



INDUSTRY ADVISORY BOARD BYLAWS

CONSTRUCTION MANAGEMENT PROGRAM
WASHINGTON STATE UNIVERSITY

Adopted March 15, 2016
- Revision 1: November 3, 2017
- Revision 2: December 9, 2022



Industry Advisory Board Bylaws

Construction Management | School of Design and Construction | Washington State University

Mission Statement

The Construction Management Advisory Board promotes the advancement and sustainability of the Construction Management program at Washington State University.

Purpose

The purpose of the Advisory Board is to advise, support, and assist the Construction Management program in an effort to maintain and/or strengthen the quality of education provided. Curriculum development, industry development (trends & changes), assessment of program facilities, and developmental efforts to obtain needed resources are primary areas of engagement.

Membership

The Advisory Board consists of no more than 15 members. These members are construction professionals who exhibit a strong sense of responsibility, are civic minded, and have the respect and confidence of their peers. The board membership will be reflective of the construction industry including, but not limited to, owners representatives, contractors, subcontractors, suppliers, associations, and others directly allied with the construction industry. Membership is based on individual qualifications, not company qualifications.

One current Construction Management student representative will be considered an ex-officio member of the Advisory Board. Unless determined otherwise, this student position will be filled by the current President of the Associated Students of Construction Management (ASCM) student group.

As membership on the Advisory Board is on a volunteer basis it is essential that the Board and its members have the capacity to complete tasks within the committees. In order to accommodate this, an Associate Level member exists. Members at this level must meet the same qualifications for membership with a strong focus on supporting the important work of the committees. These members will be vetted by the Advisory Board to determine the best fit and placement within existing and/or new committees. Further, these members will be selected as having potential to serve on the Advisory Board at a future date.

Structure & Organization

The Advisory Board structure includes a Chair, Secretary, Committee Chair(s), and Committee members. It is expected that there will be a minimum of three (3) committees at any given time. Committees will be determined at the spring meeting and are intended to support the program goals for the following 1 -2 years. Committee titles and charges are intended to be flexible in order to adapt to the changing needs of the program.

Terms of Position

The Advisory Board member terms will be for five (5) years and staggered so as to provide and/or maintain continuity. Additionally, the staggering of terms will allow for up to 1/3 of the board member terms to expire each year. At the end of an Advisory Board members respective term, the members term can be renewed or a new member can be added to the Advisory Board.

The Advisory Board Chair position is a two (2) year term. The Advisory Board Chair position shall be nominated and elected at the fall meeting and will take office at the spring meeting. The Advisory Board Chair will, in conjunction with the Program Head, assist in the development of the agenda and lead all Advisory Board meetings.



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Terms of Position (cont'd)

The Committee Chair position is a minimum of one (1) year term. The term for this position can be extended should the Committee Chair desire. The Committee Chair will lead all meetings of their committee, take minutes, and distribute meeting minutes within fourteen (14) days of the meeting.

The Secretary position is filled by the Program Head and the term is consistent with their administrative term. The Secretary will take minutes at all Advisory Board meetings and distribute them within fourteen (14) days of the meeting to all Advisory Board members. Besides keeping minutes, the Secretary will work with the Advisory Board Chair to develop agenda and notify members of meeting times/locations. Notice of upcoming meetings will be provided (in writing - via e-mail) to all Advisory Board members at least thirty (30) days in advance.

Associate Level membership positions are a minimum of one (1) year terms. The term for this position can be extended should the member and the Advisory Board desire.

Meeting Frequency

Advisory Board meetings will occur four (4) times per year (on a quarterly basis) - the spring (Q1) meeting will be held in conjunction with the SDC Central Board as well as the Architecture, Interior Design, and Landscape Architecture board meetings in Pullman, the summer (Q2) meeting will be held in conjunction with the ASCM Golf Tournament in Seattle, the fall (Q3) meeting will be held in Pullman, and the winter (Q4) meeting will be held in Seattle. Additional meetings will be scheduled on an "as needed" basis.

Committee meetings will occur at least one (1) time per month or as needed.

Expectations

Advisory Board member participation/attendance at the four (4) annual Advisory Board meetings is expected. In consideration of the fact that Board members serve on a voluntary basis exceptions can/will be made due to extenuating circumstances. It is understood that the requirements of business may take precedence over responsibilities of the board and it may not be possible to attend all meetings.

Further, it is expected that all Advisory Board members will serve on at least one (1) committee. Advisory Board members will maintain regular participation/attendance at committee meetings. Regular attendance at committee meetings is defined as not missing more than one (1) meeting per quarter.

Advisory Board members are encouraged to bring philanthropic resources to support area(s) they are passionate about on an annual basis (between July 1st and June 30th – WSU fiscal year). We hope board members will donate commensurate with their ability to have an impact on an important priority. Annually, the advisory board will determine what the needs of the program are in an effort to determine the proposed/suggested amount. It is recommended that a 50% of board member gifts are directed to the A. Donald Poe Construction Management Excellence Fund. The remainder of the gift can be made to the same fund or one of the three current options: Construction Management Student Excellence Fund, Construction Management BIM Laboratory Fund, or the School of Design and Construction Excellence Fund. Additional fund options will be added to the list as they are created and/or developed. These funds will be directed to the highest priority for the academic year.

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Duration

The Advisory Board shall exist into perpetuity so long as there remains an appropriate Construction Management program and facilities at Washington State University.