



**CODE OF BYLAWS**  
of the  
**ASSOCIATED GENERAL CONTRACTORS**  
**STUDENT CHAPTER**  
at  
**Morehead State University**

## ARTICLE I

### **SECTION 1.1 PRINCIPAL OFFICE**

The principal office of the A.G.C.S.C. shall be located at:

AGCSC  
Morehead State University  
210 Lloyd Cassity Bldg.  
Morehead, KY 40351-1689

### **SECTION 2.2 ORGANIZATION PURPOSE**

This organization shall seek recognition by the Associated General Contractors and similar bodies.

This organization shall communicate with other colleges and universities and promote the establishment of chapters of the Associated General Contractors Student Chapter.

## ARTICLE II

### **SECTION 2.1 REGULAR/SPECIAL MEETINGS**

The president may call a special meeting for any purpose whatsoever. And the Executive board shall set all regular meetings.

### **SECTION 2.2 MEMBERSHIP/VOTING**

All regular members shall be students in the university system. Each member in good standing shall have one vote for election of officers. Guests may attend at the discretion of the executive board.

### **SECTION 2.3 OFFICERS**

The officers of the A.G.C.S.C. shall be a PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER and PAST PRESIDENT.

### **SECTION 2.4 ELECTION**

The officers shall be elected at the final meeting of the spring semester by a simple majority vote. Each nominee for president and vice president must have previously been an active member of the A.G.C. S. C. for at least one year, except however for founding officers.

### **SECTION 2.5 TERM**

The president and all officers shall hold office for a period of one-year unless they resign, are impeached or are re-elected by a majority vote of the membership.

## **SECTION 2.6 OFFICER'S DUTY**

The officers and immediate past president shall constitute the Executive board who shall meet at least once monthly. The president shall be empowered to take any action necessary by the president for the conduct of the A.G.C.S.C. The president shall be the delegate of the AGC, Morehead State Chapter. In absence of the president, the vice president shall act in lieu of the president. The president shall delegate the duties of each of the other officers.

## **SECTION 3.0 ANNUAL DUES**

Annual dues shall be in the amount of \$10 and are to be paid by October 31 of each year. A new membership application must be completed annually and submitted with the dues for the purpose of keeping accurate records. Annual dues are subject to change by majority vote of the executive board.

## **SECTION 4.0 FACULTY ADVISOR**

The faculty advisor shall be chosen by the A.G.C.S.C., on a two-year term. The sponsoring AGC Chapter will have final approval on selection of faculty advisor. There may be multiple faculty advisors if more than one faculty member desires to be involved.

## **SECTION 5.0 FISCAL YEAR**

The A.G.C.S.C. shall adopt a fiscal year ending May 30<sup>th</sup> of each year.

## **SECTION 6.0 AMENDMENT**

These bylaws may be amended at any time by a majority vote of the members but such amendments shall be prospective only and shall not cause any forfeiture of any individual officer or members' vested rights.

These bylaws were duly adopted by the membership this 10<sup>th</sup> day of October 2006.

**CONSTITUTION OF THE ASSOCIATED GENERAL CONTRACTORS  
STUDENT CHAPTER AT MOREHEAD STATE UNIVERSITY**

**FALL 2006**

**Date of Ratification: October 10, 2006**

**ARTICLE I: PREAMBLE**

The purpose of this organization is to provide a forum where a member can learn about professional activities of construction and construction management and to provide a social function by interacting with other construction students and professional management in all disciplines including architecture and engineering. This organization wishes to establish new traditions that will benefit the construction students and the rest of the university system. This may be accomplished by trying to develop competitions that encourage the application of knowledge that is learned through the curriculum.

**ARTICLE II: ORGANIZATION NAME**

The full name of our organization is the Associated General Contractors Student Chapter at Morehead State University, henceforth to be known as the A.G.C.S.C.

**ARTICLE III: MEMBERSHIP**

Any person who expresses an interest in construction shall be called a member. This organization does not discriminate against anyone being a member based on race, creed, color, national origin, age or sex. The two types of membership are regular and honorary.

**SECTION 1: Membership Designations**

An active member is a member of the A.G.C.S.C. who has paid his/her dues.

An honorary member is a member of the A.G.C.S.C. who is not currently enrolled at Morehead State University, but has expressed an interest in the work being done by this organization. All former officers are also honorary members.

**SECTION II: Voting Privileges**

Voting consists of two things: organizational issues and election of officers.

Active members have full voting privileges: voting on the organizational issues and the election of officers.

An active member shall be dues paying with a 60 percent attendance record at regular meetings.

Fulfillment of the active member requirements entitle the member to voting rights, organizational activities, social gatherings and chapter funded trips.

Honorary members do not have voting privileges.

## **ARTICLE IV: OFFICERS**

There are five officers that comprise the executive board: president, vice president, secretary, treasurer and past president.

### **SECTION I: President**

The duties of the president are:

- a) Preside over all meetings of the A.G.C.S.C.;
- b) Shall appoint all committees subject to the approval of the executive board;
- c) Shall assume all other executive duties that are not otherwise delegated;
- d) Prepare an annual report in letter format, at the conclusion of term or annually if voted in to office consecutively, of society activities and achievements for AGC's annual report;
- e) Shall act as an intermediary between the student chapter and the local chapter of AGC.

### **SECTION II: Vice President**

The vice president shall perform the duties of the president in case of the absence of the president. The vice president shall perform any duties that have been delegated by the president or the executive board.

