

Bylaws of the Industry Advisory Board (IAB)

Construction Management Program College of Engineering, Forestry, and Natural Sciences Northern Arizona University

ADOPTED

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APPROVED

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BYLAWS OF THE ADVISORY BOARD

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I. ORGANIZATION

NAME

BYLAW 1100

These are the Bylaws for the organization that shall be known as the Industry Advisory Board (IAB) of the Construction Management Program at Northern Arizona University. This organization is hereinafter referred to as the Advisory Board, or the Board.

MEMBERS

BYLAW 1110

The Advisory Board shall consist of construction-related industry representatives including Individual and Association Members as follows:

Individual Members

BYLAW 1110.01

A maximum of twenty (20) Individual Member seats shall be apportioned to represent the business sectors of the construction industry including commercial, heavy civil, residential, industrial and specialty construction and shall be limited to one representative per firm or organization.

The seat shall be held by the firm or organization represented by the Individual Member. If the individual is no longer able to represent the organization, the management of the organization may recommend a replacement member (see 1130.05).

Each Individual Member shall have full voting rights.

Membership terms will be for three academic years, beginning at the end of the regular Spring Board Meeting and membership benefits will apply to that academic year. Membership shall be divided so that approximately one third of the board's terms expire each year. Individual membership terms are renewable (see 1130.04). In order to maintain a seat on the Advisory Board, the member must be in good standing as a supporter of the Construction Management Program at the University through several of the following methods:

- Financial support of curriculum fund raising efforts
- Labor support for the curriculum fund raisers
- Hiring for temporary interns/co-ops through the curriculum
- Hiring of permanent employment through the curriculum
- Active involvement in curriculum events

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- Attend IAB board meetings or have a representative at each meeting (per BYLAW 1320)

A member who is identified by the Board as deficient in the above activity and/or support during their active term shall be put on probation (see 1130.06).

Association Members

BYLAW 1110.02

A maximum of five (5) Association Member seats shall be allocated to professional construction-related associations. Representatives of the associations shall have full voting rights.

Advisory board will nominate and approve the associations in consultation with the faculty and staff of the Construction Management Program.

Each association shall appoint one representative to the board.

At Large Members

BYLAW 1110.03

A maximum of five (5) At Large Member seats may be appointed by the Board. At Large Member seats may be held by active supporters of the Construction Management Program. At Large Members may self-nominate for open Individual Member seats or may request to be renewed (see 1130.04)

Each At Large Member shall have full voting rights.

Guests

BYLAW 1110.04

Any construction industry professional, community partner, NAU alumnus, faculty or staff, or other invited person may attend the board meeting as a Guest.

Guests do not have voting rights.

ELECTION OF OFFICERS

BYLAW 1120

The Advisory Board shall elect a Chairperson (Chair) and a Vice Chairperson (Vice Chair) from among its members. The Chairperson and Vice Chairperson shall be chosen from different industry sectors. The election shall be held at the regular Spring Board Meeting.

The term for officers shall be for two years beginning immediately upon their election and ending at the regular Spring Board Meeting two years thereafter when their successors have been elected. To insure continuity, the Vice Chairperson will succeed the Chairperson after the completion of the Chairperson's term of service.

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The Chairperson and Vice Chairperson's terms shall be staggered by a minimum of one year so that they do not expire on the same date.

The Advisory Board may hold a special election to fill officer vacancies.

APPOINTMENT OF MEMBERS

BYLAW 1130

Nominations

BYLAW 1130.01

Nominees for open seats shall submit a letter of interest to the Chair at least two weeks prior to the Spring Board Meeting describing the nominee's position within his/her organization, detailing any past contributions made to the Construction Management Program and Board and a statement of commitment as a representative of their organization (as defined in 1110.01). Members shall hold a position of leadership within their own organization to be eligible for a Board seat.

Appointments

BYLAW 1130.02

The Advisory board will nominate and approve its own members in consultation with the faculty and staff of the Construction Management program. Regular appointments shall be voted upon by secret ballot at the Spring meeting.

Vacancy

BYLAW 1130.03

In the event of a vacancy occurring in the membership of the Advisory Board caused in any other manner than by the expiration of the term of office or as detailed below, the remaining board members may appoint a qualified person to serve the remainder of the term.

Renewal

BYLAW 1130.04

Active Members wishing to renew shall submit a letter of intent to the Chair no later than two weeks prior to the Spring meeting in the year that their current term expires. The letter shall detail contributions made to the Board during the current term and a statement of commitment as a representative of their organization to stay active (as defined in 1110.01). Renewals shall be voted upon by secret ballot at the Spring meeting.

Replacement

BYLAW 1130.05

In the event that an Individual Member can no longer represent the organization that holds the current seat, the organization's management may recommend a suitable replacement to serve out the current term. Such a recommendation shall be made in writing to the Chair at least two weeks prior to the next scheduled Board meeting.

