

Guide to Chapter Organization and Operation

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American Concrete Institute®
Advancing concrete knowledge

AMERICAN CONCRETE INSTITUTE

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FOREWORD

This Chapter Guide has been prepared to answer most of the questions that you may have concerning the formation and operation of a successful ACI chapter. It is organized as follows:

- Section I** Answers many of the more common questions of those considering organizing a chapter and of chapter officers and members.
- Section II** Describes how to organize a new chapter and the first steps when a chapter is starting out.
- Section III** Describes how to operate a chapter, including an overview of the most common activities of ACI chapters.
- Section IV** This section goes through the interactions between ACI and the chapters, including the benefits offered to the chapters.
- Section V** This section is very important to chapter officers, since it describes your responsibilities to your chapter.
- Section VI** The various committees a chapter may want to form are described.
- Sections VII - XI** Describes in detail the activities that many chapters are pursuing, including meeting programs, seminars, certification, awards programs, public relations, and student activities.
- Section XII** This section describes the special benefits and programs ACI offers to chapters outside the U.S. and Canada.

A note on terminology used throughout this book: ACI is always ACI as opposed to a chapter of ACI, which is a separate legal entity. The name of this book is abbreviated throughout as the Chapter Guide.

If you have any questions, the following ACI staff is available to assist the chapters. For any of your concerns, please contact:

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ACI GUIDE TO CHAPTER ORGANIZATION AND OPERATION

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SECTION I

FAQs ON ORGANIZING AN ACI CHAPTER

Following are some of the questions most often asked regarding the formation and operation of an ACI chapter. The brief responses give simple answers to basic questions. Detailed explanations of how to organize and operate a chapter are included in the other sections of this Chapter Guide.

1. Why should a chapter be formed?

ACI chapters are formed to bring together the various individuals and groups in the local area who are interested in concrete, for the purpose of discussing and disseminating technical and educational information.

2. Can ACI chapters be formed outside of the United States?

Yes. Chapters are located throughout Canada, and in Mexico, Europe, Central and South America, the Middle East, Africa, and Asia – in other words, all over the world. The interest in ACI chapters outside of North America is growing with the continuing integration of the world economy and many new international chapters are being formed.

3. What assistance can the organizing members expect from ACI when forming a chapter?

- A) Staff will be available to answer any questions you may have.
- B) This Chapter Guide will be provided to each person working on chapter formation and it is your blueprint to a successful chapter.
- C) By using ACI's name, you will add prestige to your effort and this will make organizing easier.
- D) You will receive a list of all ACI members in your area to use for solicitation of members.
- E) Staff may, upon request, attend your organizational meeting (for potential chapters in North America).

4. What is the first step in forming an ACI chapter?

Contact ACI members and others in the proposed chapter area to determine if they are interested in forming a chapter and obtain the necessary signatures for the organizing petition

(see page 7). Note that only ACI members can sign the petition, although nonmembers of ACI can still help with chapter organization.

5. How many members are required to form a chapter?

In the United States, at least 50 ACI members must live in an area considering a chapter and signatures from 25 current ACI members who live within the boundaries of the proposed chapter are required on the petition. Outside of the U.S., signatures from 15 ACI members who live within the proposed boundaries are required (see the section entitled “The Petition” on page 7). Often, if there are not quite enough members in an area, several people can be persuaded to become ACI members to help the chapter get started. Once the chapter is operating, there is no minimum membership, so long as the chapter remains active and is accomplishing its goals.

6. If a chapter is formed, can all ACI members in the proposed chapter area be expected to join?

Unfortunately, no. Many ACI members are busy with ACI’s international activities or in other organizations and do not have time to be active in a local chapter. However, you will receive a good response to your organizing efforts from the ACI members in your area and many will join.

7. Can a local group (such as an engineering society or ready-mix concrete association) be involved in chapter formation?

Yes, but the chapter must operate as a separate entity once it is established. Some chapters house their chapter office and library in the facilities of a local organization. However, ACI chapters are intended to be exclusively educational and scientific organizations. No part of an ACI chapter’s efforts can be directed towards promoting the use of concrete or to raising money to promote concrete use.

8. What does ACI expect from a chapter?

It is expected that ACI chapters will adhere to the policies described in this Chapter Guide. A line of communication which keeps us informed of the needs of your chapter’s members is essential. Working together to make ACI the leading educational and code-writing organization in the worldwide concrete industry is the ultimate goal. Also, the chapter must submit an annual report covering its activities.

9. May chapter members speak on behalf of ACI?

No. However, chapters may give technical advice and, upon written request, the ACI Board of Direction may authorize a chapter representative to speak for ACI on a specific subject (see page 31).

10. Is there a secret to a successful ACI chapter?

Yes. Communicate with your members, identify the needs of those in your chapter area, and develop programs to meet those needs – growth and success will follow.

11. Must chapter members be ACI members?

No. Anyone interested in the improvement of concrete may join a chapter. *However, only ACI members may sign the organizing petition, and only ACI members may be chapter officers and chapter Board members* (see pages 11, 14, and Section V).

12. How often should a chapter have general membership meetings?

This depends on the size of the area the chapter covers, and the interest of the members. Some chapters meet each month, except during the summer; some meet only once a year; some have board and committee meetings frequently but only one general membership meeting. In other words, the chapter should meet as often as the members wish to meet (see page 28).

13. How does a chapter obtain funds?

Chapter members pay annual dues – the amount varies from chapter to chapter. Other ways chapters make money are from educational seminars, certification programs, and other activities (see Sections III, VII, and VIII).

14. What types of programs do most chapters have?

This varies with the need in the chapter area. Many chapters are involved in educational seminars, meetings with technical speakers, certification programs, short courses, social events (such as golf outings), awards programs, student scholarships, chapter newsletters, technical publications, ACI conventions, and many other activities. The function of a chapter is to conduct programs that are needed in the chapter area (see pages 28 through 33).

15. Will ACI dictate what types of programs should be conducted by the chapter?

No. Chapters are very independent and conduct their programs with no interference from ACI. However, ACI's Education Department has ongoing seminars and short courses throughout the U.S. and Canada and will be glad to cosponsor these with a chapter. Chapters that co-sponsor educational programs receive a rebate for each person attending the seminar (see page 67). ACI also has several certification programs available which can be sponsored by the chapter (see Section VIII).

16. Must all chapter meetings cover technical subjects?

No. Some well-attended chapter meetings have focused on general subjects like the legal liabilities of engineers and contractors. Also, many ACI chapters conduct chapter awards programs (see Section IX) or host social events.

17. Can ACI chapters publish technical, educational, or certification publications?

Yes. However, they must be reviewed and approved by ACI's Technical Activities Committee, Educational Activities Committee, or Certification Programs Committee prior to publication (see page 32).

18. Will ACI help the chapter establish a library of ACI literature?

Yes. When a chapter is formed, it initially chooses 12 ACI publications from the full publications list (excluding software and publications developed by other organizations and marketed through ACI) to start its library. After that, each chapter will receive, by returning a quarterly response form, every new (or updated) publication for use in the chapter's library (see page 33).

19. What support will ACI provide?

A recap of the support provided by ACI is shown on pages 40 and 41.

20. Should ACI chapters incorporate?

Yes. We strongly recommend that every chapter incorporate, which will help limit the liability of chapter officers. Without incorporation, the chapter's officers could be held personally liable in any lawsuit against the chapter (U.S. and Canadian chapters may purchase liability insurance through ACI). Also, U.S. chapters should incorporate in order to be recognized as a tax-exempt organization (generally, to obtain tax-exempt status, incorporation is required). This status not only exempts U.S. chapters from paying federal and state income taxes, but also sales taxes on items purchased. It is suggested that legal counsel be retained to assist in this effort as laws vary among states, provinces, and countries. See page 11 for details.

21. Is an ACI chapter covered under the ACI tax-exempt status?

No!! This is a very important point and some chapters have had needless problems with the Internal Revenue Service because of it. Each U.S. chapter must apply individually for tax exempt status. If chapters were covered under ACI's tax-exempt status, it would be necessary for ACI headquarters to manage and control all chapters to ensure that ACI's exemption is not jeopardized, as well as the exemption of all of the other chapters. It is the intent of ACI that the chapters manage their own affairs. Tax-exempt status for ACI chapters is routinely approved by the U.S. Internal Revenue Service and most U.S. state governments. Chapters in other countries should investigate their own country's laws on tax exemptions. See page 17 for details on obtaining recognition as a tax-exempt organization.

22. Are ACI chapters covered by insurance? Who pays for the coverage and what is covered?

In the United States and Canada, *all* chapters are covered under ACI's General Liability Policy. Each chapter is assessed at the beginning of each year for an equal share of the

actual cost of the insurance. In the year 2006, each chapter's cost was \$540. The policy provides coverage for day-to-day liabilities (see page 38).

23. What other things does ACI do to help operating chapters?

In addition to those things mentioned above (cosponsored seminars, certification programs, ACI publications, and insurance), ACI also provides chapters with many other benefits (see pages 40 and 41 for a complete listing of benefits).

24. Can chapters develop a home page on the world wide web ?

There is no need for the chapter to develop a website as ACI provides each chapter with a home page (see page 35 for details), but the chapter is not restricted from doing so.

25. Does ACI provide additional assistance for ACI chapters outside the U.S. and Canada?

Yes. ACI provides copies by air mail of *Concrete International* and the *ACI Journals* for the chapter Secretary to review for upcoming events and to use as news items in the chapter's newsletters and for use in the chapter library. International chapters are also eligible for a limited consignment program on ACI publications. The ACI Education Department and the ACI Certification Department will assist international chapters in organizing seminars and certification programs in their country. Finally, the Chapter Activities Committee conducts periodic international seminars throughout the world (see Section XII for details).

26. What are ACI student chapters?

A student chapter is a section of a local ACI chapter, and is organized by, and is responsible to, the local chapter. Student chapters are a great way to involve local universities in the chapter's activities (see page 92).

27. Does ACI recognize those chapters who have the best programs?

Yes. ACI annually recognizes those chapters whose performance is considered excellent or outstanding. This recognition is based on the activities the chapter describes in its annual report (see page 38).

28. If we want to discuss common problems with other chapters, how do we go about making contact with them?

Contact information for all chapters is located on www.concrete.org under the Chapter tab.

SECTION II

ORGANIZING A NEW ACI CHAPTER

EARLY EXPLORATIONS

Initial interest in forming an ACI chapter usually begins with a small group of people who feel there is a need for more education and discussion of technical information on concrete in their area. This group then discusses the possibilities and responsibilities of organizing an ACI chapter.

