



RULES OF PROCEDURE

CONCRETE RESEARCH COUNCIL (CRC), A Council of the ACI Foundation

The ACI Foundation is the non-profit research and education foundation of the American Concrete Institute

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1. MISSION

- 1.1 Advance the knowledge and sustainable aspects of concrete materials, construction, and structures by soliciting and selecting research proposals, assisting in financing them, guiding the research and publishing results, in coordination with ACI technical committees, where possible.

2. MEMBERSHIP

- 2.1 Individual Members of the CRC shall be persons selected for their special knowledge and experience and their ability to contribute to the objectives of the CRC. Members of appropriate ACI Technical committees shall be included.

- 2.2 Sponsoring Members shall be Corporations and/or Associations who have demonstrated a positive interest in advancing the knowledge of concrete materials, construction, and structures through substantial financial contributions to the CRC. In 1991, Sponsoring Members began making annual contributions of \$5,000. The beginning contribution figure of \$5,000 will be adjusted for inflation each year based on the preceding year's contribution.

Each Sponsoring Member will designate an individual to serve as its representative. Designated representatives of Sponsoring Members shall serve only so long as they continue to be affiliated with the Sponsoring Member.

- 2.3 Members will be appointed by the CRC Chair from a list of candidates selected by a Membership Committee appointed by the Chair. The members selected shall be approved by the ACI Foundation.
- 2.4 Individual Members, shall be appointed for three year terms and be eligible for reappointment.
- 2.5 All members of the CRC will be expected to serve as individuals in the public interest without prejudice and in the best interests of the CRC.
- 2.6 Any member may designate an individual to represent him/her in his/her absence, but such individual shall have a vote only in the absence of the member he/she represents.

3. OFFICERS

- 3.1 The officers shall consist of a Chair, a Vice-Chair, a Secretary-Treasurer, and a staff liaison (non-voting) which shall constitute the Executive Committee of the CRC. Research partners that have a current Memorandum of Agreement (MOA) with the ACI Foundation shall also appoint a representative to serve on the Executive Committee.
- 3.2 The Chair will be appointed by the ACI Foundation for a term of three years, and he/she will be eligible for reappointment. A Vice Chair and Secretary Treasurer will be appointed by the Chair, with the approval of the ACI Foundation, and will be eligible for reappointment.
- 3.3 The Chair shall preside at all meetings and perform such other duties as are usual to the office or as are specified in these Rules of Procedure.
- 3.4 The Vice-Chair shall perform duties assigned by the Chair. The Vice-Chair shall also perform the duties of the Chair when he/she is absent from a meeting or for any other reason is temporarily unable to perform his/her assigned duties.
- 3.5 If neither the Chair nor the Vice-Chair can preside at a meeting, the members of the CRC present shall select a temporary presiding officer.

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- 3.6 The Secretary-Treasurer shall maintain records of the CRC and conduct correspondence necessary for the functioning of the CRC and shall carry out the other duties to this office. In addition, the Secretary-Treasurer shall oversee the keeping of the financial accounts, and the receipt and disbursement of funds in accordance with procedures specified elsewhere in these Rules of Procedure.
- 3.7 The Executive Committee shall have the authority to act for the CRC when, in the opinion of the Chair, it is impractical to call a meeting of the entire CRC or to take such other actions as may have been authorized by the membership of the CRC. A record of any actions taken by the Executive Committee under this authority shall be reported promptly to the entire membership of the CRC.

