

BYLAWS OF THE  
ARKANSAS ACADEMY OF INDUSTRIAL ENGINEERING (AAIE)  
UNIVERSITY OF ARKANSAS – FAYETTEVILLE

I. MEMBERSHIP QUALIFICATION FOR THE ARKANSAS ACADEMY OF INDUSTRIAL ENGINEERING

A. Active Members - shall be limited to living individuals duly elected, inducted and subject to the conditions that:

1. Each Active member shall earn a Bachelors of Science, Masters of Science or Doctoral Degree in Industrial Engineering or a Masters of Science in Operations Research from the Industrial Engineering Department at the University of Arkansas, Fayetteville, granted at minimum in the fifteenth year prior to election (example: candidate receives a degree in year 2000 can be inducted in 2015), and said degree and professional activities shall attest to a distinguished record in their career field.
2. The number of new Members added during any year shall not be limited. The number of Academic Members inducted each year shall not exceed half of the induction class.
3. Graduates employed by the University of Arkansas system shall be eligible for induction during such employment. Graduates meeting the requirements for Active Members and employed by the University of Arkansas or by other Colleges or Universities in a full-time capacity are eligible for induction as an Academic Member. Academic members may be inducted as long as their total number would not exceed 10% of the total Active Members.
4. The Elected Member shall be present for induction as an Active Member at the first induction ceremony held after the member's election. An Elected Member who cannot be present at this Induction Ceremony shall be considered inactive until properly inducted.
5. Active Members who do not make a donation for more than three successive years, do not attend the annual AAIE meeting for 3 consecutive years, and have an overall lack of participation in the Academy shall have his/her membership status changed to inactive.

B. Honorary Members - shall be limited to living or deceased individuals duly elected and subject to the conditions that:

1. An Honorary Member may be nominated by any member of the AAIE. The nomination must be sent to the Board of Directors, accompanied by a biographical sketch.
2. Each Honorary Member shall have the unanimous approval of the Directors and three-fourths affirmative votes of the total votes cast for election to membership.
3. At no time shall the number of living Honorary Members exceed ten percent (10%) of the active members.

4. An Honorary Member's induction shall be scheduled for the next induction ceremony following the member's election. Honorary members may be inducted in absentia.
- C. Distinguished Past Members - Active members will automatically be reclassified as Distinguished Past Members upon their death.
- D. Inactive Members – Members who: have been elected but not inducted; or do not make a donation for more than three consecutive years, do not attend the annual AAIE meeting and have no participation in any AAIE activities for 3 consecutive years; or request a change to this category. A change in membership status from Active to Inactive or reinstatement to Active requires Board of Directors approval. Inactive members cannot hold office, serve on committees or have voting privileges.
- E. Total Members - Each year the current roster of the Academy will include Active members, Honorary members, Distinguished Past Members and Inactive members, excluding elected members that have not been inducted by the second annual meeting after election. The induction date may be extended under extenuating circumstances. Otherwise the election becomes void and the elected member is dropped from the roster.

## II. NOMINATIONS AND APPROVAL OF CANDIDATES FOR INDUCTION INTO THE ARKANSAS ACADEMY OF INDUSTRIAL ENGINEERING

- A. The Chair-Membership Committee will receive from the active members and the Department Head of Industrial Engineering each year such nominations as they shall care to make. Such nominations shall be of individuals qualified under I.A.1 and I.B and shall carry information which substantiates the nomination. Each year the Chair-Membership Committee will establish a cutoff date for receipt of nominations to allow the process as outlined in Section II and III to be carried out and all notifications and acceptances to be completed 30 days prior to the annual meeting.
- B. The Membership committee shall review, determine eligibility and forward the nominations which they recommend to the Board of Directors.
- C. The Board of Directors shall review and certify the nominations each year and return to the Chair-Membership Committee. Each Candidate Member shall have received at least three-fourths affirmative vote of the total votes cast for election to membership.
- D. At the time of induction, a position of record will be assigned to the member and is permanent. Position of records include: Member, Academic, or Honorary

## III. BALLOTING FOR THE ARKANSAS ACADEMY OF INDUSTRIAL ENGINEERING

- A. The Chair-Membership committee shall prepare a ballot carrying the names of all those certified as nominees by the Board and shall communicate it to the members. After voting, the members will return the ballots to the Membership Committee for canvassing.
- B. The Membership committee shall canvass ballots that are received. The committee shall declare as elected and eligible for invitation to membership those who have qualified under I.A and I.B.