Once this group has decided to proceed with forming an ACI chapter, the degree of local interest should be determined. The group should contact ACI members and others in the local concrete industry to determine their interest. *ACI will provide mailing labels for all ACI members within the proposed chapter area.* A return postcard questionnaire is a good way to survey this interest, as well as telephone or personal contacts.

The Organizing Committee

After the initiating group has determined that sufficient interest exists to form an ACI chapter, an organizing committee of 4 to 12 members is formed and an organizing chair elected. (The Chair should be a member of ACI). The organizing committee should meet to discuss chapter boundaries, the chapter's dues schedule (note that chapter dues may not be more than one-half of ACI's dues for corresponding levels of membership), frequency of meetings, meeting locations and times, and a plan for the circulation of a petition to form the chapter.

Members of the organizing committee should be carefully selected. To the greatest extent possible, the members should represent all geographic areas in the proposed chapter, various segments of the industry, and above all, be willing to play an active role in the chapter's formation.

The Petition

To receive authorization to form an ACI chapter, a petition initiated by the Organizing Committee must be submitted to ACI Headquarters for approval by the ACI Board of Direction. To form a chapter in the United States, the signatures of 25 current ACI members residing within the proposed chapter area are required, and at least 50 members must reside in the area. To form a chapter outside of the United States, the signatures of 15 ACI members residing within the proposed chapter are required. A sample petition is shown in Figure II-1.

PETITION TO ACI BOARD OF DIRECTION

Under the provisions of Article VI, Bylaws of the American Concrete Institute, as approved May 27, 1963, the undersigned members in good standing of the Institute petition the Board of Direction to authorize the formation of a local chapter of the Institute to be known as the _____ CHAPTER.

The proposed geographic boundaries of this Chapter are as follows (include counties, countries, or other geographical borders):

The objectives of the proposed Chapter are:

To further engineering education and scientific investigation by organizing the efforts of its members for a 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. To these fields of scientific endeavor and engineering education its resources shall forever be devoted.

Signed at _____, this _____ day of _____, _____.
(location) (day) (month) (year)

1 _____
Signature

ACI Member No.

2 _____
Signature

ACI Member No.

3 _____
Signature

ACI Member No.

4 _____
Signature

ACI Member No.

5 _____
Signature

ACI Member No.

6 _____
Signature

ACI Member No.

(add sheets for additional signatures to get to required number)

Figure II-1
Sample Organizing Petition for a New ACI Chapter

The Charter

When the proposed chapter's Organizing Committee has obtained the required number of signatures, the petition is submitted to ACI Headquarters. ACI staff verifies the signatures by checking the membership records, then places approval of the new chapter on the agendas of the Chapter Activities Committee for chapters in the U.S. and Canada, or the International Committee for chapters outside the U.S. and Canada.

At the next convention, assuming everything is in order, the new chapter is approved. The Organizing Committee should plan to have someone present at the convention to officially accept the new chapter's charter and the chapter banner, which will be presented by the chair of the Chapter Activities Committee and the ACI President. Photos will be taken and the new chapter is announced in *Concrete International*. An announcement of the chapter's formation is then sent to all ACI members who live within the new chapter's boundaries.

THE NEW ACI CHAPTER

Once approved, the new chapter must immediately begin the following:

- ▶ Make appointments to the Bylaws, Membership, and Programs Committees (information on these and other chapter committees can be found in Section VI)
- ▶ Write the chapter bylaws
- ▶ Set the chapter dues and organize chapter finances
- ▶ Elect chapter officers (chapter officers and their responsibilities are detailed in Section V)
- ▶ Start a membership drive
- ▶ Design the chapter logo and stationery (guidelines on stationery are in Section III, page 25).
- ▶ Choose a location for the permanent records and chapter library (information on these chapter responsibilities are in Section III)
- ▶ Incorporate the chapter and seek approval as a nonprofit organization

Bylaws

The Bylaws Committee is responsible for writing the official chapter bylaws. These bylaws should be patterned after and within the limitations of the model bylaws (see Appendix A). Variations to suit local laws and conditions should be considered. Points in question should be discussed with ACI's staff.

Because the chapter bylaws are the rules that govern the chapters operation, the bylaws should be written as soon as possible. The chapter bylaws must be approved by ACI's Executive Vice President before they become effective – submit the draft bylaws to ACI Headquarters for review. ACI approval should be received prior to the next step which is approval by the chapter membership. The bylaws must be submitted to all chapter members for letter ballot approval before they become effective.

Writing of the bylaws is essential and is the new chapter's first task. While they are being prepared, the chapter may proceed with the development of its membership and with membership meetings, programs, and educational seminars.

Membership

We suggest that all members of the Organizing Committee serve as charter members of the Membership Committee. The initial membership drive is extremely important and requires concerted effort in all geographic areas and in all industry segments of the chapter. Many individuals take pride in being a charter member of an organization; thus, an effective recruitment technique is to make charter members of everyone who joins the chapter during the first year.

As a nonprofit educational association, membership in an ACI chapter *must* be open to anyone with an interest in concrete. Chapter membership classifications are usually patterned after ACI membership classifications plus the additional chapter classifications of affiliate member and sometimes distinguished chapter member. Any suitable combination of these membership classifications may be defined in the chapter bylaws. Thus, a chapter may consist of a mixture of Honorary Members, Distinguished chapter members, Sustaining members, Contributing members, Organizational members, Fellows, Individual members, Affiliate chapter members, Junior members, and Student members.

We recommend that Honorary Members of the American Concrete Institute be honorary members of a local chapter if their permanent address of record at Institute Headquarters is in the chapter area. ACI Headquarters will advise you of such individuals.

The chapter may recognize or honor eminent chapter members by conferring upon them membership in the special individual category of Distinguished chapter member. Distinguished chapter members should be individuals who have made exceptional contributions to the chapter and/or to ACI. Distinguished chapter members should be selected by the chapter Board and may be made exempt from chapter dues. ACI recommends that chapters use the term "Distinguished chapter member" rather than "Honorary Member" to differentiate these people from Honorary

Members of ACI. A Distinguished chapter member does not necessarily have to be a member of ACI.

ACI members may belong to any number of chapters but may specify only one *official* chapter for voting and holding office. A member only needs to specify chapter affiliation if it is other than the chapter area in which he or she resides.

Affiliate chapter members are *chapter members who are not* members of ACI – they are members of the chapter only. Affiliate chapter members may actively participate in local chapter affairs. They *may not*, however, hold office in the chapter [President, Vice President, Secretary or Treasurer (if these are elected offices), and chapter Board]. An affiliate chapter member may be a chapter committee Chair. The basic purpose for having Affiliate chapter members is to encourage the participation in chapter work of non-members of ACI. Chapter dues for Affiliate chapter members cannot be less than the dues for ACI members who are members of the chapter.

Generally, Junior members and Student members neither vote nor hold office in the chapter, but may be appointed as members of a committee, with voting privileges on that committee. However, if the chapter so desires, either the Junior members or Student members may vote as full members of the chapter and enjoy all rights bestowed upon chapter members.

Chapter Dues and Finances

ACI's bylaws permit chapters to establish chapter dues of up to 50 percent of ACI dues for a particular membership classification. Upon request, ACI Headquarters will advise the chapter of the dues normally charged by other chapters.

A bank account must be opened to handle receipts and disbursements. Standard business practices should be followed in the handling of all funds. *We strongly recommend that the Treasurer be bonded for his or her, as well as the chapter's, protection.*

Election of Officers

The Organizing Committee may serve as the initial Committee on Nominations for the election of officers. Candidates are to be nominated for offices, and election rules are to be followed as specified in Article III of the Model Bylaws (Appendix A). It is important to remember that all chapter officers, including all chapter Board members, must be members of ACI. The candidates nominated are then submitted to the chapter membership for election by letter ballot.

Incorporation and Nonprofit Status

We recommend that the chapter consider incorporating and filing for tax-exempt status. Incorporation, in the U.S., helps to protect the chapter's officers. ACI chapters are separate legal entities from ACI. As a separate legal entity, your chapter is required to file all of its own reports with governmental authorities, as well as pay any fees or taxes. This also means that each chapter must incorporate itself and obtain its own tax-exempt ruling.

Incorporation is a wise move for a chapter and normally the first step in order for the chapter to gain recognition as a tax-exempt organization. If your chapter is not incorporated, it is known as an “unincorporated association.” As such, the chapter can enter into contracts, sue, and be sued in its own name. The main difference between your chapter as an unincorporated association and an incorporated chapter is the ultimate liability of the members for any debts or other legal obligations of the chapter. In an unincorporated association, the members are personally liable for the debts and other legal obligations of the chapter. In an incorporated chapter, the members are not personally liable. This is an extremely important distinction.

A plaintiff suing an unincorporated association will also name each of the members individually and, if the plaintiff wins, will be entitled to look at the personal assets – houses, cars, bank accounts, and so forth – of the individual members for recompense. The liability for which members can be held responsible includes more than contractual liability. Members could also be liable for tort liability and dram shop liability. This means if someone slips and falls at a chapter meeting, or if too much alcohol is served and an accident occurs, the injured party could sue the unincorporated association and all of its members. In this litigious society, taking every possible measure to protect oneself makes sense. Incorporating your chapter is a relatively simple task that could make a big difference.

Laws concerning incorporation and tax-exempt nonprofit status vary in different states of the U.S. and especially in other countries. The chapter should determine the requirements for registration as a nonprofit organization. See Section III, page 17, for a complete description of obtaining tax-exempt status in the U.S.

SECTION III

CHAPTER OPERATION

There is no one “right” way to operate an ACI chapter. Different things work at different times or in different locations. Overall, however, some things have proven to work better than others. In this section we will tell you about some of the organizational methods and activities that have proven effective. The remaining sections of the Chapter Guide will go into many of these in greater detail. Your chapter will also develop its own ideas and methods that will work for you.

PURPOSE OF AN ACI CHAPTER

Article VI, Section 1, of the ACI bylaws states that local chapters are organized “to provide a means of advancing the interests of the Institute in a specified geographical area and of furthering the chartered objectives for which the Institute is organized.” The chartered objectives of the Institute are as follows:

To further engineering and technical education, scientific investigation and research, and development of standards for design and construction incorporating concrete and related materials. The Institute shall organize the efforts of its members for a nonprofit public service in gathering, correlating, and disseminating information. ACI shall address design, construction, manufacture, use, and maintenance and restoration of concrete and related materials. These efforts shall promote improved technology, technical competence, design, and construction.

Basically, this means that ACI, and ACI chapters, are groups of individuals who are trying to learn as much as they can about concrete. As a chapter officer, it is important that this principal always be kept in mind when determining the programs, activities, and technical presentations of your chapter.

