

BYLAWS  
PITTSBURGH AREA CHAPTER – ACI

**ARTICLE I – OBJECTIVE**

Section 1 The objectives of this Chapter shall be to advance the interests of the American Concrete Institute in the Pittsburgh area and to further the chartered objectives for which the American Concrete Institute was organized.

The major objective is to perform nonprofit public service in gathering, correlating and disseminating information for the improvement of the design, construction, manufacture, use and maintenance of concrete products and structures.

**ARTICLE II – MEMBERS**

Section 1 This Chapter shall consist of Honorary Members, Distinguished Chapter Members, Sustaining Members, Corporate Members, Individual Members and Student Members.

Section 2 Chapter membership in any classification shall be limited to members in good standing in the same classification as the American Concrete Institute. Honorary Members of the American Concrete Institute shall be Honorary Members of the Chapter if their permanent address of record at Institute Headquarters is in the area described in Section 3 below.

Section 3 Only those Members of the Chapter whose permanent address of record at Institute is in the following areas shall be permitted to vote or hold office in the Chapter. These areas are: Western Pennsylvania, Northern West Virginia and Eastern Ohio.

Student Members shall neither vote nor hold office in the Chapter.

Section 4 Applications for and resignations from membership and requests for change of representatives of Sustaining and Corporate Members shall be presented in writing to the Secretary-Treasurer.

**ARTICLE III – OFFICERS**

Section 1 The Chapter officers shall be the President, Vice-President, immediate Past President, Directors, and the Secretary/Treasurer. The President, Vice-President, immediate Past President and Directors shall be members of the American Concrete Institute and of the Chapter. The President, Vice-President and Directors shall be elected by members of the Chapter. The immediate Past President shall be the person

who most recently served as President prior to the current term. The Secretary/Treasurer shall be appointed by the Board of Directors of the Chapter.

Section 2 The President, Vice-President, immediate Past President, and Directors shall constitute the Board of Directors of the Chapter. No individual may hold more than one position at a time (e.g. President, Vice-President, and immediate Past-President).

Section 3 At least 40 days before the annual meeting (Awards Banquet), the Nominating Committee shall report to the Secretary/Treasurer the candidates nominated for President, Vice-President and the Directors' positions becoming vacant for that year. Candidates for President and Vice-President may only be nominated if they have previously served on the Board of Directors at any time. A candidate may not be nominated/considered for President and Vice-President during the same ballot year. A candidate may be nominated for a Director and either President and Vice-President on a ballot.

The Nominating Committee must also submit the names of seven candidates to replace themselves to serve on the Nominating Committee for the next year. In the selection of candidates, the Nominating Committee shall have due regard for diversity of professional and geographical representation. In the event that the Nominating Committee provides a suitable candidate that is not a Chapter Member, that candidate can be considered for nomination if they join the Chapter before the election.

Each candidate must consent to his/her nomination before publication and distribution of the ballot. The Secretary/Treasurer shall provide notice of all such nominations to the Chapter membership at least 30 days prior to the annual meeting. Additional nominations for office, or for the Nominating Committee, may be made within 15 days thereafter by petition to the Board of Directors and signed by at least 10 members of the Chapter.

The complete list of nominations shall be submitted at least 15 days before each annual meeting to the chapter membership by letter ballot. Results will be announced at the annual meeting. The candidate for any office receiving the most votes shall be declared elected. The five candidates receiving the most votes for membership on the Nominating Committee shall be declared elected. With these five and the immediate Past President, the committee shall consist of a total of 6 individuals. The Past President shall be chair of the committee.

Should any member of the Nominating Committee thus chosen fail, within 15 days of formal notice from the Secretary/Treasurer, to agree to serve, a vacancy shall occur to be filled by the candidate with the next greatest number of votes and so on until the five elected places on the committee are filled.

Section 4 Terms of office shall be as follows: President, one year; Vice-President, one year; Directors, three years. A year is here construed as the period between ballot elections.

