

Bylaws of:

THE OHIO STATE UNIVERSITY<sup>9</sup>

DEPARTMENT OF FOOD, AGRICULTURAL AND BIOLOGICAL ENGINEERING (FABE)<sup>9</sup>  
CONSTRUCTION SYSTEMS MANAGEMENT  
INDUSTRY ADVISORY COUNCIL [CSM IAC]

## Article I – Name and Purpose

### Name:

The name of the organization shall be the Construction Systems Management Industry Advisory Council to the Department of Food, Agricultural and Biological Engineering [FABE] of The Ohio State University [OSU]. For brevity, the initials 'CSM IAC' may be used on stationery and other published materials in lieu of or in conjunction with the full organizational name and may also be used in these Bylaws.

### Purpose:

The purpose of the CSM IAC shall be to advise, assist, support and advocate for the FABE CSM program on matters pertaining to all constituents of the program related to student learning and instruction, facilities of the program, student activities, career placement and advancement.<sup>11</sup>

## Article II – Membership

Membership shall consist of public, corporate, education, association and recent graduate representation<sup>1</sup> from construction or construction related industries and a current student(s) representing the CSM Program<sup>9</sup>.

Prospective new members shall be considered based on the recommendation of at least two [2] Council members to the Executive Committee. The Executive Committee will accept or<sup>8</sup> present the prospective new<sup>9</sup> member to the Industry Advisory Council for acceptance. Acceptance requires a positive vote of at least 75% of the Voting Body<sup>8</sup>. After acceptance and the payment of the annual donation of \$250, the new member shall join the Industry Advisory Council. Council Members shall remain "active members" by payment of their annual donation AND participating in at least one All Council meeting per academic year, OR sponsoring/donating towards an IAC hosted event<sup>9</sup>.

### Article III – Executive Committee

#### Powers:

The business and affairs of the CSM IAC shall be conducted and guided by an Executive Committee composed of officers, FAFE Department representatives and standing IAC Committee Chairs<sup>9</sup>.

#### Executive Officers & Voting Body:

The officers shall include a Chair, a Vice Chair, Secretary and Treasurer. These officers, the immediate past Chair, the FAFE Department Chair, the chairs of the standing Committees [a total of 5], the CSM Liaison and the Tenured Faculty Representative<sup>9</sup> will constitute the Executive Committee. These thirteen (13)<sup>9</sup> total members shall constitute the Voting Body for the organization.

#### Election of Officers:

The Executive Committee, in addition to serving as the executive body of CSM IAC, will also serve as the nominating Committee<sup>10</sup>. As a nominating Committee<sup>10</sup>, the Executive Committee<sup>10</sup> shall present a slate of officers for election or continuation at the regular spring meeting each year<sup>6</sup>. Elections shall take place at the spring meeting with the newly elected officers taking office at the beginning of the next business year, July<sup>10</sup> 1<sup>9</sup>. Term of Executive Officers shall be two (2)<sup>10</sup> years<sup>6</sup>. Voting acceptance of Executive Officers requires a majority vote within the Voting Body. The Executive Committee may also appoint, re-appoint or replace officers or committee chair positions based on the same requirements above<sup>9</sup>.

The Executive Committee may also appoint Ex-Officio [non-voting] members to serve on the Executive Committee<sup>10</sup>

#### Other duties:

Each Executive Officer will participate on a standing Committee. The Executive Committee shall select the dates for each Full Council and Executive Committee meetings during the academic year, work with the Committees to create yearly goals with their associated action plans, prepare annual budgets for submittal annually on March 1st of each year<sup>6</sup> and follow up on action items for the Industry Advisory<sup>10</sup> Council between meetings.

### Article IV – Committees

The following are standing Committees:

- Education/Curriculum/Research<sup>9</sup>
- Mentoring
- Industry Outreach Interaction<sup>3</sup>
- Diversity & Outreach<sup>11</sup>
- Marketing<sup>3</sup> & Resource Development<sup>9,11</sup>

The Executive Committee for the CSMIAC may appoint Ad Hoc (limited life) committees from time to time for special purposes.

**Article V – Meetings**

Annual meetings will follow the academic year in that there shall be one regular fall meeting and one regular spring meeting for the entire membership. Meeting dates shall be determined by the Executive Committee. The CSM IAC Chair or Department Chair may call special meetings in consultation with the CSM IAC Executive Committee.

The CSMIAC Chair, in consultation with the Department Chair, shall prepare an agenda and mail or email to members approximately one week in advance of each meeting. Meeting Minutes will be recorded and issued to the active IAC members. In the event the CSM IAC Chair is unable to attend an Industry Advisory Council meeting, the CSMIAC Vice Chair shall conduct the Industry Advisory Council meeting.

**Article VI - Annual Donation<sup>4</sup>**

An annual donation of \$250 is required of corporate members on the Industry Advisory Council. Additional corporate members above two (2) from the same firm will have annual donations of \$200. Annual donations will not be required of first year program graduates.<sup>7</sup> The business year shall be from July 1 to June 30<sup>9</sup>.

**Article VII – Amendment of Bylaws**

Upon thirty days [30] days written notice stating the proposed changes, modifications or amendments, the bylaws may be amended, altered or repealed by the CSM IAC Executive Committee at an in-person scheduled meeting, or if required, by a two thirds majority vote of members polled by telephone, fax or email.

Footnote Explanation:

1. Membership shall include:

- a. Example of Associations
  - i. Associated Builders and Contractors-Central Ohio Chapter [ABC]
  - ii. Associated General Contractors-Central Ohio Chapter [AGC]
  - iii. Building Industry Association [BIA]
  - iv. Builders Exchange of Central Ohio [BX]
  - v. Construction Managers Association of America-Ohio Chapter [CMAA]
  - vi. National Association of Women in Construction [NAWIC]
- b. Education
  - i. Chair of FABE
  - ii. Chair or representative from the Construction Management Program at Columbus State Community College
  - iii. Chair or representative from the Construction Management Program at ATI
- c. Corporate
  - i. Includes representation from Construction Managers, General Contractors and Subcontractors and Suppliers.
  - ii. Includes representation from firms with in house construction administration
- d. Current Student representing the CSM Program<sup>9</sup>.

2. Bylaws adopted May 23, 2012

3. Bylaws amended by 2/3s majority vote of executive Council March, 2013

4. Bylaws amended by 2/3s majority vote of executive Council May, 2013

5. Bylaws amended by majority vote of council on April 9, 2014

6. Bylaws amended by Executive Council on May 30, 2014
7. Bylaws amended by Executive Council on July 13, 2014
8. Bylaws amended by Executive Council on February 27, 2015
9. Bylaws amended by Executive Committee on January 21, 2016
10. Bylaws amended by Executive Committee on June 1, 2016
11. Bylaws amended by Executive Committee on June 28, 2018