
Aviation Studies Industry Advisory Board Handbook

Bowling Green State University

College of Technology, Architecture & Applied
Engineering

Department of Engineering Technology

Aviation Studies

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RECORD OF REVISIONS

Revision 0	Original	01/25/2005
Revision 1	Advisory Board Re-Activation Document	12/05/2014

INTRODUCTION

NEED FOR AN AVIATION STUDIES ADVISORY BOARD

Rapid changes in the volatile and technical field of aviation have called for cooperative planning by the industry and education. To adjust and keep up with these changes, the Aviation Studies Program and Bowling Green State University has entered into partnership with aviation industry leaders who can provide assistance, time, support, and opportunity for our students and the program overall. This assistance will be accomplished by creating a forum with aviation professionals and community leaders devoted to advancing and improving BGSU's Aviation Studies Program. This forum of aviation leaders, committed to promoting the development of our industry's future aviation professionals, constitutes the composite membership of our Aviation Studies Advisory Board.

DEFINITIONS AND DESCRIPTIONS

The Aviation Studies Advisory Board (hereafter may also be referred to as "Board") is defined as a group of persons selected to advise and support the Aviation Studies Program (hereafter may also be referred to as "Program") at BGSU. The Board is formally organized, and is authorized by the Dean of the College of Technology, Architecture, and Applied Engineering.

The Aviation Studies Advisory Board at BGSU exhibits the following general characteristics:

- A. Function as a recommending body to the Program, and
- B. Members serve voluntarily without pay

MEMBER SCOPE OF DUTIES AND ACTIVITIES

Broadly stated, the function of the Board is to advise the Program, and to provide recommendations, regarding the Program's continued successful operation. The Board shall operate in the area for which it has been approved and will limit its activities to matters that directly affect or impact the Program.

Some general duties and activities of the Board are to:

- A. Serve as a communication channel between industry and education to ensure that the Program remains appraised of the latest in aviation industry issues, concerns, and trends.
- B. Assist the Program in its effort to promote and clarify funding needs to the administrators of the University and external agencies.

- C. Assist in developing resources which assist the Program in attaining its educational objectives.
Example: The Program should utilize the expertise of the Board when new equipment, facilities, and instructional materials are being contemplated.
- D. Assist in recruiting students, providing them work experiences, and placing the Program's graduates.
- E. Suggest ways of improving the public image of the Program.
- F. Keep the educational unit informed of present and future trends in the labor market for Aviation Studies students.
- G. Assess the educational needs of the aviation industry and advise the Program in areas of curriculum development.
- H. Assist in developing long-range plans for the educational unit.
- I. Assist in the cultivation of external financial and material assistance for the Program in areas including, but not limited to: scholarships, flight team activities, student field trips, equipment and facilities, guest speakers, and other activities that ensure Program success.
- J. Assist in the recruitment of permanent and part-time faculty by identifying qualified persons, and assisting in the solicitation and screening process of prospective candidates.
- K. Provide advice and recommendations for the improvement of the College of Technology, Architecture, and Applied Engineering's Co-Op Program.
- L. Seek advice from the aviation community about the quality of the Program and its graduates.
- M. Serve as role models to the Program's students and faculty.
- N. Assist Program faculty by providing opportunities and assistance for applied research.

SUMMARY OF MEMBERSHIP QUALIFICATIONS

EXPERTISE

The guidelines for recommendation of an individual for membership on the Board should include consideration of the individual's knowledge in a specialized area, and the individual's general interest in the field of aviation education. Members must be professional and have the respect and confidence of their associates.

COMMITMENT

The success or failure of the Board will depend upon the ability and willingness of its members to participate. Members will be expected to maintain close contact with the activities of the Program and staff, devote some time to committee work, and be willing to attend at least two (2) Board meetings per year – most of which will be held on the University campus.

BY-LAWS

ARTICLE I: NAME AND OBJECTIVES

Section 1. Name

The name of this organization shall be the *Aviation Studies Industry Advisory Board*, which hereafter may be concurrently be referred to as the “Board”, and shall refer to, and consist of, its officers and members.

