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University of Wisconsin-Stout Construction Program Industry Advisory Board

BYLAWS

Article I Name and Purpose

1. Name

The name of this organization shall be the **University of Wisconsin-Stout Construction Program Industry Advisory Board**.

2. Purpose

The University of Wisconsin-Stout Construction Program is committed to excellence in teaching and service for the construction industry. Objectives and purposes of the Construction Program Industry Advisory Board are to:

- a. Promote and improve the construction profession by education and development of the body of construction knowledge.
- b. Advance and support the highest quality faculty, educational facilities, and program for students enrolled in the Construction Program.
- c. Provide liaison between the Construction Industry and the Construction Program.
- d. Develop and implement innovative programs that will benefit the construction Program and better serve the Construction Industry.
- e. Offer advice, counsel, and provide vision for the Construction Program.

Article II

The Board

1. Members

The Board shall consist of corporate, education, association, recent graduate, and individual/special corporate representation from construction or construction-related industries. Voting will be limited to the corporate, education, association, and recent graduate members of the Board.

a. Corporate

Each corporate member will be permitted to designate a representative to serve on the Board. Corporate members are expected to make an annual contribution.

b. Education

Emeritus status will be granted to past program directors and department chairs at no cost.

c. Association

The Board may invite individuals representing professional associations (e.g. AGC, ABC, NAHB, etc.) to sit on the Board. Association members, in reference to other significant association contributions to the Construction Program, are not expected to make an annual contribution.

d. Recent Graduate

A recent (within 5 years) UW-Stout Construction Program graduate, who served as an officer in the Student Construction Association or Sigma Lambda Chi, will be invited to serve on the Board. This person will not be expected to make an annual contribution.

e. Individual/Special Corporate (Non-Voting)

This category is intended to encourage additional members to become active on the Board and to support the Construction Program. Changing status to a voting member will be considered when an opening exists. Individual/special corporate members are expected to make an annual contribution.

2. Term

Members' terms will be for three calendar years, except that the term of the Program Director is unlimited. Preliminary planning for Board membership will

take place at the October meeting. Renewal decisions and the selection of new Board members for three years will typically be made at the February meeting. The Board approves or disapproves the renewal and selection of Board members.

3. Replacement

When an individual Board member tenders a resignation, the individual resigning or other Board member can recommend a replacement. A Board member who attends less than 50% of the meetings (less than three) over a two-year period can be replaced involuntarily by the Board.

- a. If a company representative passes his/her representation to another person from his/her firm, that individual will be moved to the bottom of the Advisory Board chair schedule.
- b. If a person currently serving as a representative leaves the company they are representing and still wishes to serve, they may maintain their current position on the chair schedule contingent upon board approval.

4. Contribution Expectations

For contribution expectations, see Attachment #1. Contribution expectations may be changed from time to time by action of the Executive Committee and adoption by the Board.

Article III Executive Committee

1. Powers

The business and affairs of the Board shall be conducted and guided by a three person Executive Committee composed of two Chairs and the Construction Program Director.

2. Chair #1

The Chair #1 shall preside at all meetings of the Executive Committee and all meetings of the Board. The Chair shall have any and all powers and duties that the Executive Committee may from time to time determine. The Chair shall be an ex-officio member of all subcommittees or task forces and see that Board members perform their respective duties in the best interests of the Board.

3. Chair #2

The Chair #2 shall assist Chair #1 and act as Chair #1 in his/her absence or incapacity. When so acting, Chair #2 shall have all the powers, duties, and responsibilities of Chair #1.

4. Construction Program Director

The Construction Program Director with assistance from the past Construction Program Director shall assist Chair #1 and act as Chair #1 in his/her absence or incapacity providing that Chair #2 is unable to assume Chair #1 duties. When so acting, the Construction Program Director shall have all the powers, duties, and responsibilities of Chair #1. The Construction Program Director shall be responsible for the minutes of the Board meetings.

5. Term

Chairs serve for two calendar years and are selected based upon Board seniority. Chair #1 rotates off the Executive Committee at the end of the calendar year. Chair #2 assumes the Chair #1 position at the beginning of the next calendar year. The selection of a new Chair #2 for the next calendar year is made at the last meeting of the calendar year.

Article IV Committees

1. Ad Hoc Committees

The Executive Committee of the Board may appoint ad hoc, limited life committees from time to time for special purposes.

2. Standing Committees

Standing committees will meet, address appropriate business, and report to the Board. Board members, except for the Executive Board, are encouraged to participate in one of the following committees.

- a. Accreditation/Curriculum**
- b. Administration/Bylaws/Membership**
- c. Finance/Funds/Recognition**
- d. Student Chapter - Co-op/Internship**

Each committee shall appoint a chair to lead for a three year term.

