

Constitution

(October 2025)

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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 are conducted each month in a room and at a time specified by consensus of the Cabinet.
- b. The Cabinet meetings is conducted by the President.
- c. No more than 33% of the Cabinet is absent from the meeting.
- d. Agendas
 - i. Agendas is prepared and distributed by the President at least two (2) days prior to the meeting.
 - ii. Corrections or additions shall be submitted at least one (1) day before the meeting
 - iii. A final agenda is provided for all Cabinet members at the meeting.
- e. Minutes
 - i. Minutes is recorded by the Secretary
 - ii. Minutes is provided for all Cabinet members within 24 hours after the meeting.
 - iii. Minutes is 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. Meetings is conducted each month in the Fall and Spring semester in a room

and time specified by the President or Cabinet.

- b. The chapter meetings are conducted by the President.
- c. Attendance is recorded by the Secretary.
- d. Food (if applicable) is 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 is 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 responsibilities with any proper documentation from the past term.
- e. The constitution is summarized by the President and presented 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 is distributed to all within 24 hours after the meeting.

E. Student Competition Meeting

- a. Meetings is conducted by the Student Competition Officer.
- b. The room for the meeting is reserved by the Student Competition Officer.
- c. The meeting minutes shall be prepared and sent to the Secretary.
- d. The Student Competition Officer should send the progress report including

any concerns to the Cabinet.

Section B – Student Competitions

A. National ACI Student Competitions

- a. Overseen by the Student Competition officer and the Competition Team Captain (if applicable).

Section C – Community Service

A. Overseen by the Event Officer.

- B. Connect with at least two (2) local communities and conduct at least one (1) service activity per semester.

Section D – Recruitment

A. Membership Drive

- a. Shall be conducted at the beginning of each semester.
- b. Dues is collected at this time.
- c. Food and drink (if funding applicable) is provided for all in attendance.

B. Recruitment Events

- a. Overseen by the Event Officer or the President.
- b. At least two recruits (CCEE and Engineering club fest) per semester.

Section D – Fundraising Events

A. Overseen by Treasurer.

- B. At least one for each Student Competition.

Section E – Newsletter

A. Published twice per semester

- a. Within the first three weeks
- b. Within the last three weeks

B. Compiled by the Secretary

- C. Include updates pertaining to student competitions, community service events,

general meetings, Cabinet elections, ACI professional development opportunities, and ACI scholarships.

D. Include a 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 Student Chapter 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, or status as a U.S Veteran.

Article V – Membership

Section A – Anyone is welcome to join the ACI Student Chapter.

Section B – Written application is submitted to the student chapter and membership is granted when the chapter dues have been paid.

Section C – Membership is re-acknowledged at the beginning of each semester with the payment of dues.

Section D – Dues is paid to the Treasurer.

Section E – Rights of Members

- a) All members in good academic standing shall enjoy all voting privileges and is 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 members 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 members is by a recommendation by the cabinet and a secret ballot vote of the chapter, a one-half majority vote ruling. Said member shall be notified one week prior to voting on the recommendation of his removal. The member in question may attempt to appeal the results of the vote by contacting the Faculty Advisor(s) and submitting a written statement. The advisor(s) must respond with their decision within 10 days. No secondary appeal is permitted.

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

- 1. Attends at least two (2) ACI cabinet or chapter meetings
- 2. Participates in one (1) of the following
 - a. community service activity
 - b. recruitment
 - c. fundraising event
 - d. student competition
- 3. Paid dues to the Treasurer

Article VI – Risk Management

The role of risk management is shared by the Vice President and the Student Competition officer. The Vice President is to be considered the primary risk management officer. The competition officer's primary responsibility is 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 ACI Student Chapter'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 is:

- 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 (six or more credit hours or twenty hours appointment), 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 is ineligible to hold an office should the requirements as prescribed in (a) and (b) fail 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. Timely response to cabinet communications.
- v. Assist in setting up before speaker meetings and kickoff events.
- vi. Attend all cabinet meetings.
- vii. Promote and encourage fellow ISU students to join and attend ACI events.