Section 2. Objectives

The overall objective of the Board shall be to advance and initiate programs and opportunities in education, service, and research that are beneficial to the Program and the aviation industry that it serves. The Board will achieve these objectives through the support of the Aviation Studies Program at Bowling Green State University by promoting:

- A. A quality Aviation Studies Program for students who are preparing for professional careers in aviation.
- B. Continuous communication among industry, the Program, BGSU administration, and the public.
- C. A strong marketing plan that ensures the viability of our Aviation Studies Program.
- D. Expanded and improved equipment and facilities for use in educating the aviation student.
- E. Alternative financial initiatives for ensured program success.
- F. Applied research programs which will generate new knowledge for aviation practices.

ARTICLE II: MEMBERSHIP

Section 1. Officers

- A. On the Board, there shall exist three (3) officer positions: President, Vice-President, and Secretary.
- B. The offices of President, Vice-President, and Secretary are elected positions, and shall be determined by a simple majority of voting Board members *present* at a regularly-scheduled Board meeting.
- C. The terms of President, Vice-President, and Secretary shall be two (2) years, with opportunity for re-election to an additional term. In no case shall an Officer’s term exceed four (4) consecutive years. An Officer may be re-elected to additional terms at a later time, provided those terms are non-consecutive and respect the four (4)-year consecutive maximum limit.
- D. In times when the position of Secretary is unfilled, the BGSU Aviation Program Director or Faculty Liaison shall assume the duties of that position.

- E. In order to ensure continuity and a smooth transition for the incoming President, it shall be understood that the outgoing President remains a part of the Executive Committee for a period of one (1) year. Their role shall be for the purpose of advising the incoming President.

Section 2. General Membership

- A. *Qualifications for Board Membership.* In determining consideration for membership, the Board should attempt to select individuals knowledgeable in a specialized area of industry with a general understanding of the field of aviation, a willingness to work on Board business, and the ability to travel to meeting sites. The Board should also attempt to choose individuals from various segments of industry, from several geographic areas, and from graduates of the BGSU Aviation Studies Program or similar collegiate programs. Consideration should be given to alumni, individuals employed in the aviation industry, and local residents with a strong interest in aviation.
- B. *Invitation to Join the Board.* Individuals will be invited to become members on the Board by the Executive Committee. Current Board members are encouraged to recommend individuals for membership.
- C. *Representation on the Board.* On the Board, there shall exist a number of members necessary to adequately represent the diversity of the aviation industry. The members shall be individuals whose careers are, or were, related to aviation. Positions shall be filled with consideration for balanced representation of Flight and Aviation Management career concentrations. Additionally, there shall be one (1) representative from each entity providing contracted services to the Aviation Studies Program.
- D. *Student Membership.* There shall be a minimum of one (1) Aviation Studies student, per semester, on the Board. Such individual shall be selected by the Executive Committee in coordination with the BGSU Aviation Program Director. The student representative shall alternate each semester, so as to give opportunity for different students, and to ensure student representation of the different academic specializations (FTO or AMO) offered by the Program. This position shall not include voting rights.
- E. *Ex-Officio Membership.* Ex-Officio (non-voting) members of the Board shall include persons with a vested interest in the success of the Aviation Studies Program, and may include, but are not limited to:
 - a. Employees of entities providing contracted services to the Program, *other than the single* representative of that entity who holds voting rights (eg. General Manager).
 - b. One (1) Flight Instructor and two (2) Ground Instructors.
 - c. The FAR 141 Chief Flight Instructor.
 - d. The Program Business Manager
 - e. The Program Marketing ManagerThese individuals are considered valued members of the Board for their feedback and perspective, and are encouraged to serve subject to the discretion of the Executive Committee.
- F. *Membership Term.* The term for all non-student Board members shall be open-ended, subject to the discretion of the Executive Committee. The term for student members shall not exceed one academic year.

Section 3. Changes in Board Membership

- A. An individual's membership on the Board is subject to review and cancellation by the Executive Committee if that member is absent without cause or notification from two (2) successive regularly-scheduled meetings.
- B. If a member desires to resign from the Board, they shall notify the President as far in advance of the effective date as possible, so as to allow for the prompt filling of that vacancy.
- C. Vacancies will be filled by the Executive Committee as promptly as possible, pursuant to the guidelines set forth in the *Summary of Membership Qualifications* and *By-Laws, Article II (2)(A)* sections of this Handbook.