ACI chapters are nonprofit educational associations [for U.S. chapters they are generally classified by the U.S. Internal Revenue Service as 501(c)(3) organizations]. It is important that the chapter do nothing that could jeopardize their nonprofit status. Things that 503(c)(3) organizations are prohibited from doing include attempting to influence legislation, promoting any product (even a nonproprietary product such as cement), and any political activity. Make sure that no special interest groups gain control of the chapter, its technical program, or other aspects of its work. The chapter should also be alert to prevent the use of its meetings as a forum for promoting any specific commercial products, companies, or individuals, or the use of its name in the promotion, enactment, or rescission of local, state, or federal legislation. The chapter should also be careful to avoid any discussions of proprietary goods or services in a promotional context and not to be involved in any political lobbying. A local chapter may, however, on written invitation from a legislative body, present *technical* information concerning a proposal under study by the legislators.

The chapter should supplement the efforts of other groups and cooperate in working out technical solutions to problems in the field of concrete where chapter members with special training and experience can be of service. However, remember that the *chapter may never act or speak for ACI unless authorized by the ACI Board of Direction*. No chapter member may speak on behalf of a chapter unless approved by the chapter Board of Directors.

ACI REQUIREMENTS

1. All chapter officers must be ACI members.
2. Chapters must submit an annual report.
3. United States and Canadian chapters must participate in ACI's chapter insurance program. (See page 38 for details.)
4. If chapters develop technical publications, they must follow guidelines established by the ACI Technical Activities Committee. (See page 32 for details.)
5. Submit roster of chapter officers annually. (See page 22 for details.)

ADMINISTRATION

Annual Reports

All chapters must submit a Chapter Annual Report summarizing their activities each year. It is ACI's policy that if a chapter does not submit an annual report for two consecutive years, the chapter is no longer eligible to participate in ACI's educational seminars and is not eligible to receive complimentary copies of ACI publications. More importantly, if a chapter does not submit an annual report for three consecutive years, that chapter's charter may be revoked (see Appendix B).

Chapter Officers

The chapter officers [President, Vice-President, Secretary, and Treasurer (or Secretary /Treasurer)], the chapter Board, and the Chairs of the various chapter committees are the people who direct the chapter. It is important that all of these people keep the lines of communication open so that the chapter's objectives can be accomplished.

All voting chapter officers, including all members of the chapter Board, must be members of ACI. This is one of the few absolute rules that the ACI Board of Direction has placed on chapters. The feeling is that the leaders of the ACI chapters are an integral part of ACI and must, therefore, have shown at least enough commitment to the Institute to become a member. Note, however, that if the chapter's Secretary (or Secretary/Treasurer) is appointed to their position, and is not a voting member of the chapter Board, then it is not necessary for that person to be an ACI member.

The terms of office for the elected positions are set in the chapter bylaws, but are normally as follows: President, one year; Vice President, one year; Directors, three years, with one-third of the Directors being newly elected each year; and Committee on Nominations, one year. Normally,

when a person has served a full term in any office, that person will be ineligible to hold that office again for at least one year. In some chapters, elevation from Vice President to President (or even Secretary to Vice President) are written into the bylaws, but that is individually determined by the chapter.

The Secretary's job is probably the single most important position in the chapter in terms of chapter administration. For that reason, most chapters have this as an appointed position which the same person occupies for several years. In some chapters this is even a paid position. Under the direction of the chapter President, the Secretary advises all members of scheduled programs or meetings, candidates for office, election results, and maintains all necessary files of the chapter. There are records that need to be maintained in good condition, including membership rosters and files, minutes of Board meetings, proper financial records to permit full accounting of receipts and disbursements, official chapter documents, and historical records.

Section V gives a detailed description of chapter officer and Board responsibilities.

Elections

Most chapters must hold elections for President, Vice President, the chapter Board, and the Committee on Nominations each year (and also the Secretary and Treasurer if these are elected positions). The chapter's bylaws need to be followed strictly in the election of officers. Normally, the Committee on Nominations (see page 50 for a description of the Committee on Nominations) submits a slate of candidates to the chapter Secretary at least 40 days prior to the chapter's annual meeting.

A chapter may nominate one member each for President and Vice President, or may nominate several candidates. In some cases, a list of nominees for directors may include more nominees than vacancies, giving the members a choice of directors with those receiving the most votes being elected to the vacancies. **PLEASE REMEMBER THAT ALL CHAPTER OFFICERS AND DIRECTORS MUST BE MEMBERS OF THE AMERICAN CONCRETE INSTITUTE.** The one exception is the chapter Secretary/Executive Secretary/Executive Director – if they are appointed and do not have voting privileges on the chapter Board. In this case, the Secretary/Executive Secretary or Executive Director need not be an ACI member.

Generally, the Secretary sends the list of nominations to the membership of the chapter at least 30 days prior to the next annual meeting. Additional nominations for offices or for membership on the Committee on Nominations may be made within 15 days thereafter by petition to the chapter Board and signed by at least 10 members of the chapter. While these are general guidelines, the exact procedure is specified in the chapter bylaws.

The complete list of nominations is submitted at least 15 days before each annual meeting to the chapter membership for letter ballot to be canvassed at the annual meeting and the result announced. Many chapters limit the right to vote for officers to those chapter members who are also members of ACI, although this is not an ACI requirement. The person with the most votes is named to the office with his/her term starting as defined in the bylaws.

After elections are completed, it is the responsibility of the existing chapter Secretary to forward the list of new chapter officers to ACI Headquarters. It is important that this not be overlooked, as ACI uses this information to keep its database current. By doing this, it will ensure that all correspondence and information from ACI Headquarters goes to the correct individuals within the local chapters. ACI also uses the roster to update the chapter's home page on ACI's website, therefore, the officer information needs to be as accurate as possible.

Committees

Extremely important to the success of a chapter is the work of its committees. Committee Chairs and members are not usually, but may be, chapter Board members; instead, a chapter Board member may be appointed by the chapter President as a liaison member of each committee. Your chapter may find that committee Chairs are likely candidates as future Board members.

In addition to the Committee on Nominations, which is elected according to the rules outlined in the chapter bylaws, the chapter Board usually establishes several other committees to handle the activities of the chapter. Committees are often formed to direct and oversee such things as the programs for chapter meetings, technical activities, educational activities, certification programs, finances, membership, student activities, and awards. A complete description of these committees, their organization and functions can be found in Section VI.

Finances

The responsibility for chapter finances, raising and disbursing funds, accumulation of reserves, conserving resources, etc., lies solely with the chapter Board. Chapter finances are governed by the following general principles:

1. Operate within an income and expense budget set up before the fiscal year's activities begin. Budgets must be approved by the chapter Board.
2. Most, if not all, activities of the chapter should be self-supporting. For example, dinner tickets should cover the complete cost of the dinner and service. Some activities can never be self-supporting, but the decision to subsidize an activity rests with the chapter Board.
3. The chapter Board must be kept constantly and accurately advised by the Treasurer.
4. An audit of the financial records of the chapter at the close of the fiscal year is recommended.

Signing Checks – We recommend that the following chapter officers be authorized to sign checks for the withdrawal of chapter funds and for entry into chapter safe deposit box: President, Vice President(s), Secretary, and Treasurer. Normally, two signatures are required before funds can be withdrawn. New bank signature cards must be executed every year immediately after elections reflecting the signatures of authorized check signatories.

Chapter Bookkeeping – The necessary financial records for chapter bookkeeping can be simplified to an ordinary columnar book to list receipts and disbursements, with a running total to show the cash position after each transaction, or calendar period. Also, there are many good computer programs available that are inexpensive. Contact ACI Headquarters for recommended software.


Audit – At a minimum, it is recommended that a year-end audit be made by the Financial or Audit Committee appointed by the chapter Board. Preferably this committee consists of three members who are not members of the chapter Board, and who are familiar with financial statements. The audit should be completed and a report submitted within 30 days from the fiscal year-end. Ideally, an audit or review should be made by an outside firm with no other relationship to the chapter.

Annual Chapter Dues Billing – Sixty days prior to year-end, the Secretary or Treasurer should prepare and mail annual dues statements for the upcoming year to all chapter members (see Figure III-1 for a sample form). It will improve dues collection if you include a letter with the renewal notice, answering questions and giving members reasons to renew (see sample letter, Figure III-2).


Taxes – ACI chapters are usually tax-exempt organizations. However, chapters are *not* covered under ACI's tax-exempt status and, if it is necessary, must file for tax-exempt status on their own. If U.S. chapter's gross receipts are less than \$5,000 per year, it is not necessary to file a tax return.

In the U.S., recognition as a tax-exempt organization is done through the Internal Revenue Service. The steps that must normally be taken to obtain nonprofit status under U.S. law are as follows:

1. Prepare articles of incorporation in accordance with IRS regulations and file with your state. This is not the only possible first step, there are other ways to start, but incorporation is a good thing anyway, and the simplest way to start towards a tax-exempt ruling (see page 11 for more on incorporation).
2. Apply to the IRS for an employer identification number (required even if you have no employees).
3. File an application for recognition of exempt status. This application must include a completed Form 1023, Application for Recognition of Exemption, and a completed Form 8718, User Fee for Exempt Organization Determination Letter Request. With these forms you must include an official copy of the articles of incorporation, a copy of the chapter bylaws, financial records for the past four years, and a clear description of the chapter's purpose.
4. You may then receive a notice from the IRS that you need to make some changes in your articles of incorporation. If so, file amended articles of incorporation with the state.



ILLINOIS CHAPTER
american concrete institute
APPLICATION/RENEWAL



Please fill out form entirely:
Please make corrections in this box

WILLIAM TOLLEY
AMERICAN CONCRETE INST.
P. O. BOX 9094
FARMINGTON HILLS MI 48333

Annual Dues is for Period from July 1, 1992 to June 30, 1993

Please mark the membership classification:

Member (Individual) \$25.00
 Student 15.00
 Contributing Member \$50.00
 Sustaining Member \$100.00

I am am not a member of ACI, Inc.

TOTAL 1

Please mark primary occupation:

Engineer
 Architect
 Contractor
 Material Supplier
 Educator
 Student
 Other ().....

Name _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Business Phone No. _____

COMMITTEE WORK

Our committee's efforts are our chief contributions to the betterment of our industry. Please indicate your choices for this year. We need your support!

Scholarship
Annual Meeting
Publicity
Awards
Finance
Membership
Program
Technical/Educational
Conferences
National Conventions

Please return whole copy with remittance - keep yellow copy for your records.

Mike check payable to:
Illinois Chapter - ACI
Post Office Box 2405
Chicago, Illinois 60680

Figure III-1 -- Dues Collection Form



ILLINOIS CHAPTER
AMERICAN CONCRETE INSTITUTE
P. O. Box 2405, Chicago, IL 60680

Dear Member of Illinois Chapter of ACI:

Have you had a chance to send in your membership renewal form for the 1992-93 membership year? In case you haven't had a chance, or if you've misplaced the form previously sent, I have enclosed another for your convenience. If you have already sent in your form, please disregard this reminder. Because there is sometimes confusion over dues, renewal, membership year, etc., I have listed below answers to some of the more commonly asked questions relating to membership.