2) President

- i. Act as a liaison between faculty/College of Engineering/ACI/ACI Iowa Chapter 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 the Student Chapter for ACI.
- vi. Conduct Annual Review of Faculty Advisor(s).
- vii. Plan Cabinet Exchange at the end of the term.
- viii. Attend dinner with presenters before all speaker meetings if funding is applicable.
- ix. Update Student Organization Database and respond to inquiries sent via email through the Student Organization Database.
- x. Provide ACI members with an update on upcoming meetings weekly or as needed.
- xi. Ensure proper forms are signed at the end of the semester to ensure the club is in

good standing with the university.

- xii. Order business cards at the beginning of each school year if funding is applicable.
- xiii. All other tasks, duties, and responsibilities not explicitly stated are the responsibility of the president to personally handle, or delegate to other officers.
- xiv. The president and the event officer are responsible for checking and ensuring the safety of club equipment.

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 if funding is applicable.
- vii. ~~Take notes and write reports for general meetings.~~
- viii. Order name tags and T-shirt for cabinet members and student competition team if funding is applicable.
- 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. Prepare and submit timely funding applications per semester to CCEE, Student Government, Engineering Student Service, and GPSS.
- ii. Lead fundraising events including sponsorship letters for the Student Competition with assistance from the President and the Student Competition Office.
- iii. Maintain weekly balance of funds available.

- a. Total ACI balance
- b. General fund balance
- c. Competition balance
- iv. Collect member dues.
- v. Deposit checks and cash weekly, or as needed.
- vi. Pick up receipts and ledger in B4 Memorial Union monthly.
- vii. Confirm Student Chapter's balance matches Club's records monthly.
- viii. Ensure all travel accommodations are paid for at least one week in advance, including but not limited to hotels, vehicles, food, and registration fees.
- ix. Ensure all travel and event reimbursements are submitted and processed timely.
- x. Provide a statement of the budget to the funding organizations for all allocations if required.
- xi. Arrange convention funding for students and Faculty Advisor(s) as appropriate.
- xii. All monies belonging to this organization are 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 shall 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 and general meetings as well as 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 Reports.
- ix. Lead Cabinet and Chapter in setting goals for each semester with assistance from the President.
- x. Maintain the Student Chapter folder on Cybox with assistance from the President
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 Student 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.
 - 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 equipment.
- 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

- i. Recruit students to participate in competitions.
- ii. Complete all requirements as defined by the ACI student competition rules and attend the ACI student competition events.
- iii. Plan, publicize and conduct all meetings and events in regard to student competitions hosted by the local, state, regional, and national ACI chapters.
- iv. Coordinate with the Treasurer to plan for ACI student competitions.
- v. Attain work authorization to use the laboratory that is needed for the student competition.
- vi. Coordinate with the Treasurer on fundraising and manage budget for all competition related expenses.
- vii. Update chapter on progress and upcoming events at each Cabinet Meeting.
- viii. Submit updated active membership list to the Secretary once per month.
- ix. Prepare and distribute advertisements (flyers, mass emails, etc.) for all ACI events.
- x. Plan membership drive for each semester.
- xi. 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 is subject to election every year; an election is held at designated monthly chapter meetings where current members is present.
- B. Election for the new officers is held around November, and the elected officers will shadow the old cabinet and begin their term with the Cabinet Exchange Meeting to be held in January.
 - a. President

- b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Events officer
 - f. Student Competition Officer
- C. Election process is as follows: The person being elected shall 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 secret vote would be cast and the winner would be determined by a simple majority.
- D. Elections are run by the President during club meetings.
- E. Nominations are taken at the Election Meeting.
- F. Cabinet positions are for a one academic year term.
- a. If a position is filled halfway through an academic year, the position is vacated when the new elections take place.
- G. Special Elections
- A special election is 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 – Impeachment/Removal

- A. ACI Cabinet members may be removed from office by a vote of club membership.
- B. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, negligence, incompetence, or acting in a manner detrimental to the character or name of ACI, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- C. Any club member may initiate the impeachment process by bringing a written

request for removal and reasons for removal to the highest-ranking officer not in question for removal.

