Construction Management  
Industry Advisory Board  
Bylaws

Article I: Name

The name of this advisory group shall be the Construction Management Industry Advisory Board (abbreviated as CM IAB).

Article II: Mission

The mission of the CM IAB shall be to advise, assist, support, and advocate for the CM program on matters related to student learning and instruction, facilities of the program, student activities, career placement and professional practice.

Article III: Members

Section 1. Members shall be elected by the Board. The current Board may suggest potential members.

Section 2. Members shall represent a cross-section of the construction industry. Academic administrators and faculty may serve as ex-officio members of the Board.

Article IV: Officers

Section 1. Officers shall be the Chair, Vice Chair, Secretary, and Treasurer. These officers shall be members of the CM IAB Executive Committee.

Section 2. Officers shall be elected by simple majority of the Board and shall assume their offices immediately following the meeting. Term limits are two (2) years and officers may be reelected. Elections will be held at the December CM IAB meeting.

Section 3. The duties of Officers shall be those commonly ascribed to these offices, as described in the following sections of Article IV.

Section 4. The Chair shall be elected from among those members who have served on the Board for at least one year. The duties of the Chair shall be:
   a. To preside at the meetings of the Board;
   b. To serve as chair of the Executive Committee; and
   c. To appoint special subcommittees which may include individuals other than Board members.

Section 5. The Vice Chair shall assume all of the duties of the Chair due to absence or incapacity to serve.

Section 6. The Secretary shall:
   a. Keep records of the attendance of members at meetings;
   b. Keep a record of discussion and recommendations;
   c. Maintain a permanent record file of Board activities; and
   d. Distribute minutes of Board meetings and copies of other Board documents to Board members, the academic program, and other interested or associated parties.

Section 7. The Treasurer shall:
   a. Assists in the preparation of the budget;
   b. Monitors the budget;
   c. Prepares and delivers a Financial Report at the Board meetings; and
   d. Keep up-to-date records, as well as an audit trail for all transactions.
Section 8. The Executive Committee shall consist of the Chair, Vice Chair, Secretary, and Treasurer and three (3) “at-large” members. The Executive Committee shall:
   a. Act on urgent Board matters between meetings;
   b. Prepare an agenda for each meeting in conjunction with the academic administrator; and
   c. Call special meetings of the Board, as needed.

Article V: Meetings

Section 1. The Board shall comply with accreditation requirements concerning the minimum number of meetings per year. Additional meetings shall be scheduled as necessary to accomplish the work required.

Section 2. A quorum at the meetings shall consist of those present at a scheduled Board meeting.

Section 3. Decisions will typically be made by a Board vote or consensus. A formal vote shall be taken when a recommendation is to be forwarded to the academic administrator for further action.

Article VI: Committees

Section 1. Committees shall be created and members appointed by the Chair as needed to accomplish the Plan of Work of the CM IAB.

Section 2. Committees shall be of the size necessary to carry out their assigned tasks.

Section 3. Committees shall report regularly to the Board.

Section 4. A committee will automatically be discharged upon completion of the task(s) for which it was established.

Article VII: Parliamentary Authority

The Board shall be governed according to Robert’s Rules of Order ( Newly Revised), except as otherwise provided by these Bylaws.

Article VIII: Amendment of Bylaws

These Bylaws may be amended at any time by a majority vote of the Board, provided that the amendment has been submitted to Board members in writing at least thirty (30) days in advance of the vote. The vote may be conducted electronically or at a regularly scheduled meeting of the Board.

Bylaws Adopted: October 12, 2016

Bylaws Amended: March 8, 2019