Section 4. Compensation and Recognition

Individual members of the Board shall not receive financial compensation for travel to regularly-scheduled meetings, nor shall they be compensated for any services provided for, or on behalf of, the Board.

ARTICLE III: RESPONSIBILITIES OF OFFICERS

Section 1. Duties of the President

- A. *Preside Over Meetings.* The principal duty of the President is to preside over all regularly scheduled, unscheduled, and Executive Board meetings. In the interest of minimizing formality, the President shall assume the role of conference leader. Meetings shall be conducted using *Roberts Rules*.
- B. *Appoint Sub-Committees.* It is the responsibility of the President to appoint sub-committees as needed to conduct the business of the Board.
- C. *Represent the Board.* The President shall represent the Board at various functions throughout the year, as needed.
- D. *Annual Report.* Jointly with the Vice-President and Faculty Liaison, the President shall organize and oversee production of the Annual Report of the Aviation Studies Program.
- E. *Program Review.* Every five (5) years, the President shall oversee a review of the Aviation Studies Program.
- F. *By-Laws Update.* Every two (2) years, the President shall oversee a review/update of the Aviation Studies Advisory Board By-Laws.

Section 2. Duties of the Vice-President

- A. *Fill In for President.* The Vice-President serves in the absence of the President.
- B. *Plan Meeting Agendas.* With the concurrence of the President, the Vice-President schedules regular meetings of the Board and plans the associated agendas.
- C. *Represent the Board.* The Vice-President shall represent the Board at various functions throughout the year, as needed.

- D. *Annual Report*. Jointly with the President and Faculty Liaison, the Vice-President shall organize production of the Annual Report of the Aviation Studies Program.

Section 3. Duties of the Secretary

- A. *Meeting Minutes*. The Secretary shall prepare and maintain a record of the minutes of all Board meetings.
- B. *Meeting Announcements*. The Secretary shall notify members of the date, time, location, and agenda of Board meetings at least two (2) weeks prior to those meetings. An additional reminder will also be provided to the Board membership several days prior to meetings.
- C. *Meeting Room and Parking Passes*. The Secretary shall arrange for the meeting room and parking passes for the members necessary for each meeting, and order catered meals (considering timing and funds availability).
- D. *AVS Status Report*. Jointly with the BGSU Aviation Program Director or Faculty Liaison, the Secretary shall provide a written Status Report, containing statistics and other vital information, of the Aviation Studies Program for Board review twice yearly.
- E. *Minutes of Meetings*. The Secretary shall provide a copy of the minutes of Board meeting to members within thirty (30) days of each meeting. The minutes shall be transmitted electronically, unless individual members specifically request a paper copy.
- F. *Annual Report*. The Secretary shall compile and distribute the Annual Report of the Aviation Studies Program.
- G. *List of Board Members*. The Secretary shall maintain and update a list of names and contact information of Board members.
- H. *Advisory Board Handbook*. The Secretary shall provide to new Board members copy of the *Aviation Studies Advisory Board Handbook* and list of Board members.

ARTICLE IV: BOARD COMMITTEES

Section 1. Executive Committee

- A. *Membership*. An Executive Committee, consisting of the President, Vice-President, Secretary, and BGSU Aviation Program Director, shall exist for the purpose of expediting the administrative details of the Board.
- B. *Duties of the Executive Committee*. The Executive Committee shall assist the President with:
- a. Preparing the agenda for regular and special Board meetings.
 - b. Selecting new Board members.

Section 2. Sub-Committees

- A. *Establishment*. The responsibility for the establishment of sub-committees, and appointing the Chair of each, shall rest with the President, with the advice and consent of the Board as a whole.

- B. *Duties.* The duties of each sub-committee are *generally* prescribed by the President, with the advice and consent of the Board as a whole, and *specifically* determined by the Chair of each sub-committee.
- C. *Reporting.* Each sub-committee shall present a brief report of its activities and/or recommendations at each regularly-scheduled Board meeting.

