



BY LAWS of the

CONSTRUCTION INDUSTRY ADVISORY COUNCIL

ARTICLE 1 - NAME AND PURPOSE

NAME

The name of this organization shall be the CONSTRUCTION INDUSTRY ADVISORY COUNCIL of the UTSA College of Architecture Construction Science and Management Program. For brevity, the initials "CIAC" may be used in lieu of or in conjunction with the full organizational name for all purposes.

PURPOSE AND OBJECTIVES

The CIAC is committed to providing guidance and support to the UTSA CS&M program. The objectives and purpose are:

1. Liaison between the construction industry and the UTSA CS&M program.
2. Provide guidance in areas of:
 - a. Industry trends and research
 - b. Curriculum
3. Support the program through:
 - a. Fundraising
 - b. Placement opportunities
4. Promote the program through:
 - a. Public relations
 - b. Industry involvement
 - c. CIAC membership growth and development

ARTICLE 2 - COUNCIL

MEMBERS

The CIAC shall consist of individuals and business entities from construction or construction-related industries.

1. **Individual:** Any individual who supports the Construction Science & Management Program with a donation of \$50.00 annually will be an associate of the CIAC. Individual associates will be invited to participate in all CIAC activities and meetings, but do not have a vote in CIAC matters.
2. **Business Entity:** Any business entity that participates in the CIAC as detailed in Article 3, is entitled to designate a representative of the entity, with one alternate, to participate in the activities of the CIAC. Each business entity has one vote in CIAC matters.
3. **Emeritus:** Emeritus leaders will be constructors who have distinguished themselves in some aspect of construction. Selection as an emeritus leader is subject to approval by the Executive Committee. Emeritus leaders will be invited and encouraged to participate in all CIAC activities; however, they do not have a vote in CIAC matters. Emeritus leaders are not expected to make a donation.
4. **Association:** The Executive Committee may invite individuals representing professional associations (e.g., AGC, ABC, DBIA, etc.) to be associates of the CIAC. Association associates will be invited to all meetings. Association associates, in deference to the other significant association contributions to the Construction Science Program, are not expected to make additional individual gift, and they may vote on CIAC matters.
5. **Education:** Includes associates affiliated with other secondary and post-secondary institutions with interest in construction education. Education associates do not have a vote in CIAC matters.

TERM

Members' terms will be for one calendar year, except as noted above. Following the fall meeting, each active member will receive an application for membership renewal for the next calendar year.

MEETINGS

The CIAC Executive Committee and Council will meet twice each year on or near the UTSA campus – once in the Fall and once in the Spring. Dates for these meetings will be set well in advance and notice will be provided to all members at least 30 days before each meeting.

CIAC

Construction
Industry
Advisory
Council

ARTICLE 3 - BUSINESS ENTITIES

CONCEPT

The UTSA Construction Science & Management Program and construction industry business entities will create a partnership dedicated to working together to improve the construction industry by constantly improving the quality of the CS&M graduates.

BUSINESS ENTITY PARTICIPATION

Any business entity from the construction or construction related industries may become a member of the CIAC by completing an application form, showing volunteering leadership by making an annual gift of at least \$2000 and by designating a corporate representative with one alternate. (See Article 4).

BENEFITS

Business Entities of the CIAC will be entitled to the following:

1. The opportunity to directly impact the Construction Science Department through participation in the CIAC.
2. Preferential consideration for intern positions
3. An invitation to participate in the Fall and Spring Career Fairs. The Career Fair provides an opportunity for business entities to meet students, discuss their business and conduct employment interviews.
4. Access to employment statistics advising Partner Business Entities of those companies hiring graduates and the average starting salaries.
5. An invitation for four to attend the Construction Science Department Annual Spring Scholarship & Awards Banquet, when applicable.
6. Opportunities to speak to CS&M classes and Student Chapters of Construction Industry Associations from time to time regarding contemporary issues and their business.

ARTICLE 4 - EXECUTIVE COMMITTEE

POWERS

The business and affairs of the CIAC shall be conducted and guided by the voting members as designated in Article 3.