If I am a member of ACI National, does that cover my local chapter dues?

Not! That may be the case with ASCE, but the ACI local chapter dues are separate and of course still a bargain at only \$25.

What is the calendar year for the local chapter and why doesn't it end on December 31?

The majority of the local chapter's activities take place during the late fall, winter and early spring. This is traditionally the less active time of year for construction and construction related businesses. For that reason, the membership year, and the board member's terms, run from July 1 to June 31 of the following year. The current membership year is July 1, 1992 to June 31, 1993.

How do I know if I have paid for membership dues for this year?

If you are unsure just call the membership chairperson, Mike Keyvan (312-553-5443) or Illinois Chapter Secretary Bob Joyce (708-595-0950).

The purpose of the ACI Illinois Chapter is to disseminate information on concrete and concrete related subjects. In that light we are always looking for better ways to serve our membership and local concrete and construction related industries. If you have any suggestions, comments or questions on membership please call Mike Keyvan (312-553-5443) or Bob Joyce (708-595-0950), or feel free to contact any other board member.

Very truly yours,

Paul E. Gaudette

Paul E. Gaudette
President, ACI - Illinois Chapter

Enclosure

Figure III-2 -- Accompanying Letter

5. Submit revised articles of incorporation to the IRS and receive an interim IRS recognition. This is good through December of the following year, after which you file a report on your activities and receive a final IRS recognition.

You may obtain free copies of documents from the IRS by calling the IRS Teletax Information Line at 1-800-829-4477 and following the instructions to get recorded information; key in Topics #109 (Information on Tax Exempt Organizations) and #110 (How to Apply for Tax Exempt Status). To order documents, call 1-800-829-3676. Downloadable forms and instructions are also available on the website: www.irs.gov. The documents you should order are:

- ▶ Publication 557, Tax-Exempt Status for Your Organization
- ▶ Publication 598, Tax on Unrelated Business Income of Exempt Organizations
- ▶ Package 1023, Application for Recognition of Exemption Under Section 501(c)(3) (see Figure III-3)

Another rule to keep in mind is the “15-month rule.” This states that if your chapter applies for tax-exempt status within the first 15 months of operation, then tax-exempt status can be granted retroactive to the founding of the chapter. If the IRS receives the application more than 15 months after the chapter is started, then tax-exempt status may only be granted to activities within the last 15 months.

As stated earlier, your chapter does not necessarily *have* to do all this. If your gross receipts are less than \$5,000 per year, then the chapter can be considered a nonprofit organization even without an official determination. However, there are benefits to gaining official recognition which might make it worthwhile anyway: public recognition of nonprofit status, exemption from certain state taxes, nonprofit mailing privileges, etc. Growth of chapter revenue could pass \$5,000 and the chapter Board would not be allowed the change in tax status.

Chapters are required to file tax returns with the Internal Revenue Service if the chapter’s gross receipts are greater than \$25,000. If it is necessary to file, Form 990 must be filed by April 15th of each year. This does not mean your chapter will have to pay taxes but just that you must report your financial activities to the IRS.

One important misconception is that the chapter will never have to pay taxes if it has received its tax-exempt status. That is not necessarily the case. Tax-exempt status means that the chapter does not pay corporate federal income tax on income from activities that are substantially related to the purposes for which the chapter was given the exemption. The chapter would have to pay taxes on any “unrelated business income.” For example, if the chapter had advertising income (advertising revenues minus printing costs) from their newsletter or directory, Form 990T must be filed. This is for what is called Unrelated Business Income Tax (UBIT). If you think your chapter may have some unrelated business income, and would like further information on this, call ACI for details.

Remember that the filing of all tax returns is the responsibility of the chapter; your returns are not prepared or approved by ACI Headquarters.

Instructions for Form 1023



Department of the Treasury
Internal Revenue Service

(Rev. June 2006)

Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

Section references are to the Internal Revenue Code unless otherwise noted.

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What's New

The user fee for the initial application for recognition of exemption under IRC Section 501(c)(3) has been increased. Part XI of Form 1023 has been revised to reflect the new fee. See Rev. Proc. 2006-8, 2006-1 I.R.B. 245 for more information about user fees that may be applicable to tax-exempt organizations.

How To Get Forms and Publications

Personal Computer

You can access the IRS website 24 hours a day, 7 days a week at www.irs.gov to:

- Order IRS products online.
- Download forms, instructions, and publications.
- Get answers to frequently asked tax questions.
- Search publications online by topic or keyword.
- Send us comments or request help by email.
- Sign up to receive local and national tax news by email.

CD-ROM

You can order Publication 1796, IRS Tax Products CD, and obtain:

- Current-year forms, instructions, and publications.
- Prior-year forms, instructions, and publications.
- Bonus: Historical Tax Products DVD — Ships with the final release.

- Tax Map: an electronic research tool and finding aid.
- Tax Law frequently asked questions (FAQs).
- Tax Topics from the IRS telephone response system.
- Fill-in, print, and save features for most tax forms.
- Internal Revenue Bulletins.
- Toll-free and email technical support.
- The CD is released twice during the year.

- o The first release will ship the beginning of January 2007.
- o The final release will ship the beginning of March 2007.

Purchase the CD from National Technical Information Service at www.irs.gov/cdorders \$25 (no handling fee) or call 1-877-CDFORMS (1-877-233-6767) toll-free to buy the CD for \$25 (plus a \$5 handling fee). Price is subject to change.

By Phone and In Person

You can order forms and publications by calling **1-800-TAX-FORM** (1-800-829-3676). You can also get most forms and publications at your local IRS office.

Overview of Section 501(c)(3) Organizations

Who Is Eligible for Section 501(c)(3) Status?

Organizations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals are eligible to file Form 1023 to obtain recognition of exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code.

Form 1023 not necessary. The following types of organizations may be considered tax exempt under section 501(c)(3) even if they do not file Form 1023.

- Churches, including synagogues, temples, and mosques.
- Integrated auxiliaries of churches and conventions or associations of churches.
- Any organization that has gross receipts in each taxable year of normally not more than \$5,000.

Figure III-3 -- IRS Form 1023

ACI 2006 CHAPTER ROSTER FORM

ACI needs to maintain up-to-date information on local chapters. We would appreciate your time in filling out and returning this form.

Send your completed form to: **Diane Pociask, Chapter Coordinator**
 38800 Country Club Drive, Farmington Hills, MI 48331

Phone (248) 848-3784
Fax (248) 848-3768



Chapter Officer	Chapter Name (If Applicable)		ACI ONLY EXP. DATE	Month/Yr Elected	Term Ends	Company	Company Phone/Fax/E-Mail	Mailing Address (Indicate Home or Business)
	Member #	Chapter Address						
Past President (62)								
President (60)								
Executive Secretary								
President Elect								
Vice President (61)								
Secretary (15)								
Treasurer (79)								
Directors (64)								
Newsletter Editor (20)								
Educational Program Chairman								

PLEASE NOTE: Membership in the American Concrete Institute is mandatory for Chapter Officers, in accordance with ACI Bylaws.

Reports and Records

Reports – There are two important reports that the chapter must submit to ACI each year, the Annual Report (see Appendix B) and the Chapter Roster Update Form (see page 21).

1. Submitting an annual report to Headquarters by February 1st of each year is mandatory. The chapter may submit the long form or short form annual reports. Both reports request membership statistics, a financial summary, and a summary of chapter activities. The forms used for this report will be sent by staff to the chapter Secretary in November or December of each year. Submission of this report is critical because it tells the Chapter Activities Committee and the ACI Board that the chapter is still active.

The long form annual report is also used to determine the chapter's score in the Chapter Recognition Program. See Section IV for details about this program. If a chapter does not submit an annual report for two consecutive years, the chapter will no longer be eligible to receive complimentary copies of ACI publications for the chapter library or be eligible to participate in ACI educational seminars.

If the chapter does not submit an annual report for three consecutive years, staff will investigate the reason(s) for non-compliance. Unless there exists acceptable reasons for non-compliance, ACI's Chapter Activities Committee may recommend to the ACI Board of Direction that the chapter's charter be revoked and the chapter disbanded.

2. A Chapter Roster Update Form must also be submitted to ACI Headquarters each year advising of the results of chapter elections. This information is used when chapters are promoted in *Concrete International* and when materials are sent to the chapters, and for updating the chapters home page on the world wide web. It is critical information for good communication between ACI Headquarters and the chapters.

As described in Section II, the chapter bylaws must be sent to ACI Headquarters for approval. These are maintained in a permanent file at Headquarters. Notice of pending or approved amendments also must be forwarded to Headquarters. Prior to balloting your membership on bylaws changes, you should get approval of the changes from Headquarters. Also send copies of the chapters article of incorporation and tax-exempt status letter for inclusion in your file.

Records – Simplified forms can be used for applications for chapter membership, membership record forms, dues acknowledgment, etc. ACI will supply the chapter with membership application forms. ACI Headquarters will also, on a monthly basis, provide the names and addresses of all new ACI members in the chapter area. A listing of all ACI members in the chapter area is provided yearly, or upon request by the chapter.

For antitrust reasons, the chapter must prepare agendas for all business meetings and keep minutes of the meetings. This practice also permits the chapter to review previously discussed

issues and decisions. A file should be maintained containing announcements of chapter meetings and the subjects discussed.

Some items are of legal and historical value and should be retained permanently. Some of these include:

- ▶ Chapter bylaws
- ▶ Incorporation papers
- ▶ Forms filed for tax-exempt status
- ▶ IRS ruling granting exempt status
- ▶ Chapter charter
- ▶ Tax returns
- ▶ Annual financial records
- ▶ Agendas and minutes of board meetings

Other items are of historical value and you may wish to retain these for future reference. Some of these include:

- ▶ Organizing petitions
- ▶ Annual list of chapter officers
- ▶ Chapter annual reports
- ▶ Chapter newsletters
- ▶ Charter members listing

Antitrust Guidelines

The American Concrete Institute and its chapters are nonprofit organizations formed to deal with technical matters. As such, it is very important that all chapter officers know the antitrust restrictions under which they must operate.

In the U.S., the most important federal antitrust laws include:

1. The Sherman Act - which “prohibits contracts, combinations, or conspiracies in restraint of trade.”
2. The Clayton Act - which “creates a private right to sue for Sherman Act violations.”
3. The Robinson-Patman Act - which “prohibits price discrimination where the effect is to lessen competition.”
4. The Federal Trade Commission Act, Section 5 - which also bans unfair acts or methods of competition.

