



C E N T R A L
CONNECTICUT STATE UNIVERSITY

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Central Connecticut State University Construction Management Industry Advisory CCSU IAB

BYLAWS

ARTICLE I. NAME, AND MISSION OF THE ORGANIZATION

- A. Name** –the name of the organization shall be the Central Connecticut State University Construction Management Industry Advisory Board, referred to as “CCSU IAB.”
- B. Mission** – The CCSU IAB is an organization that supports the CCSU Construction Management Program (“CMP”) by providing information and guidance to assist with the professional development of the students and the long-range goals and accreditation of the CMP by the American Council for Construction Education (ACCE).

To achieve its stated Mission, the CCSU IAB shall:

1. Become familiar with the Mission, goals and resources available in the Department of Manufacturing & Construction Management (“Department”) and provide input and recommendations into the strategic and facilities planning processes to maintain a quality educational program.
2. Provide input and recommendations to the Department regarding changes to the educational programs and specific curricula changes based upon industry requirements, standards and trends.
3. Provide input and recommendations regarding the preparation of qualified construction management students for the purpose of entering the construction workforce.
4. Provide input and recommendations to the Department regarding recruitment and professional development of faculty.
5. Provide input and recommendations to promote the CMP to prospective students, within the industry, and other Universities.
6. Recommend personnel from the community and/or respective professional organizations that may serve as resources for the Department and the students.
7. Work to solve specific problems as requested by the Department.



8. Obtain feedback from the students regarding the overall effectiveness of the Department.
9. Meet twice, annually; one meeting during the spring semester and the second during the fall semester and attend special meetings as required.
10. The Board will designate Committees and Committee Chairs which shall be responsible for supporting and implementing the Mission of the CCSU IAB.

ARTICLE II. CCSU IAB COMPOSITION, TERM AND ELECTION

A. Composition - The CCSU IAB will be comprised of industry professionals, students and faculty.

1. Industry members shall consist of not less than 18 members in good standing within their profession. It will be the intent of the CCSU IAB to have a broad range of industry members to cover disciplines within the construction industry. The CCSU IAB shall consist of at least one member from the following industry disciplines: General Contracting, Specialty Contracting, Public Sector, Construction Materials Supplier, Professional Organizations, and Construction Law. It will be the goal of the CCSU IAB that 25% of the industry members are graduates from CCSU.
2. Student members will ideally consist of one undergraduate and one graduate student representative. Student members will serve as non-voting members.
3. Faculty members shall consist of one faculty member and the Chair of the Department. Faculty members will serve as non-voting members.
4. Honorary members – A past member who has distinguished themselves by meritorious service in furtherance of the CCSU IAB Mission may be elected as an honorary member of the CCSU IAB. Honorary members will serve as non-voting members.
5. Officers:
 - a. President – the President shall be a member from the industry.
 - b. Vice-President - the Vice-President shall be a member from the industry.
 - c. Secretary – the Secretary shall be a faculty member.



B. Term

1. Industry members – the term for industry members is three (3) years, renewable for an additional 3 years for a maximum of five (5) consecutive terms. The term commences January 1 of the year following election. Following the conclusion of an industry member's term, they may receive honorary status on the CCSU IAB without voting rights.
2. Student members – the term for student members is one (1) year, renewable for an additional one year for a maximum of 2 years.
3. Faculty members - the term for faculty members is one (1) year, renewable for an additional one year for a maximum of 5 years.
4. CCSU IAB President – the term for the President will be three (3) years, renewable one time for a total of six (6) years.
5. CCSU Vice-President - the term for the Vice-President will be three (3) years, renewable one time for a total of six (6) years.
6. CCSU IAB Secretary - the term for secretary is one (1) year, renewable for an additional one year for a maximum of 5 years.

C. Election

1. Industry members – Every year at the end of the school year or spring meeting, one-third of all industry members shall be elected to the CCSU IAB by majority vote (in person or electronically) of the existing CCSU IAB voting members. In the event a mid-term vacancy occurs, the CCSU IAB will vote for a new member to fill the remainder of the term.
2. Student members – Every year at the end of the school year or spring meeting, student members will be chosen by the Department Chair.
3. Faculty members – Every year at the end of the school year or spring meeting, the faculty will elect a faculty member to the CCSU IAB.
4. President – Nominations for the CCSU IAB President will be from the active industry members. Nominations will be accepted prior to or at the spring meeting for consideration by the voting members in the third year of the sitting President's



term. At the spring meeting the President will be elected by a majority vote of the voting members.

