



## **ACI Student Chapter Model Bylaws**

(Revised February 2012)

**NOTE:** These model bylaws are intended as a template for use by ACI Student Chapters. Each ACI Student Chapter is governed by nonprofit corporation laws of its state, province, or country of incorporation. It is recommended these model bylaws be reviewed and compared to such nonprofit corporation laws to ensure compliance with such laws.

**NOTE:** Student Chapter bylaws cannot be contrary to American Concrete Institute (ACI) bylaws and must be submitted to and approved by the ACI Chapter Activities Committee (CAC).

**NOTE:** When submitting bylaws for approval please remove all included instructions and notes from your submitted draft. Also replace the heading above with the chapter name and the date of your draft.

### **ARTICLE I – NAME**

**Section 1:** The name of the corporation is **(insert name of proposed chapter)**, herein referred to in these bylaws as “Student Chapter”.

### **ARTICLE II – PURPOSE**

**Section 1:** The purpose of the Student Chapter shall be to encourage student interest in the study of concrete and to develop an awareness of ACI, ACI chapters, and consensus procedures by which ACI operates.

### **ARTICLE III – MEMBERS**

**Section 1:** Active members shall be undergraduate and graduate students enrolled in a learning institution who have an expressed interest in concrete and who are in good standing as evidenced by the payment of Student Chapter dues. Meetings are open to all students of the university and to alumni or others who may care to attend.

### **ARTICLE IV – OFFICERS**

**Section 1:** The officers of this Student Chapter shall be a President, Vice President, Directors, Secretary, Treasurer, and Faculty Advisor.

**Section 2:** It is preferable that the President and Vice President are members of the senior or junior class, the Secretary and Treasurer members of the junior or sophomore class. (In case of a junior college this would not be applicable.) Directors should be elected from all classes to provide continuity.

**Section 3:** The officers shall be elected from the nominees chosen by a Nominating Committee, composed of three active members who shall be appointed by the President. Nominations may also be made by an active member during the meeting at which the elections are held. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret ballot—the ballots to be distributed to and collected from the active members. For each office, the candidate receiving the highest number of votes shall be declared elected. Elections shall take place at the Student Chapter's annual meeting.

**Section 4:** The President shall preside at all meetings of the Student Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint the Chair and members of all Student Chapter committees.

**Section 5:** The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. He/she shall be an ex officio member of all Student Chapter committees.

**Section 6:** The Secretary shall keep a record of all transactions of the Student Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. With the assistance of a committee appointed for the purpose, the Secretary shall be responsible for the preparation and submission of the annual (calendar year) report of the Student Chapter to the sponsoring ACI chapter.

**Section 7:** The Treasurer shall take charge of all funds belonging to the Student Chapter, shall be responsible for their proper disbursement, and shall render an accurate account at each meeting. The fiscal year of the Student Chapter shall end on June 30.

**Section 8:** In the event of disability of any officer, or neglect in the performance of the duties of the office, the Board of Directors of the Student Chapter shall declare the office vacant, and appoint a replacement for the remaining term of office.

## **ARTICLE V – MEETINGS**

**Section 1:** The Student Chapter shall hold an annual meeting each year and such other meetings as may be authorized by the Board of Direction of the Student Chapter. The time and place of all meetings shall be fixed by the Board of Direction of the Student Chapter. Notice of this action shall be sent to all members in advance of such meetings. Notice of the annual meeting shall be sent to all members at least 15 days in advance. The sponsoring ACI chapter should also receive notice of all meetings and programs conducted by the Student Chapter.

**Section 2:** The Board of Direction of the Student Chapter shall meet at least twice a year at the time and place fixed by the Board or call of the President.

**Section 3:** Attendance by a majority of the Student Chapter members shall constitute a quorum for meetings of the Student Chapter. Attendance by majority of the Board members shall constitute a quorum for meetings of the Board of Direction of the Student Chapter.

## **ARTICLE VI – DUES**

**Section 1:** Dues shall be payable at the beginning of the academic year. Dues payable for a portion of a calendar year may be prorated at the discretion of the Board of Direction of the Student Chapter. Membership dues shall be set by the Student Chapter Board of Direction.

## **ARTICLE VII – DISSOLUTION**

**Section 1:** In case of dissolution of this Student Chapter, the chapter Board of Directors shall authorize the payment of all debts of the Student Chapter, including accruals, and arrange for the distribution of remaining assets, if any, to ACI or a nonprofit educational or scientific organization or organizations having similar aims and objectives.

## **ARTICLE VIII- AMENDMENTS**

**Section 1:** Amendments to these Bylaws may be proposed by presenting to the Student Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the active members of the Student Chapter. This petition shall be read at the next regular meeting. The proposed Bylaw amendment shall be voted on by not less than a majority of the Student Chapter active members and shall receive an affirmative vote of

not less than a majority of the Student Chapter active members and shall receive an affirmative vote of not less than a majority of the active members voting to be adopted.