

American Concrete Institute Student Chapter

Constitution

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Article I – Name

The name of this organization shall be the American Concrete Institute Student Chapter..

Article II – Purpose

The purpose of the American Concrete Institute Student Chapter, hereafter referred to as ACI, of Iowa State University, hereafter referred to as ISU, shall be to encourage student interest in the study of concrete and to develop an awareness of the mission and the activities of ACI through its committees, publications, and chapters.

Section A – Meetings

- A. The ACI President reserves the right to call meetings as deemed necessary
- B. ACI Cabinet Meetings
 - a. Meetings shall be conducted within the first two weeks of each month in a room and time specified by consensus of the Cabinet.
 - b. The Cabinet meetings will be conducted by the President.
 - c. No more than 33% of the Cabinet shall be absent from the meeting.
 - d. Agendas
 - i. Agendas will be prepared and distributed by the President at least two (2) days prior to the meeting.
 - ii. Corrections or additions must submitted at least one (1) day before the meeting
 - iii. A final agenda will be provided for all Cabinet members at the meeting.
 - e. Minutes
 - i. Minutes shall be recorded by the Secretary
 - ii. Minutes shall be provided to all Cabinet members within 24 hours after the meeting.
 - iii. Minutes shall be approved at the beginning of the next Cabinet meeting
 - f. All ACI Members have the opportunity to voice announcements or concerns with prior notice to the Cabinet.
- C. Chapter Meetings
 - a. Meeting shall be conducted within the second week of each month in a room and time specified by the Vice President.
 - b. The chapter meeting shall be conducted by the President.
 - c. Attendance will be recorded by the Secretary.
 - d. Food (if applicable) will served at the start of the meeting.
 - e. The general meeting will start 15 minutes after food has been served.
 - f. The general meeting shall last approximately 15 minutes.
 - i. All Cabinet members will give applicable chapter updates on events and activities.

- g. A guest speaker will present at the conclusion of the general meeting.
 - i. The Vice President shall introduce the guest.

D. Cabinet Exchange Meeting

- a. Meeting will be conducted after the Cabinet Election in a room and time as specified by consensus of the Cabinet.
- b. President will conduct the meeting.
- c. Mandatory attendance for all Cabinet members from the previous term and newly elected Cabinet members.
- d. All past Cabinet members shall give an oral summary of responsibilities, as well as a written summary of responsibility with any proper documentation from the past term.
- e. The constitution shall be summarized by the President to the elected Cabinet members.
- f. Past Cabinet members will present a list of future goals as set at the last Cabinet meeting to the elected Cabinet members.
- g. The elected Secretary shall obtain contact information for all past and elected Cabinet members, which will be distributed to all within 24 hours after the meeting.

E. Student Competition Meeting

- a. Meeting will be conducted by the student competition officer.
- b. The room for the meeting will be reserved by the student competition officer.
- c. The meeting minutes should be prepared and sent to the Secretary.
- d. Student competition officer should send the progress report including any concerns to the cabinet.

Section B – Student Competitions

A. National ACI Student Competitions

- a. Oversight by Student Competition officer

Section C – Community Service

A. Oversight by Event Officer

- B. At least two (2) community service activities per semester.

Section D – Recruitment

A. Membership Drive

- a. Shall be conducted at the beginning of each semester.
- b. Dues shall be collected at this time.
- c. Food and drink will be provided for all in attendance.

B. Social Events

- a. Conducted by Event Officer
- b. At least twice per semester.

Section E – Newsletter

- A. Published twice per semester
 - a. Within first three weeks
 - b. Within last three weeks
- B. Compiled by Secretary
- C. Include updates pertaining to student competitions, community service events, general meeting, Cabinet elections.
- D. Include list of Active Members
- E. Distribute to chapter members, chapter sponsors, CCEE Faculty and Staff, College of Engineering Dean, and College of Engineering Outreach and Recruitment Office.

Article III – Statement of Compliance

ACI abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. ACI agrees to annually complete President's Training, Treasurer's Training, and Adviser Training (if required).

Article IV – Non-Discrimination Statement

Iowa State University and ACI do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V – Membership

Section A – To be a member, s/he must be a full-time or part time undergraduate or graduate student in good standing at Iowa State University.

Section B – Verbal application shall be submitted to the student chapter and membership shall granted when the chapter dues have been paid.

