

# **The North Carolina State Chapter of the American Concrete Institute (ACI-NCSU)**

**Date of origin: November 15<sup>th</sup>, 2006**

## **Article I. Purpose**

The purpose of this the North Carolina State Chapter of the American Concrete Institute, hereafter referred to as ACI-NCSU, is to expose our members to the field of concrete engineering, including the studies of structural engineering and material science in coordination with the American Concrete Institute. In addition, we shall strive to help prepare members for employment and/or advanced educational opportunities in the field of concrete engineering.

## **Article II. New Membership and Recruitment**

A. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

1. New Membership Manual
2. Schedule of New Member Events and Activities
3. A list of responsibilities
4. A definition of personal rights, and a copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations.

All documents will be available upon request at the ACI-NCSU chapter office or on ACI-NCSU website.

- B. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal values, or moral reserve as defined by the member.
- C. Any and all interaction/activity between new members and/or members will be limited to guidelines stated by university policy, as well as local state, and federal laws.

## **Article III. Membership**

- A. At all times, the majority (fifty percent plus one) of all active members must be full time, officially registered, graduate and undergraduate students at North Carolina State University.

B. Membership will be defined in two categories: active and associate.

1. All currently employed faculty, staff and registered North Carolina State students are eligible for active membership in the ACI-NCSU. The majority (fifty percent plus one) of the active members must be currently registered graduate and undergraduate students.

2. Associate membership shall be composed of all others interested in furthering the purpose of the organization. Associate members may not hold office, vote, preside, officiate, or solicit funds on behalf of the organization.

C. At all times there shall be at least twelve active student members.

D. Membership Removal: The ACI-NCSU reserves the right to expel a member who is not following the policies of the organization with a supermajority vote of attending members - quorum is seventy-five percent of active members.

#### **Article IV. Officers**

A. Only full-time, registered, active student members shall be eligible to serve as an appointed or an elected officer in ACI-NCSU.

B. Officers:

1. President: The president is the spokesperson for ACI-NCSU. The president presides at all meetings. The president plans and organizes all meetings with assistance from the Activities chairperson.

2. Vice-President: The vice-president serves as president when the president is unable to do so. The vice-president coordinates fundraising events and helps the treasurer in solicitation of funds.

3. Treasurer: The treasurer collects dues (if applicable) and maintains accurate records of the organization's funds spent and received. The treasurer also solicits funds to promote the semi-annual international project competitions.

4. Secretary: The secretary maintains and coordinates the development of ACI-NCSU website. The secretary also produces and distributes the literature necessary to coordinate, plan, and advertise ACI-NCSU functions.

5. Recorder: The recorder takes meeting minutes (notes). The recorder also takes meeting attendance.

6. Industry Relations Chair: The industry relations chair communicates with the industries that sponsor the competitions. This chair is important as materials, expertise and funding will come primarily from industry sources.

7. Activities Chair: The activities chair will coordinate student competitions and aide in organizing meeting (room availability, advertisement, etc.). The activities chair will also assist in obtaining refreshments and food for meetings. The activities chair will also assist in organizing non-competition events, such as fund-raisers.

8. Graduate Advisor: The graduate advisor will be a graduate student familiar with the field of concrete engineering. The graduate advisor will offer advice to the competition teams. The graduate advisor will also assist the faculty advisor in overseeing ACI-NCSU.

9. Faculty Advisor: The faculty advisor shall be a member of the NCSU-CE faculty, and shall be in good standing with the ACI, and should provide guidance/direction/ training to the ACI-NCSU student chapter.

C. All officers serve for a term of one year and can be reelected as long as active membership allows.

D. Filling unexpired vacancies:

1. Nominations are taken at the meeting following the vacancy. Elections for the vacating member also occur at this meeting.

2. The majority required to elect a new officer is fifty percent plus one of the membership present at the meeting. If fifty percent plus one is not obtained by one of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.

3. When nominations are being taken to fill unexpired terms, any member of the organization may nominate another member of the organization, by simply raising his/ her hand and indicating such when recognized.

## Article V. Meeting

A. ACI- NCSU will meet regular on a monthly basis (set at first semester meeting) in addition to any necessary subcommittee meetings; or as requested by the President.

B. Adequate advance notice must be given to all active members regarding meetings.

C. The president with consent of the vice –president may change meeting frequency.

- D. Members shall be notified thru e-mail and fliers.
- E. The president may call special meetings as he/she sees fit.

#### **Article VI. Voting**

- A. Only active members may vote.
- B. The quorum is thirty-three percent of the membership.
- C. The majority is fifty percent plus one of the active membership, that is, the membership is derived from the active members present.

#### **Article VII. Finances**

- A. All funds are to be deposited and handled by the ACI-NCSU president and/or treasurer in a NCSU approved account.
- B. This organization shall collect dues annually, and upon approval of the officers. Adequate notice shall be given before the collection of dues.
- C. Dues will be required annually.
- D. Dues, if required shall not be excessive.
- E. The treasurer, with the consent of the president, the faculty advisor, and the graduate advisor will determine if dues are necessary, and the amount required.

#### **Article VIII. Elections**

- A. Nominations and elections shall take place during the second meeting of the fall semester.
- B. The election meeting will be advertised at the previous meeting.
- C. Election codes:
  - 1. The quorum to conduct nominations and elections shall be thirty-three percent of the membership.
  - 2. The majority needed to elect shall be fifty percent plus one.

3. The majority is derived from the active membership present at the meeting.
  4. Any member may nominate an active member for any office by raising his/her hand at the appropriate time and being recognized by the presiding official. Next, the active members shall cast secret, written ballots for the candidate of their choice. Each active member shall have one vote per office.
  5. If fifty percent plus one cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration and the active members shall vote again.
  6. In the event of a tie, the ballot will be recast.
- D. All officers serve a term of one year, beginning immediately after election, until the next election.
- E. The president shall serve consecutive fall and spring semester terms.

#### **Article IX. Amendments**

- A. Amendments to the by-laws may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking affect immediately.
- B. Quorum is thirty-three percent. The majority is fifty percent plus one of the active memberships present at the meeting.

#### **Article X. Accessibility of By-Laws**

- A. Copies of these by-laws shall be made available to anyone upon request.
- B. The constitution shall be posted on ACI-NCSU's website

#### **Article XII. Advisor**

- A. This organization shall retain an advisor at all times as described in Article IV
- B. The advisor shall notify ACI-NCSU if he/she must step down one semester previous to the time of vacating.

- C. The advisor must sign a statement regarding his/her responsibilities and knowledge of safety guidelines.

### **Article XIII. Safety Considerations**

- A. ACI-NCSU will also abide by the following safety guidelines:

1. All members must attend a concrete safety training session which will include work with concrete in laboratory and field conditions. The training session shall be given by an authorized safety trainer. Failure to attend the safety training session will result in prohibition to participate in chapter activities requiring work with concrete.

2. All chapter activities requiring laboratory or field work will require the use of appropriate safety equipment at all times.

3. All members must not possess or use weapons in conjunction with any ACI-NCSU activities.

- B. All members participating in the student competitions are required to acknowledge and abide by all of ACI-NCSU's safety considerations. Participation in student competitions will only be allowed after the members sign a participation waiver. Any violation of safety guidelines is grounds for immediate dismissal from ACI-NCSU.
- C. Safety regulations will be posted on ACI-NCSU's website.
- D. Safety regulations will be made available to anyone upon request.