THE COWBOY ACADEMY
School of Industrial Engineering and Management
Oklahoma State University

Purpose, SEP, Vision, Mission and Governing Bylaws

THE COWBOY ACADEMY PURPOSE

The School of Industrial Engineering and Management (IEM) at Oklahoma State University (OSU) has a rich history and legacy. IEM at OSU granted its first BSIE degree in 1926, MS degree in 1948, and PhD degree in 1960. Since then, thousands of BS, MS and PhD degrees have been awarded. IEM is one of seven Schools or Divisions in the College of Engineering, Architecture and Technology (CEAT). It has been represented and led by giants in Industrial Engineering: members of the National Academy of Engineering; winners of the Frank and Lillian Gilbreth award, the highest award given by the Institute of Industrial and Systems Engineers (IISE); IISE presidents; American Society for Quality (ASQ) presidents; Association of Energy Engineers (AEE) presidents; Senior Examiner and Judge for the Malcolm Baldrige National Quality award; and Fellows of IISE, AEE, APICS and ASQ. One of the School Heads, H.G. Thuesen, co-invented the parking meter, the first of which was installed in Oklahoma City in 1935. In addition, IEM has produced many distinguished alumni who have or are currently in senior leadership positions in industry and academe.

IEM has established The Cowboy Academy of Industrial Engineering and Management, hereinafter referred to as TCA to accomplish several goals:

- Recognize the accomplishments of IEM alumni,
- Harness their expertise and talent for advancing IEM so it can continue to produce distinguished alumni,
- Have TCA members serve as role models for current students,
- Help enhance IEM’s visibility,
- Serve as a sounding Board for the School of Industrial Engineering and Management, and
- Help with special projects as guided by the TCA Vision and Mission
THE COWBOY ACADEMY STRATEGIC EXCELLENCE POSITION, VISION AND MISSION

STRATEGIC EXCELLENCE POSITION (SEP)

Achieving strategic success requires superior competence in a set of distinctive capabilities which have special value to the IEM and TCA marketplace. It is the Strategic Excellence Position (SEP) to occupy relative to competition.

TCA SEP: A valued career for graduates

VISION

TCA’s vision defines the values and an aspirational desired future state. It depicts a mental picture of what TCA wants IEM to achieve over time.

TCA Vision: For graduates to achieve their most valued and rewarding careers

MISSION

A mission is a declaration of core purpose and normally remains unchanged over time. It serves as a filter to separate what is important from what is not. The mission signals what is to be accomplished.

TCA Mission: To achieve its vision, TCA will aggressively utilize its financial and external business resources to create an unequaled student learning and career placement experience. Its focus will be both internal to the school and external to the public, business and academic environments. Specifically, TCA will assist IEM in the following ways:

- Enhance external visibility through marketing programs and achieving top 20 national school rankings. This mission component is aimed to influence parents, students, business recruiters, business executives, academic peers and professional organizations.

- Provide financial support individually and through the active pursuit of business contributions to enhance the overall financial strength of the school providing maximum operating flexibility.

- Enhance student career opportunities better than any peer school and thereby enhance its national rankings; student and parent satisfaction; and faculty rewards.

- Foster a unique and beneficial partnership between the business community and IEM to develop successful and valuable results through The Center for Business Innovative Excellence.
THE COWBOY ACADEMY GOVERNING BYLAWS

I. MEMBERSHIP IN THE COWBOY ACADEMY

A. Membership Types
   1. Active Member
   2. Inactive Member
   3. Honorary Member
   4. Distinguished Past Member

B. Eligibility Criteria - Active Members
   1. Hold a degree in Industrial Engineering and Management from Oklahoma State University, granted at least fifteen years prior to nomination.
   2. Have a sustained and distinguished track-record of leadership and accomplishment.
   3. Cannot be employed by Oklahoma State University at the time of nomination.

C. Designation as Academe or Business
   1. Those persons employed by colleges and universities, other than Oklahoma State University, in any capacity, will be designated as being from academe.
   2. Those employed by Oklahoma State University are not eligible for membership in TCA during such employment. After employment at OSU, they would be designated as being from academe.
   3. Those not designated as being from academe will be from business.
   4. It is recognized that some will have substantive careers in both academe and business; if not obvious which designation is appropriate, the individual can be asked to clarify how they see their own career.

