

**CONSTRUCTION MANAGEMENT
ADVISORY BOARD
EAST CAROLINA UNIVERSITY**

Revised: 8-2015

BYLAWS

ARTICLE I

Purpose

The object and activities of the Construction Management Advisory Board shall be to advance or initiate programs of education, research, and service which will be mutually beneficial to the Construction Management Department, the Construction Industry, and the public which they serve. The Board will achieve these objectives through the facilities of the Construction Management Department, East Carolina University, and through support of:

1. an outstanding construction education program for students who are preparing for a professional career in construction.
2. research programs which will generate new knowledge for construction practice.
3. service programs which will extend new knowledge and technology in usable form to practicing members of the construction industry.
4. expanded and improved facilities; and
5. Dissemination of relevant information to the construction industry and students through the department web site, newsletters and other print and electronic means.

All programs will be conducted at East Carolina University to support the construction management department and the construction industry.

ARTICLE II

Advisory Board

Section 1. The powers and responsibilities of the Board shall be vested in the Executive Committee as the governing body of the Board. The Board shall consist of a maximum of (150) Directors: a maximum of (100) Directors who are elected by the Board, and three (3) appointed Directors. At least (50) elected Directors shall be contractors whose economic livelihood is or was derived directly from construction. The remaining (50) elected Directors can be from construction industry support services (i.e., finance, equipment, materials, construction industry professional associations, surety, etc.). The three (3) appointed Directors shall at all times be the Dean of the College of Engineering & Technology, the Chairperson of the Department of Construction Management at East Carolina University, and one (1) Construction Management faculty member who is actively teaching courses in construction.

New members will be selected based on their willingness to contribute programmatically and financially to the program.

Section 2. The term of office of each elected Director shall be at least three (3) years, with at least six (6) Directors elected annually. Any vacancy on the Board shall be filled promptly by the Board, a favorable vote of a majority of the remaining Directors being necessary for election. Election of Directors may be conducted by mail, email, or during a scheduled Board meeting. Directors deemed by the Board as non-participating will be asked, by letter, if they wish to continue to serve or resign from the Advisory Board.

Section 3. Except for Directors, the Board shall have no members.

ARTICLE III

Officers

Section 1. The officers of the Board shall be a President, President Elect, and such other subordinate officers as the Board may select. Each officer shall have the powers and duties customarily incident to his office, subject, however, to the direction and control of the Board. The Board may require any officer to give such fidelity bond as the Board may deem advisable.

Section 2. The officers of the Board shall be elected by the Board at its Spring meeting, and commit to a four-year term. All active Executive Board members will comprise the Executive committee of the Advisory Board. The current President will phase out Spring of with a President successor elected from the current Executive Committee. Elections for President will be held every 2 years. The Executive Committee will vote and elect the President. First year Executive Board members cannot be considered for the President position. If elected President, this board member may stay on the Executive board until he has met the 2 additional year commitment. The other Executive Board members will be responsible for working with designated committees assigned and agreed by the governing body. Regular board members will roll off of this board after 4 years of service.

Section 3. The Chairperson of the Construction Management Department shall serve as the Director and the Departmental Administrative Assistant shall serve to document the minutes of the Board meetings. The Chairperson may designate other faculty / administrative persons to assist with duties surrounding the Executive Board meetings.

ARTICLE IV
Committees

Section 1. The President, President Elect, and other members of the Executive Board shall make up an Executive Committee to exercise direction and coordination of Board initiatives during the interim between Board meetings, but subject to the direction and control of the Board. In addition, the Executive Committee will coordinate with the Chairperson of the Department of Construction Management, to set meeting agendas. The President (President Elect in his absence) will be the Chairman of the Executive Committee. In addition to the four elected Board members, the Departmental Chairperson and an elected faculty member will comprise the six members Executive Committee. The faculty representative (must be a full time faculty member) will be elected in the spring to begin serving after the completion of the Spring Board meeting. Faculty member nominations will be submitted to the Department Chairperson and prepared for secret ballot vote prior to the completion of Spring semester classes. Faculty representative may serve no more than two consecutive one-year terms after which they are ineligible for two years. Three members of the Executive Committee shall constitute a quorum for the transaction of business. All action by the Executive Committee shall be promptly reported to all Directors.

Section 2. The Board shall create at least two standing committees (Curriculum and Finance) plus other committees as needed, standing or temporary and with powers or duties, as the Board may designate. Membership on such committees need not be limited to Directors, but the Chairman of each such committee shall be a member of the Board.

ARTICLE V
Meetings

Section 1. The Board shall meet a minimum of two (2) times each year. The Board policy is to meet in the Fall and Spring for the purpose of electing Directors and officers, and transacting such business as may come before such meeting. The Board shall hold such other regular meetings as determined at the Fall or Spring meeting.

Section 2. A special meeting of the Board shall be held upon call of the President or of any five members of the Board.

Section 3. Each meeting of the Board shall be held at such hour and place as shall be specified in the call or by action of the Board. A reminder of such meeting shall be given each Director in writing, emailed thereto not fewer than ten (10) days in advance of the meeting. Notice of any special meeting shall specify the purpose of the meeting.

ARTICLE VI

Quorum

Section 1. A majority of the Directors shall constitute a quorum at any meeting of the Board, but a lesser number may adjourn to a later time any meeting in which a quorum is not present.

Section 2. For meetings of the committees established by the Board, a simple majority of the committee membership shall constitute a quorum.

ARTICLE VII

Finances

Section 1. Money or other assets for the benefit of the Construction Management Advisory Board shall be contributed to the Construction Management Fund of the East Carolina University Foundation. **Advisory Board annual dues shall be \$500 per year.**

Section 2. The business and affairs of the Endowment shall be managed by the Executive Committee.

Section 3. The East Carolina University Foundation shall serve as the investment agent for the Council's funds. Semi-annual financial reports regarding Endowment earnings shall be provided to the Board of Directors.

Section 4. Gifts received by the Endowment shall be received, processed, documented, and acknowledged consistent with the policies and procedures of East Carolina University.

Section 5. To establish the total dollar value of gifts supporting East Carolina University, the Council shall semi-annually report gifts received to the Office of Development, East Carolina University.

Section 6. Administrative funds will be provided by an annual assessment as established by the Board. The teaching faculty member and any other member specified by the Executive Committee will be excluded from this assessment.

ARTICLE VIII

Reports

Section 1. An annual report of the status and activities of the Construction Management Board shall be prepared and presented to the Board by the officers of the

Executive Committee at the Fall meeting. Such other reports as are necessary to inform of special activities and accomplishments of the Board shall be prepared and presented as necessary.

ARTICLE IX

Duration

Section 1. The Board shall exist in perpetuity so long as there remain funds or assets held subject to these By-laws, and so long as there remain appropriate facilities at East Carolina University for the advancement of the Board's programs.

Section 2. In the event dissolution of the Board becomes necessary, as may be defined by the Board, any remaining funds or assets held subject to these Bylaws shall be made available to the East Carolina University Foundation, to be used by said Foundation in such a manner as it shall determine best for the benefit of Construction Management at East Carolina University and as a lasting memorial to advancement of the construction industry within the stipulated wishes of donors.

ARTICLE X
Amendments

Section 1. These By-laws may be amended, waived, supplemented, or revoked at any time by a two-thirds majority vote of the Board.