

**CONSTRUCTION INDUSTRY ADVISORY COUNCIL
TEXAS A&M UNIVERSITY**



CONSTRUCTION SCIENCE
TEXAS A & M UNIVERSITY

Construction Industry Advisory Council

BY-LAWS
As of October 19, 2012

NAME

The name of this organization shall be the CONSTRUCTION INDUSTRY ADVISORY COUNCIL of the Construction Science Department, Texas A&M University. For brevity, the initials "CIAC" may be used in lieu of or in conjunction with the full organizational name for all purposes

PURPOSE

The Texas A&M Construction Science Department is committed to excellence in teaching, research and service in and for the construction industry. The objectives and purposes of CIAC are to:

1. Promote and improve the construction profession by education and development of the body of construction knowledge.
2. Advance and support the highest quality faculty, educational facilities, and undergraduate and graduate programs for the students enrolled in the Construction Science Department.
3. Provide liaison between the construction industry and the Construction Science Department.
4. Develop and implement innovative programs which will benefit the Construction Science Department, its students and the construction industry.
5. Through the active participation of the construction industry, the CIAC shall offer advice, counsel and provide vision for the Construction Science Department.

LOGO

The logo for the CIAC is based upon the branding guidelines of Texas A&M University as shown below:



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MEMBERS

The CIAC shall consist of individuals and business entities from construction or construction-related industries.

1. **Individual:** Any individual who supports the Construction Science Department with a donation of funds will be a member of the CIAC. Membership consists of the following two categories:
 - a. Annual - donation of \$50.00
 - b. Lifetime - donation of \$500.00

All individual members will be invited to participate in all CIAC activities and meetings.

Lifetime Individual members have a vote in CIAC matters. Annual individual members do not have a vote in CIAC matters.

All lifetime membership donations are to be deposited into the CIAC Support Fund Account where the ongoing interest can be used to fund lifetime membership events.

2. **Business Entity:** Any business entity that participates in the "PARTNERS FOR THE FUTURE", as detailed in Article 3, is entitled to designate two representatives of the entity. Both representatives are invited to participate in the activities of the CIAC.

Both representatives may vote on CIAC matters during a CIAC meeting.

3. **Emeritus:** Emeritus members will be constructors who have distinguished themselves in some aspect of construction. Emeritus membership is subject to approval by the Executive Committee.
 - o Emeritus members will be invited and encouraged to participate in all CIAC activities and meetings.
 - o Emeritus members are not required to pay dues. Emeritus members do not have a vote in CIAC matters.
4. **Association:** The Executive Committee may invite individuals representing professional associations (e.g., AGC, ABC, DBIA, etc.) to be members of the CIAC. Association members will be invited to all meetings. Association members, in deference to the other significant association contributions to the Construction Science Department, are not required to pay dues, and may vote on CIAC matters.

TERM

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

MEETINGS

1. The CIAC Executive Committee and Council will meet twice each year on or near the Texas A&M campus—once in the Fall and once in the Spring. Dates for these meetings will be set well in advance by the Executive Director and notice will be provided to all members at least 30 days before each meeting.
2. In addition the Executive Director will meet once each year in Houston, Dallas, San Antonio and Austin with members of the CIAC for an informal update on CIAC and Departmental activities. Advance notice of these meetings will be provided to members in that area at least 30 days in advance.

CONCEPT

The Texas A&M University Construction Science Department and construction industry business entities will create a partnership dedicated to working together to improve the construction industry by constantly improving the quality of the Construction Science graduates.

MEMBERSHIP

Any business entity from the construction or construction related industries may become a member of PARTNERS FOR THE FUTURE by completing an application form, by paying the annual dues and by designating two corporate representatives. (See Article 4).

