Appendix K
Industry Advisory Council Bylaws
CONSTRUCTION INDUSTRY ADVISORY COUNCIL

CALIFORNIA STATE UNIVERSITY, CHICO

BYLAWS

JANUARY 1, 2008
NAME

The name of this organization shall be the Construction Industry Advisory Council of the Department of Construction Management, California State University, Chico.

DEFINITIONS

In these Bylaws, the following words are defined as follows:

Bylaws: the Bylaws of the Construction Industry Advisory Council of the Department of Construction Management, California State University, Chico

CSU-Chico: California State University, Chico

College: The College of Engineering, Computer Science, and Construction Management

Council: The Construction Industry Advisory Council of the Department of Construction Management, CSU-Chico

Department: The Department of Construction Management, CSU-Chico

PURPOSE

The Department of Construction Management is committed - through teaching, research, and service in and for the construction industry - to excellence in the preparation of managers of construction projects and companies. The objectives and purposes of the Council are to:

Support the Department’s program.

Promote and improve the construction profession by education and development of the body of construction knowledge.

Advance and support the highest quality faculty, educational facilities, and undergraduate and graduate programs for the students enrolled in the Department of Construction Management.

Provide liaison between the construction industry and the Department of Construction Management.

Develop and implement innovative programs which will benefit the Department of Construction Management and the construction industry.

The Council, through the active participation of the
construction industry, shall provide advice, counsel, and vision for the Department of Construction Management.

ARTICLE - 2

COUNCIL

MEMBERS

The Council shall consist of individuals (including professionals, managers, educators, and representatives of business entities) from construction or construction-related industries, professional associations, government, and education. Members will be appointed by the Chair of the Department, upon recommendation of the Executive Committee, and confirmed by the Department's faculty.

TERM

Members' terms will be for one calendar year. Following the Fall meeting, each active member will receive an application for membership renewal for the next calendar year.
MEETINGS

1. The Council will meet at least once each year (in September or October) on the CSU-Chico campus. The date for the meeting will be set in advance by the Executive Director of the Executive Committee and notice will be provided to all members at least thirty (30) days before a meeting.

2. The Council may on an "as-needed" basis - as determined by the Executive Committee - hold additional meetings at locations other than the CSU-Chico campus.
POWERS

The business and affairs of the Council shall be conducted and guided by an Executive Committee. The Executive Committee shall develop and determine the mission, program, business plans, committees, and policies of the Council. All officers shall have such authority and perform such duties in the management of the Council as are provided in these Bylaws or as may be determined by the Executive Committee not inconsistent with these Bylaws.

COMPOSITION

The Executive Committee shall be composed of nine (9) voting members. The Chair of the Department and the Chair of the Department’s Advancement And Development Committee will be members of the Executive Committee. The remaining seven (7) members of the Executive Committee will be members of the Council appointed according to the provisions of Article 2 above; of these seven (7) members of the Executive Committee, at least four (4) shall be alumni of the Department.

In order to encourage and facilitate representation from the diverse participants in the construction industry, to the extent there are qualified representatives willing to serve on the Executive Committee, the Executive Committee should have the following representation:

7 Three (3) members from the building industry
7 Two (2) members from heavy highway or industrial
7 One (1) member from residential
7 One (1) member from specialty contracting

The Dean of the College will be an ex-officio member of the Executive Committee.

OFFICERS

The affairs of the Executive Committee shall be managed by a President, a Vice President and an Executive Director. The President and Vice President will be elected by the Executive Committee, pursuant to nominations made by the Membership Subcommittee, at the Fall meeting each year for the year beginning January 1 of the next calendar year. The Chair of the Department’s Advancement And Development Committee will serve as the Executive Director.
1. The term of office for the President will be for two calendar years.

2. The term of office for the Vice President will be for two calendar years.

3. To the extent practical, the nominating committee will seek a candidate for Vice President who expresses a willingness to serve as President following the two-year term of the current President.

**PRESIDENT**

The President shall preside at all meetings of the Executive Committee and all meetings of the Council. The President shall have the powers and duties which the Executive Committee may from time to time determine. The President shall be an ex-officio member of all subcommittees or task forces and see that officers and council members perform their respective duties in the best interests of the Council. The President shall not be eligible for reelection.

**VICE-PRESIDENT**

The Vice President shall assist the President and act as the President in the President’s absence or incapacity. When so acting, the Vice President shall have all the powers, duties, and responsibilities of the office of the President.

