

**BYLAWS AND PROCEDURES  
OF THE  
UNIVERSITY OF ARIZONA  
CIVIL ENGINEERING AND ENGINEERING MECHANICS  
ALUMNI AND INDUSTRY COUNCIL  
(ADOPTED NOVEMBER 8, 1997)  
(REVISED MAY 16, 2003)  
(REVISED SEPTEMBER 7, 2007)  
(REVISED MARCH 30, 2012)**

**BYLAWS**

**ARTICLE 1: NAME**

The name of this organization shall be: Alumni and Industry Council (AIC), Department of Civil Engineering and Engineering Mechanics (CEEM), University of Arizona, Tucson, Arizona

**ARTICLE 2: OBJECTIVE**

The objectives of AIC will be:

- a) To provide support and guidance to CEEM faculty and students on engineering industry activities, technology and research needs, and professional engineering requirements.
- b) To provide support and guidance to CEEM on accreditation, curriculum, and courses of study.
- c) To establish goals, priorities and programs that will promote the interests of the civil engineering profession and CEEM.
- d) To help integrate the civil engineering profession with the interests of the construction industry.
- e) To establish programs and incentives to encourage student enrollment and development, and to increase the number of engineering graduates (e.g., through internships, co-op programs, undergraduate scholarships).
- f) To establish programs to attract preeminent faculty, educators, and students.
- g) To provide a forum for promotion, public recognition and communication among industry, alumni, faculty and students.
- h) To be available for assignment, as needed, to specific task forces and/or committees that may be required to achieve the goals of CEEM.
- i) To consider requests by CEEM for ad hoc fundraising directed towards specific needs of the department and to undertake such fundraising for projects deemed to be appropriate by the AIC.
- j) To cooperate with external advisory groups, such as The Friends of the Department (FOD), on matters related to AIC objectives as listed above.
- k) To provide oversight and review of activity in the CEEM's Centennial Discretionary Endowment Fund account (receipts and expenditures) and report annually to the department head and AIC membership at large.

### ***ARTICLE 3: MEMBERSHIP***

Duly elected alumni/industry representatives on AIC as well as the faculty (1) and student (2) members will have full voting privileges.

- a) CEEM faculty and students shall participate actively through elected representatives as provided in Article 3d.
- b) Nominations for membership in the AIC can be made at any time by the head of CEEM, faculty members, and/or by voting members of the AIC.
  1. Qualifications: New members shall be selected from those nominees whose business and/or professional careers have brought them recognition for sound judgment, decisive action, and integrity. Additionally, new members shall have knowledge of and interest in civil engineering education, the practice of civil engineering, and the construction industry in general. They should also have demonstrated a particular interest and concern for the development, advancement, and recognition of the University of Arizona as an outstanding academic and research institution in engineering and construction.
  2. Procedure for Gaining Membership: The person making the nomination shall first obtain approval from the person being nominated. The nominator shall then submit a letter of nomination and a current biography for each nominee to the Executive Board of the AIC (chair, co-chair, vice-chair, and secretary/treasurer) no later than two months preceding the next scheduled meeting. The Executive Board will serve as an ad hoc Membership Committee and, after reviewing the nomination materials, will make a recommendation for or against approval of the nominee's membership in the AIC. The CEEM will then conduct a consensus vote by electronically distributing the nominating materials to all members, notifying them of the Membership Committee's recommendation, and requesting them to respond if they have strong objections to the recommendation. If the Membership Committee does not receive strong objections to any of the nominee(s) up to one month before the next scheduled meeting, the AIC chair will invite the newly elected member(s) to attend the next scheduled meeting. If strong objections to any of the nominees are received, the Membership Committee shall review the objections and, in consultation with the nominator, make a decision whether or not to invite the nominee to attend. New members shall be elected to the AIC by the majority approval of the voting members. The Executive Board, in exceptional circumstances, may by unanimous vote elect to waive this procedure.
  3. Retaining Membership: Membership is ongoing and members are expected to attend meetings and devote the time necessary to serve the AIC, the CEEM, and the University of Arizona effectively. Members who fail to attend three consecutive regular meetings will be contacted by the chair and asked if they are still interested in being active members of the AIC. They will be given the choice of remaining an active member with

the understanding that they will attend official meetings regularly in the future, becoming an inactive member but retaining their association with the AIC as a corresponding member without voting privileges, or resigning from the AIC. A member can be removed by a majority vote of the membership at any regular official meeting of the AIC.

- c) The following shall also hold voting membership in AIC:
  - 1. One (1) faculty representative to be selected biannually by the CEEM faculty.
  - 2. Two (2) ex-officio student members, the president and the conference chair of the University of Arizona Society of Civil Engineers (SCE) student chapter.
- d) CEEM faculty and emeritus faculty will be invited to attend the regular meetings of the AIC, but they shall not be eligible to vote.
- e) The CEEM business manager will be an ex-officio member of the AIC, but shall not be eligible to vote.

