Constitution and Bylaws

California State University, Chico

American Concrete Institute Student Chapter

(ACI SC)

Date: September 4, 2013

Article I - Name

1. The name of this organization shall be CSU, Chico American Concrete Institute Student Chapter.
2. This organization will have direct affiliation with ACI Int’l and the local ACI chapter.

Article II – Purpose

1. To encourage student interest in the study of concrete and to develop an awareness of ACI, ACI chapters, and consensus procedures by which ACI operates.
2. To inspire and activate its members through student interactions with faculty, professionals, and civic leaders, as well as projects that will promote logical thinking.
3. To increase knowledge and understanding of concrete materials and to support programs that improves concrete design and construction.
4. To establish a social network through CSU, Chico for the promotion of the CIM program, and to provide opportunities to students, as well as, insight into the industry.

Article III – Membership

Official Recognition of a student organization requires a minimum of five (5) CSU students who are currently enrolled in at least one class. Up to a maximum of twenty (20) percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, or students at other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization. (Chancellor's Executive Order 969)

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization, which discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other university living groups. (Section 41500 of Title 5 of the California Code of Regulation)
1. Members must maintain a cumulative GPA of 2.0 or better during their tenure. Members must also have majors within the Colleges of Business or Engineering at CSUC. The only special exceptions will include faculty of CSUC.
2. Dues shall be payable at the beginning of the academic year. Dues payable for a portion of a calendar year may be prorated at the discretion of the Officers and Advisor of the Student Chapter. Membership dues shall be set by the Officers.
3. Every member and officer is expected to be at every meeting or activity, unless a valid excuse is given.
4. Membership will be terminated if all of the following criteria are met:
   a. The member has three or more unexcused absences from meetings or club activities
   b. At that point if an officer motions for termination of the membership, all of the officers will vote on the issue in a disclosed meeting. If the officers vote a majority for termination then the membership is withdrawn and the individual will be notified within 48 hours.

Article IV - Officers and Committees

1. Officers must maintain a 2.2 GPA or better. Officers must have been a member in good standing with the club for a minimum of one year prior to office. During that prior year, they must not have more than 3 unexcused absences from club events or meetings. Officers can also miss no more than one unexcused absence for club events or meetings. The officers of that current year will decide what will be considered excused and unexcused. The president must be currently enrolled in the Concrete Industry Management Major. Officer tenure is for one club year. Officers cannot hold the same position for more than one year but they may run for another position within the club.
2. Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average per term. The student must be in good standing and must not be on probation of any kind. Undergraduate students must earn six (6) semester (nine, for quarter system) units per term while holding office. Graduate and credential students must earn three (3) semester (four, for quarter system) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility. Undergraduate students are allowed to earn a maximum of 150 semester (225, for quarter system) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75, for quarter system) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office. (Chancellor's Executive Order 969)
3. The officer election process will be a three part process. At the last meeting of the fall semester, officers will notify the members that they will be collecting potential candidates for election. At the first meeting of the Spring semester, they will then collect the names of candidates running for officer positions. The last step is to do an election at the second meeting of the spring semester. The election will be a democratic, by vote process. A ballot will be drafted by the officers with all candidates and officer positions
listed. The ballots will be passed out to all attending members at the second meeting, of which they will be allowed to vote and submit. At which time an officer of senior standing will count the votes with the faculty mentor to ensure there isn’t a miscount. If there is no officer in senior standing then the officer in next highest standing will count. Once the officers are elected, they will be notified within the week to begin shadowing the current officers. The members of the club will be notified of elected officers at the third meeting of the Spring semester. In the event of a tie for any position, the current officers and the Faculty Advisor will reconvene to discuss and come to a consensus on who should hold the position for the following year.

4. To hold an election, ⅔ of the current club enrollment must be present in order to constitute a quorum. For removal of an officer to occur they must have received a written warning regarding whatever unacceptable behavior occurred. The remaining officers, that are not in jeopardy of removal, will meet with the faculty advisor and vote. There must be a unanimous decision between them for removal of said officer to take place.

