

# Bylaws

## of the Global Leadership Forum for Construction Engineering and Management Programs (GLF-CEM)

Amendments agreed upon on July 4, 2016 at the 2016 GLF-CEM

### **Article I. Vision**

Section 1.01 The vision of the GLF-CEM is to be a foremost authority for producing future leaders in construction engineering and management through state of the art teaching and research.

### **Article II. Mission**

Section 2.01 Educational: To develop program guidelines for creating credible programs that promote educational excellence by preparing students with practice and theory to become global construction leaders in academia or industry.

Section 2.02 Organizational: To prepare the next generation of global construction leaders.

### **Article III. Objectives**

Section 3.01 To advance construction engineering and management programs by sharing information about different construction engineering and management programs, trends, and issues around the world.

Section 3.02 To promote best practices of international project management by sharing teaching and research.

Section 3.03 To improve the ability to share resources among programs by facilitating exchange students, faculty collaborations, and the sharing of courses.

Section 3.04 To strengthen the international position of construction engineering and management programs by presenting a united voice to industrialists, research councils, industry associations, governments, etc.

Section 3.05 To maintain an active membership of excellent construction engineering and management programs and program leaders.

### **Article IV. Membership**

Section 4.01 Persons or organizations interested in membership on the GLF-CEM must submit a written application letter to the GLF-CEM Chair prior to a regularly scheduled meeting of the GLF-CEM.

Section 4.02 There are three types of membership: individual, institutional, and practitioner. Individual membership (or "Membership") is open to persons who are involved in construction engineering and management educational programs. Institutional membership is open to accredited institutions with construction engineering and management educational programs. Practitioner membership is open to persons who have an interest in construction engineering and management educational practices.

Section 4.03 Applicants for membership must have a demonstrated record of involvement in a construction engineering and management education program, preferably as a full professor or as an administrator.

- Section 4.04 Applicants for institutional membership must be institutions with a construction engineering and management educational program and must designate one or more representatives, as per section 4.03 above.
- Section 4.05 Applicants for practitioner membership must demonstrate interests in construction engineering and management educational practices.
- Section 4.06 Practitioner and institutional members are not eligible for election to the Executive Committee but may serve on the Advisory Committee or Working Groups at the discretion of the Chair.
- Section 4.07 All members pay an annual membership fee, fixed for each level of membership by the GLF-CEM Executive Committee, as required.
- Section 4.08 Applicants for membership or institutional representatives must be in attendance at the regularly scheduled GLF-CEM meeting to be considered. New members shall be elected by a majority vote of the members present at the meeting.
- Section 4.09 GLF-CEM members shall serve for an indefinite period of time and may discontinue membership by contacting the Secretary. The Secretary will maintain a current roster of members.
- Section 4.10 A member may appoint another GLF-CEM member to serve as their proxy at a GLF-CEM meeting by notifying the Chair prior to the meeting. Proxy votes may be allowed for GLF-CEM business transactions at the discretion of the Chair.
- Section 4.11 Observers: individuals who are interested in attending a GLF-CEM meeting but are presently not members. Observers may attend the GLF-CEM meetings at the discretion of the event chair.

## **Article V. Executive Board**

- Section 5.01 The Executive Board shall consist of ten members and past chair(s).
- Section 5.02 The Executive Board leadership team (referred to as the "Executive Committee") shall consist of a Chair, a Vice-Chair, a Secretary, a Treasurer, and the immediate past chair. The roles and responsibilities of the Executive Committee members and other members of the board are indicated in **Appendix A**.
- Section 5.03 Executive Board Members shall have the authority to act for the GLF-CEM when, in the opinion of the Executive Board, it is impractical to call a meeting of the entire GLF-CEM. To validate the action taken, the GLF-CEM membership shall be informed within a two-week period.
- Section 5.04 Executive Committee Members shall serve a two-year term that expires at the conclusion of the annual meeting of the GLF-CEM. At the annual meeting of the GLF-CEM, a current member of the Executive Board shall be elected to the respective officer's position(s). If the Executive Committee officer is unable to fulfill the responsibilities of his/her elected office, a special election will be called by the GLF-CEM Chair.
- Section 5.05 The chair shall preside at all meetings, appoint working groups or task committees at his/her discretion, and perform the duties specified in these Bylaws - Guidelines and Operating Procedures.
- Section 5.06 The Vice Chair shall oversee the advisory committee and working groups, shall assist the Chair, and shall perform the duties of the Chair when he/she is absent from a meeting or is temporarily unable to perform his/her assigned duties.
- Section 5.07 The Treasurer shall collect membership dues, manage fundraising activities, and perform other duties assigned by the Chair.