#### ***ARTICLE 4: OFFICERS AND STAFF***

The offices of AIC shall be Chair, Co-Chair, Vice-Chair and Secretary/Treasurer.

- a) All officers, except the chair and co-chair, will be elected by a majority vote of the members present at a meeting that falls on the 2-year anniversary of the election of the current slate of officers. The new officers shall serve a two-year term commencing at the close of that meeting. Unless he/she is unable to serve, or the chair is asked and agrees to serve an additional term, the vice-chair will be the chair-designate at the conclusion of his/her term as vice-chair. The position of co-chair shall be an ex-officio office held by the department head of CEEM. The co-chair shall have full voting privileges.
- b) The chair shall preside over meetings of the AIC and provide guidance in the achievement of its goals.
- c) The vice-chair shall preside over AIC meetings in the absence of the chair.
- d) The secretary/treasurer shall be responsible for the timely preparation and distribution of the minutes and whatever other materials that need to be distributed to the membership. The secretary/treasurer shall also be responsible for keeping the membership list current and for attending to financial matters that may arise as described in Section 7.
- e) A member may serve more than one term as chair, vice-chair, or secretary/treasurer, but not more than two (2) consecutive terms in the same office.
- f) The University of Arizona and CEEM will provide staff and staff services to the AIC in preparation for the meetings.
- g) Minutes of the meetings will be taken by a CEEM staff person designated by the co-chair. The secretary/treasurer will review and comment on a draft of the minutes and approve the final version for distribution to the membership within one (1) month of the meeting. Action items will be distributed sooner to expedite implementation.

## ***ARTICLE 5: MEETINGS***

Regular meetings of AIC will be held at least twice each year.

- a) The date, time, and location for a subsequent meeting will be set by the members present at a regular official meeting of the AIC. The announcement for the next meeting will be communicated to all AIC members, including the faculty and student representatives, by the AIC chair before the end of the first working day following the meeting at which the date was set. Topics for the agenda will be recommended by members of the AIC no later than one (1) month prior to the upcoming meeting. The final agenda will then be established by the chair and co-chair in advance of the meeting.
- b) Special AIC meetings may be called by the chair with adequate notice.
- c) The final agenda and any materials related to agenda items will be distributed to the membership by the co-chair at least two weeks before a scheduled meeting
- d) Members may participate via teleconferencing or videoconferencing

## ***ARTICLE 6: COMMITTEES***

- a) The following standing committees are established:
  1. Membership
  2. Financing and fundraising
  3. Events
- b) From time to time ad hoc committees may be formed to address specific tasks as directed by the membership or the chair.

## ***ARTICLE 7: FINANCES***

- a) Incidental expenses, if any, incurred by the officers of the AIC in carrying out their responsibilities will be covered by the AIC membership by rateable assessments after the expenditure is made.
- b) Board members are individually responsible for personal items, lodging, and travel expenses incurred in connection with AIC duties.
- c) Expenses and financial contributions incurred on behalf of or by the AIC, other than those in listed in Sections 7.a and 7.b, will be assessed by the secretary/treasurer according to procedures approved by a majority vote of the AIC members present at the meeting where such activities are proposed and approved. The secretary/treasurer shall cover said expenses or contributions from a bank account maintained by AIC.

## ***ARTICLE 8: PARLIAMENTARY PROCEDURE***

In the absence of any provision to the contrary in the AIC Bylaws, all business meetings of the AIC or appointed committees shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order.

## ***ARTICLE 9: AMENDMENTS***

Proposed amendments to these AIC Bylaws may be initiated by any AIC member and shall be submitted in writing to AIC. The proposed amendments may be adopted by a majority vote of AIC members present at an official regular meeting of the AIC.

## ***ARTICLE 10: ADOPTION***

Adoption of the AIC Bylaws shall be made by majority vote of the AIC members present at an official regular meeting of the AIC, and they shall be effective from the date of adoption.

## ***PROCEDURES***

### ***SECTION 1: AIC REGULAR MEETING STANDARD AGENDAS***

- a) The standard agenda for regular meetings of AIC may include:
  - 1. Welcome and introductions
  - 2. Approval of minutes
  - 3. Treasurer's report
  - 4. Department head's report
  - 5. Dean's report or faculty presentation (alternating meetings)
  - 6. Committee reports
    - a. Membership
    - b. Financing and fundraising
    - c. Events
    - d. Student groups
  - 7. Other items
- b) Committee reports will be submitted in writing to the CEEM support staff 30 days prior to the meeting

### ***SECTION 2: AIC EVENTS***

The following regular events may be held:

- a) Homecoming barbeque held annually at the CEEM courtyard commencing three hours before the football game kickoff. AIC will provide funding.
- b) Biennial excellence and recognition luncheon held on odd numbered years. The following may be recognized in accordance with criteria established by the CEEM Department:
  - 1. Distinguished Faculty
  - 2. Outstanding Alumni
  - 3. Young Alumni
- c) CEEM Lecture held on even numbered years in accordance with criteria established by the CEEM Department

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