Constitution and Bylaws

California State University, Chico

International Concrete Repair Institute Student Chapter
(ICRI SC)

Date: 12/5/12

Article I – International Concrete Repair Institute Student Chapter

1. Direct Affiliation with the national chapter of ICRI.

Article II - Purpose

1. To improve the quality of concrete restoration, repair and protection, through education of, and communication among, the members and those who use their services.

2. The philosophy of the group is that if the quality of work is improved, and purchasers of repair services feel that they are obtaining a durable product, the demand for their products and services will increase and the image of the concrete repair industry will be elevated.

3. The founders also insisted that all classes and categories of membership be treated equally. Initially it was to have been a contractors organization, but the immediate interest of engineers, manufacturers and others in its formation and success made it obvious that it should be open to all. Every attempt is made to ensure equitable representation, and the ICRI International board of directors and all committees are made up of members from all disciplines and all geographical areas.

Article III - Membership

1. Members must maintain a cumulative GPA of 2.2 or better during their tenure. Members must also have majors within the Colleges or Business or Engineering at CSUC. The only special exceptions will include faculty of CSUC.

2. Current members may not run for an officer position for the next club year if they have been absent for more than 2 un-excused meetings unless no other current members are running for that specific position.

3. Only current members in good standing may run for future officer positions. Club dues for
members in the fall will be $15 and will include full student membership for that semester as well as a club T-shirt. Club dues for the spring will be $5 and will include full student membership for the spring.

4. Membership will be terminated if all of the following criteria are met:
   a. The member has two 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 If the officers vote a majority for termination then the membership is withdrawn and the individual will be notified within 48 hours.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 2 unexcused absence 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 we will notify the members that we will be collecting potential candidates for election. At the first meeting of the Spring semester we 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, \( \frac{2}{3} \) 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

President
i. Shall preside over all official ICRI Student Club meetings.
ii. Shall serve the Chapter as defined in the Constitution of the International Concrete Repair Institute Student Chapter.
iii. Shall serve as a representative of the organization.
iv. Responsible for stating his/her views on any and all issues which may arrive during his/her term in office.
v. Shall promote objective of Chapter and guide Officers and members toward this goal.

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 ICRI SC members.

Secretary:

i. Shall record of all officer and general meetings, 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 ICRI SC sponsored events and happenings.
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

The following committees, once established will be responsible for performing the following:
   a. 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 ICRI SC officers.
   b. The President may appoint others to committees as needs arise.

Article V - Meetings

1. General meetings shall take place once a month for a total of four meetings per academic semester. These meeting will be spaced out by 3-4 weeks and will be separated by club activities such as fundraisers, field trips, guest speakers and workshops.

2. Meetings shall be set as a means of dialogue between ICRI SC officials, Advisors, and members to promote ICRI and our mission.

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

4. 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.

5. All members must attend meetings and events and may only miss two (2) general meetings or events that are considered unexcused by the officers.

6. 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.

7. Officers meetings will be held the week before a general meeting or a club event/activity is to take place during the academic school year. This is unless the president specifies otherwise.

8. 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/collected.
   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 can be called only by the President.

**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 decision regarding the expenditure of funds will first have to be approved by the ICRI SC President, then will be voted upon by the members of ICRI 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 ICRI SC Officers to be authorized.

**Article VII - Alcohol**

1. The health and safety of your organization's members should be the highest priority for officers, members, and advisor(s).

2. California law prohibits:
a. The possession of alcohol by minors
b. The furnishing, giving to, or buying alcohol for minors
c. The sale of alcohol to anyone without a license from the ABC (there is no such thing as a "licensed bartender")
d. The operation of a motor vehicle or bicycle while intoxicated
e. Public intoxication
f. Urination in public

3. 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.

4. 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).

5. Statement of Alcohol:
   a. 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.

**Article IIX - 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 shall be a non-voting member of the organization.

3. The official ICRI SC Advisor will be decided upon solely by the ICRI SC Officers.

4. The candidate will have to receive two-third (2/3) official vote in order to become the official ICRI SC Advisor.

5. The ICRI SC Advisor must be a member of the college of engineering faculty/staff and may be removed only after unanimous decision to do so is reached by the ICRI SC Officers.

6. Campuses may permit part-time faculty and professional staff as Advisors, in addition to full-time.

7. The California Code of regulations, Title 5, Article 2, Functions of Auxiliary Organizations and requirement for Written Agreements, Section 42500 does not list club advisement as an
appropriate function for auxiliary organizations.

8. Advisors should not be selected from such organizations.

9. Campuses should develop a training and orientation program for university advisors to student organizations. (Chancellor’s Executive Order 969)

Article VIII - 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 thirty percent (30%) 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 IX - Disbursal of Assets

1. Should the club disband, the executive board shall disburse the assets to a general CIM Scholarship. Should no officers be available, the current ICRI SC Advisor shall be authorized and responsible for the disbursal of funds.