- Section 5.08 The Secretary shall maintain records, take minutes of Board meetings, distribute them to the board members, and perform other duties assigned by the Chair.
- Section 5.09 The Executive Board shall meet at least twice a year. Agreeing to serve on the Executive Board carries with it the commitment on the part of the member to fund travel to one committee meeting each year.

## **Article VI. Election of Executive Board Members**

- Section 6.01 Nomination of candidates for election to offices of the GLF-CEM shall be made by nominations tendered by members of the GLF-CEM. Nominations shall be submitted to GLF-CEM officers in advance of the annual GLF-CEM meeting. At least two candidates shall be nominated when appropriate. The names of the official candidates shall appear on the agenda that is distributed prior to the annual GLF-CEM meeting. Nominations will also be accepted from the floor. Nominees must have been active members of GLF-CEM for a minimum of two years.
- Section 6.02 The Executive Board member(s) shall be elected by a majority of those members voting.
- Section 6.03 Election shall be held by mail, using a video conference ballot, or at a regularly scheduled meeting.
- Section 6.04 Election dates and ballot-counting procedures shall be established by the GLF-CEM Chair.

## **Article VII. Meetings**

- Section 7.01 The GLF-CEM shall hold an annual meeting and any other meetings deemed appropriate and called for by the Chair.
- Section 7.02 Notice of meetings and a tentative meeting agenda shall be sent to the GLF-CEM membership prior to the meeting date.
- Section 7.03 A quorum for normal business shall consist of those members present at a regularly scheduled meeting. At the discretion of the Chair, items of major importance may be referred to the entire GLF-CEM membership by mail or electronic ballot.
- Section 7.04 Copies of the GLF-CEM annual meeting minutes/reports shall be distributed by email to all GLF-CEM members by the Secretary.

## **Article VIII. Advisory Committees and Working Groups**

- Section 8.01 In addition to the Executive Board, the GLF-CEM Executive Committee shall maintain an Advisory Committee and one or more Working Committee(s), as required.
- Section 8.02 The GLF-CEM Chair, in consultation with the Executive Board and GLF-CEM membership, shall appoint GLF-CEM members to serve on the Advisory Committee. The GLF-CEM Chair shall also appoint a Chair for this Advisory Committee. The Advisory Committee shall comprise of at least four members. The initial appointment of the Advisory Committee chair is appointed for a two-year term, which is renewable.
- Section 8.03 The GLF-CEM Chair, in consultation with the Executive Board and GLF-CEM membership, shall institute working committees, as required, to pursue GLF-CEM objectives and agreed initiatives. Working Committees shall sunset upon completion of their intended function.

## **Article IX. Conflicts of Interest**

- Section 9.01 GLF-CEM members are encouraged to take a temporary leave of absence from the GLF-CEM should a potential conflict of interest arise.

Section 9.02 A member taking a temporary leave of absence may nominate an alternate member to serve in his/her absence in accordance with Article IV of these Bylaws - Guidelines and Operating Procedures.

**Article X. Amendments**

Section 10.01 Bylaws may be amended by majority vote of the GLF-CEM membership.

Section 10.02 Proposed changes may be initiated by the Executive Board or under the signature of any five GLF-CEM members.

**Appendix A:**

Roles and Responsibilities of the Executive Committee and Members of the Board

Function	Chair	Vice-Chair	Secretary	Treasurer	Members
Set agendas	X				
Conduct meetings	X				
Propose establishment of Advisory Committee and working groups	X				
Propose sunseting of working groups	X				
Provide representation at outside functions	X				
Arrange GLF-CEM meeting time and location		X			
Report on working group activities		X			
Maintain register of working groups, their missions, memberships, and activities		X			
Monitor activity and progress of working groups		X			
Monitor attendance			X		
Advise non-attendeess			X		
Maintain membership list			X		
Distribute agenda			X		
Keep minutes			X		
Distribute minutes			X		
Collect membership dues				X	
Record payment of dues				X	
Suggest removal of members for non-payment				X	
Propose fundraising activities				X	
Monitor fundraising activities				X	
Appoint members to Advisory Committee	X				
Ombudsman and special projects	X				
Active participations in all Executive Committee activities and meetings					X
Additional tasks as assigned by the chair					X