### **SECTION III: Secretary**

The secretary shall write a report and will include:

- a) Time when meeting starts and when meeting concluded;
- b) Time when meeting adjourns, who called adjournment and who seconded adjournment;
- c) Place of meeting;
- d) Members present;
- e) General summary of events of the meeting including new and old business discusses;
- f) Time of next scheduled meeting;
- g) Date when report is written.

This report can be read at the next meeting, or a copy of the report can be displayed in an appropriate place for the members to review.

#### **SECTION IV: Treasurer**

- a) Collect all membership dues, then submit to AGC staff liaison, along with new membership applications;
- b) Keep accurate membership list by coordinating with AGC staff liaison of changes and additions.

#### **SECTION V: Past President**

The past president will assist in providing direction for the incoming president, and will also aid the executive board in making decisions pertinent to the organization by utilizing his/her executive board right to vote. The past president will not be voted in, but will serve the year following his/her term as president. The past president may not serve if he/she were found guilty of articles of impeachment. In which case, the executive board would be composed of only three members for that year.

#### **SECTION VI: Elections**

Elections shall be held once a year in May. Persons elected will take office at the first meeting in the fall.

Nominations are to be made by members, in April at a regularly scheduled meeting. The official election will be held at the next regularly scheduled meeting.

No person can run for any two offices, and no one can hold any office more than two terms.

Executive board offices are the only positions up for election, excluding the office of past president. A regular member must nominate a person wishing to run for any office.

#### **ARTICLE V: QUORUM**

There shall be at least one meeting per month. The time of the next meeting should be decided before the meeting adjourns. A written announcement of when and where the next meeting is to be held should be made about a week before the next meeting. This shall hold true except in the case of emergency meetings. The executive council shall have the right to call extra meetings when necessary.

A quorum exists when one-half of the current dues paying members are present.

## **ARTICLE VI: EXECUTIVE BOARD**

There are five officers that comprise the executive board: president, vice president, secretary, treasurer and past president.

### **SECTION I: Term of Office**

Persons elected take office at the beginning of the fall semester and hold the office for one school year. No person can hold any office more than two years.

In any event that any officer is unable to fulfill the duties of that office because of unforeseen circumstances (sickness, injury, etc.) that officer will be replaced. The executive board will choose a regular member to fulfill the duties of that office until the officer has recovered or resigned.

If the officer does resign, then a special election will be held. The only one who can run for that office is the temporary officer. The same rules apply as in the general election of officers.

If the temporary officer does not get enough votes or if the temporary officer declines to accept the position, then the executive council will decide if to eliminate the office until the next general election or whether to appoint another temporary and have another special election.

If the office in question is that of the president then the vice president will assume the office of president, and the executive board will appoint someone to replace the vice president. A special election will be held as in the previous examples.

### **SECTION II: Resignations**

The executive board shall accept any resignations. A person who has resigned from office is still eligible to be elected to office again; he/she will still retain membership status.

### **SECTION III: Impeachment**

A petition of one-quarter can bring about impeachment the total membership.

A petition for impeachment can be made at any time. Before the petition is brought to the executive board, the petitioners may bring the petition to the secretary/treasurer of the A.G.C.S.C. for his/her signature. Then the petition must be served to the petitioned officer so that further action can take place.

A meeting shall be called as soon as possible to resolve the problem. At this meeting, at least three-quarters of the members must be present. To impeach an officer requires a secret ballot of at least three-fourths of the votes. If the majority is in favor of impeachment, then the officer is subject to the penalty described in this section.

The penalty for impeachment is that the officer is removed from office for the remainder of the school year, and he/she cannot run for office for the following school year. He/she still retains membership in the organization, if the individual so desires.

#### **SECTION IV: Dues**

Dues shall be set and paid annually. The dues shall be set by the executive council. The amount that is set should be reasonable and approved by membership.

#### **SECTION V: Committees**

Committees shall be established by the executive board and in adherence to Article II. The job of any committee is to carry out the specific tasks that they are established to do. The purpose of any committee is too carry out and further the work of the student chapter.

#### **SECTION VI: Monies**

No organization monies may be used by anyone for personal purposes.

Money to be spent must have executive board and membership approval. If the majority in either group votes no to an expenditure proposal, then there is to be no disbursement of monies for that proposal. This decision is permanent and no one can override the decision.

For any person to be paid back any monies spent, that person must receive approval of the president or the majority of executive council before spending any money. After making a purchase, a receipt must be presented to the treasurer. A check can then be issued for the amount shown on the receipt.

### **ARTICLE VII: AMENDMENTS**

An amendment to this constitution may be proposed by presenting the Executive Council a petition stating the desired amendment and containing the signatures of the thirty percent of the active members of the chapter. This petition shall be read at the next regular meeting. A three-fourths favorable vote of the active membership of the chapter shall be required for adoption.



**TO:** Jason Stepp

**FROM:** Dr. Charles Patrick, Professor  
Department of Industrial & Engineering Technology

**CC:** Dr. Gabe Alungbe, Associate Professor

Dr. Ahmad Zargari, Chair and Professor Department of Industrial & Engineering  
Technology

**Date:** November 8, 2006

**RE:** Faculty Advisor of MSU Student Chapter of AGC

This is to confirm that I will serve as one of the two faculty advisors to the newly formed Associated General Contractors of America (AGC) Student Chapter at Morehead State University.