4. TASK GROUPS

- 4.1 Task Groups consisting of two or more members may be appointed by the Chair to review and evaluate proposals for research projects, to guide or monitor projects sponsored by the CRC, to review reports resulting from such projects, and for such other purposes as may be deemed pertinent.
- 4.2 The Task Group Chair and at least one other member of the Task Group shall be members of the CRC. However, the remaining members of a Task Group may include nonmembers, if the best interests of the CRC are so served.
- 4.3 In the area of research proposals and projects submitted directly to CRC, the Task Group shall have primary technical responsibility on behalf of the CRC and shall be expected to make recommendations to the CRC for action as required in connection with the acceptance of proposals and initiation or renewal of projects.
- 4.4 A Task Group is not required for research proposals and projects that are received from MOA Research Partners that have already conducted a technical review of the proposal or project.
- 4.5 Task Groups shall report to the CRC on the progress of research projects under their cognizance and shall provide a progress report to the Secretary-Treasurer when requested by him/her for inclusion in the annual report or in the agenda for the annual meeting.
- 4.6 Task Groups will usually be appointed in connection with a specific proposal, a specific project or potential project, or a group of closely related proposals or projects and will serve at the discretion of the Chair of the CRC or until the assigned projects have been completed.

5. FINANCES

- 5.1 The CRC may solicit and accept contributions of funds for the support of research in its specified areas of interest.
- 5.2 These funds may be accepted without limitation on their use, in which case they shall be considered a part of the General Fund of the CRC.
- 5.3 Funds may be accepted also for the support of specific projects which are being considered by or which have received the approval of the CRC, in which case they shall be allocated to one or more Special Funds each of which shall contain money ear-marked for a specific project. These Special Funds will not be used for other than the specific project without written approval of the original contributors.

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- 5.4 A Reserve Fund may be established and maintained as authorized by the membership of the CRC to provide for emergencies or to support research for which the need is urgent but unanticipated.
- 5.5 The Secretary-Treasurer shall be authorized to pay from CRC funds the costs incidental to that office, including the costs of stationery, postage, communications, and travel by the Secretary-Treasurer or by others as may be authorized specifically by the Executive Committee of the CRC.
- 5.6 All funds received by the CRC from any source shall be reported to the ACI Foundation which will deposit them in designated accounts separate from the Foundation general funds. Notice of the transmittal of funds shall also be sent to the CRC Secretary-Treasurer.
- 5.7 Disbursements of funds to defray the costs of research shall be made by the ACI Foundation directly to the research agency involved when requested and authorized to do so by the Secretary-Treasurer.
- 5.8 Disbursement of other funds, such as those relating to purchase of reprints of papers and bulletins shall be made by the ACI Foundation, when and in the manner requested and authorized by the Secretary-Treasurer.
- 5.9 Disbursements for other expenses shall be directed by the Secretary-Treasurer upon specific authorization by the Executive Committee of the CRC for costs not mentioned specifically in Section 5.5.
- 5.10 The American Concrete Institute's Accounting Department shall maintain a record of receipts, disbursements and balances of the CRC funds for the ACI Foundation. A report on the status of the funds will be submitted to all members of the CRC at least once a year.

6. MEETINGS

- 6.1 The CRC shall hold an Annual Meeting and such other meetings as may be called by the Chair.
- 6.2 Notice of meetings shall be sent to the members of the CRC, to headquarters of the ACI Foundation and to such other interested persons or organizations as may be designated by the Executive Committee of the CRC, at least one month prior to the meeting.
- 6.3 A quorum for meeting of the CRC shall consist of at least one-half of the membership.

7. RESEARCH PROPOSALS

- 7.1 Any research proposal, whether solicited or unsolicited, shall be referred to the Executive Committee of the CRC who can assign it to an existing Task Group, or to a new Task Group appointed for that purpose, for review, evaluation, and recommendations. Research Proposals received from MOA Research Partners do not require review from a Task Group if the partner has already completed an appropriate review.
- 7.2 Task Group shall evaluate proposals in terms of their technical merits, capabilities and record of the investigators, the estimated costs and the possibility that financial support can be obtained from other sources. Task Group may consult and negotiate with the person or agency submitting the proposal in order to arrive at a mutually acceptable result.
- 7.3 The recommendations of the Task Group regarding accepting, rejecting, or modifying the proposal will be transmitted to the members of the CRC, preferably in the form of a written report, for action by the CRC at a regular meeting or by letter ballot.