3. Student participation

Student membership on all standing advisory board committees is encouraged. Any student in good standing in the construction program is eligible. While two-year participation is considered optimal, all participation is welcomed. Two student members per committee is considered an optimal number, however additional student members will be allowed, except that the number of student members shall not exceed the number of industry members on any given committee. Students interested in committee participation shall submit an Advisory Board Student Committee Membership Application to the Program Director. It is intended that this be a simple form with minimal administrative burden to student and director. Student committee members shall not be considered advisory board members for purpose of board voting and shall not be required to pay any dues or fees. It is recognized that some committees may have business with sensitive content, such as finance or student scholarships, etc. At any time, the student representatives may be excused from committee business if there is a confidentiality or sensitivity concern. If at any time there are students that wish to attend a committee meeting to observe or learn, but do not wish to be a student member, they are welcome to attend at the discretion of the Program Director.

Article V Meetings

1. Regular Board Meetings

Meetings for the transaction of any business relating to the affairs of the Construction Program Industry Advisory Board shall be held two or three times during the school year and typically on a Friday. The fall meeting in October will coincide with the week of the UW-Stout Career Conference. The winter meeting in February will coincide with the week of the Construction Program Career Day. A spring meeting, if warranted, will typically be held in April. Meeting dates for the following year will be scheduled at the February meeting. Future meeting dates will be confirmed at each Board meeting.

2. Special Board Meetings

Meetings may be called from time to time to address special needs or concerns.

3. Executive Committee Meetings

The Executive Committee shall meet in a timely manner to establish an agenda for all Board meetings. The Construction Program Director will communicate with the Board members concerning each Board meeting and will make all meeting arrangements at UW-Stout.

4. Quorum

A quorum consists of 50% or greater of the board Members in Attendance at any properly noticed meeting for the purpose of decision making.

The Board shall have the right to submit matters to individual members by mail poll, ballot, or other electronic communication method. The receipt of response from not less than a majority responding shall decide any questions brought before it.

5. Voting

At each Board meeting, every Board member shall have one vote. At each meeting of the Executive Committee, members shall have one vote. The vote of a majority of the Board members or the Executive Committee members present, as the case may be, shall decide any question before it. Voting may be by written proxy or by means of conference telephone, fax machine, e-mail, or similar communications equipment.

Article VI Budget and Expenditures

1. All membership contributions and donations will be deposited in a Construction Program Industry Advisory Board account maintained by the Stout University Foundation.
2. Disbursements from the Construction Program Industry Advisory Board account shall be made by the Construction Program Director or an alternate person nominated by the Program Director and approved by the Advisory Board.
3. A balance sheet report shall be presented to the Executive committee and the Board at each meeting. The Finance Committee jointly with the Program Director will contact the committee chair with any changes.

4. The budget of the Board will primarily be allocated to student enrichment and faculty development in amounts recommended by the Finance Committee and as approved by the Board.

Article VII Fiscal Year

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

Article VIII Amendment of Bylaws

1. Upon thirty (30) days written notice stating the proposed changes, modifications, or amendments, the Bylaws may be amended, altered, or repealed by the Board at a scheduled on-campus meeting.

Article IX Office and Records

1. Office

The principal office of the organization shall be located at the Construction Program, 281 Technology Wing, Jarvis Hall, University of Wisconsin-Stout, Menomonie, Wisconsin 54751.

2. Records

Any necessary records of business, transactions, and affairs of the Construction Program Industry Advisory Board, a copy of these Bylaws, and a record of the membership shall be maintained at the Construction Program, 281 Technology Wing, Jarvis Hall, University of Wisconsin-Stout, Menomonie, Wisconsin 54751.

Article X Statutory Entity

1. University of Wisconsin-Stout is the statutory entity under whose cognizance the Construction Program Industry Advisory Board operates.

Organization & Contribution Expectations for UW-Stout Construction Program Industry Advisory Board

Executive Board (Tier 1)

- Company & Individual members
- Meet 2 times per school year (October & February prior to General Board Meeting) + 2 times minimum (utilize conference call if appropriate) – time commitment is required
- Primary Function is Strategic Planning
- General Board (Tier 2) membership included
- Will include representation from General Board & Associate Board as determined by Executive Board

- Platinum Level (\$10,000 minimum per year)
- Gold Level (\$5,000 minimum per year)
- Silver Level (\$2,000 minimum per year)

General Board (Tier 2)

- Company & Individual members
- Meet 2 times per school year (October & February)

- Gold Level (\$1,000 minimum per year)
- Silver Level (\$500 minimum per year)

Associate Board (Tier 3)

- Individual members
- Invited to General Board Meeting (October)

- Gold Level (\$250 minimum per year)
- Silver Level (\$100 minimum per year)
- All current & past graduates receive complimentary membership for 1 year