Section C – Membership shall be renewed at the beginning of each semester with the payment of dues.

Section D – Dues shall be paid to the Treasurer.

Section E – Rights of Members

- a) All members in good academic standing shall enjoy all voting privileges and shall be eligible for appointment to an officer position.
- b) All members shall conduct themselves in a proper manner when involved in chapter functions, both on and off campus.
- c) The dues paid by the member are non-refundable.
- d) A member may be removed from the chapter for any action detrimental to the character or name of the student chapter.
- e) Removal of the member will be by a recommendation by the cabinet

and a secret ballot vote of the chapter, two-thirds majority vote ruling. Said member must be notified one week prior to voting on the recommendation of his removal and may make a written appeal submitted to the cabinet prior to the vote.

Section F – A member is considered to be an active ACI member for the given semester if s/he completes the following:

1. Attends two (2) ACI monthly meetings
2. Participates in two (2) of the following
 - a. community service activity
 - b. social activity
 - c. student competition
3. Paid dues to treasurer

Article VI – Risk Management

The role of risk management is shared by the Vice President and Competition officer.. The Vice President is to be considered the primary risk management officer. The competition officer's primary responsibility is the risk management associated with student competitions and special events. The role of the risk management officers is defined as follows:

- a) Help minimize potential risks for club activities.
- b) Recommend risk management policies or procedures to ACI.
- c) Submit documentation to ISU's Risk Management Office.
- d) Ensure Iowa State University policies are followed at all of the ACI's events.
- e) Ensure proper waivers and background checks are on file with Risk Management for events (if applicable).
- f) Follow and enforce rules of the laboratories that are used for student competition purposes.

Article VII – Officers

Section A – ACI Cabinet Officers shall be:

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary
- 5) Event officer
- 6) Student Competition officer
- 7) Faculty Advisor(s)

Section B – ACI Cabinet Officers must meet the following requirements:

- a) Be in good standing with the university and enrolled: at least half time (five or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- b) Have a minimum cumulative grade point average (GPA) as stated below and meet the minimum GPA in the semester immediately prior to the election, the semester of election, and the semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six (half-time credits) must have been taken for the semester under consideration.
- c) The officer candidate shall be ineligible to hold an office should the requirements as prescribed in (a) and (b) be failed to be maintained.
- d) Requirements for Faculty Advisor are established in Article VII.

Section C – ACI Cabinet Officer Duties:

1) General Cabinet Duties

- i. Maintain active membership.
- ii. All Cabinet members must complete and return applicable event forms to the Secretary within one (1) week of the event.
- iii. Attend all events unless prior notice is given.
- iv. Assist in setting up before speaker meetings and kickoff events.
- v. Attend all cabinet meetings.
- vi. Promote and encourage fellow ISU students to join and attend ACI events.

2) President

- i. Act as a liaison between faculty/College of Engineering and Student Chapter.
- ii. Assist all other Cabinet members as needed to make ACI as successful as possible.
- iii. Schedule and conduct all Chapter meetings, Cabinet meetings, and Cabinet Elections.
- iv. Lead Cabinet and Chapter in setting goals for each semester with assistance from the Secretary.
- v. Conduct Annual Review of Faculty Advisor(s).
- vi. Plan Cabinet Exchange at the end of the term.
- vii. Attend dinner with presenters before all speaker meetings.
- viii. Update Student Organization Database and respond to inquiries sent via email through the Student Organization Database.
- ix. Provide ACI members with an update on upcoming meetings weekly

- or as needed.
- x. Ensure proper forms are signed at the end of the semester to ensure the club is in good standing with the university.
- xi. Order business cards at the beginning of each school year.
- xii. All other tasks, duties, and responsibilities not explicitly stated are the responsibility of the president to personally handle, or delegate to other officers.
- xiii. The president and the event officer are responsible for checking and ensuring the safety of club equipments

3) *Vice President*

- i. Contact professionals for Speaker Meetings.
- ii. Lead external outreach with assistance from the Secretary.
- iii. Schedule speaker meetings based on speaker availability and ISU exam schedules.
- iv. Reserve classrooms and ITC equipment for general meetings, Cabinet meetings, and Cabinet Elections.
- v. Conduct Annual Review of Faculty Advisor(s).
- vi. Attend dinner with presenters before all speaker meetings.
- vii. Take notes and write reports for general meetings.
- viii. Order name tags and polos at the beginning of each semester.
- ix. Serve as primary risk management officer as defined in Article VI.
- x. Attend all Engineering Student Council meetings.
- xi. Update ACI Cabinet on Engineering Student Council announcements at each Cabinet meeting.

