



CHARTER CONSTITUTION AND BY-LAWS

Industry Advisory Board for the Construction Management
Department at Bowling Green State University



Industry Advisory Board
Construction Management Department at Bowling Green State University
Approved: April 14, 2017
Revised: June 14, 2019

Vision Statement:

To create a pathway for the students, faculty, and staff of the BGSU Construction Management Department to enrich themselves and develop the skills to enhance the performance, perception and value of the construction industry.

Mission Statement:

To foster a partnership between all areas of the construction industry and the Construction Management Department faculty, staff, and students. This partnership will provide valuable resources to advance the Construction Management Department, guide curriculum to adapt and evolve with the latest trends and needs of the construction industry and connect a network of industry leaders with past, present, and future students.

By-Laws

Article I: Name

The organization shall be known as the Industry Advisory Board for the Construction Management (CM) Department at Bowling Green State University.

Article II: Objectives

1. The intention of the Industry Advisory Board (IAB) shall be to advise, advance, and support the highest quality faculty and educational programs for all undergraduate and graduate programs offered by the Construction Management Department.
2. Specific objectives of the Industry Advisory Board shall include:
 - a) **Accreditation Support:** IAB may provide Student Learning Outcomes (ACCE) assessment and accreditation support.
 - b) **Scholarship Resources:** IAB may assist with resources to respond to the financial needs of the construction students.
 - c) **Equipping and Furnishing Instructional Facilities:** IAB will advise the program when new facilities or equipment are being contemplated and may facilitate the donation or funding of needed facilities or equipment.
 - d) **Changes in Curriculum:** IAB may recommend enhancements in the degree plan based upon new technology or changes in construction practices. The scope and sequence of courses may also be reviewed as needed to align with industry trends.
 - e) **Providing Speakers:** IAB may arrange for inspiring and stimulating speakers from the construction industry for various classes and/or meetings.

- f) **Field Trips:** IAB may assist in organizing and planning educational field trips for classes and student organizations.
- g) **Recruiting Faculty:** IAB may assist in identifying qualified persons as prospective instructors and administrators.
- h) **Recruiting Students:** IAB can assist the program by participating in high school information sessions, by participating in high school college career day activities and by communicating with high school counselors.
- i) **Employment of Students/Graduates:** IAB can assist students and graduates with placement opportunities in summer employment, co-operative programs and permanent positions.
- j) **Faculty Development:** IAB can assist the faculty by providing opportunities for faculty enrichment activities or training, summer internship and applied research.
- k) **Program Development:** IAB can assist the faculty by participating in program enhancement projects such as professionals in the classroom.
- l) **Informing the Public:** IAB can notify the construction industry and the public of the latest in program and construction education information.
- m) **Community Relations and Public Outreach:** IAB can assist by:
 - 1. Arranging visits to industry for instructors, counselors, administrators and students.
 - 2. Participating in career day activities at schools.
 - 3. Serving as speakers for school and program functions.
 - 4. Arranging for publicity for the program through news media.
- n) **Encouraging Donations:** IAB can develop financial and material assistance for the program from the construction industry.
- o) **Research for Industry:** IAB can help identify potential topics in construction research and be a resource for program research efforts.

Article III: Executive Committee

1. The Executive Committee will consist of officers and committee chairs. These positions are voting members of the committee:
 - a. Officers:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - b. Committee Chairs:
 - i. ~~Membership/Nominating Committee~~
 - ii. Curriculum and Research Committee
 - iii. Industry Relations Committee
 - iv. Fundraising & Finance Committee
 - v. ~~Finance Committee~~
2. Additionally, the BGSU **School of the Built Environment Director** shall be a permanent member of the board. This appointment will be a voting position.
3. Non-voting positions on the Executive Committee:

- a. The **School of the Built Environment Director** will appoint a **faculty liaison** ~~an Executive Director~~. This faculty member will serve as a facilitator and liaison between the Board and the CM Department. This is a non-voting position.
 - b. The past President shall serve as a “President Emeritus”. This position serves as an advisor to the new President and Executive Committee. This is a non-voting position.
4. The Executive Committee shall appoint committees (ad hoc) as deemed necessary.
 5. Executive Committee members cannot send a substitute to meeting when absent.

Article IV: Term for Executive Committee

1. The Officer positions will be two-year terms.
2. If desired, the individual can “move up” through the office positions. Treasurer can move up to Secretary, Secretary to Vice President, and Vice President to President.
3. The Committee Chair positions will be a three-year term. There are no term limits associated with the Chair positions.
4. The Executive Committee retains the sole right to remove an Executive Committee Member that does not attend a minimum of two meetings in a year or does not actively participate on a Committee.
5. Executive Committee terms will be based upon August 1st during a calendar year. Terms will commence or expire on August 1st.

Article V: Membership at Large

1. Members at Large:
There shall be no maximum limit of members from the following categories (unless noted otherwise):
 - a) *Individual*: Any person who is engaged in the construction industry.
 - b) *Corporate*: Any representative of an established business engaged in construction related activity. The business does not have to be incorporated. With the corporate membership, the company will name two specific individuals to represent the firm.
 - c) *Student*: (maximum of 5). This appointment is a non-voting position. Interested students may be selected by the **School of the Built Environment Director** and/or ~~Executive Director~~ **the Faculty Liaison** to participate in IAB meetings and functions.
2. Members at Large are voting members when selecting new officers and Committee Chairs.
3. Any Individual or Corporate member delinquent in dues for more than one year shall be considered uninterested and eliminated from membership.

Article VI: Term for Membership at Large

1. All Members at Large shall serve for an indefinite term.
2. Members at Large may not send a substitute to meetings when absent.
3. The Executive Committee retains the sole right to remove a Member at Large that does not regularly attend meetings in a year or does not actively participate on a Committee.

Article VII: Finances

1. Annual dues shall be paid at the beginning of the Fall term August every year according to the following schedule:
 - a) Individual: \$50 for one a year period or \$120.00 for a three year period
 - b) Corporate: \$500 for a one year period or \$1,200.00 for a three year period
 - c) Student: No fee
2. Annual dues shall be paid by check made to “BGSU CMAP”. The **School of the Built Environment Director** shall have discretion about how monies shall be spent.
3. The Fundraising & Finance Committee will work with the **School of the Built Environment Director** to develop the Annual Balance Report. The Annual Balance Report shall be presented to the Industry Advisory Board in the spring meeting with itemized spending for the previous year. The Executive Committee shall have an advisory capacity about how monies shall be spent.
4. Board Funds shall be spent to promote the categories listed below:
 - a) Scholarship Resources
 - b) Equipping and Furnishing Instructional Facilities
 - c) Providing Speakers
 - d) Field trips, student conferences, student competitions, etc.
 - e) Faculty development
 - f) Community Relations and Public Outreach
 - g) Research for Industry

Article VIII: Board Meetings

1. The full Executive Committee will meet at a minimum **four (4)** times per year. Attendance must be physical or electronic, if all Executive Committee members agree for electronic. Additional Executive Committee meetings may be held, if deemed necessary by the President.
2. Individual Committee meetings shall be held at a minimum of four (4) times per year.
3. Membership at Large meetings shall meet at a minimum of two (2) times per year.
4. Special meetings of the Board may be called by the **School of the Built Environment Director** as deemed necessary.

Article X: Amendment of By-Laws

1. Changes to these By-laws shall be recommended by the Executive Committee and approved by majority vote of the full Industry Advisory Board membership.