

**Owens Community College
School of Technology
CAD Technology Program Advisory Committee**

ADVISORY COMMITTEE BYLAWS

Article I: Name

The name of the committee shall be the Owens Community College CAD Technology Program Advisory Committee, hereinafter called the "Committee."

Article II: Definitions

Section 1. The program, major, or concentration, hereinafter will be called the "program."

Article III: Purpose

The purpose of this committee shall be to assess needs, develop curricula, plan for facilities/equipment, evaluate the program, recruit and place students, and strengthen community relations for the CAD Technology program on matters that will strengthen instruction and expand learning opportunities for students.

Article IV: Members

- Section 1. The program department chair shall appoint members upon recommendation of the advisory committee, faculty, or administration.
- Section 2. Members shall represent a cross-section of the industry or occupation for which training is provided and the community served by the program. Every effort shall be made to ensure that the committee membership represents the diversity of the student population and community.
- Section 3. The committee will consist of at least one (1) current student enrolled in the program, not to exceed three (3).
- Section 4. Member terms shall be three years, with one-third of the membership appointed each year. Members will be evaluated for reappointment based upon interest and participation.
- Section 5. The committee membership should not exceed fifteen (15) participants.
- Section 6. The Department Chair shall serve as a standing member of the committee.

Article V: Officers

- Section 1. Officers shall be a chair, vice-chair, and secretary. These officers shall be the Executive Council for the advisory committee.
- Section 2. Duties of officers shall be those commonly ascribed to these offices.
- Section 3. Officers shall be elected by simple majority at the first meeting of the school year (Fall semester), officers may be re-elected.
- Section 4. A student representative shall solicit information from other students in the program and present the information to the committee.

Article VI: Meetings

Section 1. The committee shall meet a minimum of twice per year.

Section 2. Minutes of the meeting will be taken in the prescribed manner.

Article VII: Subcommittee

Section 1. Subcommittees shall be appointed by the chair as needed to accomplish the program of work.

Article VII: Amendment of Bylaws

A simple majority may amend these bylaws at a meeting of the committee.

Article VIII: Caveat

In the event of any conflict between these Bylaws and any superior requirement of Owens Community College, the OCC requirements will prevail.

Bylaws adopted [date]

Bylaws amended [most recent amendment date]