## IV. ORGANIZATION OF AND FOR THE ARKANSAS ACADEMY OF INDUSTRIAL ENGINEERING

- A. Meetings of the Membership

1. There shall be an Annual Meeting of the membership held at such time and place as shall be determined by the Board of Directors.
2. There shall be an Induction Ceremony for the purpose of inducting newly elected members and it shall usually be held in conjunction with the Annual Meeting at a time and place determined by the Board of Directors.
3. There may be such other meetings as shall be determined by the Board of Directors, or a petition signed by one-third of the Active Membership shall require the Board of Directors to call such meetings.
4. All meetings shall be communicated thirty (30) days prior to the date of the meeting.

#### B. Quorum

1. Membership Meetings
  - a. Shall consist of thirty (30) percent or 20 of the Active Members, whichever is less.
  - b. Every act of or decision made by a majority of those present when a quorum exists shall be an act of the membership.
2. Electronic Vote
  - a. Shall consist of electronic responses from thirty (30) percent or 20 of the Active Members, whichever is less.
  - b. Every act of or decision made by a majority of those submitting an electronic vote when a quorum exists shall be an act of the membership.

#### C. Directors

1. The Board of Directors shall consist of nine (9), ten (10) or eleven (11) Directors. Normally, three (3) Directors will be elected from the membership by the members at each Annual Meeting of the Academy, with the Immediate Past-President serving as the 10<sup>th</sup> Director.
2. The make-up of the Board of Directors after each Annual Meeting should normally 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.
3. 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.
4. Academic Members can serve on the Board of Directors, but are not allowed to hold Officer's positions while employed by the University of Arkansas. No more than 1 Academic Member shall serve on the Board of Directors at a time.

#### D. Officers

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

3. Officers shall serve without compensation, but shall be reimbursed for expenses incurred if authorized and approved by the President and approved by the Board of Directors.
  4. The President-elect shall automatically assume the responsibility of President should a vacancy occur for any reason.
- E. Committees
1. 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.
  2. There shall be a Membership Committee with a chairperson, and said committee shall take such action as is necessary to comply with I.A-D.
  3. 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.

#### V. LIMITATIONS AND PROCEDURES FOR THE ARKANSAS ACADEMY OF INDUSTRIAL ENGINEERING

- A. The bylaws may be amended at any Annual Meeting or by electronic vote. The intention of the bylaws must be communicated to the membership 30 days prior to the Annual Meeting or date of the electronic vote. The amendment carries the favorable recommendation in compliance with Section IV B. Quorum
- B. The members of the Arkansas Academy of Industrial Engineering are not responsible for any indebtedness or liability incurred by or for any acts performed by any member or individual, at any regular or special meeting, outing or other social activity of the Academy.
- C. The AAIE will provide the Dean of Engineering with a copy of each annual meeting agenda prior to the date of the meeting and a copy of the minutes after each meeting.

#### VI. FINANCIAL REQUIREMENTS

- A. The Arkansas Academy of Industrial Engineering will be self-supporting, using exclusively reserved moneys deposited with the University of Arkansas Foundation account. These moneys will result from donations made or solicited by the members for this and additional purposes. Each member will be encouraged to donate annually to the Foundation.
- B. Members of the Academy will be responsible for their expenses incurred while attending meetings and other functions of the Academy.
- C. The Board of Directors shall adopt an annual budget which shall be reported to the membership.
- D. The Officers and Directors will instruct the Treasurer in such efforts as he/she shall make annually to maintain funds in the above account pursuant to Section 4, Page 2, "STATEMENT OF AGREEMENT AND UNDERSTANDING CONCERNING THE ARKANSAS ACADEMY OF INDUSTRIAL ENGINEERING."

## VII. RECOGNITION AND AWARDS

- A. A plaque or certificate of recognition and membership in the Academy will be awarded to each Active or Honorary Member at the Induction Ceremony.
- B. A framed photograph of each induction class in the AAIE, with each member individually identified, shall be prominently displayed in the Department of Industrial Engineering, University of Arkansas.