The CIAC shall develop and determine the mission, program, business plan, subcommittees, and policies of the Council. All officers shall have such authority and perform such duties in the management of the CIAC as are provided in these By-laws or as may be determined by the Executive Committee not inconsistent with these By-laws.

OFFICERS

The affairs of the CIAC shall be managed by an Executive Committee consisting of a President, a Vice President, Executive Director, Chairs of each subcommittee, and the immediate Past President. The President, Vice President, and the Chair of each subcommittee will be elected by the CIAC, pursuant to nominations made by the Membership Subcommittee, at the fall meeting of odd numbered years for the two years beginning January 1 of the next calendar year. The CS&M Program Coordinator or their designee will serve as the Executive Director.

1. The term of office for the President, the Vice President, and the Chair of each subcommittee will be for two calendar years.
2. To the extent practical, the nominating committee will seek a candidate for Vice President who expresses a willingness to serve as President following the term of the current President.

VACANCIES

A vacancy in any office may be filled by the CIAC at the next regular meeting and the officers so selected shall hold office for the unexpired portion of the term until a successor is elected.

PRESIDENT

The President shall preside at all meetings of the CIAC and all meetings of the Executive Committee. The President shall have any and all powers and duties which the CIAC may from time to time determine. The President shall be an ex-officio member of all subcommittees or task forces and see that officers and council members perform their respective duties in the best interests of the CIAC. The President shall not be eligible for re-election at the conclusion of his term, but may be re-elected at subsequent terms.

VICE-PRESIDENT

The Vice President shall assist the President and act as the President in his absence or incapacity. When so acting, the Vice President shall have all the powers, duties, and responsibilities of the office of the President.

CHAIR OF SUBCOMMITTEE

The chairs of the subcommittees shall preside at all meetings of their subcommittees and shall designate an alternate to preside in their absence. The chairs shall assure that minutes of their subcommittee meeting are taken and reported to the CIAC. Each chair shall serve on the Executive Committee

Each subcommittee will have a representative member from the faculty of the Construction Science and Management Program, when applicable.

EXECUTIVE DIRECTOR

The Executive Director shall conduct the day-to-day business of the CIAC under the direction of the President. The Executive Director shall assure that minutes of each meeting of the CIAC and Executive Committee are recorded and furnished to all members of the CIAC.

ARTICLE 5 - SUB-COMMITTEES

The CIAC shall conduct some of its affairs and business through standing subcommittees of the CIAC. Such subcommittees will be appointed by the Executive Committee from the membership of the CIAC. The President will present the slate of members of each subcommittee for the next two calendar years at the Fall meeting of each odd numbered year for approval by the CIAC. The chairs and members shall serve for two years beginning January 1 of the next year. The following standing subcommittees are appointed:

1. **Research and Studies:** The purpose of this subcommittee is to determine the priorities for spending CIAC funds on research and studies to further the objectives of the CIAC, pursuant to Article 7.
2. **Budget:** The purpose of this subcommittee is to prepare the proposed annual budget, pursuant to Article 7, for consideration by the Executive Committee. This subcommittee will also monitor expenditure of funds from the CIAC account to insure that expenditure is in accordance with approved budgets.
3. **Prospect Recruitment:** The purpose of this subcommittee is to promote and solicit volunteer membership for the CIAC. This subcommittee will also develop and manage a CIAC awards program providing appropriate recognition for students, faculty, and CIAC individuals and corporation.
4. **Curriculum:** The purpose of this subcommittee is to provide continuous review of the Program's curriculum and to foster changes where needed to promote constant improvement.
5. **Development:** The purpose of this subcommittee is to support and promote the fund-raising activities of the Construction Science and Management Program.

A member of the faculty of the CS&M Program, when applicable, may be designated to facilitate the work of each subcommittee and to record the activities of the subcommittee.

The Executive Committee of the CIAC may appoint task forces from time to time for special purposes. Such task forces shall have specific purposes and time limitations as set forth by the Executive Committee.

