

**Linn State Technical College
American Public Works Association
Student Chapter
Bylaws**

1.0 Statement of Purpose

1.1 The purpose of this American Public Works Association Student Chapter will be to focus on the construction industry with goals of furthering the members' knowledge of the industry, interacting and communicating with the business world, building a spirit of teamwork among the diverse members, enhancing the community at large, and developing leadership and organizational skills of the members.

1.2 At least one community service project shall be completed each year. 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 Linn State Technical College American Public Works Association Student Chapter, hereinafter referred to as the LSTC APWA Student Chapter.

3.0 Membership

3.1 All members must be currently enrolled at Linn State Technical College and in good standing with the college. Members who are not in good standing with the college or with the LSTC APWA 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 LSTC APWA Student Chapter.

3.4 The LSTC APWA Student Chapter officers in consultation with the advisor shall have the power to suspend or expel any member for conduct considered to be contrary to the best interests of the chapter. Such action is to be taken only after due notice, 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 of \$20 for one year 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 LSTC APWA Student Chapter shall hold at least one charitable fundraiser and one chapter fundraiser per semester. At least three officers must work at fund raisers.

4.4 The officers shall manage the affairs and assets of the chapter. A majority vote of the officers present at a duly called meeting with a quorum present shall approve all expenditures, but never more than available funds.

4.5 All expenditures made on behalf of the LSTC APWA 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 post a summary of financial records in the meeting minutes.

5.0 Chapter Officers

5.1 Initial officers shall be nominated by the advisor in consultation with other faculty and/or staff of Linn State Technical College. The initial officers' terms shall last from November 16, 2005 through January 15, 2006. At that time, nominations and elections will be held.

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 projects and fundraising, and arranging for speakers at meetings.
- 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 LSTC APWA 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 LSTC APWA Student Chapter.

- Treasurer – Keeps financial records and prepares monthly statements for chapter meetings; makes required financial reports in a timely manner to the LSTC APWA 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 receiving the most votes among 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. In case 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 serve 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 Linn State Technical 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 in accordance with the rules set forth by the LSTC APWA Student Chapter and by Linn

State Technical College, as well as being a sounding board for interesting ideas.

6.5 The advisor shall assist the LSTC APWA Student Chapter in networking with the industry.

6.6 The advisor shall act as contact to LSTC administration and the APWA sponsor.

7.0 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.

7.2 Regular Chapter and Special Chapter Meetings

7.2.1 Meeting times shall be established at 5:00 p.m. on the first Mondays and third Tuesdays of each month or as modified by vote. Special meetings may be called at any time by the president. Notice of any special meetings shall be posted in the LSTC 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 LSTC APWA 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 members 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.

8.0 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 LSTC APWA 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 that will amend 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.