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8. SPONSERSHIP OF RESEARCH PROJECTS

- 8.1 The CRC will act to accept or reject a proposal after considering the review of the Task Group if one was assigned. A majority vote of all members of the CRC will be required for acceptance of a proposal and approval of a project. The vote may be taken at a regular CRC meeting or by letter ballot.
 - 8.1.1 With acceptance of a proposal, the CRC may place limits on the financial support which will be provided from the CRC General Funds. If the funds provided by the CRC are not sufficient to defray the entire cost of the research project, the balance may be provided from a Special Fund of the CRC or by other sponsors.
 - 8.1.2 If CRC funds approved for the project will not be sufficient to defray the entire cost of a project, distribution of the designated amount of CRC funds shall be contingent upon the additional funds being obtained from other sources. In this case, it shall be the responsibility of the proposing agency and/or the Chair of the Task Group to notify the Secretary-Treasurer when the additional funds have been obtained.
 - 8.1.3 CRC may approve and sponsor a research project without providing financial support.
- 8.2 Once CRC has taken an appropriate action on a research proposal, the Secretary-Treasurer shall inform the person or agency submitting the proposal regarding CRC's acceptance, rejection, or requested modification of the proposal.
- 8.3 During the conduct of the research, the members of the Task Group and of the CRC may advise or render other assistance to the research agency if it is requested. The Chair of the Task Group shall keep himself/herself informed of the progress of the research through personal contact, correspondence, or informal progress reports.
- 8.4 The research agency shall be requested to supply progress reports on any sponsored project at least once each year, and a complete report shall be made at the completion of the project. These reports shall be made available, upon request, to all members of the CRC.

9. SPECIAL INTERESTS

In all projects sponsored by the CRC, every precaution shall be taken to avoid favoring and to avoid appearing to favor any special or commercial interests, and CRC support shall be withdrawn from any project in which this principle is violated, as determined by a two-thirds vote of those CRC members voting yes or no.

10. PUBLICATIONS

- 10.1 The CRC shall encourage publication of all worthwhile information resulting from projects sponsored by the CRC.
- 10.2 Proposed publications resulting from any project sponsored by the CRC, either with or without financial support and either singly or in cooperation with other agencies, shall be reviewed critically by the appropriate Task Group and any members of the CRC appointed by the Chair.
- 10.3 Upon request, copies of the manuscript prepared for publication will be supplied to members of the CRC.
- 10.4 When specifically authorized by the members of the CRC, reprints of publications reporting results obtained from sponsored projects may be purchased and issued in suitable covers as

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Bulletins of the CRC. In addition, the CRC may authorize the reproduction and inclusion in such Bulletins of unpublished data or other material relating to the published report. The funds to be used for such purchases shall be designated in the authorizing motion.

- 10.5 Reprints of papers or bulletins of the CRC may be sold or otherwise distributed as authorized by the CRC or its Executive Committee.

11. ANNUAL REPORT

The Chair of the CRC shall submit a semi-annual report of the CRC's activities to the ACI Foundation and to members of the CRC. The report shall include the status of research projects underway and a summary of the CRC's financial status.

12. AMENDMENTS

- 12.1 These Rules of Procedure may be revised by the ACI Foundation.
- 12.2 Amendments may be proposed at any time by a petition signed by at least five members of CRC. Upon receipt of such petition by the Secretary-Treasurer, he/she shall submit copies of the proposed amendment or amendments to all members of the CRC for review prior to voting.
- 12.3 Not less than thirty days after copies of the proposed amendment(s) have been distributed to the members of the CRC, they shall vote on the amendment(s) either when assembled at a regularly called meeting or by letter ballot. In either case, adoption of the amendment(s) shall require approval by two-thirds of the members of the CRC and approval of the ACI Foundation.
- 12.4 Unless otherwise indicated in the amendment itself, an amendment shall become effective immediately upon its adoption.