Section 5 The term of each officer shall begin immediately upon announcement at the annual meeting and shall continue until a successor is elected.

Section 6 A vacancy in the office of President shall be filled by the Vice-President for the remainder of the term.

Section 7 Vacancies in the Director positions or any office other than President shall be filled by appointment by the Board of Directors of the Chapter for the remainder of the term.

Section 8 In the event of disability of any officer of the Chapter, or neglect in the performance of the duties of office or attendance at monthly board meetings (see Section 9), the Board of Directors of the Chapter may declare the office vacant and appoint a replacement for the remaining term of office.

Section 9 Officers of the Board of Directors shall make every effort to attend each Board meeting. If an officer misses more than two consecutive Board meetings, the Chapter Board of Directors may vote to decide whether they need to appoint a replacement for that position.

Section 10 The Board of Directors of the Chapter shall have general supervision of the affairs of the Chapter. It shall authorize and appoint the chairs of such administrative and technical committees and assign to them such duties and such authority as it deems needful to carry on the work of the Chapter. Additional committee members shall be appointed by Committee Chairpersons.

Section 11 There shall be an Executive Committee of the Board of Directors of the Chapter consisting of the President, Vice-President, immediate Past President and the Secretary/Treasurer.

Section 12 The Executive Committee shall manage the affairs of the Chapter during the interim between the meetings of the Board of Directors.

Section 13 The President shall perform the usual duties of the office and shall preside at Chapter meetings and at the meetings of the Board of Directors. The President shall be an ex-officio member of all committees.

The Vice-President shall discharge the duties of the President in his absence. In the absence of both the President and the Vice-President, a President Pro Tem, appointed by the Board of Directors, shall discharge such duties.

Section 14 The Secretary/Treasurer shall perform such duties, furnish such bond, and receive such remuneration as shall be determined by the Board of Directors of the Chapter.

## **ARTICLE IV – MEETINGS**

Section 1 The Chapter shall hold an annual meeting each year and such other meetings as may be authorized by the Board of Directors. Every attempt will be made to hold seven member dinner-meetings per year, including the Annual Meeting, which will typically be held in April. The time and place of all meetings shall be fixed by the Board of Directors. Notice of meetings shall be sent to all Chapter members at least 15 days in advance of the meeting date

Section 2 The Board of Directors of the Chapter shall meet prior to each member dinner-meeting (with the exception of the April and May meetings). If it is deemed necessary, the Board of Directors may meet in addition to these dates to cover any upcoming business that needs to be addressed.

## **ARTICLE V – DUES**

Section 1 Dues shall be payable on the first day of enrollment as a Chapter member and annually thereafter every January.

Membership dues shall be set by the Board of Directors of the Chapter for all classes of membership.

Dues payable for a portion of a calendar year will be prorated at the discretion of the Board of Directors.

No refunds will be given for membership cancellations.

Section 2 Any member, in any class of membership, whose dues remain unpaid for a period of one year, shall forfeit the privileges of membership and their name shall be stricken from the Chapter roster.

## **ARTICLE VI – AMENDMENTS**

Section 1 Proposed amendments to these Bylaws should be presented in writing to the Board of Directors. Board-approved amendments will be distributed to the general membership by e-mail for comment. The Board will consider any comments received at the first Board meeting that takes place at least 15 days following distribution of the proposed amendments to the membership. The final proposed amendments and a ballot for their approval/rejection will be distributed to all chapter members in good standing. Two-thirds majority of the ballot votes shall be necessary for their adoption. Incorporation of adopted amendments into the Chapter Bylaws shall be contingent on approval by the Board of Direction of the Institute.

## **ARTICLE VII - DISSOLUTION**

Section 1 In case of dissolution of this Chapter, the Chapter Board of Directors shall authorize the payment of all debts of the Chapter, including accruals, and arrange for the distribution of remaining assets, if any, to the American Concrete Institute or to a non-profit educational or professional organization or organizations having similar aims and objectives.

3/17/2010  
Rev 2/14/2016