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Such a recommendation should describe the replacement's position within the organization, details of any past contributions made to the Construction Management Program and Board and a recommitment as an organization to the Program and Board. Replacements shall be voted upon by secret ballot at the next scheduled Board meeting.

Organizations that do not recommend a replacement individual within the time frame above shall forfeit the seat.

Individual Members who can no longer represent the organization that holds the current seat, but who wish to remain active on the Board may submit a letter of interest to the Chair to serve out the current term as an At Large Member. This letter should describe the Member's new organization and position within the organization, details of contributions made to the Construction Management Program and Board during the current term and a commitment as a representative of that organization to the Board.

Probation

BYLAW 1130.06

A Member who is put on probation shall be notified by the Chair and shall respond within thirty days with a commitment to re-engage, a recommended replacement (per 1130.05) or a resignation from the board.

Failure to follow through on a commitment to re-engage or respond within the designated timeframe shall constitute a resignation from the board and a forfeiture of the seat by the individual and organization.

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ADVISORY BOARD DUTIES

BYLAW 1140

The general purpose of the Advisory Board is to provide advice, guidance and support for the development of a high quality Construction Management Program at Northern Arizona University. The Advisory Board's role is to advise the Program Coordinator, Program, and faculty and to help promote the Construction Management Program at NAU.

The Advisory Board will assist the Department in the following areas:

- Provide advice and counsel to the CM Program Coordinator and the CM faculty to help enhance construction education and prepare the students for successful careers in the construction industry.
- Develop an IAB strategic plan that can be used to guide the activities of the Industry Advisory Board
- Assist the Department in acquiring the resources necessary to provide and maintain quality education by taking an active role in private fund-raising activities.
- Provide advice and oversight in the development and refinement of the program's curriculum.
- Assist the faculty with the development of applied research opportunities that can be used to improve the construction profession and the construction industry.
- Provide meaningful corporate engagements and potential short-term employment to our faculty via internships and exchange.
- Support and help prepare students to participate in regional and national competitions through fundraising, coaching, mentorship, or education.
- Provide and facilitate internship opportunities for the students.

BOARD COMMITTEES

BYLAW 1150

STANDING COMMITTEES

BYLAW 1150.01

No individual member and no group comprising less than the full membership of the Advisory Board shall be designated as a standing committee to perform any of the Advisory Board's function.

Standing committees and their chairs are appointed by the Advisory Board Chairperson and Vice Chair in consultation with the Program Coordinator and the Membership. Following are those standing committees that are deemed essential for the ongoing vitality of this Board:

Executive Committee

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This committee shall be comprised of the Program Coordinator, Chair, Vice Chair, Past Chair and the Chairs of the three other standing Committees. This committee will provide oversight to the Board, advise the Program Coordinator between semi-annual meetings, and consult on board membership.

Finance Committee (financial guidance, fundraising and industry support)

This committee shall be comprised of the Program Coordinator, Vice Chair, and at least two Advisory Board Members. The committee will provide oversight of the program budget, address and initiate fundraising activities.

Curriculum Committee (curriculum changes/issues)

This committee shall be comprised of at least three Advisory Board Members and one faculty member. Committee members will meet periodically (at least once a year) to evaluate the Construction Management curriculum and its learning objectives and to make recommendations for improvement. Members of this committee will also support accreditation efforts.

Outreach & Research Committee

The committee shall be comprised of at least three Advisory Board Members and one faculty member. Committee will identify and propose outreach activities to serve the membership and the CM program and help identify and promote applied research opportunities between faculty and industry. Additionally, this committee will provide advice and oversight on the program internship program.

TEMPORARY COMMITTEES

BYLAW 1150.02

Within the consent of the Advisory Board, the Chairperson shall appoint temporary committees comprised of less than the full membership for special purposes. The temporary committee will appoint a Chair that will be approved by the Advisory Board Chairperson. These committees shall be discharged on the completion of their assignment. The Advisory Board Chairperson shall be an ex-officio member of any such committee.

The Advisory Board Chairperson shall have the option of appointing committee members for special committees with the consent of the majority of the Advisory Board.

In the event of a vacancy occurring in the membership of the Board Committees caused in any other manner than by the expiration of the term, the remaining board members will appoint a qualified person to serve the remainder of the term.

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TRAVEL AND REIMBURSEMENT

BYLAW 1160

Members of the Advisory Board will not be reimbursed for costs associated with attendance.

II. DUTIES OF THE MEMBERS

DUTIES OF THE CHAIRPERSON

BYLAW 1200

The chairperson will work with the Program Coordinator and shall preside at all meetings of the Advisory Board and shall appoint all committees unless otherwise directed by the Advisory Board.

The chairperson shall sign for the Advisory Board and generally represent the Advisory Board at all times when it is not convened. In this function, in the absence of official Advisory Board action, the chairperson may not make commitments which bind the Advisory Board. The chairperson shall notify the convened Advisory board at the next regular meeting of any such representations.

DUTIES OF THE VICE CHAIRPERSON

BYLAW 1210

The Vice Chairperson shall co-sign with the Chairperson when required.