Antitrust violations are *very* serious and the government may bring either a civil or criminal suit against the organizations or individuals involved. The penalty for a criminal action can be a fine of up to \$1,000,000 for a corporation, or \$100,000 for individuals and/or imprisonment.

In the opinion of our attorneys, ACI and its chapters will reduce the potential for antitrust problems if we abide by some common sense guidelines in our operations and limit our activities to those specified in ACI's purpose and bylaws.

Guidelines suggested for the proper legal conduct of business on behalf of your chapter are contained in the following list of "Do's and Don'ts":

1. *Do* see that your chapter is properly and legally incorporated in the state in which you do business (see page 10).
2. *Do* consider adding an indemnification clause to your chapter bylaws (see page 6 of the Model Bylaws).
3. *Do* establish guidelines as to who has the authority to use chapter stationery and envelopes and the purposes for which these materials may be used.
4. *Do* follow the ACI Board-approved guidelines on use of your chapter logo and chapter name (see page 25).
5. *Do* have an agenda and take minutes at all board or committee meetings. Adhere strictly to the agenda.
6. *Do* send copies of all mailings (including chapter newsletters) to ACI Headquarters.
7. *Do* make sure that speakers and panels are selected, when reasonably possible, to provide balance and representation of different views and different competitive interests. Talks must be primarily educational in nature.
8. Above all, *do* remember the purpose of your chapter— to disseminate information in an open manner in order to promote the proper *use* of concrete (*not* to promote the sale of concrete as a material over other materials).
9. *Do not* allow discussions at chapter-sponsored meetings of prices, costs, pricing, bidding systems, discounts, or any other cost-related or price matter. As much as possible, do not allow even casual conversations to move into these areas. This could be a violation of the Robinson-Patman Act.
10. *Do not* allow discussions at chapter-sponsored meetings pertaining to allocation of jobs, customers or territories, the selection of any supplier for a project, or whether business should be conducted with any firm or individual. This could be a violation of the Sherman Act.
11. *Do not* imply that any speaker, chapter officer, or individual speaks for ACI nor allow any chapter member to speak for ACI or for the chapter. So long as a person is speaking for himself or herself, that limits the chapter's potential liability.

12. *Do not* disparage or recommend against the use of a product or material, even if you have partial evidence for your statements.
13. *Do not* issue technical reports without specific approval of the material by ACI's Technical Activities Committee.
14. *Do not* restrict chapter membership or refuse to admit a person or firm to the chapter.
15. *Do not* issue formal or informal opinions on the use of concrete in the name of the chapter.
16. *Do not* issue chapter interpretations of ACI documents or any other documents.
17. *Do not* have closed or limited attendance meetings, including chapter Board meetings.
18. *Do not* decide unilaterally on a solution to a reported concrete quality problem in your area if the solution has competitive or pricing implications. For instance, a chapter cannot decide that all concrete in its area should have an extra amount of cement in each batch in order to "improve quality."
19. *Do not*, as silly as it seems, transmit letters to other members of the chapter that say such things as "destroy after reading."
20. *Do* contact ACI Headquarters if you suspect an antitrust problem, or any other legal problem, involving your chapter or its operation.
21. *Do* file for tax-exempt status.
22. *Do not* allow speakers to promote any specific product.

This list of "Do's and Don'ts" is not meant to be all-inclusive, but it will give you some guidance on the proper conduct of chapter business from an antitrust standpoint.

Chapter Stationery and the ACI Logo

Official chapter stationery and other necessary supplies must be purchased locally. While ACI chapters may use the ACI logo on chapter letterhead, envelopes, membership applications, etc., the ACI logo *may not* be used without the chapter name. It is also *mandatory* that the name of the chapter be in a large type style and be displayed more prominently than that of ACI or of the ACI logo. It must be clear to anyone receiving chapter correspondence that the material is from the chapter and not from ACI. For some examples of chapter stationery and logos, see Figure III-4.

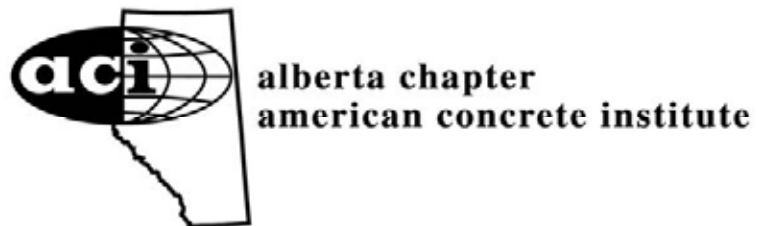


Figure III-4—Chapter Logos



*american concrete institute
Kuwait Chapter*



**American Concrete Institute
Kuala Lumpur Chapter**



**AMERICAN CONCRETE INSTITUTE®
NORTHEAST MEXICO CHAPTER**

Figure III-4 (con't)—Chapter Logos

Postal Regulations

If a U.S. chapter has filed for nonprofit status and is recognized by the IRS as a nonprofit 501(c)(3) organization, the chapter may take advantage of some significant savings in postal rates. (Some chapters, mostly in Texas, are 501(c)(6) organizations and do not qualify for these savings.) To do this, the chapter must first have been approved by the IRS as a nonprofit organization. The chapter must then obtain a nonprofit bulk mailing permit from the local post office that you will be using. The cost of this permit is minimal. When your chapter has this permit, you can then print or stamp your nonprofit mailing indicia onto your mailing pieces.

There are a couple of sources of information of which you should be aware. First, you can call the U.S. Postal Service's National Customer Service Support Center at (800) 238-3150 or go to www.usps.com/memtomailers for a free copy of the monthly publication *Memo to Mailers*. For further information on U.S. postal requirements, contact your local post office.

ACTIVITIES

Program Meetings

One of the most common, and best ways to keep chapter members involved and to serve the membership, is with regular chapter meetings. These are usually meal functions (breakfast, lunch, or dinner) with an accompanying technical program. Consistently high quality programs with good speakers and subjects of interest to the members will determine meeting attendance, and indirectly the status of the chapter in the local community. Program planning is an essential ingredient in successful chapter operations. Most chapters organize a program committee to lead this activity (see page 49 for details on the Program Committee).

The frequency of chapter meetings should be geared to the interests and needs of the members. Inasmuch as ACI members have many interests, ten meetings per calendar year might be the maximum and two meetings per calendar year might be the minimum. Because of construction activities and the usual vacation periods, experience has shown that summer meetings are not widely attended, although some chapters have very successful field trips or social outings during the summer.

Not every member will be interested in all of the subjects presented at chapter meetings. However, your chapter can present programs that will be of interest to a wide sector of the membership and different programs that will appeal to different sectors. Usually the most successful subjects of technical programs are those that address special local issues and use speakers who have a special knowledge of local conditions. Speakers of national reputation should be scheduled from time to time to encourage attendance by those who may not have attended previous programs. (When out-of-town speakers are invited, the chapter should offer, whenever possible, to cover their expenses, i.e., meals, hotel room, and travel.) See Speakers Bureau on the ACI website, www.concrete.org, under the Chapter tab.

It is important that programs be planned well in advance. We recommend that the chapters organize a complete series of programs at least six months in advance. This provides better distribution of meeting subjects and results in better attendance. Long-range planning makes it possible to have variety in the program schedule, interspersing technical talks, panel discussions, joint meetings with other organizations, and plant or construction site visits.

Most chapter meetings are held as dinner, luncheon, or breakfast meetings with a technical program of moderate length. Many chapters have found that a scheduled social hour of approximately one hour prior to a dinner meeting is beneficial and affords an opportunity for interaction and discussion among attendees. It is important to select a meeting place easily accessible and well known where good meals are served at reasonable prices. (Meeting notices should always stress the point that everyone is welcome to attend the technical program even if they cannot attend the dinner or luncheon). Dinner, luncheon, or breakfast meetings usually are self-supporting. However, some chapters do subsidize these meetings in an effort to make them more affordable to the chapter membership.

One caution on meetings is the serving of alcohol. Any time alcohol is served, there is the potential for a problem for which the chapter could have some liability. U.S. and Canadian chapters do have insurance through ACI (see page 38), but you should still consider limiting the number of drinks for each person (by giving each person two drink tickets) or by just being very aware if anyone has had too much. ACI's Director of Event Services suggests the following tips:

- ▶ food should always be served with alcohol,
- ▶ dry snacks do not really count as food since they actually encourage a person to drink more,
- ▶ you should have a minimum of 4 hors d'oeuvres for each person,
- ▶ coffee should be available any time liquor is being served, and
- ▶ REMEMBER that you, as meeting planner, could be *held personally* liable if someone drinks and drives and there is an accident.

The Program Committee, Publicity Committee, and chapter Secretary should coordinate efforts to assure as large an audience as possible. This involves mailing meeting notices well in advance (at least two weeks) and getting other publicity to ensure that chapter members are aware of the meeting. In addition to mailed announcements, posters or printed announcements can be offered to schools and firms for posting on bulletin boards. Brief announcements giving date, place, and program details can also be sent to editors of local newspapers. Also, other concrete-related associations often will announce meetings upon request.

Chapters should make a point of inviting students to their meetings by sending an announcement to the appropriate departments of the colleges and universities in the chapter area asking that the meeting be announced and posted. (Some chapters invite students as full or partially subsidized guests). This activity is the responsibility of the Student Activities Committee.

Restaurants require, in advance, the number of meals to be served. Most chapters enclose with the meeting announcement either a business reply postal card or a coupon or phone number to

be called that is to be returned to the chapter Secretary or Treasurer. The card or coupon indicates the number of persons who will attend and the name of the person making the reservation. Reservations may be paid in advance or at the door. In order to provide an accurate count and avoid “no shows,” some chapters offer a discount to those who pay in advance of the meeting date. Most chapters invoice “no shows” as the chapter must pay for the meal that was ordered. Details on how to set up for program meetings and other events can be found in Section VII.

Also, the chapter has been provided with a Resource Book which contains many ideas and suggestions for chapter programs. Additionally, ACI will publish articles in *Concrete International* on programs being conducted by chapters. Reviewing this article will provide suggestions for new programs and, possibly, speakers.

Educational Seminars

Since education is one of the main reasons ACI and ACI chapters exist, educational seminars have always been one of the most important activities of chapters. There are two ways to conduct seminars:

1. The chapter can co-sponsor seminars with ACI’s Education Department, which conducts about 85 seminars each year through chapter cooperation. Chapters receive a share of the revenues from these seminars and yet have minimal financial risk.
2. The chapter can also conduct their own seminars by organizing, marketing, collecting fees, and arranging speakers. Some chapters have been very successful at this.

Details about conducting either kind of seminar are given in Section VII of this Chapter Guide.