5. If there is a removal or a vacancy of an officer’s position the runner up from the previous spring for that position will be asked to fill in. If there is no runner up or if they decline the offer then the remaining three runner-ups will be voted on to fill the position by the remaining three officers. If a majority cannot be reached by the officers then the Faculty Advisor will make the deciding vote.

6. Officer Duties
   a. President
      i. Shall preside over all official ACI Student Chapter meetings.
      ii. Shall serve as a representative of the organization at CSUC.
      iii. Shall serve as a representative at the local branch of ACI.
      iv. Shall appoint the Chair and members of all Student Chapter committees.
      v. Shall promote the objective of chapter and guide officers and members toward this goal.
   b. Vice President:
      i. Shall Serve as President Pro-temp to preside in the absence of inability of the President.
      ii. Shall oversee the events of the Chapter Affairs, and the Chapter as a whole.
      iii. Shall recruit new members and involve current members in Chapter activities.
      iv. Forward emails and events to ACI SC members.
   c. Recording Secretary:
      i. Shall record of all officer and general meetings and minutes, and supply them to the President and Vice President.
      ii. Shall keep the official membership roster for the officers and members of the Chapter, including contact information.
      iii. Shall keep record of all members abreast of all ACI SC sponsored events and happenings.
      iv. Shall oversee the officers’ elections in the spring by distributing and collecting ballots from members.
   d. Corresponding Secretary
i. Shall carry on any and all communication between the chapter and outside organizations.

ii. Shall act as Event Planner for any and all ACI sponsored activities that promote our mission.

iii. Shall be responsible for the preparation and submission of the annual (calendar year) report of the Student Chapter to the sponsoring ACI chapter.

e. Treasurer:

   i. Shall act as accountant for the student chapter.

   ii. Shall keep accurate record of any and all monies owed by the chapter, spent by the chapter, and donated to the chapter.

   iii. Shall submit a report of funds and account activity at every Officers meeting.

7. Committees

   a. The following committees, once established will be responsible for performing the following:

   i. The executive committee shall be comprised of the elected officers of the organization and shall meet to finalize agenda items, prepare informational reports, and collaborate on the business of the organization. They are also responsible for expenditures, any expense larger than $500.00 will require a ¾ vote by the ACI SC officers.

   ii. The President may appoint others to committees as needs arise.

Article V – Meetings

1. General meetings shall take place once every two weeks. These meetings may contain club activities such as fundraisers, field trips, guest speakers, or workshops. The president is responsible for notifying members, officers, and advisors of all meetings and activities.

2. If a meeting gets canceled, the President will be responsible for notifying all members and officers via e-mail or phone.

3. Meetings shall be set as a means of dialogue between ACI SC officers, advisors, and members to promote ACI and our mission.

4. Members shall be encouraged to present their ideas and opinions even if they dissent from tradition.

5. Any ideas that are accepted will become the responsibility of the member who suggested the idea, and all members shall be held accountable for their commitments.

6. All members must attend meetings and events and may only miss three (3) general meetings or events that are considered unexcused by the officers.

7. Attendance shall be mandatory to all officers and members, except in the case of time conflicts, emergency, etc. therefore contact either the President or Vice President prior to the meeting.

8. Officers meetings will be held when specified by the President.

   a. It is the responsibility of the President to communicate with his/her administration to outline important topics in the officers meetings that shall be discussed in the next general meeting.
9. All meetings shall be conducted professionally, and shall not be a forum to harass, belittle, or haze students. All miscreants who behave unprofessionally shall be dismissed; continued behavior shall result in termination of membership.

10. In accordance with civil codes of conduct, only one (1) person shall speak at a time.

11. Each meeting minutes shall be kept on record for the annual report and for reference for absent members.

12. All meetings shall be conducted as follows:
   a. The President and Vice President shall preside over the meeting, present the agenda, and direct the dialogue between advisors and members.
   b. The Recording Secretary shall present old business and action items taken place to the membership, and record the current meeting minutes and give a copy to the President and Vice President.
   c. The Treasurer shall briefly report on the current financial status and recap any monies spent or donated/collection.
   d. Shall present new business, idea, and goals/given suggestions or guidelines on how to proceed.
   e. Corresponding Secretary shall briefly explain list of upcoming events.

