



**Chattanooga State Technical Community College
Associated General Contractors**

1.0 Statement of Purpose

1.1 The purpose of this Associated General Contractors Student Chapter will be to focus on the construction industry with goals of furthering the professional development of the industry interacting and communicating with the business world building a spirit of camaraderie and friendship among the members and providing a network of support and information to the members.

2.1 It is desirable for the project to be in collaboration with a local organization to build a relationship with the community.

2.0 Name of Organization

2.1 The name of this organization shall be the Chattanooga State Technical Community College AGC Student Chapter.

3.0 Membership

3.1 All members must be currently enrolled at Chattanooga State Technical Community College and in good standing with the college. Members who are not in good standing with the college or with the CSTCC AGC Student Chapter may have their membership revoked.

3.2 Membership is without regard to race, religion, gender, or national origin.

3.3 Members must pay their dues and attend at least 2 meetings in any 3 month period in order to be considered in good standing with the CSTCC AGC Student Chapter.

3.4 The CSTCC AGC Student Chapter shall have the right to revoke membership in writing, has been given to the member in question.

4.0 Finances

4.1 All financial policies shall be consistent with the requirements of the college.

4.2 Dues are \$6 for one semester, \$10 for one year, and will be collected by the treasurer at the 2nd meeting attended. Any member may resign at any time, but those submitting resignation shall not be entitled to rebates of dues paid.



4.3 The CSTCC AGC Student Chapter shall hold at least one charitable fundraiser and one chapter fundraiser per semester. At least three officers must attend fund-raisers.

4.4 The officers shall manage the affairs and assets of the chapter. A majority vote of the officers shall be required to incur any debt or to make any expenditure, but never more than available funds.

4.5 All expenditures made on behalf of the CSTCC AGC Student Chapter shall be approved and endorsed by the officers and the advisor before the expenditure is made. Failure to secure approval of expenditures by the officers and the advisor may result in denial of the amount being reimbursed.

4.6 The treasurer shall submit required records in a timely manner to the officers and faculty advisor. The treasurer shall keep a record of financial transactions in minutes.

5.0 Chapter Officers

5.1 Initial officers shall be nominated by the advisor in consultation with other faculty and/or staff of Chattanooga State Technical Community College. The initial officers' terms shall last from January 1, 2008 through September 30, 2008 as an interim. At that time, nominations shall be made for the next year. The officers shall be elected by the members of the revised Student Chapter By-Laws by elected body.

5.2 The officers shall include a president, vice president, secretary/historian, and treasurer with the following duties and responsibilities:

- **President** – Organizes and presides at meetings and monitors club functions. The president does not cast a vote except in case of a tie. The president is in charge of organizing, coordinating, and arranging for speakers at meetings. The president will also be required to serve as an officer on the CSTCC Building & Construction Institute of the Southeast Executive Committee.
- **Vice President** – Assists the president with meetings; enforces rules to maintain order while a chapter meeting is in session; supervises and regulates the election of officers; supervises the count of votes; verifies the eligibility of the candidates and the members voting in an election; promotes the CSTCC AGC Student Chapter among potential members, the business world and the community.
- **Secretary/Historian** – records minutes and attendance of official meetings; maintains necessary records; keeps a portfolio of chapter projects and activities; makes required reports in a timely manner to the CSTCC AGC Student Chapter.
- **Treasurer** – Keeps financial records and reports on the same at all chapter meetings; makes required financial reports in a timely manner to the CSTCC AGC Student Chapter.



5.3 Election of Officers

5.3.1 Only chapter members shall be eligible to become officers. Candidates for chapter officers may be nominated through self-nomination or through nomination by another member.

5.3.2 Regular elections are to take place in September of each academic year. Newly elected officers shall take office on October 1 of each year. A term of office will be one academic year. Officers may hold a specific office for only one academic year. Officers cannot succeed themselves in the same office but are eligible for another office.

5.3.3 Members in good standing may vote for the election of officers. Officers shall be elected by a majority vote during the candidates for each office.

5.3.4 In the event the office of president is vacated, the vice president shall become interim president until an election can be held at the next regular chapter meeting. If the vice president, secretary/historian, or treasurer is unable to fulfill their term of office, the president shall appoint a member to the appropriate chair. This appointment must be ratified by a majority of the members.

5.3.5 In the event of clear evidence of failure of any officer to carry out the duties of their office, which may be determined by a majority vote of elected officers and the consent of the advisor, a replacement officer may be elected to carry the remainder of that term.

5.4 The president may establish special committees as needed (e.g. program, publicity, field trip, education, awards, membership, etc.). Committee heads shall be appointed by the president and should attend the executive meetings.

6.0 Advisor

6.1 The advisor shall be Chattanooga State Technical Community College faculty or staff.

6.2 The advisor is encouraged to attend all meetings and events, and to assist the officers in the planning of meetings and events.

6.3 The advisor is encouraged to assist the president with monitoring student chapter activities.

6.4 The advisor is encouraged to counsel officers so that practices and procedures are

6.5 The advisor shall assist the CSTCC AGC Student Chapter in networking within the Local and regional construction industry.

6.6.1 The advisor shall act as contact to CSTCC administration and the AGC sponsor.

6.0 Chapter Administration

7.1 Activities of the chapter shall include, but not be limited to, regularly scheduled meetings, special meetings and events, executive meetings of the elected officers, study sessions, parties, and fund raisers. Ad

7.2 Regular Chapter and Special Chapter Meetings

7.2.1 Special meetings may be called at any time by the president. Notice of any special meetings shall be posted in the CSTCC bulletin and in a prominent place at least 5 days in advance of the meeting.

7.2.2 Regular chapter meetings and special chapter meetings may be combined with the understanding that the "business" part of the meeting shall be short in relation to the "interesting" part.

7.2.3 The minutes of all regular and special chapter meetings will be available within 48 hours.

7.3 Executive Meetings

7.3.1 Executive meetings consisting of elected officers and the advisor may be held from time to time to strategize, consider vacant officer positions, or other matters relating to the well being of the CSTCC AGC Student Chapter.

7.3.2 Executive meetings may be called by the president or advisor.

7.3.3 Executive meetings shall be open to all members, but members shall not have the right to participate in the discussion.

7.3.4 The minutes of all executive meetings will be available within 48 hours.

7.4 Voting procedures

7.4.1 A majority vote of those members present shall rule. In case of a tie, the president may cast the deciding vote.

7.4.2 A quorum at any meeting of the membership shall be one third of the membership of the chapter with at least three of the elected officers being present. No vote can be taken without a quorum.

7.5 Record keeping

7.5.1 The chapter shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, officers, and committees having any of the authority of the officers, and shall keep a record giving the names and addresses of the members entitled to vote. All books, records, and cash shall be left in the possession of the advisor during the summer term.



7.6 Amendments:

8.1 Any member desiring to propose an amendment to the bylaws may do so by securing the signatures of 1/3 of the chapter members (in good standing at the time of the proposal) and presenting it to the officers for review before presentation at a regular meeting.

8.2 A notice of proposed amendments shall be given, along with the text of proposed amendments, at the regular meeting prior to the vote. A proposed amendment will be read at one meeting and not voted on until the following meeting.

8.3 Amendments to the bylaws shall be made at a regular meeting of the CSTCC AGC Student Chapter by a two-thirds majority vote of the members voting. A quorum of at least fifty percent of active members must be present to have a vote on the bylaws.

8.4 The advisor must be present for any amendment vote to the bylaws. A record of members in attendance shall also be taken.