Certification

ACI has a program that certifies concrete industry personnel in several areas: Concrete Field Testing Technician—Grade I (ASTM Based), Concrete Field Testing Technician—Grade I (CSA Based), Concrete Laboratory Testing Technician—Grade I, Concrete Laboratory Testing Technician—Grade II, Concrete Construction Special Inspector (ASTM Based), Concrete Construction Special Inspector (CSA Based), Concrete Flatwork Finisher/Technician, Concrete Transportation Construction Inspector, Concrete Strength Testing Technician, Aggregate Field Testing Technician, Aggregate Laboratory Testing Technician, Tilt-Up Supervisor/Technician, Shotcrete Nozzleman—Dry Mix, Shotcrete Nozzleman—Wet Mix. ACI chapters may become sponsoring groups for these programs giving the chapters greater visibility as well as providing an important service to the industry. The certification programs are described in detail in Section VIII.

Awards Programs

Many chapters offer various types of awards. For example, some chapters sponsor an annual program to recognize outstanding concrete structures erected in the chapter area by honoring

the owner, engineer, contractor, and architect. The chapter meeting at which awards are given is the social event of the year for some chapters. For more information about awards programs, see Section IX and the section on the Awards Committee on page 75.

Projects

An ACI chapter can be a catalyst in its area for all types of appropriate programs encouraging and recognizing good concreting techniques and practices – often serving as a leader in joint efforts with other organizations such as schools, industry associations, and government agencies. ACI chapters are in an ideal position to close the gap between theory and practice.

There are many worthwhile projects for a chapter. A few that have been conducted by chapters include:

- ▶ Presentation of ACI publications to schools and libraries.
- ▶ Free one-year student memberships in the chapter to outstanding college students in the chapter area (students can be selected by professors in the various local colleges and coordinated by the Student Activities Committee).
- ▶ Scholarships.
- ▶ Co-sponsorship of short courses and training conferences.
- ▶ Working with state or local agencies in the development of codes and specifications.
- ▶ Concrete projects for schools.

There is a close relationship between education and chapter activities. ACI chapters are in a position to promote effective education in concrete in local areas at all levels of education. Chapters can serve as advisers to local schools and organizations in developing curriculum for secondary school trade courses and adult education, i.e., assistance to community colleges in preparing technician courses on concrete. Chapters can announce forthcoming extension evening classes or conferences on concrete and actively cooperate with educational institutions and industry associations in sponsoring such courses and conferences. Courses could cover such subjects as construction techniques, inspection, mix proportioning, etc. In almost all cases these courses should be self-supporting from the fees paid by those attending the course. ACI publications used in chapter cosponsored courses may be purchased from ACI at member prices and at quantity discounts.

Technical Advice

Technical service in the public good is a desirable activity of a chapter. It is, however, essential that chapters enter into such projects with care and in such a manner that chapter actions will conform to ACI policies, chartered aims, and standards. Chapters are encouraged to cooperate in working out solutions to local technical problems in the field of concrete and in which chapter members having special training and experience can be of special service.

Chapters or their representatives may give technical advice related to building codes or other technical topics to an agent or group representing a government agency. As a safeguard to the chapter and to ACI, all such requests for technical advice must be in writing. *Lobbying or activity to urge passage of legislation is an improper activity for a chapter and could be cause for the withdrawal of the chapter charter.*

The recommendations of the chapter or its representative group must be in the form of technical advice. It cannot take the form of a resolution or recommendation outside technical lines. The chapter recommendation could be in the form of verbal testimony before a legislative committee or city department, or could take the form of a report by an individual designated by the chapter. Where the advice is prepared in writing, a “record copy” should be sent to the chapter Board and to ACI Headquarters at the same time, or prior to, its being submitted to the government agency.

In chapter work with organizations and agencies at which concrete problems and desirable practices are considered, care should be taken to avoid any conflict with the work and recommendations of ACI technical committees. It must be emphasized that *no inference can be made of any national status or acceptance of chapter committee reports*. It is, however, proper and desirable for such committees to be active at the local level as long as it is made clear that they are speaking for the chapter and not for ACI. It is also proper and desirable that suggestions and recommendations resulting from such committee work be passed on to the ACI technical committee concerned with the same topic for possible incorporation into their standards or reports.

Technical Publications

Technical publications of the Institute such as, the ACI Journals, symposia, and ACI standards, are developed through the work of individuals and committees utilizing careful review procedures under the direction of ACI’s Technical Activities Committee. Chapters may publish technical information to meet local needs due to local conditions or lack of published Institute information. Chapter technical publications must meet the same criteria for high quality as set for ACI technical publications and must be written in such a way so as to not be confused with, nor conflict with, recognized ACI documents. *Prior to publishing any technical, educational, or certification-related document, a chapter must obtain approval from ACI’s Technical Activities Committee (TAC), Educational Activities Committee (EAC), or Certification Programs Committee (CPC), depending on which is most appropriate for the document.*

After preparation by the chapter and review by the chapter’s technical activities committee, the report must be submitted to ACI’s TAC, EAC, or CPC for review. The committee will review the quality and technical content of the document. If TAC, EAC, or CPC approves the document, the chapter may publish the report as a chapter document. Such reports will be considered the responsibility of the chapter and must be identified as a chapter publication. (At times, such a report may be considered for publication in an Institute periodical or used in development of ACI reports or standards).

Chapters outside of the United States and Canada have special rules in that they are permitted to publish *conference proceedings* in a language other than English provided that in each case the chapter adheres to the following steps:

1. Establish a local chapter review process for papers patterned after the ACI process.
2. Include a page (or preface) in the volume describing the manuscript review and screening process for that conference.
3. Publish a statement that the conference material was not reviewed by ACI.
4. Publish under a logo and name that emphasizes and gives credit to the chapter as publisher of the proceedings. A copy of any such publication should be sent to ACI Headquarters.

A chapter may not establish a Standard Recommended Practice. This type of publication is the responsibility of ACI.

ACI Conventions

Chapters are encouraged to sponsor ACI conventions. However, this requires a serious commitment of time and money by the chapter. Also, due to hotel requirements and meeting room requirements, it is impossible for many chapters to sponsor an ACI convention. Conventions are scheduled as much as 10 years in advance. If you would like further details, contact the Director of Event Services and request a copy of the Chapter Convention Guide developed by ACI's Convention Committee.

SERVICES TO MEMBERS

Chapter Library

Maintenance of a chapter library is an important chapter function. It serves as a ready reference center for the concrete industry, government, and public.

It is best established in a permanent chapter office; i.e., that of the Secretary, and in an area accessible to the public. Some chapters have their library set up through an agreement with a local college or university.

When a new chapter receives its charter, it is provided with its choice of 12 complimentary ACI publications (excluding software and publications developed by other organizations and marketed through ACI). The library is then expanded with the complimentary copies of all new ACI publications which are available upon request as they are published. Three or four times each year, the chapter Secretary will receive a listing of all newly released ACI publications. If the chapter wants these, two officers must sign the order form and return it to ACI.

Many chapters promote new publications by announcing newly received publications at their chapter meetings. The Secretary can bring the newest books for display so that members know

what is available and how to gain access if they are interested. It is also good to announce the arrival of these new publications in the chapter newsletter.

Chapter Newsletters

A good way of communicating with your members is through the publication of a chapter newsletter. The newsletter should contain information on meetings and programs, comments on ACI publications, a message from the chapter President, and any other news which may be of interest to your members. Some chapters include the names of new members and the minutes of their last meeting in the chapter newsletter. Chapters are welcome to take articles directly from *Concrete International*, or from either of the newsletters sent from ACI Headquarters, *Chapter World* (this ACI newsletter is described in Section IV).

The newsletter is usually the responsibility of the chapter Secretary, or in larger chapters, of the Newsletter or Publications Committee; however, if you have members who are very talented writers, it is entirely logical to ask them to prepare the chapter newsletter. Newsletters can also be placed on a chapter's home page along with a hot link for quick access.

Some chapters sell advertising in their newsletters (usually business cards of chapter members) to generate income to help pay expenses related to publishing the newsletter. The Internal Revenue Service views any profit (income minus the cost of the advertisement) as taxable income and the chapter must file the appropriate tax forms.

Directory

Most chapters publish an annual directory of members. The directory will list the chapter officers and Board. Some chapters include a reference list of the publications contained in the chapter library. When the chapter meetings are planned well in advance, they may also be included in the directory. Chapters often sell advertising (usually business cards), in the directory, but again, you must be aware of unrelated business income. If revenues from the advertising are greater than the cost to print the directory, then they may be taxable.

ACI WEBSITE CHAPTER HOME PAGE

The Chapters area of the ACI website has several new features that your chapter should take advantage of. The local chapter area of the ACI website is located at:

<http://www.concrete.org/CHAPTERS/chap.htm>

The following will explain the overall layout of the chapter home pages and what and how chapters can update the information on these pages.

The Chapter Home Page consists of:

General Contact Information: This section lists the name of the chapter and the general contact person for the chapter. There is also the possibility to include a paragraph of information about your chapter as well as a link to the chapter's own website.

Membership Information: This section can include contact information on how to join your chapter and/or a paragraph of information regarding membership. A copy of your membership application can also be included on the site in a downloadable electronic format (in PDF-portable document format).

Link Buttons: From the home page there are buttons that link you to additional information about your chapter. Listed below are the buttons you will see on your home page and what each button does.

Officers: This button will take you to a listing of your chapter officers and how to contact each of them. This information is automatically taken from ACI's membership records. Please notify ACI immediately when your officers change so that we may make the modifications to our membership records and update your home page. You may e-mail any changes to Diane.Pociask@concrete.org.

Area Certification: This button is a link to the certification sponsoring group list. This link has been established so that individuals looking for certification from within the chapter area may click on the certification button to view ACI's certification sponsoring groups. This list will show a complete listing of all the sponsoring groups within the region including programs sponsored by your chapter. The reason for listing all the programs in the region is that most people looking for a certification program will not really know if a program is conducted by the chapter or some other group, and if we show only the programs sponsored by the chapter, the person attempting to get their certification would not know that some other group offered a program that your chapter does not offer. You may e-mail any changes or additions to John.Conn@concrete.org.

Newsletters: This button is a link to a page where copies of your chapter newsletters can be viewed.

Library Items: This button is a link to a page where copies of any .pdf document you want to share with the chapter officers can be viewed.

Scholarships: This button is a link to any scholarships your chapter may offer.

Maintenance: This button allows the chapter to do limited maintenance on the website. By using a drop down menu, the chapter now has the capability to maintain the Chapter Contact Information; add or delete Chapter Newsletters; add or delete Chapter Scholarship information; add or delete Award information; post the Chapter Membership Application; and add or delete Chapter Library Documents, in electronic format.

