

NORTH DAKOTA STATE UNIVERSITY  
DEPARTMENT OF CONSTRUCTION MANAGEMENT AND ENGINEERING  
INDUSTRY ADVISORY COUNCIL - BYLAWS

**ARTICLE I - Name and Purpose**

1. Name:

The name of this organization shall be the Department of Construction Management and Engineering INDUSTRY ADVISORY COUNCIL. Within these bylaws, the terms "IAC," "Advisory Council," or "Council" may be used in lieu of, or in conjunction with, the full organizational name.

2. Purpose:

The Department of Construction Management and Engineering is committed to excellence in teaching, research, and service in and for the construction industry. The word "Department" may be used herein to identify the Department of Construction Management and Engineering of North Dakota State University. The purposes of IAC are to:

Support the Department's mission by contributing to development of the professional body of knowledge appropriate to construction management and engineering.

Serve as a liaison between the construction industry and the Department and the College of Engineering and Architecture.

Advance and support the highest quality faculty, educational facilities, and undergraduate and graduate programs for the students enrolled in the Department programs of North Dakota State University. Assist in the development of innovative programs that benefit industry and support the Department mission.

Through active participation, the IAC shall offer advice, counsel, and provide industry's vision for the Department.

**ARTICLE II - Membership**

1. Members:

The Industry Advisory Council shall consist of a maximum of fifty (50) members from the construction industry. At least one half (50%) of the Council Members shall be representatives of constructors and subcontractors. A limit of fifteen (15) Council Members shall be representatives of private and public owners and suppliers. The remaining Council Members may be representatives of construction industry support services, including, but not limited to, surety, financial, legal, insurance, and accounting. The Council shall also include up to five (5) non-voting Academic members, including the Chair of the Department. Membership on the Council shall be by invitation from the Executive Committee.

2. New Members:

New members may be recommended by any Council or Academic member to the Executive Committee for consideration for an invitation for membership.

3. Vacancies:

Any vacancy on the Council shall be promptly filled by the Executive Committee.

4. Compensation:

The Council members shall receive no compensation for their services.

5. Membership Requirements:

The rights, privileges and benefits of the members shall be determined and fixed from time to time by the Executive Committee. Each member shall also be required to pay yearly dues that shall be fixed from time to time by the Executive Committee. Membership dues may be increased or decreased by action of the Executive Committee in their discretion based upon any conditions that may arise from time to time as it appears in the best interest of IAC to do so.

Dues, allocated to a specific invoice category and left unspent over the course of the fiscal year, shall be automatically reallocated to the undesignated category the following fiscal year. Should a request be made from within a specific invoice category, unable to meet cost requirements, the Council shall vote to transfer the necessary additional funds from the undesignated invoice category.

6. Termination of Membership:

Termination or Suspension of Membership:

The Executive Committee may terminate or suspend the membership of any Council Member whom the Executive Committee believes has been involved in an act discreditable to the industry, the Council, or the Department of Construction Management and Engineering or whose continued membership the Executive Committee believes to be harmful to the Council or the Department of Construction Management and Engineering.

Removal of Inactive/Unpaid Membership:

The Executive Committee may remove inactive or unpaid members of any Council Member whom have not attended four (4) consecutive meetings, or have not paid dues over the course of two (2) fiscal years. Additionally, the Executive Committee shall reach out to inactive members who have not attended two (2) consecutive meetings, or have not paid dues over the course of one (1) fiscal year, to inquire about further commitment.

### **ARTICLE III - Executive Committee**

1. Powers:

The business and affairs of the Council shall be conducted and guided by an Executive Committee selected from voting members of the Council. 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 IAC as are provided in these Bylaws or as may be determined by the Executive Committee consistent with these Bylaws.

2. Members:

The Executive Committee shall consist of a President, Vice President, Treasurer and Secretary, all of whom shall be nominated from the IAC voting membership and duly elected at the Annual Meeting of the Council, and the Immediate Past-President of the Council. In addition, three (3) at large members shall be elected to the Executive Committee from the Council. At least four (4)

Executive committee members shall be contractor or subcontractor members. The remaining three (3) at-large members may be representatives of suppliers and construction industry support services representatives. The Executive Committee shall include the Chair of the Department of Construction Management and Engineering as a non-voting member.

3. Term of Office:

Each member of the Executive Committee shall have a term of one (1) year. No Executive Committee member shall be eligible for reelection to the same office for more than three consecutive terms.

4. 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 remaining balance of the term until a successor is elected.

5. Presidential Role shall include the following:

- a. Facilitate all Executive Committee and Council Meetings.
- b. Enact all powers and duties as determined by the bylaws and the Executive Committee.
- c. Serve, by annual meeting election of the Council, for a term of (1) year, and hold elected office until a successor is duly elected, up to a maximum of (3) consecutive full terms. Elected candidates will be an ex-officio member of all committees or tasks forces.
- d. Oversee that all officers and council members perform their respective duties in the best interests of the IAC and the Department.

6. Vice Presidential Role shall include the following:

- a. Assist the President as necessary.
- b. Enact all powers and duties of the President, in her/his absence or incapacity, as determined by the bylaws and the Executive Committee.
- c. Serve, by annual meeting election of the Council, for a term of (1) year, and hold elected office until a successor is duly elected, up to a maximum of (3) consecutive full terms. Elected candidates will be an ex-officio member of all committees or tasks forces.

