

BYLAWS
of the
CIVIL, ENVIRONMENTAL, and CONSTRUCTION ENGINEERING ADVISORY
COUNCIL
of the
DEPARTMENT OF CIVIL, ENVIRONMENTAL, and CONSTRUCTION ENGINEERING
TEXAS TECH UNIVERSITY
(revised December 16, 2014)

ARTICLE I – NAME

- 1.1 The name of this organization shall be: The Civil, Environmental, and Construction Engineering Advisory Council (the Council) of Texas Tech University.

ARTICLE II – MISSION

- 2.1 The mission of the Council is (1) to advise, provide guidance and support to the Chairman of the Department of Civil, Environmental, and Construction Engineering (the Department Chairman) regarding such matters that the Department Chairman and the Council elect to address in support of the goals and objectives of the Department of Civil, Environmental, and Construction Engineering (the Department) and (2) support the academic and research programs of the Department through financial and personal commitments.

ARTICLE III – OBJECTIVES

- 3.1 The Council shall be proactive to:
- Provide advice and assistance to the Department in the development and maintenance of an assessment plan to maintain accreditation.
 - Advise the Department concerning the requirements of industry, government, the engineering profession and the civil, environmental, and construction industries with respect to graduates from the department.
 - Advise the Department on trends in employment and technology.
 - Promote dialogue between students, faculty, industry, and professional societies.
 - Provide a forum where new ideas on curriculum, teaching methods, and engineering research can be discussed and evaluated.
 - Assist in placement of graduates.
 - Assist in obtaining financial aid and part time employment for students.
 - Identify potential industry partners and assist in obtaining financial and material resources for the Department.
 - Assist in providing community awareness of the department programs.
 - Serve as an advocate for the Department with the College deans and administration.

ARTICLE IV – MEMBERSHIP

- 4.1 The Council shall consist of fifteen members with each program (Civil Engineering, Environmental Engineering and Construction Engineering) having five representatives. Three sets of five members will serve three -year staggered terms. Five members shall be elected at each fall meeting to assume membership on the Council at the spring meeting. The Chairman of the Council (the Chairman) shall request the Nominating Committee to submit names of individuals for the Council's consideration at each fall meeting. New members shall be elected by majority vote of members present at the meeting at which nominations are made.
- 4.2 In the event a membership becomes vacant in the first two years of a member's term, the Council shall elect a new member at its next meeting to complete the unexpired term.
- 4.3 Names for consideration for election to the Council shall be suggested to the Nominating Committee by the Department Chairman or by members of the Council. Members shall be selected from those individuals whose business and/or professional careers have brought them recognition for sound judgment, decisive action, and integrity. Additionally, members shall have knowledge of and interest in engineering education in general and a particular interest and concern for the development, advancement, and recognition of Texas Tech University as an outstanding institution of engineering. Members shall be available to attend meetings and devote the time necessary to effectively serve the Council, the Department, the College, and the University.
- 4.4 An individual may serve no more than two successive, full three-year membership terms. Former members may be reconsidered for nomination after one full three-year term or greater break in service.
- 4.5 Membership is not subject to delegation.
- 4.6 The Department shall hold and maintain the past and current directory of the Council members inclusive of contact phone numbers, addresses, and email.
- 4.7 During the merger/transition period, current representatives of each program will maintain their membership on the Council until the normal ending of their term, up to six year maximum, if elected to serve a second three-year term. Membership on the Council for each respective program may be greater than the five members until natural expiration of member's terms occur or members choose to resign. New members representing each program will not be selected to the council until membership for any program naturally drops below the five membership maximum.

- 4.8 The names and affiliations of the Advisory Council members shall be published on the Departmental website.