Application: If an electronic copy of the chapter membership application has been posted, the button will appear on the home page and will be linked to the appropriate .pdf file.

Events: This button takes you to the ACI events calendar. Listed on this area of the calendar are events you have entered for your chapter. You can use the ACI events calendar to post events about your chapter (meetings, speakers, etc.). These events will show up in the general listings on the ACI events calendar so that anyone looking at the general calendar will see info about your events. Only your events will be visible in your own chapter events calendar list. You can enter new events to the Events Calendar by clicking on the Chapter Events button and then clicking on the Calendar Entry option.

Note: When you are entering an event into the calendar be sure to list your chapter's name as the sponsor of the event. That is how the program knows to sort your events for your chapter events page.

If the chapter would prefer that ACI continue making changes and posting items to the website, we will be happy to do so.

Simply e-mail the information to: Diane.Pociask@concrete.org

or fax the information to: 248/848-3768 (Attn: Diane Pociask)

or mail the information to: ACI
Attn: Diane Pociask
38800 Country Club Drive
Farmington Hills, MI 48331

If you need additional information concerning the chapter website, please contact Diane Pociask at 248/848-3784.

We trust that your ACI Chapter Home Page will be helpful in making your chapter and its activities more visible. If you have any suggestions on improving the website, please let us know.

SECTION IV

LIAISON BETWEEN ACI AND THE CHAPTERS

CHAPTER ACTIVITIES COMMITTEE

The Chapter Activities Committee (CAC) is an ACI Board committee and acts as the liaison between local chapters and ACI's Board of Direction. Its mission is to "*study and develop policy recommendations for the operation of the chapters and encourage their formation.*" This means that CAC is the voice of the chapters. If there are any current ACI policies that would allow chapters to operate better, then CAC is your conduit to the ACI Board of Direction.

The Chapter Activities Committee meets twice a year during ACI conventions. At that time, it considers new or revised policies, monitors the activities of the chapters, and makes recommendations to the Board. Another important activity is establishing new chapters and occasionally disbanding inactive chapters.

CAC's membership is made up of 18 chapter representatives. Usually, each representative serves a three-year term and is appointed by the ACI President. To assist the President in the selection, each chapter is requested to recommend individuals within their chapter who meet the following criteria:

- a) are ACI members;
- b) are able to attend at least one ACI convention each year;
- c) would be willing to serve on the Chapter Activities Committee, and;
- d) would be an asset to the committee.

Consideration is given to the geographic area represented by each member of the committee to ensure that all chapter areas are represented. Usually, there are at least three members from outside North America to ensure that the unique concerns of international chapters are discussed.

If your chapter has questions or considerations that they would like the Chapter Activities Committee to review, please send them to:

Chair
Chapter Activities Committee
American Concrete Institute
P.O. Box 9094
Farmington Hills, Michigan 48333-9094

CHAPTER ROUNDTABLES

Chapters in the United States and Canada are invited to attend a Chapter Roundtable periodically. Roundtables are conducted by ACI Headquarters to bring together chapter officers from chapters in a geographical region, to meet with the ACI President, the Chair of the ACI Chapter Activities Committee, and ACI staff members. The purpose of the Chapter Roundtable is to assist in the development of chapter officers, exchange ideas with other chapters, update chapters on ACI's activities, and improve communications. Chapter officers come away from a roundtable with renewed energy and many good ideas.

The chapter may send up to two (2) officers to a roundtable (preferably the President and Secretary). Travel expenses are split three ways, with ACI paying one-third, the officer's chapter paying one-third, and the officer (often their employer) paying one-third.

CHAPTER RECOGNITION PROGRAMS

Outstanding and Excellent Chapter Awards

The Outstanding and Excellent Chapters Awards program was instituted to recognize chapter efforts. The criteria for these awards have been carefully developed by ACI's Chapter Activities Committee to assure that all chapters, large, small, new or seasoned, will have an equal opportunity to receive them. The criteria take into consideration each area of chapter activities. Points are then given for the level of achievement in each category of activity.

Separate criteria has been established for U.S. and Canadian chapters and for International chapters. Criteria is mailed to all chapters each year around December 1. If you need information on the criteria before December 1, please contact Diane Pociask, Chapter Coordinator at 248-848-3784 or diane.pociask@concrete.org. Criteria is also posted on ACI's website under Chapters.

The points to determine if you are to receive an award are based on the chapter's annual report. These forms will be mailed to the chapter Secretary in November or December of each year along with the award criteria. Effective December 2000, chapter annual reports may also be submitted electronically by filling out the report found on ACI's website (www.concrete.org) under the Chapters tab.

Chapter Activities Award

Another award program for chapter members is the ACI Chapter Activities Award. This award was founded in 1975 to recognize ACI members who had performed outstanding service in the promotion and development of a chapter or chapters. Eligible individuals are nominated by their chapters via a nomination form that can be supplied by ACI Headquarters or found on the ACI website www.concrete.org, under "About ACI, Honors and Awards." Each spring, chapters will be requested to submit nominations to the Chapter Activities Award Committee. The nominee is approved by the ACI Board each fall with presentation of the award being made at the following spring convention.

INSURANCE AND INDEMNIFICATION

ACI's insurance carrier has agreed to provide general liability insurance coverage to all chapters in the United States and Canada. This insurance covers all chapters that are incorporated and may cover chapters that are not incorporated depending on the circumstances.

It is mandatory that the chapters participate in this insurance, and the price, \$540 in 2006, is very reasonable for this amount of coverage (\$11 million). This policy provides coverage for the chapter and its officers for some of the common forms of liability that might be incurred by an organization. Needless to say, it is impossible for any insurance policy to provide protection for every type of liability that might exist; however, this policy does provide broad coverage, including legal fees in case the chapter is sued.

One of the important things this insurance covers is host liability. If someone is drinking at a chapter function and is injured on the way home, the chapter could be liable. Providing alcohol is dangerous – you should consider giving each person only 2 drink tickets or just being very aware to make sure nobody has had too much. However, this portion of the policy will come to the chapter's defense in such a case.

There is also coverage for bodily injury, property damage, and personal injury. Bodily injury could result from someone getting injured at a chapter meeting or while on chapter business. Property damage could occur during a chapter meeting or event. Personal injury includes: libel, slander, and defamation of character.

Maybe the most important aspect of the coverage is that it would pay for your legal fees, even if you are not guilty. Legal fees could far exceed the chapter's ability to pay. Therefore, this policy would come to your defense and pay expenses as they are incurred.

The liability insurance policy does not, however, cover directors' and officers' mismanagement or certification. Insurance of that sort cannot be obtained at a reasonable price. Recognizing this, the ACI Board of Direction has indemnified those acting on ACI's behalf. Officers and chapter members working on the certification programs are, therefore, covered to the full extent of ACI's assets.

If you are advised that the chapter is being sued or that there is a possibility of legal action, *contact ACI Headquarters immediately*. ACI will assist you in how to proceed and, if appropriate, will ask ACI's legal counsel to assist you.

Additional liability coverage is available upon request for functions (meetings, outings, etc.) requiring extra coverage. Please request certificate at least 1 to 2 months in advance of function. Contact Diane Pociask at 248-848-3784 or diane.pociask@concrete.org.

ACI CHAPTER NEWSLETTER

To keep chapter officers and chapter members [both ACI members and affiliates (non-ACI members)] aware of events in ACI, a newsletter is prepared and distributed by ACI.

Chapter World, issued two times each year in early spring and early fall, is e-mailed to each chapter to keep them updated on items of interest to the chapters. This will include tips on operating chapters news or events and opportunities and results of the Outstanding and Excellent Chapter Awards program. An electronic version of the newsletter is available on the ACI website under the Chapters tab.

ITEMS AVAILABLE TO CHAPTERS

ACI Headquarters has various items to offer the chapters that are sold at cost. These include extra chapter banners, plaques that can be used to thank a retiring President, lapel pins, etc. A current price list of these items can be obtained by contacting Diane Pociask at diane.pociask@concrete.org.

If your chapter is planning an exhibit or seminar and would like to display some information from ACI, we will be glad to send membership packets, publications catalogs, and other promotional material. As a chapter officer, copies of this Chapter Guide are available to you, as are copies of ACI's *Information for Members* booklet.

Finally, although each year we send your chapter's Secretary a complete listing of all ACI members within the chapter boundaries, you can get another set of labels (hard copy or electronic) anytime you wish. Just contact June Zimmerman at june.zimmerman@concrete.org or Diane Pociask at diane.pociask@concrete.org. Listings of new ACI members are e-mailed to all the chapters each month.

SUPPORT FOR ACI CHAPTER

The following lists many of the things that are described throughout this Chapter Guide. In alphabetical order, the support that ACI provides for its chapters includes:

- ▶ **ABCs of Parliamentary Procedure** – This booklet tells how to properly conduct a meeting and is available to all chapter officers upon request.
- ▶ **ACI Publications** – New chapters are provided with 12 ACI publications of their choice; all existing chapters receive all new publications upon request.
- ▶ **Air Mail** – For international chapters, *Concrete International*, the *ACI Materials Journal*, and the *ACI Structural Journal* are delivered by air mail for the chapter library.
- ▶ **Answers** – Answers to chapter questions on any matter of concern -- for example, tax laws, chapter incorporation, chapter tax-exempt status, antitrust laws, awards programs, etc.
- ▶ **Certification Programs** – First right of refusal for certification programs within chapter area.
- ▶ **Chapter Activities Committee** – Chapters have liaison with the ACI Board through CAC.
- ▶ **Chapter Recognition Program** – Recognition of excellent and outstanding chapters.

- ▶ **Chapter Roundtables** – Invitations and partial support for travel to chapter roundtables for chapters in North America. Invitations to international roundtables for international chapters in region.
- ▶ **Consignment Program** – Consignment program on ACI publications for international chapters.
- ▶ **Copies of Chapter Guide** – This is the chapter’s main source of information on how to operate the chapter, interact with ACI, recruit members, etc.
- ▶ **Educational Seminars** – Right to sponsor all ACI educational seminars in North America; Chapters receive a portion of the proceeds through a rebate program; work with international chapters to arrange seminars.
- ▶ **Items at Cost** – Promotional and recognition items (plaques, tie pins, banners, certificates, etc.) are available to chapters at cost.
- ▶ **Liability Insurance and Indemnification** – Insurance is available for all chapters in the U.S. and Canada at a discount price, and indemnification is provided for all chapter officers and members working on certification programs.
- ▶ **Line of Credit** – Each chapter has a line of credit with ACI for purchasing publications, plaques, etc.
- ▶ **Mailing Lists** – Listings of all ACI members in the chapter’s area – during chapter formation, complete list annually, and notification of all new members as they join.
- ▶ **Newsletter** – Two issues per year of *Chapter World* for chapter officers.
- ▶ **Organizing Meetings** – Staff and/or CAC Chair may visit organizing meetings for potential new chapters in North America.
- ▶ **President’s Visit** – Periodic tours by ACI President and others to address international chapter meetings, plus visits by the ACI President to chapters in the U.S. and Canada.
- ▶ **Promotion** – ACI promotes chapters through direct mail pieces and ads in *Concrete International*
- ▶ **Publicity** – Publicity for chapters in the “Chapter News” section of *Concrete International*.
- ▶ **Referrals** – Inquiries to ACI from members in chapter region referred to chapter Secretary.
- ▶ **Review of Bylaws** – ACI will assist you in developing and making any changes to your chapter bylaws.
- ▶ **Website** – Home page for each chapter. (See page 35 for details.)

