

Bylaws of:

THE OHIO STATE UNIVERSITY⁹
DEPARTMENT OF FOOD, AGRICULTURAL AND BIOLOGICAL ENGINEERING (FABE)⁹
CONSTRUCTION SYSTEMS MANAGEMENT
INDUSTRY ADVISORY COUNCIL [CSM IAC or IAC]¹²

Article I – Name and Purpose

Name:

The name of the organization shall be the Construction Systems Management Industry Advisory Council (CSM IAC or IAC)¹² under¹² the Department of Food, Agricultural and Biological Engineering (FABE) at¹² The Ohio State University (OSU). For brevity, the initials 'CSM IAC' or 'IAC'¹² 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 CSM program on matters related to student learning and instruction, facilities of the program, student activities, career placement and advancement.¹¹ The IAC also serves to guide the program in accordance with the American Council for Construction Education's (ACCE) mission, values and credentialing, in addition to representing the current needs of industry for graduates entering the professional workforce.¹²

Article II – Membership

Membership shall consist of public, corporate, education, association and recent graduate representation¹ from construction or construction related industries and a current student(s) representing the CSM Program⁹.

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 or⁸ present the prospective new⁹ member to the Industry Advisory Council as a whole for acceptance. Acceptance requires a majority vote¹² of the Voting Body⁸. After acceptance and the payment of the annual membership¹² donation, 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 or related function¹².



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, FABE Department and CSM Program¹² representatives and the¹² standing IAC Committee Chairs⁹. A student body representative shall be appointed annually to serve on the Executive Committee as a non-voting member.¹²

Executive Officers & Voting Body:

The officers shall include a Chair, a Vice Chair, Secretary and Treasurer. These officers, the immediate past Chair, the FABE Department Chair, the chairs of the standing Committees¹², the CSM Liaison and the Tenured Faculty Representative⁹ will constitute the Executive Committee. These total members¹² 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 Committee¹⁰. As a nominating Committee¹⁰, the Executive Committee¹⁰ shall present a slate of officers for election or continuation at the regular spring meeting⁶. Elections shall take place at the spring meeting with the newly elected officers taking office at the beginning of the next business year, July 1¹². Term of Executive Officers shall be two (2) years¹². 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 above⁹. The Executive Committee may also appoint Ex-Officio [non-voting] members to serve on the Executive Committee.¹⁰

Other duties:

Each Executive Officer will participate on a standing Committee. The Executive Committee shall select the dates for each Full Council¹² 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, review and approval annually¹² and follow up on action items for the IAC¹² between meetings. The Council's annual budget, including all Committees, are due for review and approval no later than the Spring Full Council Meeting, or the last Executive Committee Meeting, to be in place prior to the end of the academic year.¹²

Article IV – Committees

The following are the standing Committees of the IAC¹²:

- Executive Committee¹²
- Education Committee¹²
- Mentoring Committee¹²
- Industry Interaction Committee¹²
- Diversity Committee¹²

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



Article V – Meetings

Full Council Meetings:¹²

(2) Full Council Meetings annually will occur to inform, evaluate and guide the program and provide feedback to the academic unit with the full membership¹². Meeting dates shall be determined by the Executive Committee. The IAC Chair or Department Chair may call special meetings in consultation with the IAC Executive Committee. The IAC¹² Chair is responsible for scheduling and administering the Full Council Meetings.¹² The IAC¹² Chair, in consultation with the Department Chair, shall prepare an agenda and email to members approximately one week in advance of each meeting¹². Meeting Minutes will be recorded and issued to the active IAC members. In the event the IAC¹² Chair is unable to attend an Industry Advisory Council meeting, the IAC Vice Chair¹² shall conduct said¹² meeting.

Committee Meetings:¹²

Committees shall meet monthly to plan and execute on goals and priorities to serve the IAC mission and purpose. These meetings shall be documented with meeting minutes, saved for records, and reported out on at each Executive Committee Meeting by the Committee Chair.¹²

Article VI - Annual Donation⁴

An annual donation of \$350¹² is required of industry¹² members to constitute active membership in serving on the IAC¹². Additional industry¹² members from the same firm¹² will have annual donations of \$150¹². Annual donations will not be required of first year program graduates.⁷ The business year shall be from July 1 to June 30⁹. Additional company memberships can be added at \$150 per member once a primary industry donation of \$350 is established.¹² Membership on the IAC shall coincide with the academic and fiscal years (July 1st to June 30th).¹²

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 scheduled meetings by a majority vote of the Voting Members polled by verbal or written confirmation.¹²

Article VIII – IAC Operating Document

The IAC will use the 'IAC Annual Operating Document' as an aid to conduct formal business among the Committees and the FABE academic unit representatives. This document outlines the expectations of each Committee, its members, and This document can be modified and submitted for approval as needed to serve the best interests and operations of the IAC.¹²

Article IV – Digital File Exchange, Storage, and Communications

The IAC will use digital means and methods to effectively communicate, document and store all related data to IAC business interactions. All meeting minutes, generated documents, records shall be stored on an OSU-provided cloud-based storage site (OneDrive or similar) as agreed upon by the IAC Executive Committee. All IAC related business and exchange sites are not to be shared with any third parties, or given access to, without written consent from the IAC Officers or Faculty Representatives.¹²

End of Articles – See Revision History.



Revision Footnotes¹²

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 Program⁹.
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.
12. Bylaws amended by Executive Committee on April 18, 2024.

Appendices¹²

- Appendix I – IAC Operating Document¹²

End of ByLaws.¹²

