

U of M Student Affiliate ByLaws

Constitution & Bylaws of The University of Memphis Student Affiliate of the Memphis Chapter of the Construction Specifications Institute, Inc.

ARTICLE I – NAME

The name of this organization is The University of Memphis Student Affiliate of the Memphis Chapter of the Construction Specifications Institute, hereinafter referred to as the "student affiliate"; said student affiliate being an affiliate of the Memphis Chapter of the Construction Specifications Institute Inc., herein after referred to as the "chapter"; said chapter being the affiliate chapter of the Construction Specifications Institute Inc., herein after referred to as the "institute".

ARTICLE II – PURPOSE AND OBJECTIVE

Section 1.

The purpose of the student affiliate is to provide a medium at The University of Memphis for the advancement of the objectives of the chapter and institute.

The name, funds or influence of the student affiliate shall be used only in support of this purpose.

Section 2.

The objective of the student affiliate will be as follows:

To focus students in architecture, engineering, design and other construction related curriculum at The University of Memphis for the advancement of construction technology as it relates to the students area of study.

To foster continuing growth based upon the principals learned and developed in the classroom.

To foster ethical and professional practice that will make students effective and responsible members of the construction industry.

To actively maintain a close relationship with the chapter.

Section 3.

In the event the student affiliate is dissolved, all monies shall revert to the chapter and be placed into the Dempse B. Morrison, Jr. Memorial Scholarship Fund at The University of Memphis.

ARTICLE III – STUDENT AFFILIATE COUNCIL

Section 1.

The management and direction of the student affiliate shall be delegated exclusively to elected student affiliate officers and student affiliate advisor subject to approval of the chapter board.

Section 2.

The student affiliate council shall consist of five (5) members: president, vice-president, secretary, treasurer, and student affiliate advisor. A designed faculty advisor shall be an ex-officio member of the student affiliate council.

Section 3.

All members of the student affiliate council with the exception of the student affiliate advisor shall remain in good standing with The University of Memphis. The student affiliate president shall be of junior or senior status upon assumption of duties.

Section 4.

The student affiliate council shall schedule regular student affiliate meetings. Special meetings shall only be held upon the call of the president or a majority of the council upon seven days written notice.

Section 5.

A majority of the student affiliate council shall constitute a quorum.

Section 6.

Should a vacancy occur in any office of the student affiliate, the student affiliate council shall by two-thirds affirmative vote of its total membership fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unfinished term.

ARTICLE IV – STUDENT AFFILIATE OFFICERS

Section 1.

The president shall serve as chairman of the student affiliate council; preside at all student affiliate meetings; serve as ex-officio member and student affiliate representative to the chapter board; develop new ideas and methods for the growth and improvement of the student affiliate; maintain record of student affiliate activities; prepare and submit year-end report to Chapter; and review Organizational and Renewal Form prior to submitting to The University of Memphis.

Section 2.

The vice-president shall serve upon the absence of the president by performing the duties of the president; promote student affiliate membership; prepare the Organizational Renewal Form and the New Officers Form; and maintain liaison with the Chapter products show chairman. The vice-president shall perform other duties as assigned by the student affiliate council.

Section 3.

The secretary shall record and type all minutes of all student affiliate's meetings; provide meeting notification to chapter board; and maintain a file of all student affiliate correspondence, keep a roster of student affiliate members; and maintain contact with chapter secretary and chapter membership chairman.

Section 4.

The treasurer shall provide accounting to chapter treasurer for student affiliate income and expenses; keep accurate books of accounts on a monthly basis; prepare a written report to be presented to the Chapter Board by the student affiliate representative at each chapter board meeting. The treasurer shall submit an annual student affiliate budget to chapter budget committee at time requested. The treasurer shall perform other duties as assigned by the student affiliate council.

Section 5.

The student affiliate advisor shall be a member of the chapter board and voting member of the student affiliate council. The student affiliate advisor shall communicate chapter boards direction and support to the student affiliate, attend all student affiliate meetings; and assist student affiliate in securing chapter resources. The student affiliate advisor shall perform other duties pertaining to student affiliate as assigned by the chapter board and student affiliate council.

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Section 6.

The student affiliate faculty advisor shall be a member of the faculty of one of the construction related departments of The University of Memphis. The student affiliate faculty advisor shall be liaison between The University of Memphis and the student affiliate and assist the student affiliate advisor in coordinating the objectives of the student affiliate with those of The University of Memphis.

ARTICLE V – NOMINATION/ ELECTION OF STUDENT AFFILIATE OFFICERS

Section 1.

All student affiliate officers shall be elected by a simple majority of the members in good standing who are present at the April meeting of the spring semester. Proxy votes will be accepted provided they are submitted in writing to the president in person prior to the meeting.

Section 2.

Nominations shall be accepted only from student affiliate members. Chapter members may submit nomination through student affiliate advisor or student affiliate president. The nominating and election process shall be conducted by the student affiliate advisor.

Section 3.

The term of each officer will be from the start of the fall semester to the end of the following summer semester. Each elected officer shall take office at the beginning of the fall semester.

Section 4.

All vacancies will be filled by appointment of president until elections can be held at the next scheduled student affiliate meeting.

Section 5.

These Bylaws, together with the applicable provisions of the Chapter Bylaws, Institute Bylaws and Robert's Rules of Order Newly Revised, shall govern the conduct of business of the student affiliate.

ARTICLE VIII – FISCAL ADMINISTRATION

Section 1.

The fiscal year shall correspond to the Chapter and Institute fiscal year and be from July 1 to June 30.

Section 1.

The annual chapter dues for student members shall be set by the Chapter Board.

ARTICLE IX – AMENDMENTS

Section 1.

Proposed amendments to these chapter bylaws be submitted and accompanied with copy of current student affiliate bylaws, to the Chapter Board and The University of Memphis for approval. After Chapter and University approval, they shall then be printed and distributed at a regular student affiliate meeting prior to the meeting established for ratification of the amendments.

Section 2.

These bylaws may then be amended by a two-thirds vote of the student affiliate members present at the regular meeting, or a special called meeting.