. The Committee prepares a list of candidates of nominees for presentation to the Board at its winter meeting. After the Board approves the nominees, the Membership Committee sends ballots to the membership; the Committee then counts the ballots, and advises the President who in turn contacts the selected candidates.

#### **Suggested Biographical Information:**

The following is the type of information that should be collected from each nominee to be used to create a biographical sketch and further contact. The information can be gathered via a completed template, resume or free-form.

- Nominee
- U of A IE Degree(s) - year
- Current Employer, Address, Phone, Work email
- Home Address, Phone, Home email
- Spouse, children
- Interests/Hobbies
- Employment history
- Education/professional accomplishments, significant community/charitable activities

#### **Accountabilities:**

##### **Annual Business Deliverables:**

- 1.) Prepare and deliver a ballot of nominees to the AAIE membership for voting by academy members before the spring meeting.

- 2.) Make sure that each new member has been contacted before the General meeting to answer questions and assure that they be present for the meeting.
- 3.) Make sure that the person who nominated the new member or a designated Board member contacts the person before the meeting and makes sure to answer all questions and offer to mentor and escort the new member to the General Meeting.
- 4.) Plan and arrange a meet and greet meeting for prospective new members before the beginning of the General Meeting. Invite Board members, Department staff, and those who nominated each new member.

**Board Meeting Deliverables:**

- 1.) At the Spring Board Meeting, present statistics related to current membership participation in the casting of current year ballots for new AIIE members.
- 2.) At each Board Meeting provide report on the status of current list of prospective new members.
- 3.) Solicit names of potential new members from Board Members and Department representatives at all meetings.
- 4.) At the Winter Board Meeting, present a list of candidates to the Board for their certification and nomination to be members of the academy.

## **2.2 NOMINATIONS COMMITTEE**

### **Election:**

The Bylaws require that there shall be a Nominations Committee of three (3) Active Members which shall present a slate of candidates for election as Directors at the Annual Meeting of the Academy. Additional nominations may be made by any member present. There will be no vote by proxy, and a simple majority of those present shall elect. The committee chair is limited to serving a maximum of three one-year terms as Chair.

### **Responsibilities:**

The committee chair appointed by the President will recruit a Vice-Chair to fill in if the Chair is unavailable and at least one other member of this committee for as total of at least three members.

The Nominations Committee is responsible for selecting the slate of for election at the Annual Board Meeting. The Industrial Engineering office provides a list of committee preferences indicated by members on the annual information form.

### **Accountabilities:**

#### **Annual Business Meeting Deliverables:**

- 1.) Present a slate of candidates for election as Directors at the Annual Meeting of the Academy. Additional nominations may be made by any member present. There will be no vote by proxy, and a simple majority of those present shall elect.

#### **Board Meeting Deliverables:**

- 1.) The slate of candidates for director positions and board officer positions will be presented to the Board of Directors at the Winter Board Meeting.
- 2.) The slate of officers is presented to the Board of Directors for presentation and approval at the Spring Board Meeting.



## **2.3 A4U: SHUR (Students Helping Undergraduate Retention) LIASON COMMITTEE**

### **Election:**

The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy. The committee chair is limited to serving a maximum of three one-year terms as Chair.

### **Responsibilities:**

The committee chair appointed by the President will recruit a Vice-Chair to fill in if the Chair is unavailable and as many other members as necessary to meet the needs of the committee.

The A4U program provides mentoring to underclass men and women through direct support and through two student organizations - the IIE student chapter and the Alpha Pi Mu honor society.

### **History:**

The A4U program was developed through an idea from one of the Arkansas Academy of Industrial Engineering members who believed that involving students would increase the retention rate of Industrial Engineering students, and the Academy supported the idea. An AAIE member and student members of the IIE and APM met and agreed that the students, under the supervision of the IE department head, would formulate a program to turn the 50 % retention rate into a much higher rate. In fact, the students would receive a cash bonus of \$1,000 if they increased retention to 75% or higher. The first year was the 1999-2000 school year, and retention was increased to 83% the first year and continued above 50% for four years.

The methods the students used were to assign each freshman student a mentor to guide them through the difficult times of the freshman year and to offer a tutoring program to students in the difficult courses of Calculus I, II, & III, Chemistry, Physics, and English. Upper classmen provided the tutoring and mentoring to the students and helped them with improving skills in the areas of study techniques, co-ops and internships, stress management in both workshops and individual sessions.

The mentors were from the APM and provided mentors to three to four mentees for which they were responsible. They involved the freshmen in activities in such A4U picnic, bowling, and other social activities. The mentors were available for questions from their underclassmen about anything related to college life. They were particularly helpful around the time of advising and registering for classes. At this time the mentors provided information about classes, professors, or technical electives.

The mentoring staffs included exceptional student leaders from IIE and APM to oversee the A4U program. The Academy provided funds to the students each year to provide the picnic and other social activities, and for tutoring. The retention improvements caught the eyes of the University officials, and they took away the A4U tutoring and established a campus wide tutoring program in 2003. This left the mentoring program for the Academy to sponsor.