D. Active Members Limitations of Membership Size
   1. The number of newly elected Active Members in any year is limited to the greater of twelve (12) or 6% of the number of Active Members.
   2. The number of newly elected Active Members in any year designated as coming from academe is limited to the greater of three (3) or 3% of the Active Members.
   3. At no time will the number of Active Members from academe exceed 20% of the total number of Active Members.
   4. There are no limits on the number of Active Members in TCA.
E. Criteria - Active Membership Election

1. To be considered for election as an Active Member, an individual must meet the eligibility criteria for Active Members listed in I.B and be nominated by a current or past Industrial Advisory Board member, a current or Emeritus IEM faculty member, or an Active Member of TCA.

2. Each nominee must receive at least 70% of the total votes cast on their behalf for membership by Active Members, disregarding abstentions. If the number of nominees exceeding the 70% criterion also exceeds any of the Active Members Limitations of Membership Size, then those nominees receiving the highest percentage of votes will be selected and invited to become Active Members to the extent that these limitations are not exceeded.

3. Accept, in writing, the invitation to be an Active Member. Acceptance signifies agreement to be subject to current and future bylaws. The nominee will be recognized and become an Active Member at an induction ceremony coinciding with The Annual Meeting in the fall of each year.

4. Any invitations to become an Active Member that are declined may open a slot for a nominee who was not offered Active Membership due to Limitations on Membership Size (I.D.1, 2, 3), at the discretion of the Membership Committee.

F. Criteria - Active Members Maintain Status

1. Pay the Minimum Annual Contribution established by a majority of TCA members, by December 31 of each year.

2. Be present for Induction to TCA at an Induction Ceremony, either in person or electronically, within two years of accepting the invitation to be an Active Member.

3. Attend at least one Annual Meeting every two years, either in person or electronically.

4. The Board, may at its discretion, extend the Active status of any member.

G. Criteria - Inactive Member Status

1. Does not maintain status as an Active Member, or

2. Requests a change in status from Active Member to Inactive Member.

3. Cannot hold office, serve on the Board of Directors or on TCA Committees, or have voting privileges.

4. May request reinstatement to Active Member status, requiring approval by the Board of Directors. If approved, requires a delay from approval to readmission of one (1) year from the date of said Board decision.
H. Criteria - Honorary Member
1. Has an IE or equivalent degree at the BS level or higher.
2. Has a sustained and distinguished track-record of leadership and accomplishment.
3. Is not employed by Oklahoma State University at the time of nomination.
4. Has provided extensive and dedicated service to the School of Industrial Engineering and Management at OSU and/or TCA.
5. Nomination and the entire Honorary Member election process does not follow a set schedule and may begin at any time.
6. May be nominated by an Active Member, with the nomination sent to the Board of Directors, accompanied by a convincing biographical sketch.
7. Is not required to meet the minimum annual contributions and meeting attendance requirements stipulated for Active Members.
8. An honorary member does not have voting rights.
9. Must have the unanimous approval of the Board of Directors and at least 75% of the total votes cast by the non-Board Active Members, excluding abstentions.
10. Accept, in writing, the invitation to be an Honorary Member. Acceptance signifies agreement to be subject to current and future bylaws. At the point of written acceptance, the nominee becomes an Honorary Member of TCA.
11. An Honorary Member's induction will occur at the earliest Induction Ceremony after election, or at any Induction Ceremony thereafter, in person or electronically. Honorary members may be inducted in absentia.
12. At no time shall the number of living Honorary Members exceed the larger of five (5) or six percent (6%) of the Active Members.

I. Distinguished Past Members
1. Active Members and Honorary Members are automatically reclassified as Distinguished Past Members upon their death.

J. Total Members
1. Each year the current roster of TCA will include Active Members, Honorary Members, Distinguished Past Members, and Inactive Members.
II. COWBOY ACADEMY MEETINGS AND STRUCTURE

A. Meetings of TCA
   1. An Annual Meeting of TCA will be held at such time and place as determined by the Board of Directors.
   2. It is desirable to communicate the time and location of annual meetings ten (10) months in advance, with two-year notice, if feasible.
   3. An Induction Ceremony for Active Members and Honorary Members will usually be held in conjunction with the Annual Meeting at a time and place determined by the Board of Directors. There may be other Academy meetings as determined by the Board of Directors; a petition signed by one-third of the Active Members shall require the Board of Directors to call such meetings.
   4. All meetings other than the Annual Meeting shall be communicated at least thirty (30) days prior to the date of the meeting.
   5. Portions of Annual Meetings and Induction Ceremonies, as determined by the President, may also be conducted electronically for the benefit of those unable to attend in person.

