

**M.E. RINKER, SR. SCHOOL OF CONSTRUCTION MANAGEMENT  
UNIVERSITY OF FLORIDA**

**BY-LAWS**

**AS OF** October 7th, 2022

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## **BY-LAWS**

### **Article 1: Name and Purpose**

1. Name: The name of this organization shall be the Rinker School Industry Advisory Board (RSIAB). The abbreviation RSIAB may be used on stationery and other published materials in lieu of or in conjunction with the full organizational name and may also be used in these By-Laws.
2. Purpose: The M.E. Rinker, Sr. School of Construction Management (the “Rinker School”) is committed to excellence in teaching, research and service in and for the construction industry. The objectives and purposes of RSIAB are to:
  - Promote and improve the construction profession by education and development of the body of construction knowledge.
  - Promote integrity, responsibility, and a strong ethical awareness in the students of the Rinker School.
  - Provide proactive input to the curricula of the Rinker School to insure they address current industry practices and standards
  - Advance and support the highest quality faculty, educational facilities, and undergraduate and graduate programs for the students enrolled in the Rinker School through fundraising efforts and financial support.
  - Provide liaison between the construction industry and the Rinker School and support Rinker School students in finding employment and internship.
  - Develop and implement innovative programs that will benefit the Rinker School and the construction industry.
  - Through the active participation of the construction industry, the RSIAB shall offer advice, counsel and vision to the Rinker School.

### **Article II: The Rinker School Industry Advisory Board (RSIAB)**

1. Membership: The objectives and purposes of the Rinker School shall be actively and continuously promoted by the RSIAB. The RSIAB will be comprised of Individuals and Corporate Representatives who are industry leaders or individuals of industry leading companies who may be recommended by the President of the RSIAB, the Executive Director, or RSIAB members, and whose appointment is approved by the RSIAB. Preference should be given to Rinker School alumni with more than 10 years of construction work experience who hold an executive level position in the firm/organization they are associated with. Prior service as a Board member of a Rinker School regional club is desired. Prior support as a Corporate Partner and/or Rinker Friends program is also desired. The total membership size of the RSIAB shall be determined by the RSIAB Executive Committee and ideally be sufficient to include a balanced representation of the construction industry with regard to ethnic background, gender, geographic location, and experience across various construction industry segments (including but not limited to: general contractors, specialty contractors, construction management firms, owners, suppliers, support services, public agencies, and professional associations). but shall not exceed thirty-five (35) members. Both the RSIAB member and the company he or she is associated with shall be in good standing in the construction industry and shall continue to operate under good ethical standards and code of conduct throughout the term of their service.

In addition to the RSIAB members, Emeritus members may participate in meetings and may vote on issues brought up for a vote. Emeritus members are members who, once their term has expired and they do not desire to continue as active members or wish to name a replacement representative for their company, may be nominated by the President of the RSIAB and voted on by the RSIAB as Emeritus members.

Emeritus members will be invited and encouraged to participate in all RSIAB activities including meetings. Minutes of the meetings required in these By-Laws will be sent to Emeritus members.

