IME Department Student Fee Committee Bylaws
5-22-2002

Article I: Mission
1. To efficiently allocate the increased student fees to provide maximum benefit to the students of the IME Department.

Article II: Membership
1. The Committee will consist of:
   - Between 5 and 7 student members representing all class levels, Industrial and Manufacturing Engineering, and graduate programs. (1 vote per student member)
   - 1 Tenured faculty member (1 vote)
   - 1 faculty or lecture staff member (1 vote)
   - IME department chair (No voting rights)
   - The majority of students will be upper class students.
   - There will be minimum: 1 Industrial Engineering student, 1 Manufacturing Engineering student, 1 upper division student, 1 lower division and 1 graduate student.

Article III: Voting
Students:
1. Interested student candidates will fill out an application (currently defined by the committee).
2. The committee will review the applications and select all qualified applicants to be added to the ballot.
3. Each IME student will have the opportunity to vote on up to 3 candidates.
4. Student committee member elections must be held by the end of winter or beginning of spring quarter.
5. The newly elected committee members will sit in on the meetings to learn operating procedures and gain insight from current members.
6. At least one open meeting is to be held after the election to solicit general input from all students in the major concerning possible usage of the fees.

Faculty:
1. During the second meeting of spring quarter, the new and old committee members will vote for 1 tenured faculty out of the tenured faculty candidate pool.
2. The committee will then vote on the other faculty member out of the entire faculty candidate pool.

Article IV: Meeting Guidelines
1. The Committee must meet a minimum of once per month.
2. Student members should meet more frequently to collect student input, brainstorm ideas, and prepare analysis of student needs.
3. Members must attend all meetings.
4. A committee elected student chair will run meetings.
5. Elected student committee chair will have no additional powers aside from running the meeting and voting in the case of a tie.
6. After each committee meeting minutes will be posted and sent out to the IME alias.
7. Meetings are open to all IME students and faculty.

**Article V: Membership Requirements**

Students must:
1. Complete application and be elected.
2. Be responsible for gathering input from a variety of IME students (and faculty).

**Article VI: Role of Student Elected Chair**

1. Create an agenda for each meeting.
2. Decide who will take the minutes for each meeting (rotate through committee so everyone has a chance).
3. Committee should decide on an elected chair by a vote of each person on the committee including department chair.
4. Votes in the case of a tie.

**Article VII: Modifying the Bylaws**

1. The committee can modify these bylaws through a majority vote.