- a. The officers will hold a special meeting with the Advisor to deliberate.
 - b. The officers (excluding the officer in question) and Advisor must have at least of one-half (1/2) votes of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote in an anonymous virtual form or a secret ballot.
- D. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
- a. Voting will be conducted by secret ballot at a general meeting.
 - b. The vote will be announced at least one week prior to the meeting.
 - c. The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- E. The officer in question must be provided with a summary of the reasons for removal at least one week in advance of the vote.
- F. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- G. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section F – Officer Replacement

- A. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- B. Special elections must follow the same format as annual elections, outlined in Article VII Section D.
- C. In the event of a temporary absence of the President, the Vice-President shall

assume the duties of the President.

- D. In the case of the permanent absence of the President, the Vice- President shall receive a confidence vote of one-half (1/2) Cabinet members to assume the duties of the President. If this fails or the option is not taken, nominations and an election is held at the earliest possible consecutive meeting to elect a President to complete the term.
- E. In the event of a temporary absence of other Cabinet members, that position's responsibilities are allotted accordingly to the available Cabinet members.
- F. Nominations and elections are held at the earliest possible Cabinet meeting.
- G. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

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 at least two (2) Cabinet Meetings or Club Meetings per semester.
3. Shall be invited to participate in events and major activities, including but not limited to community service, student competition, fundraising event, social event, and chapter meeting.
4. Assist with the fundraising for the Student Chapter and the Student Competition. Assistance includes but is not limited to connecting potential donors, reviewing and approving funding applications or sponsorship letters.
5. Review and either approve or deny all financial transactions.
6. 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.
7. Be subject to annual evaluation by the ACI Cabinet to be submitted with the annual report.

Section B – Selection of Advisor

1. The ACI Student Chapter shall have at least one faculty or staff advisor, recommended by the ACI Student Chapter Cabinet and approved each semester. The faculty advisor must receive one-half (1/2) votes from the Cabinet.
2. The advisor shall be a full-time faculty or staff member of Iowa State University.
3. At least one faculty advisor shall be a member of the American Concrete Institute

Section C – Term of Service

1. Advisor(s) shall serve for a term of one academic year and may be reappointed for one more year. The advisor will fulfill this position on a voluntary basis each semester until they resign.
2. If an advisor's position is vacated, a replacement is selected using the process in Article VIII Section A.

Section D – Impeachment/Removal

1. The advisor may be removed by a majority vote of the cabinet members after meeting as a cabinet to discuss the reasons for the removal of the advisor.
2. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
3. The Advisor must be notified and given reason for removal at least one week prior to voting.
4. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs. A one-half (1/2) vote is required for the removal of the advisor.
5. The Advisor will be notified of the decision via email within one week after the decision is made.

Section E – Faculty Advisor Replacement

1. In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VIII Section B.

Article IX – Finances

Section A – All transactions through this organization is handled by the Treasurer in accordance with the following:

1. All monies belonging to this organization is 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 shall be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
2. The treasurer shall maintain all financial records and shall countersign with the Advisor for all organization transactions. Upon disbandment of ACI Student Chapter, all funds and properties in excess of liabilities and expenses of dissolution are deposited into the funding pool for the Student Competition.

Section B – The amount of dues is determined at the beginning of the academic year by the Cabinet by a one-half vote. The price for dues shall not exceed \$25.00 per semester. Dues is collected by the Treasurer within the first 3 weeks of each semester through the student organization marketplace.

Article X – Amendments & Ratification

Section A – Amendments to the constitution may be proposed by any member of the Cabinet. The amendment is present at a cabinet meeting, debated and voted upon at the cabinet meeting. Amendments are brought forth to the general membership upon approval of one-half (1/2) 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 is submitted within 10 days to the Student Engagement for approval.

Section B – The constitution is reviewed and ratified at the start of each academic year. All

changes and corrections are voted upon and passed with one-half (1/2) 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 is submitted within 10 days to the Student Engagement for approval.