B. Quorum at Academy Meetings
   1. A quorum shall consist of thirty (30) percent or 20 of the Active Members, whichever is less.
   2. Every act, or decision made, by a majority of those present when a quorum exists, shall be considered an act of TCA.

C. Board of Directors
   1. The Board of Directors shall consist of ten (10) Directors, including the Immediate Past-President. The Nominations Committee shall prepare a written and electronic list of Board candidates and present such candidates to the Active Members ninety (90) days prior to the Annual Meeting. Normally, three (3) Directors will be elected from the membership by the Active Members at each Annual Meeting of TCA.
   2. The make-up of the Board of Directors after each Annual Meeting shall be as follows:
      a. The Officers of the Board.
      b. Three Directors elected to serve full three-year terms.
      c. Three Directors with two years remaining on their terms.
      d. Three Directors with one year remaining on their terms.
3. Vacancies on the Board of Directors will be permanently filled at the subsequent Annual Meeting of the Academy. The President may make an interim appointment within thirty (30) days of such vacancy.

4. Board meetings may be held either in person or electronically.

5. Other meetings of the Board will be held as deemed justified by the President.

D. Officers

1. Officers of TCA Board of Directors shall include a President, President-elect, Secretary, Treasurer, and IEM Liaison.

2. The Nominations Committee shall prepare a written and electronic list of Board candidates and present such candidates to the Active Members ninety (90) days prior to the Annual Meeting.

3. They shall be elected by secret ballot by the Board of Directors promptly after the election of the Board. The Officers shall serve two (2) year terms. Accordingly, the officers must have at least two (2) years remaining on the Board.

4. The Officers have such duties as are necessary to achieve the purposes and functions of the organization and such duties as are defined by the Board of Directors.

5. Officers and Directors serve without compensation. The President-elect shall automatically assume the responsibility of President should a vacancy in that office occur for any reason.

6. The President shall appoint a new officer to any vacated position within thirty (30) days after a vacancy occurs. Such an appointment must be ratified by the Board of Directors at its subsequent meeting.

E. Committees

1. The Board of Directors will authorize, and the President will appoint, such committees as are necessary to advance the purposes and functions of TCA.

2. All Active Members are eligible to serve as committee members and chairpersons.

3. There will be a standing Nominations Committee of three (3) Active Members, one (1) of whom will serve as Chairperson. They shall serve for two (2) years nominated by the President and approved by the Board at the Annual Meeting. The president shall fill any vacancy within thirty (30) days after a vacancy occurs.
4. This committee shall present an election slate of Director and Officer candidates to the Active Members ninety (90) days prior to the Annual Meeting.
   a. Additional nominations may be made by any Active Member present at the Annual Meeting.
   b. There will be no vote by proxy, and a simple majority of Active Members will elect if a quorum of Active Members is present.

5. There will be a standing Membership Committee of five (5) Active Members, one (1) of whom will serve as Chairperson. This committee will act as is necessary to comply with the nomination and election process designated in Items I.A-E. They will be nominated by the President and approved by the Board at the Annual Meeting and shall serve for two (2) years. The president shall fill any vacancy within thirty (30) days after a vacancy occurs.
   a. Nomination Process of Active and Honorary Members
      i. Each year, the Chair of the Membership Committee will establish a cutoff date for receipt of nominations to allow for completion of the entire election process, through notification and acceptance, to be completed 90 days prior to the Annual Meeting.
      ii. The Chair of the Membership Committee will receive nominations from TCA Active Members, past and present Industrial Advisory Board members, and current or Emeritus IEM faculty.
      iii. Nominations must be of individuals qualified under Section I.B and shall carry information which substantiates the nomination as well as the designation as academe or business defined under Section I.C.
      iv. The Membership Committee will review and ensure the eligibility of nominees per Sections I.B-C and 1.H 1-11. The Membership Committee may seek additional information regarding eligibility from the nominator or other sources.
   b. Election Process
      i. The Chair of the Membership Committee will prepare a ballot carrying the names, titles, pictures, and bio sketches of all qualified nominees and communicate it to TCA Active Members with a due date for voting. Votes will be Yes, No, or Abstain. If an Active Member does not vote for a nominee, that vote will be treated as an Abstain vote. After voting, the Active Members will return the ballots to the Membership Committee Chair.
      ii. The Membership Committee shall tally the ballots received and declare as elected and eligible for invitation to membership those who have qualified under Sections I.A-E for Active Members or Section 1.H 8 for
III. PROCEDURES, LIMITATIONS AND POLICIES