4) *Treasurer*

- i. Maintain weekly balance of funds available.
 - a. Total ACI balance
 - b. General fund balance
 - c. Competition balance
- ii. Collect member dues.
- iii. Deposit checks and cash weekly, or as needed.
- iv. Pick up receipts and ledger in B4 Memorial Union monthly.
- v. Confirm Student Organizations balance matches Club's records monthly.
- vi. Ensure all travel accommodations are paid for at least one week in advance, including but not limited to hotels, vehicles, food, registration fees.
- vii. Provide a statement of the budget to CCEE Department Chair for all allocations.
- viii. Arrange convention funding for students and Faculty Advisor(s) as appropriate.
- ix. All monies belonging to this organization shall be deposited and

disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

5) *Secretary*

- i. Make a Cabinet contact list at the Cabinet Exchange.
- ii. Assist vice-president for the club external outreach.
- iii. Compile a list of all paid members.
- iv. Set up general membership and cabinet email list.
- v. Record minutes for all Cabinet meetings, and Cabinet Elections.
- vi. Take attendance at all Cabinet meetings, general meetings, Cabinet Elections, and other ACI events.
- vii. Compile attendance records to keep track of active membership and report to Cabinet at Cabinet meetings.
- viii. Work with the Cabinet to compile and submit Annual Report.
- ix. Lead Cabinet and Chapter in setting goals for each semester with assistance from the President.
- x. Develop and maintain ACI website and social media accounts.
- xi. Update website with active membership status and meeting minutes.
- xii. Update CCEE Communication specialist on ACI events through press releases and copies of pictures.
- xiii. Compile chapter newsletter twice per semester.

6) *Event Officer*

i. Social Events

- a. Organize and plan all social and professional development events.
- b. Submit club activity to the Event Authorization Committee.
- c. Take attendance at all social functions and submit attendance records to the Secretary prior to the following Cabinet meeting.
- d. Coordinate with the Treasurer to design, order, and distribute chapter t-shirts each semester.
- e. Organize travel arrangements with the Treasurer for all conventions.

ii. Community Service Events

- a. Organize and plan all community service functions.
- b. Recruit and schedule student volunteers for community service activities.
- c. Take attendance at all community service functions and submit attendance records to the Secretary prior to the following Cabinet meeting.

- d. Act as contact for members of the College of Engineering Outreach and Recruitment Office, CCCE Department, and Ames community for potential community service opportunities.
- iii. The president and the event officer are responsible for checking and ensuring the safety of club equipments
- iv. The event officer would be the main person for event authorization and the vice-president for the risk management authorization.

7) Student Competition Officer

- a. Recruit students to participate in competitions.
- b. Complete all requirements as defined by the ACI student competition rules and attend the ACI student competition events.
- c. Plan, publicize and conduct all meetings and events in regards to student competitions hosted by the local, state, regional, and national ACI chapters.
- d. Coordinate with the Treasurer to plan for ACI student competitions.
- e. Attain work authorization to use the laboratory that is needed for the student competition.
- f. Coordinate fundraising and manage budget for all competition related expenses.
- g. Update chapter on progress and upcoming events at each Cabinet Meeting.
- h. Submit updated active membership list to the Secretary once per month.
- ii. Prepare and distribute advertisement (flyers, mass emails, etc.) for all ACI events.
- iii. Plan membership drive for each semester.
- iv. Take photos at all events and submit to the Secretary within one week following event.

8) *Faculty Advisor(s)*

- i. Duty of Faculty Advisor(s) is stated in Article VIII.