This continued until the spring of 2006 when the two presidents of the student IIE and APM chapters informed the Academy they needed help in preparing for the real world and learn how to interview for

jobs, how to dress, how to prepare resumes, dinner etiquette, business ethics, and to get an idea about what life is all about after college and how far Industrial Engineering can take them.

In the spring of 2006, we planned the first Mock-Interview session to be held in September 2006, just before the Engineering Exposition when prospective employers from around the country came to the U of A campus to interview students for jobs. They wanted to be prepared and make a good impression on the interviewers.

These events have helped formulate the role and mission of the Arkansas Academy of Industrial Engineering support to the A4U program.

### **Accountabilities:**

**PURPOSE:** The mission of the Academy is to support the IE students and faculty as they mentor underclass students to improve retention.

### **HOW DO WE SUPPORT?**

- Provide AAIE speakers to mentor student groups.
- Bring in recent graduates to mentor and speak to students.
- Fund Alpha Pi Mu and student IIE to conduct student social functions (A4U picnic, bowling, and other activities to mentor underclass students and give advice and support on class selection and other college life decisions.
- Support student IIE workshops in resume writing, study skills, and stress management.
- Assist with preparing for job interviews.
- Organize and conduct mock-interviews.
- Conduct situational interviews.
- Provide assistance in dress, etiquette, and dinner interview etiquette.
- Provide advice on post interview etiquette.
- Provide assistance in job selection and negotiation skills.
- Discuss career planning and business ethics.

### **HOW CAN THE AAIE MEMBERS HELP?**

- Offer assistance in your area of expertise.
- Assist in evaluating Senior Design course presentations.
- Indicate your willingness to speak, coach, or mentor IE students.

### **Annual Business Meeting Deliverables:**

- 1.) Prepare a written report of liaison activities with the A4U students and present to the membership.

### **Board Meeting Deliverables:**

- 2.) Prepare a written report of liaison activities with the A4U students and present to the Board of Directors at each Board meeting.

## **2.4 DEPARTMENT LIAISON COMMITTEE**

### **Election:**

The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy. The committee chair is the most recent past President of the AAIE. The Industrial Engineering Department Head suggests and coordinates the industry and academic members of the committee. The committee membership is normally the past President, current President, and one other academy member.

### **Responsibilities:**

The committee chair is appointed by the President who fills in as Vice-Chair if the Chair is unavailable and the Chair names as many other members as necessary to meet the needs of the committee.

The Liaison Committee meets once per year with the Industrial Engineering Department Head, the Industrial Engineering faculty and staff, and Industrial Engineering students from freshmen to Ph.D. candidates.

During this meeting with the Industrial Engineering Department the Liaison Committee members interview students, faculty, and staff.

The Liaison Committee Chair assigns each committee member one or more of the following Departmental objectives to be focused on by the committee member during the assessment.

- To educate students in core Industrial Engineering fundamentals.
- To develop students who demonstrate written/oral, teamwork, and professional skills.
- To develop students who can design, improve, and manage integrated systems.
- To develop students who can model and solve unstructured problems.
- To develop students who value and can pursue life-long learning attributes.

The objective of the Liaison Committee is to summarize the findings from the meeting and then prepares a written, objective assessment of the following:

- Department performance
- Curriculum in view of outcome assessments.
- Attainment of departmental objectives
- Equipment and facilities
- Faculty interviews
- Student interviews
- Administration support
- Feedback on process to department head

The Liaison Committee members document their findings and submit them to the Chair. The Chair prepares a written report for distribution to the Industrial Engineering Department Head and the AAIE Board of Directors.

**Accountabilities:**

**Annual Business and Board Meeting Deliverables:**

1. Prepare a written report of liaison activities with the IE Department and present to the membership and Board of Directors.

## **2.5 GLOBAL STUDIES ENDOWMENT COMMITTEE**

### **Election:**

The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy. The committee chair is limited to serving a maximum of three one-year terms as Chair.

### **Responsibilities:**

The committee chair appointed by the President will recruit a Vice-Chair to fill in if the Chair is unavailable and as many other members as necessary to meet the needs of the committee.

The Committee is responsible for the implementation of activities to raise funds for the John L. Imhoff Global Studies Endowment, targeting corporations and Foundations. The Committee coordinates the endowment activities, the scopes of which are described in the endowment gift agreement. The committee chair also serves as the liaison between the AAIE Board of Directors and the U of A IE Department Head. A member of the JLIGSE Committee will serve on the IE Department Faculty Selection Committee as the AAIE representative for allocation of the endowment proceeds.

The committee is also responsible for reviewing and approving student global studies grant applications and then reporting these decisions to the Board of Directors.

### **Accountabilities:**

#### **Annual Business Deliverables:**

- 1.) Reports on the objective of the John L. Imhoff Global Studies Endowment and the status of fund raising activities.
- 2.) Gives a short summary of the activities of the students who are recipients of global studies grants.