ARTICLE V: MEETINGS

Section 1. Number of Meetings

- A. *Meetings of the Board.* The Board as a whole will meet a minimum of two (2) times per year. Regular Board meetings are called and scheduled by the Executive Committee.
- B. *Executive Committee Meetings.* Any member of the Executive Committee may call meetings of that Committee, as necessary.
- C. *Sub-Committee Meetings.* Sub-committees will meet as needed, at the discretion of the Chair. The Sub-committee Chair shall report any recommendations, progress, and activities of their sub-committee, at Regular Board meetings. Chairs are encouraged to periodically keep the President apprised of ongoing progress and activity.

Section 2. Meeting Notice

- A. The Secretary shall electronically mail a reminder of Board meetings no fewer than two (2) weeks prior to each meeting. An additional reminder shall be emailed several days prior to each meeting.
- B. Board members are encouraged to RSVP the Secretary as far in advance of the meeting as possible.

Section 3. Typical Agenda

- A. Call to Order
- B. Introductions and Updates to the Membership List
- C. Approval of Previous Meeting's Minutes
- D. Student Input
- E. Sub-Committee Reports
- F. Old Business
- G. New Business
- H. Scheduling of the Next Meeting
- I. Vice-President's Report
- J. Adjourn

Section 4. Quorum

- A. Board members present shall constitute a quorum for Board meetings.
- B. Executive Committee and Sub-Committee members present shall constitute a quorum for Executive Committee and Sub-Committee meetings, respectively.

ARTICLE VI: VOTING

- A. Except for ex-officio members, each member of the Board is a voting member, and has the right to cast one (1) vote for any Board issue.
- B. A simple majority vote shall be required to pass any Board issue.
- C. Legal ballots must be cast in-person at Board meetings by the individual voting member. Proxy voting is not authorized. If a Board member is unable to be present to cast their ballot in-person, that specific vote is forfeited. Nor may a Board member designate an individual (ex-officio or otherwise) to cast a ballot in that member's stead.
- D. Any entity providing contracted services to the Aviation Studies Program shall be entitled to designate one (1) specific individual for representation and voting on any Board issue.

ARTICLE VII: REPORTS

Section 1. Annual Report

- A. An Annual Report of the Board's activities shall be prepared by the Executive Committee.
- B. The Annual Report shall be distributed prior to September 1st of each calendar year.
- C. The Annual Report shall include, at minimum, the following contents:
 - a. President's Report
 - b. Secretary's Report
 - c. All Sub-Committee Reports
 - d. All Board Meeting Minutes
- D. The Annual Report shall be distributed to:
 - a. The Dean of the College of Technology, Architecture, and Applied Engineering
 - b. All Board Members
 - c. All Aviation Studies Program Faculty Members
 - d. Any "Interested Parties", as determined by the Executive Committee

Section 2. Other Reports

- A. *Aviation Studies Program Review*; overseen by the President, on a five (5) year interval.
- B. *Aviation Studies Advisory Board By-Laws Update*; overseen by the President, on a two (2) year interval.
- C. *Aviation Studies Program Status Report*; Jointly with the BGSU Aviation Program Director or Faculty Liaison, the Secretary shall provide a written Status Report, containing statistics and other vital information, of the Aviation Studies Program for Board review twice yearly.
- D. *Advisory Board Meeting Minutes*, compiled by the Secretary.

ARTICLE VIII: LIMITATIONS AND DISSOLUTION

Section 1. Limitations

No part of any funds raised for the benefit of the Program shall be used for the benefit of the Board, or be distributed to its members, officers, or others without expressed, written authorization from the Executive Committee.

Section 2. Dissolution

Upon the dissolution of the Board, all accumulated supplies and/or funds shall become the property of the Aviation Studies Program.

ARTICLE IX: AMENDMENTS

Any amendments of the Aviation Studies Advisory Board By-Laws must be introduced by the Executive Committee and placed on the Agenda, and Meeting Notice notifying each Board member. Such amendments must be approved by a simple majority vote. Board members are encouraged to notify the Executive Committee of any suggested changes.

APPROVAL

These By-Laws were reviewed and approved by unanimous vote by the BGSU Aviation Industry Advisory Board on December 6, 2019.



Michael Ferguson, Ed.D.
BGSU Aviation Industry Advisory Board President