13. Special Meetings and Committee Meetings can be called by any officer with the President’s consent.

**Article VI - Decision Making Process**

1. A minimum of five (5) members (Officers and/or General) must be present at the scheduled meeting to conduct business (quorum). In order for an important decision regarding the direction of the society to be passed it must receive a two thirds (2/3) vote in general vote.

2. The decisions regarding the expenditure of funds will first have to be approved by the ACI SC President, then will be voted upon by the members of ACI SC.

3. The decision is passed only with a two-thirds (2/3) vote in the general vote.

4. The executive committee may, with a majority vote, authorize expenditures of up to $500 for routine operational expenses. Expenditures exceeding $500 will have to reach a majority decision by ACI SC officers to be authorized.

**Article VII - Alcohol**

The health and safety of this organization's members is the highest priority for officers, members, and advisor(s).

California law prohibits:

- the possession of alcohol by minors
- the furnishing, giving to, or buying alcohol for minors
- the sale of alcohol to anyone without a license from the ABC (there is no such thing as a "licensed bartender")
- the operation of a motor vehicle or bicycle while intoxicated
- public intoxication
- urination in public
City of Chico ordinances prohibit the possession of open containers by anyone on city streets, alleys, sidewalks, parks, parking lots, or any other property owned or leased by the City of Chico. In addition, the possession of glass containers of any kind in the downtown and south campus areas is prohibited at certain times of the year by a special order of the City Council (usually around Halloween and St. Patrick’s Day).

At a minimum, this organization will adhere to all laws regarding alcohol. A statement of this minimum requirement might include the possession, sale, use, or consumption of alcoholic beverages during an organization event, in any situation sponsored or endorsed by the organization, will be in compliance with any and all applicable laws of the state, county, city and, if on campus, California State University, Chico, and must comply with all state Alcohol Beverage Control statutes found in the state business and professional code section 25658 and 25662.

Or

- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., anyone under 21 years old) unless it is otherwise stated in the state Business and Professional Code section 25658 and 25662.
- The possession, sale, or use of any other drugs in an illegal manner while on organization premises or during an organization event is forbidden.
- No member shall operate a motor vehicle during an organization event while under the influence of alcohol or drugs.
- Neither the organization nor any member of the organization shall possess alcoholic beverages in any park in the City of Chico.

**Article VIII – Advisor**

1. The organization shall act on the guidance of a minimum of one (1) Faculty Advisor from the department of Concrete Industry Management unless one is not available from that department. The Advisor shall act as professional counsel to guide Officers toward the mission and goals of the student chapter.
2. The Advisor must be a member of both ACI International and the local ACI Chapter.
3. The Advisor shall be a non-voting member of the organization.
4. The official ACI SC Advisor will be decided upon solely by the ACI SC Officers.
5. The candidate will have to receive two-thirds (2/3) executive vote in order to become the official ACI SC Advisor.
6. The ACI SC Advisor must be a member of the college of engineering faculty/staff.
7. The advisor may be removed only after unanimous decision to do so is reached by the ACI SC officers.

**Article IX - Amendment Process**

1. An Amendment to the Bylaws may be proposed by presenting to the Officers:
   a. A petition which states the amendment, and approval by the Advisor.
b. Collective signatures of fifty percent (50%) of the active members who support the amendment.

2. The officers shall have two (2) weeks to review the petition and discuss it with the advisors and the senior staff if necessary. Petitions shall then be read to the entire membership and voted upon.

3. A three-fifths (3/5) favorable vote is required for adoption and shall become effective after 30 days of passing vote.

**Article X - Disbursal of Assets**

1. Should the club disband, the executive board shall disburse the assets to a general CIM Scholarship.

2. Should no officers be available, the current ACI SC Advisor shall be authorized and responsible for the disbursal of funds.