2. Term: RSIAB members shall serve for a five (5) year term. Members are eligible to serve for an additional five-year term upon approval from RSIAB. Upon completion of the second five-year term, unless waived by the RSIAB by unanimous vote, the member must sit out for one year before being recommended for another term. A member elected as President and/or Vice President of the RSIAB shall have his or her membership extended an additional one (1) or two (2) years commensurate with the time spent as President and/or Vice President plus an additional one (1) years for Immediate Past President appointment.
3. Vacancies:
  - a) Should a RSIAB member who was nominated and approved as a representative of a company no longer be employed by the company (old employer) to which he or she was nominated and approved, then the member shall notify the Executive Director of his or her willingness to serve the remainder of his term and the name of the new employer, if any, for confirmation by the RSIAB, which confirmation shall be pursuant to all criteria set forth in the By-Laws.
  - b) Should the old employer express a desire to name a replacement representative to continue to be a RSIAB member of the RSIAB for remaining term and the old employer has a history of making significant contributions to the Rinker School within the last ten years, then such company shall notify the Executive Director of the name of the replacement representative for confirmation by the RSIAB, which confirmation shall be pursuant to all criteria set forth in the By-Laws.
  - c) In the event that a current RSIAB member takes a position with a current company represented on the RSIAB then the company shall notify the RSIAB of the designated company representative.
4. Committees: All RSIAB members shall serve on one of the Committees described in Article IV. It is the goal of the RSIAB that each member has an opportunity to serve on each Committee.
5. Meetings. The RSIAB shall meet twice a year but may hold additional meetings as appropriate. Members who miss three consecutive meetings can be terminated from membership on the RSIAB by act of the Executive Committee.
  - a) Regular RSIAB Meetings: Regular meetings occur during the fall and spring semesters. A written notice is to be sent to all RSIAB members, a minimum of sixty (60) business days prior to all scheduled meetings.
  - b) Special RSIAB Meetings: Special RSIAB meetings shall be called by the President or at the request of at least three RSIAB members. A written notice is to be sent to all RSIAB members at least five (5) business days prior to such special meeting. The notice shall state the purpose of the special meeting. The only business to be transacted at a special meeting shall be on the matters covered in the notice to RSIAB members.
6. Other Meetings: Each Committee of the RSIAB may meet at intervals established by their chairs as needed to accomplish their functions and responsibilities. The President or the respective chair may call a special meeting of any Committee upon written notice sent to each Committee member at least five (5) business days in advance of such meeting. The notice shall state the purpose of the special meeting.
7. Quorum. A quorum consists of two-thirds of members of the RSIAB or each Committee, as applicable.
8. By Alternate Means. For the purpose of matters submitted to the RSIAB by mail poll or ballot or by electronic communication method, the receipt of response thereto from not less than a majority of members responding by such means, as the case may be, shall decide any questions brought before it.
9. Voting: At each meeting of the RSIAB, each of the RSIAB members shall have one vote, except for the President who shall vote only to break a tie vote. At each meeting of the Executive Committee, members shall have one vote, except for the Chairperson who shall vote only to break a tie vote. The

vote of a majority of the RSIAB members or the Executive Committee members present, as the case may be, shall decide any question before it. Voting may be by written ballot.

10. Officers: The Executive Committee will nominate a President and Vice President of the RSIAB. The President and Vice-President will be elected by the RSIAB at the fall meeting for the year beginning January 1 of the next calendar year. The Director of the Rinker School will serve as Executive Director of the RSIAB.
  - Voting shall occur via secret ballot format.
  - The term of office for the President will be one calendar year.
  - The President should be offered the opportunity to serve as the Immediate Past President for one additional calendar year after completion of his/her term.
  - The term of office for the Vice-President will be one calendar year.
  - To the extent practical, the Executive Committee will seek a candidate for Vice President who expresses a willingness to immediately thereafter serve as President and has served as a Committee chair for two (2) or more years.
11. President: The President shall preside at all meetings of the RSIAB. The President shall have any and all powers and duties which the RSIAB may from time to time determine. The President shall be the chair of the Executive Committee.
12. Vice-President: The Vice-President shall assist the President and act as the President in his absence or incapacity. When so acting, the Vice-President shall have all the powers, duties, and responsibilities of the office of the President.
13. Executive Director. The Executive Director shall act as the liaison between the RSIAB and the faculty, administration and students of the Rinker School.

### **Article III. The Executive Committee**

1. The business and affairs of the RSIAB shall be conducted and guided by an Executive Committee. The Executive Committee shall be comprised of:
  - 1 Dean of the College of Design, Construction and Planning
  - 1 Director of the Rinker School
  - 1 President
  - 1 Vice President
  - 1 Immediate Past President
  - 1 Chairperson of the Industry / Student / Faculty / Relations Committee
  - 1 Chairperson of the Curricular Committee
  - 1 Chairperson of the Development and Membership Committee
  - 1 Chairperson of any new Committee created by the Executive Committee
2. Mission: The Executive Committee shall develop and determine the mission, program, business plans, Committees, and policies of the RSIAB. All officers of the Executive Committee shall have such authority and perform such duties in the management of the RSIAB as are provided in these By-Laws or as may be determined by the Executive Committee not inconsistent with these By-Laws.
3. Specific Tasks. In addition to the foregoing, the Executive Committee shall be responsible for the following specific tasks:
  - Nomination of Committee members
  - Act as a liaison with the Department Chair; and
  - Call special meetings of the RSIAB.