In the absence of the Vice Chairperson, another member of the Advisory Board shall act as signatory.

In the absence of the Chairperson, the Vice Chairperson shall call the meeting to order and conduct the meeting.

The Vice Chairperson shall act as the recorder for meetings and prepare minutes for the record.

DUTIES OF THE PROGRAM COORDINATOR

BYLAW 1215

The Program Coordinator shall act as the liaison between the University and the Advisory Board, and shall provide information and guidance as needed to assist the Board in the execution of its duties.

The Program Coordinator shall consult with the Chairperson and Vice Chairperson in the selection of Board Members and committee assignments

The Program Coordinator shall establish dates and develop agendas for the Fall and Spring meetings.

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The Program Coordinator shall archive and disseminate meeting minutes and reports developed by the board.

DUTIES OF THE INDIVIDUAL AND ASSOCIATION MEMBERS
BYLAW 1220

Individual and Association Members of the Advisory Board have no individual authority.

III. METHOD OF OPERATION

AMENDMENT AND REVIEW OF BYLAWS

BYLAW 1300

The Advisory Board's Bylaws shall be reviewed annually at the regular Fall meeting.

Bylaws or amendments to the existing bylaws of the Advisory Board shall be proposed at least one week prior to any Board meeting. The proposed bylaw or amendment may be further amended at the same meeting and may then be voted on at that same meeting.

An affirmative vote by a majority of the Advisory Board Members shall be necessary to adopt or suspend a bylaw.

BOARD MEETINGS

BYLAW 1320

The Advisory Board will normally meet once in the spring (April) and once in the fall (October) of each year on established dates by the Chairperson in consultation with the Program Coordinator. All committees will normally meet during the General Advisory Board meetings and on other dates as appropriate and necessary. The format of meetings will adhere to the published agenda.

Board members are expected to attend the meetings regularly, and if they cannot attend a meeting then the board member should send a qualified representative to represent them during their absence.

If an IAB Member or a qualified representative misses two consecutive meetings, or if the Member sends a representative to more than fifty percent of the meetings, the Member will be put on probation (see 1130.06).

EXECUTIVE MEETINGS

BYLAW 1330

The Advisory Board may hold executive meetings in order to deal with matters that arise between the scheduled board meetings.

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CONSTRUCTION OF THE AGENDA

BYLAW 1340

The agenda for regular meetings will be set up by the Program Coordinator and the Chairperson and will be delivered to the Advisory Board members no later than Friday before the regular meeting.

ADVANCE DELIVERY OF MATERIALS

BYLAW 1350

Background and resource material pertinent to agenda items shall be prepared and distributed to Advisory Board members by the Program Coordinator and the Chairperson no later than the Friday before the regular meeting.

PROCEDURES FOR MAKING REPORTS & RECOMMENDATIONS TO THE ADVISORY BOARD

BYLAW 1360

The Advisory Board may require that the following steps be followed when individuals are presenting reports, recommendations, or requests to it:

1. The report should be submitted to the Program Coordinator and the Chairperson allowing sufficient time (a ten-day period is suggested) for copies to be submitted to individual Advisory Board members for study.
2. The Advisory Board will review and discuss reports at a regular meeting of the Advisory Board following the submission of the report or request. Individuals, or their representatives, submitting requests are invited to be present to discuss and answer questions relative to the report that has been submitted.
3. At a subsequent meeting, and after careful study and consideration of the recommendations of the Program Coordinator and Chairperson, the Advisory Board will act upon these requests.

QUORUM

BYLAW 1370

Twelve (12) Advisory Board members, meeting at the designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions of the Advisory Board must be made by a majority vote of those present. Revisions and suspensions of policies and Bylaws require the approval by at least Twelve (12) Advisory Board members. Members shall have the ability to participate in meetings electronically to constitute a quorum. Lacking a quorum any action taken by the board can later be ratified in writing by members who were absent.

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MINUTES

BYLAW 1380

The minutes of regular Advisory Board meetings shall be kept by the Vice Chairperson. The minutes shall include but not be limited to the date and time of meeting, the Advisory Board members present, action taken by the Advisory Board members, and subjects discussed.

The minutes of work sessions and informational sessions will be kept. The minutes shall include but not be limited to the date and time of the meeting, the Advisory Board members present, and the subjects discussed.

The minutes shall be archived and disseminated by the program coordinator.

ORDER OF BUSINESS

BYLAW 1390

The order of business for regular meetings of the Advisory Board shall consist, when necessary, of the following:

1. Call to Order
2. Roll Call
3. Routine Business
 - a. Approval of minutes of the previous meetings
 - b. Membership Review
4. Public Comment
5. Information for the Board
6. Unfinished Business
7. Committee Chair Updates
 - a. Finance Committee
 - b. Curriculum Committee
 - c. Outreach & Research Committee
8. Board Requested Action or Discussion
9. Future Business
10. Adjournment