ARTICLE V – ORGANIZATION

- 5.1 The officers of the Council shall be Chairman, Vice-Chairman, and Secretary/Treasurer, each elected by a majority vote of the members present.
- 5.2 The Chairman shall preside over meetings of the Council and provide guidance in the achievement of its objectives.
- 5.3 The Vice-Chairman shall preside over Council meetings in the absence of the Chairman. Unless he/she is unable to serve, the Vice-Chairman will be the Chairman designate at the conclusion of his/her term as Vice-Chairman. Likewise the Secretary/Treasurer will be the Vice-Chairman designate at the conclusion of his/her term as Secretary/Treasurer.
- 5.4 Officers shall be elected at the fall meeting of the Council to serve a one-year term commencing at the close of the fall meeting.
- 5.5 A member may serve more than one term as Chairman, Vice-Chairman, or Secretary/Treasurer.
- 5.6 Termination shall be by normal attrition. However, if a member fails to attend three consecutive meetings, he/she may be asked to step down.
- 5.7 Any officer missing two consecutive meetings is subject to being removed as an officer by vote of the Council. If an officer is removed, the officers in the lower positions move up and a new Secretary/Treasurer is elected.
- 5.8 Members can resign at any time during the appointment period.
- 5.9 The Department Chairman can seek removal of Council members if he/she feels that a member is not acting in the best interest of the Department. In such an event the Department Chairman shall bring a motion to the Council through the Council Chairman. The dissenting opinion shall be discussed during the Council meeting and put to a vote. A two-thirds majority of Council members present at the meeting shall be required to remove a Council member.

ARTICLE VI – MEETINGS

- 6.1 Regular meetings of the Council will be held twice each year. The primary meeting will be held in the fall, and the second meeting will be held in the spring. Meeting times and locations will be designated by the Chairman and communicated to Council members and nominees.

6.2 Special Council meetings may be called by the Chairman with adequate notice.

ARTICLE VII – COMMITTEES

7.1 The Chairman and Vice-Chairman will appoint Council committees as required. The Nominating Committee shall be the only standing committee; other committees will be appointed only for the duration of the requirement to be met.

ARTICLE VIII – FINANCES

8.1 Council members are individually responsible for personal lodging, meal, and travel expenses incurred in connection with Council duties.

8.2 Each Council member shall contribute a minimum of \$200 per each fall and spring meeting (\$400 annually) whether present at the meeting or not. Checks should be made payable to the Texas Tech Foundation, Department of Civil, Environmental, and Construction Engineering.

8.3 Financial contributions made by Council members or others to the Council shall be placed in a Texas Tech University institutional account entitled “Civil, Environmental and Construction Engineering Advisory Council.” The Department Chairman shall serve as the authorized representative of the Council to the University for approval of expenditures from this account. All expenditures from the account shall be authorized by action of the Council. The Secretary-Treasurer or his/her designee shall report on receipts and disbursements from the account at each meeting of the Council.

8.4 The Council may authorize disbursement of funds from the Civil, Environmental, and Construction Engineering Advisory Council account to pay for expenses for meals, meeting refreshments, meeting expenses, student and faculty awards, alumni awards, and other expenses commensurate with the objectives and operation of the Council. In addition, at the direction of the Council, funds may be transferred to other institutional accounts for the purpose of supporting undergraduate and graduate scholarships and fellowships, faculty awards, student activities, faculty activities, Department activities, and other activities and programs within the Department and College of Engineering as deemed appropriate by the Council.

ARTICLE IX – GOVERNANCE

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

- 9.2 Council meeting minutes shall be transmitted by the Secretary/Treasurer to the Council members and the Department Chairman via email within thirty (30) days following a meeting. The minutes shall be reviewed and approved by the Council at the next meeting of the Council.
- 9.3 If the need arises, outside of scheduled Council meetings, the Department Chairman or the Council Chairman may request votes, via email or other electronic means, on matters deemed necessary to the Department.
- 9.4 If applicable, any breakout committees shall maintain a record of business.

ARTICLE X – AMENDMENTS

- 10.1 Proposed amendments to these Bylaws may be initiated by any Council member and shall be submitted in writing to the Council. The proposed amendments may be adopted by a majority vote of the entire Council membership.
- 10.2 The Council By-Laws shall be reviewed a minimum every 5 years or as necessary due to Department changes.

ARTICLE XI – ADOPTION

- 11.1 Adoption of these Bylaws and any proposed changes shall be by majority vote of the entire Council membership and they shall be effective from the date of adoption.

Approval Date: _____

Council Chairman: _____

Department Chairman: _____

Voting Members: _____