5. Vice- President – Nominations for the CCSU IAB Vice-President will be from the active industry members. Nominations will be accepted prior to or at the spring meeting for consideration by the voting members. At the spring meeting, the Vice-President will be chosen by a majority vote of the voting members.
6. Secretary – a CMP faculty member will be chosen to be Secretary by the Department Chair.

ARTICLE III. OFFICER DUTIES

A. **President** –The President will schedule, plan (with the assistance of the Department Chair), and run each CCSU IAB meeting. In conjunction with these duties the President shall, at a minimum:

1. Obtain recommendations for and assign members to committees, as needed.
2. Obtain recommendations for and assign members to review curricula-related issues.
3. Coordinate members to conduct exit interviews with the students.
4. Coordinate the activities of and organization of any Committees established to assist the CCSU IAB.

B. **Vice-President** – The Vice-President shall assist the President with its duties and execute the President's duties, in its absence.

C. **Secretary** – The Secretary shall:

1. Provide an invitation to CCSU IAB` members for attendance at meetings.
2. Prepare and distribute the CCSU IAB meeting minutes, which shall to be distributed to the members within one month of the meeting.

ARTICLE IV. MEMBER DUTIES

The members of the CCSU IAB shall support and promote the Mission of the CCSU IAB and in addition, shall:



- A. Attend the bi-annual meetings and any special meetings called by the President.
- B. Participate in committees established by the CCSU IAB and report as required.

ARTICLE V. MEETINGS

- A. Regular Meetings** – Meetings for the transaction of business related to the mission of the CCSU IAB shall be held two (2) times during the academic year, one in the fall, and one in the spring. The meeting dates will be confirmed no later than the prior meeting. Notice of such meeting will be provided to the CCSU IAB members by the Secretary.
- B. Special Meetings** – Meetings may be called from time to time to address special needs or concerns of the CCSU IAB or the Department.
- C. Quorum** – A quorum consists of 50% or greater of the CCSU IAB voting members in attendance at any properly noticed meeting. Any vote necessary for any action will pass with a quorum, except as noted. Removal of a member, however, will require a 2/3 vote of the voting members in attendance at a properly noticed meeting. Voting may be in person or by email.

ARTICLE VI. TERMINATION OF CCSU IAB MEMBERSHIP

- A. Removal** - A Board member may be removed from the CCSU IAB before the expiration of his/her term by vote of two-thirds (2/3) of the CCSU IAB voting member if it is determined that the member has failed to demonstrate an active interest in the CCSU IAB, as evidenced by:
 - 1. Repeated and unexcused absences from Board or committee meetings,
 - 2. Failure to attend two (2) consecutive meetings, without providing prior notice of a reasonable excuse,
 - 3. Failure to complete assigned responsibilities, or
 - 4. Actions taken by the member, which is not in the best interest of the CCSU IAB, as determined by a 2/3 majority vote of the CCSU IAB voting member.
- B. Notice of Removal** - Within 30 days of the vote to remove a member, the CCSU IAB shall provide the member to be removed with written notice, of the CCSU IAB's decision. Notice is to be sent certified and via email.
- C. Resignation** – Any member can resign from the CCSU IAB at any time.



D. Notice of Resignation – One month prior to the effective date of the resignation, the member shall provide written notice via email to the President of the CCSU IAB.

ARTICLE VI. AMENDMENTS OF BYLAWS

Upon thirty (30) days written notice enclosing the proposed changes, modifications or amendment, the Bylaws may be amended, altered, modified, ore repealed by a majority vote of the voting CCSU IAB members at a regularly scheduled meeting.

We are recommending that Committees not be specified in this document.
However, we have listed committees below for ease of reference.

Committees

- *Current Board Members List and Expiration Dates*
- *Board Development*
- *ACCE Liaison*
- *Industry Award List*
- *CCSU Alumni Award List*
- *Exit Interview List/ Date and Coordinator*
- *Career Fair Coordinator*
- *Curriculum Issues/Review of Curriculum*
- *Alumni Awards Dinner Coordinator*