#### **Board Meeting Deliverables:**

- 1.) Report to the Board the global studies grants recommended by the IE Department and approved by the Global Studies Committee.
- 2.) As a part of the budgeting process, present the recommended global studies grant funding for the upcoming school year for approval at the spring board meeting.

## **2.6 PUBLICATIONS COMMITTEE**

### **Election:**

The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy. The committee chair is limited to serving a maximum of three one-year terms as Chair.

### **Responsibilities:**

The committee chair appointed by the President will recruit a Vice-Chair to fill in if the Chair is unavailable and as many other members as necessary to meet the needs of the committee.

The Publications Committee is responsible for preparation, publishing and distribution of the AAIE newsletter DODECAHEDRON twice annually.

The Chair prepares the draft newsletter using appropriate publishing software and submits the draft to the Industrial Engineering Department administrative staff for reproduction and distribution to the AAIE general membership.

The content of the newsletter should typically include but not be limited to the following:

- Message from the AAIE President
- AAIE meeting notices and agendas
- AAIE Committee report summaries
- Listing of the AAIE Board of Directors
- Message from the Industrial Engineering Department Head
- AAIE Endowment Status
- Recent significant financial contributions by AAIE members
- Scholarship contribution levels and success

The composition of the DODECAHEDRON has been accomplished via outside contractor since the fall of 2003 with the cost budgeted and paid from the AAIE General Fund. The cost of reproduction and postage for mailing to members is absorbed by the IE Department.

### **Accountabilities:**

#### **Annual Business Meeting Deliverables:**

- 1.) Discuss the past issue of the Dodecahedron and ask for input on news of interest.

#### **Board Meeting Deliverables:**

- 1.) Discuss the past issue of the Dodecahedron and ask for input on news of interest.

## **2.7 SCHOLARSHIP COMMITTEE**

### **Election:**

The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy. The committee chair is limited to serving a maximum of three one-year terms as Chair.

### **Responsibilities:**

The committee chair appointed by the President will recruit a Vice-Chair to fill in if the Chair is unavailable and as many other members as necessary to meet the needs of the committee.

The Scholarship Committee Chair monitors scholarship contributions to the AAIE Academic, Financial Need and Global Studies Endowments. The Committee Chair also maintains a historic and statistical record of giving by endowment, members, amounts and U of AR Foundation investment proceeds.

### **Accountabilities:**

#### **Annual Business Meeting Deliverables:**

- 1.) Prepare a written report of the activities of the Scholarship Committee and present to the membership.

#### **Board Meeting Deliverables:**

- 1.) Prepare a written report of the activities of the Scholarship Committee and present to the Board.
- 2.) As a part of the budgeting process, present the recommended academic and financial needs scholarship funding for the upcoming school year for approval at the spring board meeting.

## **2.8 WEB PAGE / PUBLICITY COMMITTEE**

### **Election:**

The Board of Directors shall authorize and the President shall appoint such committees as are necessary to advance the purposes and business of the Academy. The committee chair is limited to serving a maximum of three one-year terms as Chair.

### **Responsibilities:**

The committee chair appointed by the President will recruit a Vice-Chair to fill in if the Chair is unavailable and as many other members as necessary to meet the needs of the committee.

The Committee works with the Secretary to assure the accuracy and timeliness in updating the content of the AAIE web page.

The Committee Chair submits additions and/or revisions to the Industrial Engineering Department I.T. Technician in order to modify the web page.

The Committee Chair, after concurrence with the Board of Directors, determines the access security level of the web page.

The Committee generates press releases that promote AAIE activities upon request by the AAIE Board of Directors and concurrence by the IE Department Head

### **Accountabilities:**

#### **Annual Business Meeting Deliverables:**

- 1.) Prepare a written report of the activities of the committee and present to the membership.
- 2.) Promote the use of the AIIE web page for finding information on AIIE activities
- 3.) After the Annual Meeting with the assistance of the Membership Committee, the Committee makes sure a press release describing the induction of each new AAIE member is submitted to their local newspaper. The University assists in completing this accountability.
- 4.) In addition, the committee may submit other press releases related to the promotion of AAIE activities, and subject to Board approval and IE Department concurrence

#### **Board Meeting Deliverables:**

- 1.) Report to the Board on the status and use of the web page.
- 2.) Prepare press releases as requested by the Board.



### Revision History

Date	Rev	Revision
July, 2004		First draft by Bill Denton
April, 2009		Second draft by Gene Staggs
May 2010	1	Revised by Gene Staggs
Feb 2011	2	Revised by Bryan Grimsley Sections 1.0, 2.0 – Remove personal names Added header, page numbers & rev history; separated references of secretary/treasurer, change “chairman” to “chair; Section 1.4 Added sympathy letter
July 20, 2013		Revised by Tarek Taha Name change SHUR to A4U.