Section D – Election Process

- A. All Cabinet positions will be subject to election every year; an election will be held at designated monthly chapter meetings where current members will be present.
- B. Elections for the following positions shall be held in April, the elected officers will begin their term with the Cabinet Exchange Meeting to be held in April or May.
 - a. President

- b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Events officer
 - f. Student Competition Officer
- C. Election process will be as follows: The person being elected must be nominated by two present members of ACI, the nominated person will then accept or deny the nomination, if accepted, the nominated person will then give a speech to attending members on why they would do well in the nominated position, the nominated persons would then leave the room and a secrete vote would be cast and the winner would be determined by a simple majority.
- D. Elections shall be run by the President.
- E. Nominations shall be taken at the Election Meeting.
- F. Cabinet positions will be one academic year terms.
- a. If a position is filled halfway through an academic year, the position will be vacated when the new elections take place.
- G. Special Elections
- a. A special election will be held in the following cases:
 - i. A cabinet member is unable to fulfill responsibilities due to extenuating circumstances including but not limited to co-op work experience, study abroad, illness, etc.
 - ii. A cabinet member fails to fulfill responsibilities and is terminated by the Cabinet.

Section E – Removal from Offices and Vacancies

- A. ACI Cabinet members may be removed from office for negligence, incompetence, or acting in a manner detrimental to the character or name of ACI. Removal is by three-fourths (3/4) vote of the ACI Cabinet. The offending member must be given notice at the prior Cabinet meeting.
- B. Vacancy of the President
- a. In the event of a temporary absence of the President, the Vice-President shall assume the duties of the President
 - b. In the case of the permanent absence of the President, the Vice-President shall receive a confidence vote of ½ Cabinet members to assume the duties of the President. If this fails or the option is not taken, nominations and an election shall be held at the earliest possible consecutive meeting to elect a President to complete the term.
- C. Vacancy of other ACI Cabinet members
- a. In the event of a temporary absence of other Cabinet members, that position's responsibilities will be allotted accordingly to the

- available Cabinet members.
- b. Nominations and elections shall be held at the earliest possible consecutive meeting.

Article VIII – Faculty Advisor(s)

Section A – Advisor Duties

1. Provide general advice to the cabinet members regarding the operations of the student chapter.
2. Attend Cabinet Meetings.
3. Review and either approve or deny all financial transactions.
4. Review and either approve or deny all planned student travel activities by reviewing each travel activity submitted by the responsible cabinet member using the Student Organization Travel Authorization system.
5. Be subject to annual evaluation by the ACI Cabinet to be submitted with the annual report.

Section B – Selection of Advisor

The advisor shall be recommended by the ACI Student Chapter Cabinet. The faculty advisor must receive two-thirds (2/3) vote from the Cabinet.

Section C – Term of Service

The advisor will fulfill this position on a voluntary basis each year until they resign.

Section D – Removal of Advisor

The advisor may be removed by a majority vote of the cabinet members after meeting as a cabinet to discuss the reasons for removal of the advisor. The advisor shall be present at this meeting to allow the advisor to respond to the cabinet member's concerns. The final vote to remove the advisor shall be by secret ballot without the advisor present in the room during the voting process. A three-fourths (3/4) vote is required for removal of the advisor. The outcome of the vote to remove the advisor shall be communicated orally to the advisor at the conclusion of the counting of the votes. The nomination process for a new advisor will take place immediately.

Article IX – Finances

Section A – All transactions through this organization shall be handled by the Treasure in accordance with the below:

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this

organization must approve and sign each expenditure before payment.

The treasurer shall maintain all financial records and shall countersign with the Advisor for all organization transactions. Shall this organization dissolve all current funds will be used to pay outstanding debts, and then turned over to the Iowa State University Civil Engineering Department.

Section B – The amount of dues shall be determined in the beginning of the academic year by the Cabinet by a two-thirds (2/3) vote. Dues may be paid at any time during the semester. The price for dues shall not exceed \$25.00 per semester.

Article X – Amendments & Ratification

Section A – Amendments to the constitution may be proposed by any member of the Cabinet. The amendment shall be present at a cabinet meeting, debated and voted upon at the cabinet meeting. Amendments shall be brought forth to the general membership upon approval of two-thirds (2/3) vote of the cabinet members. The amendment shall take effect upon majority approval by the general members at the next chapter meeting. The amended constitution shall be submitted within 10 days to Student Activities Center for approval.

Section B – The constitution shall be reviewed and ratified at the start of each academic year. All changes and corrections shall be voted upon and passed with two-thirds (2/3) vote by the Cabinet members at the first Cabinet meeting of the academic year. The ratified constitution shall take effect upon majority approval by the general members at the next chapter meeting. The ratified constitution shall be submitted within 10 days to the Student Activities Center for approval.