7. Secretarial Role shall include the following:

- a. Enact all duties and functions as determined by the Executive Committee, including, but, not limited to, record keeping.
- b. Serve, by annual meeting election of the Council, for a term of (1) year, and hold elected office until a successor is duly elected, up to a maximum of (3) consecutive full terms. Elected candidates will be an ex-officio member of all committees or tasks forces.

8. Treasurer Role shall include the following:

- a. Responsibility for budgeting and financial affairs of the IAC.
- b. Coordinate financial affairs of the IAC with NDSU Development Foundation, abiding by guidelines set forth by the Development Foundation.
- c. Serve, by annual meeting election of the Council, for a term of (1) year, and hold elected office until a successor is duly elected, up to a maximum of (3) consecutive full terms. Elected candidates will be an ex-officio member of all committees or tasks forces.

## **ARTICLE IV - Fiscal Year**

1. The fiscal year of the Council shall begin on July 1 and run through June 30.

## **ARTICLE V - Meetings**

1. Council Meetings.
  - a. Annual Meeting:
    - i. Fall Semester Meeting to include official installment of newly elected council members, from the previous Spring Semester Meeting.
    - ii. Spring Semester Meeting to include official elections, for determination following Fall Semester Executive Committee members.
  - b. Notice of Meeting:
    - i. A written notice of the meeting shall be mailed to all IAC members at least ten (10) business days but not more than forty-five (45) business days prior to the meeting. Mailing may include electronic mail.
2. Special Membership Meetings:

Special IAC meetings may be called by the President, or by at least two (2) members of the Executive Committee, or by written request delivered to the Secretary from at least three (3) of the Council Members in good standing. The notice provisions pertaining to the Regular Council Meetings shall also apply to Special Council meetings. The Notice shall state the purpose for any Special Meeting. The only business to be transacted at a Special Meeting shall be the matters covered in the written notice to members.

3. Executive Committee Meetings:

The Executive Committee shall meet at least four times a year. Meetings shall be the Annual Meeting and Midyear meeting and two other designated meetings at appropriate intervals, but the Executive Committee may meet more frequently as appropriate.

- a. Regular Executive Committee Meetings:
    - i. The Secretary shall cause a written notice to be sent to all Executive Committee members at least ten (10) business days prior to all Executive Committee meetings. 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.
  - b. Special Executive Committee Meetings:
    - i. Special Executive Committee Meetings may be called by the President or at the request of two Executive Committee Members. The Secretary shall cause a written notice to be sent to all Executive Committee 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.
4. Other Meetings:

Standing Committees, Ad Hoc Committees 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 committee or task force upon written notice sent to each committee member at least five (5) business days in advance of said meeting. The notice shall state the purpose of the special meeting.

5. Quorum:
  - a. At Council Meetings:
    - i. A quorum consists of those council members in attendance at any properly noticed meeting.
  - b. By Alternate Means:
    - i. For the purpose of matters submitted to the Council by mail poll or ballot or other electronic communication method, the receipt of response thereto from not less than a majority of the full Council shall constitute a quorum. The vote of a majority responding to such means, as the case may be, shall decide any questions brought before it.
6. Quorum of Executive Committee

A quorum is established at any meeting of the Executive Committee when a majority of the full Executive Committee is present. Members may be considered present if participating by conference telephone or other similar communications equipment.
7. Voting
  - a. At each meeting of the Council members, every Council member in good standing shall have one vote. At each meeting of the Executive Committee, every Executive Committee member shall have one vote. When a quorum is present at any Council or Executive Committee meeting, the vote of a majority of the Council members or the Executive Committee, as the case may be, shall decide any question before it. Voting may be by written proxy or by means of conference telephone, telefax machine or similar communications equipment. A member who is not current in the payment of all dues and other sums owed IAC on the date of the vote shall be considered "not in good standing" and shall not be entitled to vote.

#### **ARTICLE VI - Amendment of Bylaws**

Upon thirty (30) days written notice stating the proposed changes, modifications or amendments, the Bylaws may be amended, altered or repealed and new bylaws may be adopted by the Council by a two-thirds majority vote of a quorum of the Council members. Such vote may be by conference telephone, telefax or written proxy.

#### **ARTICLE VII - Offices and Books**

1. Offices:

The principal office of the organization shall be located at the Department of Construction Management and Engineering, North Dakota State University, Fargo, North Dakota.

2. Books:

Any necessary books of business, transactions and affairs of IAC, a copy of these Bylaws and the record of the membership shall be maintained at the Department of Construction Management and Engineering.

3. Emblem:

The Council may adopt an emblem for IAC.

## **ARTICLE VIII - Committees**

The IAC shall conduct its affairs and business through standing committees to provide advice and guidance for the support and advancement of the Department of Construction Management and Engineering. Other standing committees, ad hoc committees or task forces may be appointed by the Executive Committee from time to time as appropriate. The Executive Committee may develop and prescribe the function, responsibilities, guidelines and procedures to be followed by each standing or ad hoc committee or task force.

### **Alumni Relations Committee:**

The focus of this committee will be to establish means for alumni to reconnect and network (i.e. regional annual social gatherings)

### **Student Relations Committee:**

The focus of this committee is to serve as a liaison between the student body and the IAC, as a means of providing industry assistance to the student body (i.e. student chapter software training, competition team reviews, etc.).

### **Student Internship Integration Committee:**

The focus of this committee will be to establish conceptual ideas to be proposed to the department, as a means of developing further awareness and importance of internship experiences.