A. Amendment of Bylaws
   1. The bylaws may be amended at any Annual Meeting where such intention has been a part of the notice of the meeting and the amendment carries the favorable recommendation of two-thirds of the Directors and a majority of the Active Members.

B. Indebtedness and Liability
   1. Members of TCA are not responsible for any indebtedness or liability incurred by or for any acts performed by any member or individual in their private lives, at any regular or special meeting, outing, social activity or business activity.

C. Meeting Agenda and Minutes
   1. Annual Meetings - TCA Secretary or designate will provide the Dean of the College of Engineering, Architecture and Technology and the Head of IEM a copy of each Annual Meeting agenda thirty (30) days prior to the date of the meeting and a copy of the minutes thirty (30) days after each meeting.
   2. Board and Officer Meetings – Secretary will provide minutes of Board and Officer meetings 30 days after such meetings to the Directors and Officers respectively after such meetings occurs.

IV. FINANCIAL REQUIREMENTS

A. Individual Responsibility
   1. Each Active Member is expected to make the Minimum Annual Contribution to the OSU Foundation by December 31 of each year for the following year’s membership. This amount will be modified each year by the prior year positive Consumer Price Index (CPI) rate of inflation as reported by the Wall Street Journal.
   2. The Cowboy Academy Member Responsibilities shall be distributed by the President to each inductee prior to their acceptance and annually to the Active Members who are expected to embrace and conduct themselves in the spirit of those responsibilities.
3. A special volunteer assessment process will be implemented when needed for unusual but nevertheless critical expenditures. Those who volunteer to participate will receive compensatory recognition.

4. Members of TCA will be responsible for lodging, meals, transportation, and personal expenses incurred attending meetings and other TCA functions.

5. Costs for the annual induction banquet, beverages, snacks and other incidentals provided by TCA for Active Members will be included in the annual calculation of benefits.

B. Treasure Responsibility

1. The Treasurer shall present a financial status report and proposed next year budget to the Directors thirty (30) days prior to the Annual Meeting and to the Active Members at the Annual Meeting with projected results through the fiscal year end of December 31.

2. The Board of Directors shall adopt an annual budget that will be reported to TCA membership.

3. The Treasurer will comply with all requirements of the Oklahoma State University Foundation confidentiality agreement regarding the relevant Cowboy Academy Foundation account(s).

4. The Treasurer shall make additional reports to the Board of Directors, as requested by the Board, and annually to TCA Members.

5. Prior to each Annual Meeting, the financial records of TCA may be audited by an Active Member appointed by the President. Any questions or concerns will be resolved by the Treasurer, Auditor, and President. An audit report will be presented at the Annual Meeting, including any questions, concerns, and resolutions.

V. RECOGNITION AND AWARDS

A. Plaque

1. A plaque or certificate of recognition and membership in TCA of Industrial Engineering and Management will be awarded to each newly inducted Active Member or Honorary Member at the Induction Ceremony.
B. Visibility

1. A photograph and up-to-date biographical sketch limited to 150 words for each Active Member, Honorary Member, and Distinguished Past Member of TCA, each individually identified, will be prominently displayed, easily accessible at the IEM Website.

2. To help inspire graduates to achieve their most valued career, a suitable recognition of TCA’s Strategic Excellence Position, Vision, Mission, Active and Honorary members will be prominently displayed and permanently maintained at TCA cost in the School of IEM.

End of Bylaws

Effective February 15, 2019

Bill Dueease, President, The Cowboy Academy, School of Industrial Engineering and Management at Oklahoma State University