Introduction

Need for an Aviation Advisory Board

Rapid changes in the dynamic field of aviation have called for collaborative planning by the industry, government and academic institutions. To adapt and keep up with these changes, the Aviation Science Program at Elizabeth City State University (ECSU) invites individuals to serve as advisors for the program. The Aviation Advisory Board (AAB) serves as a link between the program and local, state, and national businesses, as well as state/federal agencies and other academic institutions. The AAB advises the Aviation Science program on industry trends, provides feedback on the curriculum, and evaluate preparedness of its graduates for current and future workforce needs.

I. Organization of Aviation Advisory Board

A. The Aviation Advisory Board shall consist of a minimum of seven members.
B. The Chairman, Vice-Chair, and Secretary may either be elected or nominated by the Aviation Advisory Board. The Aviation Advisory Board officers will be elected at the first meeting of the year, or immediately after a vacancy occurs. Officers shall serve two-year terms, and may be reappointed or reelected.
C. The Chairman shall preside at all meetings of the Aviation Advisory Board, enforce the Bylaws, and perform the duties of Aviation Advisory Board. The Vice-Chair shall serve in place absence of the Chair. The Secretary shall keep and review the minutes of the meetings.
D. Aviation Advisory Board members shall serve three-year terms. The term of members shall be staggered to allow for new members while retaining some experienced members. Committee members may be reappointed.

II. Subcommittees

A. The elected officers, and the department Chair or a faculty member nominated by the department Chair who serves as an ex officio member, will constitute the executive committee.
B. Other subcommittees may be established and discharged by a majority vote of the Aviation Advisory Board.

III. Program

A. The Aviation Advisory Board will plan and operate under an annual program of work. Topics, goals, and activities will be included in the plan.
B. A program of work for the ensuing year will be discussed at the first regular meeting of the Aviation Advisory Board each year.

C. Proposals by members and others will be considered by the committee. The committee will formulate the annual program of work to be presented at the first regular meeting.

IV. Meetings

A. The annual program of work will indicate the regular meetings to be held each year.

B. At least two meeting will be held each year.

C. Special meetings may be called or regular meetings cancelled by action of the executive committee.

D. The executive committee will be responsible for planning the agenda of individual meetings.

E. Each meeting will begin at the announced time and will adhere to the time restrain of the agenda.

F. Parliamentary procedure will be used when a decision of the Aviation Advisory Board is to be recorded or transmitted. Otherwise, discussion leading toward consensus of the members (minimum of five) will be the prevailing procedure used at meetings.

G. A quorum will consist of a minimum of five officially appointed members of the Aviation Advisory Board.

V. Role of Aviation Advisory Board Members

The Aviation Advisory Board will:

A. Provide recommendations to enhance the Technology Department and Aviation Program Curriculum.

B. To seek means to more efficiently utilize and improve aviation facilities for the program.

C. To receive and evaluate annual reports of the Aviation Science Program.

D. Present the technological advances in industry and/or government to department.

E. Assist in the establishment of a potential new focus areas in Aviation Science.

F. Assist in providing cooperative education and internship programs.

G. Provide information on faculty research/development opportunities.

VI. Responsibilities of Members

A. Each member is expected to attend meetings regularly, participate in the Aviation Advisory Board discussions, and serve on subcommittees when requested. (On site or via telecom)

B. If a member of the Board or his/her designee is unable to attend a meeting, he/she must notify the board secretary prior to the meeting.

C. Each member is expected to carefully study any problems which come before the Aviation Advisory Board before reaching a final decision.

D. Each member is expected to reach a personal decision, after considering the views of other citizens and/or organizations.
E. Each member is expected to respect the rights of fellow committee members by not reporting or discussing opinions of individuals. The opinions and conclusions of the Aviation Advisory Board as a whole may be discussed.

VII. Loss of Membership
Any member with an unexcused absence from three consecutive regularly scheduled meetings will be removed from the Aviation Advisory Board.

VIII. Amendments
These rules of operation may be amended by a two-thirds vote of the faculty members in the Program.