BENEFITS

Partner Business Entities will be entitled to the following benefits:

1. The opportunity to directly impact the Construction Science Department through participation in the CIAC.
2. The opportunity to direct research and study activities on behalf of the CIAC and to receive the work product of these activities. (See Article 5)
3. Preferential consideration for intern positions.
4. A guaranteed position at the Fall and Spring Career Fairs with meals, parking and interview space provided at no additional cost. The Career Fair provides an opportunity for business entities to meet students, discuss their business and conduct employment interviews.
5. Employment statistics advising Partner Business Entities of those companies hiring graduates and average starting salaries.
6. A table for four representatives at the Construction Science Department Annual Spring Scholarship Banquet at no additional cost.
7. Opportunities to speak at Construction Science classes and student chapters from time to time regarding contemporary issues and their business.
8. Opportunities to sponsor field trips and capstone classes.

DUES

Dues for Partner Business Entities will be \$2,500 per calendar year. Dues may be changed from time to time by action of the CIAC.

POWERS

The business and affairs of the CIAC shall be conducted and guided by its members composed of designated representatives of PARTNER business entities, professional association members and lifetime individual members.

The CIAC shall develop and determine the mission, program, business plan, subcommittees, and policies of the Council. All officers shall have such authority and perform such duties in the management of the CIAC as are provided in these By-laws or as may be determined by the Executive Committee not inconsistent with these By-laws.

OFFICERS

The affairs of the CIAC shall be managed by an Executive Committee consisting of a President, a Vice President, an Executive Director, Chairs of each subcommittee and available Past Presidents. The President, Vice President and the Chair of each subcommittee will be elected by the CIAC, pursuant to nominations made by the Membership Subcommittee, at the Fall meeting of odd numbered years for the two years beginning January 1 of the next calendar year. The Head of the Construction Science Department or their designee will serve as the Executive Director.

1. The term of office for the President, the Vice President and the Chair of each subcommittee will be for two calendar years.
2. To the extent practical, the nominating committee will seek a candidate for Vice President who expresses a willingness to serve as President following the term of the current President.

VACANCIES

A vacancy in any office may be filled by the CIAC at the next regular meeting and the officers so selected shall hold office for the unexpired portion of the term until a successor is elected.

PRESIDENT

The President shall preside at all meetings of the CIAC and all meetings of the Executive Committee. The President shall have any and all powers and duties which the CIAC 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 CIAC. The President shall not be eligible for reelection at the conclusion of his term, but may be re-elected at subsequent terms.

VICE-PRESIDENT

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

The Vice President shall also serve as the chair for the budget subcommittee

CHAIR OF SUBCOMMITTEE

The chairs of the subcommittees shall preside at all meetings of their subcommittees and shall designate an alternate to preside in their absence. The chairs shall assure that minutes of subcommittee meeting are taken and reported to the CIAC. Each chair shall serve on the Executive Committee.

Each subcommittee will have a representative member from the faculty of the Construction Science Department.

EXECUTIVE DIRECTOR

The Executive Director shall conduct the day to day business of the CIAC under the direction of the President. The Executive Director shall assure that minutes of each meeting of the CIAC and Executive Committee are recorded and furnished to all members of the CIAC.

The CIAC shall conduct some of its affairs and business through standing subcommittees of the CIAC.

The chair of each subcommittee will be nominated by the Executive Committee from the membership of the CIAC. The President will present the proposed slate of subcommittee chairs for the next two calendar years at the Fall meeting of each odd numbered year. The slate will be voted on by the CIAC membership. The chairs shall serve for two years beginning January 1 of the next year. The following standing subcommittees are appointed:

1. **Graduate Program Curriculum, Research and Studies:** The purpose of this subcommittee is to provide continuous review of the Department's graduate curriculum, and to foster changes where needed to promote continuous improvement and to determine the priorities for spending CIAC funds on research and studies to further the objectives of the CIAC, pursuant to Article 7.
2. **Budget:** The purpose of this subcommittee is to prepare the proposed annual budget, pursuant to Article 7, for consideration by the Executive Committee. This subcommittee will also monitor expenditure of funds from the CIAC account to insure that expenditure is in accordance with approved budgets.
3. **Membership:** The purpose of this subcommittee is:
 - to promote and solicit membership for the CIAC, and
 - to develop and manage a CIAC awards program providing appropriate recognition for students, faculty and CIAC individuals and corporations.
4. **Undergraduate Program Curriculum:** The purpose of this subcommittee is to provide continuous review of the Department's undergraduate curriculum and to foster changes where needed to promote constant improvement.
5. **Development:** The purpose of this subcommittee is to support and promote the fund-raising activities of the Construction Science Department.

