

CHARTER

Penn State Engineering Science and Mechanics Alumni Society



1. Name

The name of the Affiliate Program Group (APG) to the Penn State Engineering Alumni Society (PSEAS) representing the Penn State Engineering Science and Mechanics (ESM) Department is the Penn State Engineering Science and Mechanics Alumni Society (PSESMAS).

2. Purpose

The purpose of the PSESMAS is to foster a connection between ESM alumni and current ESM students and faculty to provide a platform for alumni to:

- a) positively influence the educational experience of students;
- b) assist the ESM Department in producing world class engineers;
- c) expose students to the world of the practicing engineer;
- d) socially interact and professionally network; and
- e) assist the ESM Department in promoting alumni outreach.

3. Membership

Members will consist of graduates from the Penn State ESM undergraduate and graduate programs. When appropriate, the Board may designate non-alumni as Honorary Members in recognition of eminence in engineering or outstanding service to the ESM program.

4. Key Objectives

The intent is to create a well-organized ESM alumni network that can:

- a) serve as career, job, and internship contacts for students;
- b) connect mentors from industry to students;
- c) provide speakers and example projects from industry to enhance course content and professional society activities;
- d) encourage alumni engagement to help support ESM department activities and philanthropy;
- e) provide a cadre of ambassadors who are well informed about ESM department priorities and able to communicate these needs to other alumni and industry representatives;
- f) establish new, or, enhance existing relationships between the ESM department and key employers and research collaborators;
- g) help focus the ESM department strategic goals in education, research, and community outreach;
- h) enhance social and professional interaction.

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5. Organization

- a) Governance - An Alumni Advisory Board (AAB) (the Board) will govern the general affairs of the PSESMAS. The Board will consist of:
- i) a President, a Vice President, and a Secretary (officers);
 - ii) the immediate past President;
 - iii) a minimum of three at-large members;
 - iv) at-large members will be nominated by the Board or by the Department Head.
 - v) at-large members will serve three year terms which may be renewed or extended.
 - vi) the ESM Department Head (or delegate) – an ex-officio non-voting member;
 - vii) a representative of the College of Engineering College Relations Office – an ex-officio, non-voting member;
 - viii) a representative of the Alumni, Development, and Advancement (CADA)– an ex-officio, non-voting member; and
 - ix) the President of the Society of Engineering Science and the President of the ESM Graduate Council (or their representatives) – ex-officio, non- voting members.

b) Duties

The President will:

- i) preside at all Board meetings and be responsible for general oversight of all activities;
- ii) serve on all committees as an ex-officio member [or the President's designee may serve];
- iii) serve as an ex-officio member of the PSEAS Board of Directors [or the President's designee may serve];
- iv) serve as an ex-officio, voting member of the ESM Industrial and Professional Advisory Council [or the President's designee may serve];

The Vice President will:

- i) preside at Board meetings in the absence of the President;
- ii) assume the duties of the President in the event of the incapacity or absence of the President;
- iii) perform such duties as may be assigned by the President

The Secretary will:

- i) record minutes of all meetings;
- ii) prepare correspondence and reports.

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c) Elections

- a. The Board will nominate a slate of candidates for the offices of President, Vice President, and Secretary.
- b. Election of officers will be held at the Spring meeting of the PSESMA.
- c. Members in attendance consistent, with Item 5a, will have the right to vote, and officers will be elected by a majority of those voting.
- d. The President, Vice President, and Secretary will be elected to two year terms.
- e. None of the officers will be elected to the same position for more than two consecutive terms.
- f. Vacancies may be filled by appointment by the Board between elections.

d) Committees

The President, with Board approval, may appoint standing and ad-hoc committees as required to accomplish the purposes and objectives of the group. The President, with Board approval, may terminate previously established committees as required.

e) Meetings

- i. Meetings will be held at a time and place fixed by the Board. Members will be notified of the meetings at least one month in advance.
- ii. The Board will conduct business using Roberts Rules of Order.
- iii. The Board will meet at the call of the President or at the request of a majority of the members of the Board. The Secretary will provide notice of such meetings at least one month in advance. The Board will meet at least twice per year.
- iv. Committees will meet at the call of the committee chairperson or at the request of the President.