ARTICLE 6 - MEETINGS

COUNCIL MEETINGS

Semi-Annual Meetings: Meetings of the CIAC for the transaction of any business relating to the affairs of the CIAC shall be held twice annually as provided in Article 2 but may meet more frequently as appropriate. The Executive Committee meeting shall be held immediately prior to the CIAC meetings.

EXECUTIVE COMMITTEE MEETINGS

Semi-Annual Meetings: The Executive Committee shall meet at least two times a year as provided for in Article 2, but may meet more frequently as appropriate.

NOTICE OF MEETINGS

1. **Regular Meetings:** The Executive director shall cause a written notice to be sent to all CIAC members at least thirty (30) days prior to all CIAC meetings.
2. **Special Meetings:** Special Meetings may be called by the President, the Executive Director at the request of at least three Executive Committee members. The Executive Director shall cause a written notice to be sent to all CIAC members at least five (5) business days prior to such Special Meeting. The Notice shall state the purpose of the Special Meeting. The only business to be transacted at a Special Meeting shall be the matters covered in the notice to members. The meeting may be held by means of conference telephone or other similar communications equipment, so that all persons participating in the meeting can hear each other.

OTHER MEETINGS

Standing subcommittees and task forces may meet at intervals established by their chairs as needed to accomplish their functions and responsibilities. To the extent possible, subcommittees and task forces shall meet at each regular meeting of the CIAC. The President or the respective chair may call a special meeting of any subcommittee or task force upon written notice sent to each subcommittee member at least five(5) business days in advance of said meeting. The notice shall state the purpose of the special meeting.

QUORUM

1. At All CIAC Meetings: A quorum consists of those CIAC members in attendance at any properly noticed meeting of the CIAC, the Executive Committee, subcommittees or task forces provided that the President or Vice President is present. Members may be considered present if participating by conference telephone or other similar communications equipment.
2. By Alternate Means: For the purpose of matters submitted to the CIAC by mail poll, ballot, or other electronic communication method, the receipt of response thereto from not less than a majority responding to such means, as the case may be, shall decide any questions brought before it.

VOTING

At each meeting of the CIAC, the Executive Committee, any subcommittee or task force, every CIAC member entitled to vote pursuant to Article 2 shall have one vote. The vote of a majority of the members present, as the case may be, shall decide any question before it. Voting may be by written proxy or email.

ARTICLE 7 - BUDGET AND EXPENDITURES

All donations will be deposited in a CIAC account maintained by the University of Texas at San Antonio.

Disbursements from the CIAC account may be made by the Program Coordinator pursuant to a budget approved by the Executive Committee.

The proposed budget of the CIAC for the next calendar year will be prepared by the Budget Subcommittee of the Executive Committee and presented to the CIAC for approval at the Fall meeting each year.

The budget of the CIAC will be allocated to the following general categories:

1. Research Studies
2. Student Enrichment [support of student chapters, field trips, competition teams, career fairs, etc.]
3. Student Scholarship
4. Department Enrichment and Faculty Development
5. Operation of the CIAC

ARTICLE 8 - FISCAL YEAR

The fiscal year of the CIAC shall begin on January 1 of each calendar year.

ARTICLE 9 - AMENDMENT OF BY-LAWS

Upon thirty (30) days written notice stating the proposed changes, modifications or amendments, the By-laws may be amended, altered, or repealed by the CIAC at any regular scheduled meeting by a two-thirds majority vote of the members present.

ARTICLE 10 - OFFICES AND BOOKS

OFFICES

The principal office of the organization shall be located at the Construction Science and Management Program, UTSA College of Architecture, 501 W. Durango Blvd., San Antonio, TX 78207.

RECORDS

Any necessary records of business, transactions, affairs of the CIAC, a copy of these By-laws, and the record of the membership shall be maintained at the College of Architecture, the Office of the President of the University of Texas at San Antonio, and the University of Texas System.

ARTICLE 11 - STATUTORY ENTITY

The University of Texas at San Antonio is the statutory entity under whose cognizance the CIAC operates.