A member of the faculty of the Construction Science Department will be designated to facilitate the work of each subcommittee and to record the activities of the subcommittee.

The Executive Committee of the CIAC may appoint task forces from time to time for special purposes. Such task forces shall have specific purposes and time limitations as set forth by the Executive Committee.

COUNCIL MEETINGS

1. **Semi-Annual Meetings:** The Semi-Annual Meetings of the CIAC for the transaction of any business relating to the affairs of the CIAC shall be held twice annually as provided in Article 2 but may meet more frequently as appropriate. The Executive Committee meeting shall be held immediately prior to the CIAC meetings.

EXECUTIVE COMMITTEE MEETINGS

1. **Semi-Annual Meetings:** The Executive Committee shall meet at least two times a year as provided for in Article 2, but may meet more frequently as appropriate.

NOTICE OF MEETINGS

1. **Regular Meetings:** The Executive Director shall cause a written notice to be sent to all CIAC members at least thirty (30) business days prior to all CIAC meetings.
2. **Special Meetings:** Special Meetings may be called by the President, the Executive Director or at the request of at least three Executive Committee members. The Executive Director shall cause a written notice to be sent to all CIAC members at least five (5) business 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. The meeting may be held by means of conference telephone, other similar communications equipment, so that all persons participating in the meeting can hear each other.

OTHER MEETINGS

Standing subcommittees and task forces may meet at intervals established by their chairs as needed to accomplish their functions and responsibilities. To the extent possible, subcommittees and task forces shall meet at each regular meeting of the CIAC. 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) business days in advance of said meeting. The notice shall state the purpose of the special meeting.

QUORUM

1. **At All CIAC Meetings:** A quorum consists of those CIAC member representatives in attendance at any properly noticed meeting of the CIAC, the Executive Committee, subcommittees or task forces provided that the President or Vice President is present. Member representatives may be considered present if participating by conference telephone or other similar communications equipment.
2. **By Alternate Means:** For the purpose of matters submitted to the CIAC by mail poll or ballot or other electronic communication method, the receipt of response thereto from not less than a majority responding to such means, as the case may be, shall decide any questions brought before it.

VOTING

At each meeting of the CIAC, the Executive Committee, any subcommittee or task force, the representatives of each CIAC member are entitled to vote pursuant to Article 2 and shall each have one vote. The vote of a majority of the members present, as the case may be, shall decide any question before it. Voting may be by written proxy or by means of telephone, telefax machine or similar communications equipment.

All donations and membership dues will be deposited in a CIAC account maintained by the Texas A&M Foundation.

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

The proposed budget of the CIAC for the next calendar year will be prepared by the Budget Subcommittee of the Executive Committee and presented to the CIAC for approval at the Fall meeting each year.

The budget of the CIAC will be allocated to the following general categories:

1. Research Studies
2. Student Enrichment [support of student chapters, field trips, competition teams, career fairs, etc.]
3. Student Scholarship
4. Department Enrichment and Faculty Development
5. Operation of the CIAC

The fiscal year of the CIAC shall begin on January 1 of each calendar year.

Upon thirty (30) days written notice stating the proposed changes, modifications or amendments, the Bylaws may be amended, altered or repealed by the CIAC at any regular scheduled meeting by a two-thirds majority vote of the members present.

OFFICES

The principal office of the organization shall be located at the Construction Science Department, Langford Building, Room 424, 3137 TAMU, Texas A&M University, College Station, Texas 77843-3137.

RECORDS

Any necessary records of business, transactions and affairs of the CIAC, a copy of these Bylaws and the record of the membership shall be maintained at the Construction Science Department.

Texas A&M University is the statutory entity under whose cognizance the CIAC operates.