

Bylaws for the Student Advisory Committee of the Department of Engineering Physics, University of Wisconsin-Madison

Approved: <date of approval>

Article 1: Name and Purpose

1.1 Name

The name of this organization shall be “Student Advisory Committee to the Department of Engineering Physics, University of Wisconsin-Madison.” All further references to the organization will be addressed to “the Committee,” and all further references to the Department of Engineering Physics will be addressed to “the Department.”

1.2 Purpose

The purpose of the Committee is to improve the academic community for students of the Department of Engineering Physics at the University of Wisconsin-Madison. The Committee seeks to formalize strong connections between students and the faculty and staff. These goals further outline the mission of the Committee:

- *Foster a stronger sense of community between the students and the Department*
- *Establish a unified student voice to bring suggestions and concerns to the Department on a consistent basis*
- *Provide students the opportunity to engage with the Department in a meaningful capacity outside the classroom*
- *Encourage student cooperation across academic programs within the Department to improve the community as a whole*
- *Provide support to new students entering the Department*

Article 2: Membership and Participation

2.1 General Membership

2.1.1 Eligibility

All undergraduate and graduate students enrolled in a degree program of the Department are automatically members of the General Membership of the Committee.

2.1.2 Participation

All students in the Department are encouraged to engage with the Executive Committee through the proper channels (see Article 5).

2.2. Executive Committee

2.2.1 Eligibility

Participation in executive meetings of the Committee is limited to those students serving on the Committee in an official capacity. Any member of the General Membership (see section 2.1.1) is eligible to serve on the Committee.

2.2.2 Participation

Article 4.3 outlines the various roles and participation responsibilities for Executive Committee members.

Article 3: Executive Committee

3.1 Selection

Members of the Executive Committee shall be appointed by the co-chairs with strong consideration given to faculty recommendations.

3.2 Composition

3.2.1 Undergraduate Members

The Executive Committee should have two (one upperclassman and one lowerclassman) undergraduate students from each undergraduate program (Nuclear Engineering, Engineering Mechanics, and Engineering Physics) of the Department for a total of six (6) undergraduates.

3.2.2 Graduate Members

Graduate students shall serve as the leadership of the Executive Committee. There should be two (2) to three (3) graduate students from each graduate program (Nuclear Engineering and Engineering Physics and Engineering Mechanics) of the Department.

3.2.3 Representation

Effort should be made to ensure good representation across all Department programs (both undergraduate and graduate) and research disciplines. Over-representation of single research groups should be avoided when possible.

3.2.4 Ex-Officio Membership

The Presidents of the American Nuclear Society (ANS) and American Institute of Aeronautics and Astronautics (AIAA) student sections shall serve as ex-officio members of the Executive Committee.

3.3 Term Limits

Undergraduate executive members shall serve one (1) year terms. Graduate executive members shall serve two (2) year terms. All terms shall start with the day after the conclusion of the Spring semester.

3.4 Executive Roles

3.4.1 Co-chairs

Two co-chairs shall be responsible for leading Executive Committee meetings and serve as a strong source of leadership for the Committee. At least one of the co-chairs shall be a graduate student and, when possible, from different programs in the Department.

3.4.2 Department Chair Liaisons

In addition to leading the Committee the co-chairs will act as the Department Chair Liaisons, meeting with the Chair to discuss issues deemed important by the Committee. They will also be responsible for representing the Committee at Department faculty meetings.

3.4.3 Communications Chair

The Communications Chair shall be responsible for the daily business of the Committee. The Administrative Chair is responsible for checking correspondence, maintaining open lines of communication with students via email or online submission forms, and drafting emails to be sent to the Department or students.

3.4.4 Secretary

The Secretary shall be responsible for recording all meeting minutes and distributing them to Executive Committee members in a timely manner.

3.4.5 New Student Liaison and Mentorship Chair

The New Student Liaison and Mentorship Chair (NSLMC) shall be responsible for welcoming new students to the Department and providing guidance in the form of organized mentorship. The NSLMC shall work closely with faculty and staff to help with the new student welcome activities at the beginning of the Fall semester. The NSLMC shall organize and maintain an official peer mentorship program for students of the Department.

3.4.6 Social Chairs

The Presidents of ANS and AIAA automatically fulfill the roles of Social Chairs. They shall be responsible for informing the committee of socials planned for their respective organizations to allow greater departmental participation. They are encouraged to coordinate an inter-organization social for all students, faculty, and staff of the Department at least one time per semester.

3.4.7 All Committee Member Expectations

All Executive Committee members (including those in ex-officio and at-large positions) are expected to advance the goals of the Committee. These include, but are not limited to:

- Acting as an open line of communication between students and the Executive Committee.
- Listening to student concerns and relay them to the Executive Committee or Department as necessary.
- Encouraging students to attend open meetings (see Article 5).

- Attending Executive Committee meetings and actively participating in Committee discussions and decisions.

Article 4: Student Engagement

4.1 Brown-Bag Lunches

The Committee shall host regular open lunch sessions during the school year to interact with students. These meetings shall be open to the General Membership to come discuss their concerns with the Executive Committee. The meetings shall be closed to all faculty and staff of the Department.

4.2 Semester Forums

Once a semester, the Executive Committee shall host a large event to discuss issues with full General Membership. These meetings should be planned and advertised months in advance to ensure strong membership attendance. The meetings shall be closed to all faculty and staff of the Department.

Article 5: Faculty Engagement

5.1 Faculty Meeting Attendance

The Department Chair Liaisons are expected to attend the open portion of faculty meetings whenever possible. At least one liaison must be present at every faculty meeting. If both liaisons are unavailable to attend, they are responsible for choosing an alternate representative from the Executive Committee. Minutes of these meetings shall be provided to the Executive Committee in a timely manner.

5.2 Meetings with the Chair

The Department Chair Liaisons shall meet with the Department Chair on a regular basis. The meetings should be at least quarterly and should report to the Chair any information deemed appropriate by the Executive Committee. The meetings shall take place more frequently as deemed necessary.

Article 6: Changes to Bylaws

Any changes to these bylaws shall be approved with a majority vote of two-thirds of the Executive Committee.

