

Student Chapter of India Chapter of ACI

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(DRAFT) **Bye-Laws**

Preamble: The Student Chapter of is formed in (year) under India Chapter of ACI at Mumbai with numbers of student members.

ARTICLE I – PURPOSE

Section 1: The purpose of this Student Chapter shall be to encourage student's interest in the study of concrete and to develop an awareness of ACI, ACI Chapters, and consensus procedures by which ACI operates.

Section 2: To organise and conduct technical seminars, workshops, skill training and other related programmes in concrete technology.

Section 3: To gather, co-relate and dissemination of knowledge for improvement in design, manufacture, construction and maintenance of concrete structures and products including use of cement and cementitious materials.

ARTICLE II – The Student Chapter shall function under a written permission given for its activities by the Dean of the A faculty member shall be nominated by the authority of the institute to act as an Advisor to the Student Chapter within the provisions of the Bye-Laws.

ARTICLE III – MEMBERS

Section 1: Active members of this Student Chapter shall be under-graduate and graduate students enrolled in....., a learning institution who have an expressed interest in concrete and who are in good standing as evidenced by the payment of Student Chapter dues. Meetings are open to all students of the university and to alumni or others who may care to attend.

Section 2: Under-graduate and graduate students of other nearby technical institutes can become affiliate student member of this Student Chapter without a right to vote and become an officer of the Student Chapter.

ARTICLE IV – OFFICERS

Section 1: The officers of this Student Chapter shall be a President, Vice President, Directors, Student Advisor, a Secretary, and a Treasurer. The term for any of the office bearer shall be for a period of maximum 2 years.

Section 2: It is preferable that the President and Vice President are members of the senior class, the Secretary and Treasurer are members of the junior or sophomore class. (In case of a junior college this would not be applicable.) Directors should be elected from all classes to provide continuity.

Section 3: The officers shall be elected from the nominees chosen by a Nominating Committee, composed of three active members who shall be appointed by the President. Nominations may also be made by an active member during the meeting at which the elections are held. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret written ballot—the ballots to be distributed to and collected from the active members. For each office, the candidate receiving the highest number of votes shall be declared elected. Elections shall take place at the Student Chapter's annual meeting.

Section 4: The President shall preside at all meetings of the Student Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint the Chair and members of all Student Chapter committees.

Section 5: The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. He/she shall be an ex-officio member of all Student Chapter committees.

Section 6: The Secretary shall keep a record of all transactions of the Student Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. He/she, with the assistance of a committee appointed for the purpose, shall be responsible for the preparation and submission of the annual (calendar year) report of the Student Chapter to the ACI chapter.

Section 7: The Treasurer shall take charge of all funds belonging to the Student Chapter maintain detail accounts, keep bank transactions updated and shall be responsible for their proper disbursement, and shall render an accurate account at each meeting. The fiscal year of the Student Chapter shall end on March 31.

ARTICLE V - FUNDS & ASSETS

Section 1: Funds and assets (moveable and / or immovable) of the Chapter shall be vested in the Student Chapter and shall be operated by the Advisor, President, Vice President and the Hon. Secretary / Treasurer.

Section 2: All the money shall be kept in scheduled bank in the name of Advisor to the Student Chapter, President, Vice President and the Hon. Secretary / Treasurer of the Student Chapter. The bank account for its fund operation / encashment / issue of cheque etc., shall done with any two of the above mentioned authorized signatures, one of them shall always be the Advisor to the Student Chapter as a mandatory requirement for operation of the account / fund.

Section 3: Funds and assets shall comprise of the subscriptions paid by the members and funds raised from other sources, which may be decided, initiated and executed by the Board of Direction from time to time.

Section 4: The Board of Direction, if circumstances permit, may create a reserve fund of suitable size from time to time.

ARTICLE VI- MEETINGS

Section 1: The Student Chapter shall hold an annual meeting each year before 30th September and such other meetings as may be authorized by the Board of Direction of the Student Chapter. The time and place of all meetings shall be fixed by the Board of Direction of the Student Chapter. Notice of this -action shall be sent to all members in advance of such meetings. Notice of the annual meeting shall be sent to all members at least 15 days in advance. The ACI chapter sponsoring the Student Chapter should also receive notice of all meetings and programs conducted by the Student Chapter.

Section 2: Attendance by minimum 10 Student Chapter members shall constitute a quorum for the Annual General meeting. If within 30 minutes from the appointed time for any meeting, the quorum is not present, the members, who are present, shall be deemed to be the quorum and may transact all the business, which a duly convened meeting is authorized to transact.

Section 3: The Board of Direction of the Student Chapter shall meet at least four times a year at the time and place fixed by the Board or on call of the President.

Section 4: Attendance by 5 Board members shall constitute a quorum for meetings of the Board of Direction of the Student Chapter.

ARTICLE VII- DUES

Section 1: Dues shall be payable at the beginning of the academic year. Dues payable for a portion of a calendar year may be prorated at the discretion of the Board of Direction of the Student Chapter. Membership dues shall be set by the Student Chapter Board of Direction.

ARTICLE VIII- AMENDMENTS

Section 1: Amendments to these Bylaws may be proposed by presenting to the Student Chapter Secretary a petition stating the desired amendment and containing the signature of forty percent (40%) of the active members of the Student Chapter. This petition shall be read at the next regular meeting.

The proposed Bye-law amendment shall be voted on by not less than a majority of the Student Chapter active members and shall receive an affirmative vote of not less than a majority of the Student Chapter active members and shall receive an affirmative vote of not less than a majority of the active members voting to be adopted.