**VACANCIES**

A vacancy in any office may be filled by the Executive Committee at any time and the officers so selected shall hold office for the unexpired portion of the term or until a successor is elected.
The Council shall conduct some of its affairs and business through standing subcommittees of the Executive Committee. Such subcommittees will be appointed by the Executive Committee from the membership of the Executive Committee and such other members of the Council as are selected by the Executive Committee. The President will present the slate of subcommittees for the next calendar year at the Fall meeting each year for approval by the Executive Committee. The following standing subcommittees will be appointed each year.

1. **Research and Studies:** The purpose of this subcommittee is to determine the priorities for spending Council funds on research and studies to further the objectives of the Council.

2. **Memberships:** The purpose of this subcommittee is to promote and solicit membership for the Council.

3. **Curriculum:** The purpose of this subcommittee is to provide periodic assessment of the Department’s curriculum and to foster changes where needed to promote improvement.

4. **Recognition:** The purpose of this subcommittee is to develop and manage a Council awards program, providing appropriate recognition for students, faculty, and Council members.

5. **Development:** The purpose of this subcommittee is to support and promote the fund-raising activities of the Department.

The Executive Committee of the Council may appoint ad hoc, limited life subcommittees from time to time for special purposes.
ARTICLE - 6

EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet at least two (2) times each year, but may meet more frequently as appropriate.

1. **Regular Executive Committee Meetings:** The Executive Director shall cause a written notice to be sent to all Executive Committee members at least thirty (30) days prior to all Executive Committee meetings. Meetings may be held by means of conference telephone, or other similar communications equipment, so that all persons participating in the meeting can hear each other.

2. **Special Executive Committee Meetings:** Special Executive Committee Meetings may be called by the President or at the request of at least three Executive Committee Members. The Executive Director shall cause a written notice to be sent to all Executive Committee Members at least five (5) days prior to such Special Meeting. The Notice shall state the purpose of the Special Meeting. The only business to be transacted at a Special Meeting shall be the matters covered in the notice to members.

OTHER MEETINGS

Standing subcommittees, other subcommittees, or task forces may meet at intervals established by their chairs as needed to accomplish their functions and responsibilities. The President or the respective chair may call a special meeting of any subcommittee or task force upon written notice sent to each subcommittee member at least five (5) days in advance of said meeting. The notice shall state the purpose of the special meeting.

QUORUM

A quorum of the Executive Committee, or any subcommittee, shall be a majority of the members of the committee; provided, however, a quorum of the Executive Committee will require the presence of (1) either the President or the Vice-President and (2) the Executive Director.

ATTENDANCE AND VOTING

Members may be considered present if participating by conference telephone or other similar communications equipment. Voting may be by written proxy or by means of conference telephone, telefax machine or similar communications equipment. At each meeting of a committee (including the Executive Committee) members shall have one vote. The vote of a majority of the committee members present, as the case may be, shall decide any questions before it.
ARTICLE - 7

BUDGET AND EXPENDITURES

All donations to the Council will be deposited in an account or accounts maintained by the Council with the CSU - Chico University Foundation or with a similar non-profit organization.

Disbursements from the Council account may be made by the Executive Director pursuant to a budget approved by the Executive Committee.

The proposed budget of the Council will be prepared by the Budget Subcommittee of the Executive Committee and presented for approval at the Fall meeting each year. The Council’s income and expenses will be reviewed by the Executive Committee no less often than quarterly (i.e. - every three calendar months).

The annual budget of the Council will include minimum allocations to the following categories in the amount designated:

1. Research Studies - 10%
2. Curriculum Support [support of student chapters, field trips, competition teams, guest speakers, etc.] - 10%
3. Student Scholarship - 10%
4. Faculty Development - 10%
The fiscal year of the Council shall begin on January 1 of each calendar year and end on December 31.
ARTICLE - 9

AMENDMENT OF BYLAWS

Upon thirty (30) days written notice stating the proposed changes, modifications, or amendments, the Bylaws may be amended, altered or repealed by the Council Executive Committee at a scheduled meeting at the CSU-Chico campus; or, if required, by a two-thirds majority vote of Executive Committee members, polled by telephone, fax, or email.
ARTICLE - 10

OFFICES

The principal office of the Council shall be located at the Department of Construction Management, Langdon Hall, Room 100, California State University - Chico, Chico, California.

RECORDS

Any necessary records of business, transactions, and affairs of the Council, a copy of these Bylaws and the record of the membership shall be maintained at the Department of Construction Management, Langdon Hall, Room 100, California State University - Chico, Chico, California.
California State University, Chico is the statutory entity under whose cognizance the Council operates.