#### Article IV: Committees

1. In addition to the Executive Committee, the RSIAB shall conduct some of its affairs and business through standing Committees of the RSIAB. Such Committees will be appointed from RSIAB members and will also include a Rinker School faculty member.
  - i. The Executive Committee will nominate the members of each Committee.
  - ii. The RSIAB will vote on the slate of Committee members nominated by the Executive Committee.
  - iii. Each Committee member has a two-year term on the Committee.
  - iv. The Executive Committee shall designate the chair of each Committee.
  - v. The chair of each Committee nominates, and Committee approves vice chair of the Committee.
  - vi. Unless otherwise directed by the Executive Committee, the vice chair automatically succeeds the chair of the Committee.
  - vii. Committee chair and vice chair each have two-year terms.
2. The President shall be an ex-officio member of all Committees and ensure that officers and members perform their respective duties in the best interests of the RSIAB and the Rinker School.
3. The following standing Committees will be appointed each year:
  - Industry/Student/Faculty/Relations: This Committee will assist the Executive Director in promoting the Rinker School within construction industry and advising the Executive Director on relationships with industry. The Committee will assist in the development of the School's student internship program, faculty internship program, research programs with industry partners, Rinker School career fair, Rinker School regional clubs, and the School's publications and website. This Committee will also meet with Rinker School students and faculty to solicit their feedback on all aspects of the program and report findings back to the RSIAB. Its members will also work with the Executive Director in developing an awards program for providing appropriate recognition for students, faculty, corporations, alumni, and individuals.
  - Curriculum: The purpose of this Committee is to provide continuous review of the Rinker School's undergraduate and graduate curricula and to foster changes where needed to promote constant improvement necessary to meet industry demands.
  - Development and Membership: The purpose of this Committee is to support and promote the fund-raising activities of the Rinker School. This Committee will also assist in promoting and soliciting membership in the RSIAB and regional clubs to promote the nominating of candidates for membership in the RSIAB. This Committee shall act as a liaison between the RSIAB and the Regional Clubs, Corporate Partners and Friends of Rinker.
4. The Executive Committee of the RSIAB may create additional Committees of the RSIAB from time to time for any purpose. Such Committees will be comprised of RSIAB members nominated by the Executive Committee and approved by the RSIAB as provided in Article IV above.
5. A member of the faculty of the Rinker School will be designated to facilitate the work of each Committee and to record the activities of the Committee but will be a non-voting member.
6. Removal. Any member or officer of any Committee can be removed at any time by majority vote of the Executive Committee.

## **Article V: Meetings**

1. Meetings: The Annual Meeting of the RSIAB for the transactions of any business relating to the affairs of the RSIAB shall be held as provided in Article II.
2. Committee Meetings. Meetings of the RSIAB Committees shall be held as provided in Article II.

## **Article VI: Amendment of Bylaws**

Upon thirty (30) days written notice stating the proposed changes, modifications or amendments, the Bylaws may be amended, altered or repealed by the RSIAB at a scheduled meeting; or, if required, by a two-thirds majority vote of RSIAB members, polled by letter, fax, email or other written communication.

## **Article VII: Office and Records**

1. Offices. The principal office of the organization shall be located at the M. E. Rinker, Sr. School of Construction Management, University of Florida, PO Box 115703, 304 Rinker Hall, Gainesville, Florida 32611-5703.
2. Records. Any necessary records of business, transactions and affairs of the RSIAB, a copy of these Bylaws and the record of the membership shall be maintained at the M. E. Rinker, Sr. School of Construction Management, University of Florida, PO Box 115703, 304 Rinker Hall, Gainesville, Florida 32611-5703.

## **Article VIII: Statutory Entity**

The University of Florida is the statutory entity under whose cognizance the RSIAB operates.