ACI BYLAWS AFFECTING CHAPTER OPERATIONS

The following are the ACI bylaws that are directly relevant to ACI chapters. The complete ACI bylaws are available to all ACI members in the booklet *Information for Members*. The portion that relates to chapters is Article IV.

ARTICLE IV – LOCAL CHAPTERS

Section 1. Local chapters to provide a means of advancing the interests of the Institute in a specified geographical area and of furthering the chartered objectives for which the Institute is organized may be authorized, from time to time, by the Board of Direction upon such terms and conditions as it may deem advisable. The Board of Direction shall adopt rules and regulations governing establishment and operation of chapters to ensure their conformity with the chartered aims and objectives of the Institute. The Board of Direction may at any time terminate the existence of any chapter when in its judgment the interests of the Institute make such action desirable.

Section 2. The Board of Direction shall define the boundaries of chapter areas, within or without the confines of the United States, in which the local chapter shall be authorized to carry on its activities. Boundaries of chapter areas may be changed from time to time by the Board of Direction at its discretion, provided that prior notice is given to the chapter or chapters involved.

Section 3. Chapter membership shall be limited to Institute members, or member's representatives, or members of such other classifications as may be authorized by the Board of Direction. Institute members shall hold chapter memberships of the same classification as their Institute memberships.

Section 4. Local chapters shall conduct only such activities as shall conform to and be in accordance with the chartered aims and objectives of the Institute.

Section 5. Local chapters *shall not speak, or attempt to speak for the Institute* (emphasis added) as a whole in any matter unless specifically so authorized by the Board of Direction; and further shall not incur or attempt to incur financial obligations of any kind binding upon the Institute.

Section 6. Proposed Bylaws of local chapters and amendments thereto shall be in conformity with the chartered aims and objectives and also the Bylaws of the Institute and shall be approved by the Board of Direction before becoming effective.

Section 7. Chapter dues shall not exceed one-half of the Institute dues for corresponding classifications of membership.

Section 8. Funds of the Institute may be allotted to each chapter on a basis determined by the Board of Direction, the formula adopted being applicable to all chapters. Payment of funds shall be subject to regulations established from time to time by the Board of Direction.

SECTION V
RESPONSIBILITIES OF CHAPTER OFFICERS
AND
THE CHAPTER BOARD

CHAPTER PRESIDENT

Chapter Presidents must be chosen carefully – they are the leaders of the chapter for their tenure. The President is an ex-officio member of all committees, and on retiring as President, usually serves as Chair of the Committee on Nominations. When choosing a President, the following guidelines are recommended:

1. When possible, the person should be involved in a business where concrete is a major factor; i.e., concrete manufacturers, consulting engineers with major concrete works to their credit, materials suppliers.
2. The chapter President should have held a leadership position within the chapter. This could be Director, Secretary, Treasurer, or Vice President.
3. The chapter President, as with all elected chapter officers and Board members, must be a member of ACI.

After being elected, the President should first call a meeting of the chapter Board. The President should also meet promptly with the chapter Secretary and Treasurer to determine what committees exist and the status of chapter records and finances. After the board appoints committee Chairs, the President should schedule a meeting of these Chairs to discuss their respective duties. This is vital to smooth operation of the chapter. At these meetings, the Vice President should be present as he or she may be asked to act in the event the President is unavoidably absent.

If at all possible, the President should attend the next ACI chapter roundtable (see page 38) to meet with the Headquarters staff, the ACI President, and Chair of the Chapter Activities Committee. (ACI will advise you of when a chapter roundtable is being held in the chapter area.) It would also be useful if the chapter President could attend an ACI convention.

Chapter Presidential Pointers:

1. Review chapter President's checklist below. Remember to review the chapter bylaws.
2. Delegate as much responsibility as possible – don't try to do everything yourself.
3. Be sure that the chapter has written agendas for all business meetings.

4. At Board meetings, limit discussions to the matters at hand. Keep the discussion confined to facts, not theories. Insist that decisions be reached and not postponed.
5. Don't hesitate to try a new method or approach, but avoid changing everything just because you can.

A chapter President must inspire others to do the chapter's work by stressing the importance of the activity. And, finally, since a chapter President can never please everyone, it's better to be criticized for getting things done, than for inaction.

Chapter President's Checklist

The following is a suggested list of things a new chapter President should do.

- ▶ Schedule first Board meeting (within 30 days)
- ▶ Read Chapter Guide
- ▶ Review chapter bylaws
- ▶ Review responsibilities of chapter Secretary and Treasurer
- ▶ Review chapter's files
- ▶ Review chapter finances
- ▶ Change bank signature cards
- ▶ Review recent annual reports
- ▶ Review minutes from recent Board meetings
- ▶ Review committee reports
- ▶ See that director and officer updates are filed with ACI Headquarters
- ▶ Prepare agenda for next Board meeting
- ▶ Review schedule for upcoming meetings, programs, seminars
- ▶ Recommend committee to Chairs and to Board of Direction
- ▶ Confirm that annual report has been submitted to Headquarters on time
- ▶ Review Chapter Awards guidelines to assist in planning the year's activities.

CHAPTER VICE PRESIDENT

The chapter Vice President acts on behalf of the chapter President when the latter is absent. He or she should, however, be assigned some definite responsibilities. An active chapter has work to do and the office of Vice President should be one of real opportunity, not just a year "on the sidelines."

In some cases, the Vice President might be the Program or Education Committee Chair, or be assigned some other specific activity. Where such a practice is followed (having the Vice President also serve as Chair of a committee or activity), it is better to state this in the chapter bylaws and not just make it a matter of casual appointment.

The chapter Vice President should assist the President, Secretary, and Treasurer at all meetings to become familiar with all chapter operations and be ready to act on behalf of the chapter President in his or her absence. In most chapters, the Vice President is next in line for the presidency of the chapter. This is not always or necessarily the case, but depends on what is stated in the chapter bylaws.

CHAPTER SECRETARY AND CHAPTER TREASURER

An efficient chapter Secretary and Treasurer is essential to the success of a chapter. In many chapters these two positions are combined and all responsibilities given to a single Secretary/Treasurer; in other chapters the responsibilities are separated between two individuals.

The chapter Secretary is the vital point of contact between the chapter Board and the membership, and between the chapter and ACI Headquarters. In some chapters, the Secretary is a member of the chapter Board and is elected annually. However, in most chapters, the Secretary is not a voting member of the Board and serves for several years. It is recommended that to preserve continuity, the Secretary be retained from year to year. (Many chapters pay the Secretary an honorarium for their work or hire an association management group.)

On the shoulders of the Secretary and Treasurer (or Secretary/Treasurer) falls a large part of the responsibility for the successful conduct of the affairs and records of the chapter.

The responsibilities of the chapter Secretary include:

1. Custody of the chapter records and minutes. This should be kept in an orderly manner so that it can be easily turned over to a successor.
2. Maintaining the chapter membership list and mailing list of non-members for announcement of chapter functions.
3. Recording chapter activities for inclusion in the annual report.
4. Distributing, collecting, and counting all ballots for officer or bylaw votes and reporting the results to the membership.
5. Preparing and issuing notices to local industry members for all meetings of the chapter.
6. Preparing, with the chapter President, the agenda for Board and regular meetings.
7. Preparing minutes of the Board meetings and supplying copies to all Board members.
8. Reporting information on chapter activities to ACI Headquarters for publication in *Concrete International* (unless this is done by a Publicity Chair). Section I discusses publicity and describes how to submit material to *CI*. This information could include reports on monthly meetings (date and location, attendance, program topic), nominations, elections, changes in the chapter Board and membership, chapter news, publicity notices, etc.
9. Preparing the annual report. Requests for this report are sent to the chapter Secretary in November or December by ACI staff (see Section III, page 14 and Appendix B). The Secretary of the Chapter Activities Committee uses this information to compile a report for submission to ACI's Chapter Activities Committee and the ACI Board of Direction. This allows those groups to be aware of the activities of all ACI

chapters. Information in the chapter annual report is also used to determine those chapters that have reached the Outstanding or Excellent level (Section IV, page 38, and Appendix C).

10. Handling routine correspondence and passing correspondence on to the chapter President for attention of the chapter Board or membership, and the routing of official ACI notices, requests, etc.
11. Maintaining a file with all pertinent information on previous chapter activities. This file should be passed on to incoming chapter Secretaries.

The responsibilities of the chapter Treasurer include:

1. Maintaining records of chapter funds.
2. Paying all invoices covering expenses.
3. Assisting in handling ticket sales for dinner meetings, etc.

The chapter Treasurer is the custodian of the chapter funds and is the principal disbursing agent. He or she should insist on chapter Board authorization of all expenditures. Board authority for financial commitments should not be given “carte blanche” but definitely limited to budgets.

The chapter Treasurer handles all chapter banking operations, ensures that necessary bank signatures are on file annually, and reports to the chapter Board on chapter finances. He or she should be bonded in an amount sufficient to cover the chapter’s average funds, and premiums should be paid by the chapter.

In taking over his or her duties, the chapter Treasurer should insist on a complete accounting of chapter funds. At every year-end, he or she must cooperate with the Finance/Audit Committee in the preparation of the audit report for the chapter Board.

The chapter Secretary and Treasurer (or Secretary/Treasurer) must work closely with the chapter President at all times. A complete understanding and cooperation between these officers is indispensable.

CHAPTER BOARD OF DIRECTORS

The chapter Board establishes and directs all chapter policies through the chapter President. The Board may authorize and appoint the Chairs of all administrative and technical committees or it may delegate this responsibility to the President.

Frequent and regular chapter Board meetings are highly desirable in carrying out the business of an active ACI chapter. Many ACI chapters hold a brief Board meeting either just preceding or immediately following the regular chapter meeting. In any event, the chapter Board should meet as prescribed in the chapter bylaws.

The chapter President and Secretary/Treasurer should prepare an agenda for each Board meeting listing subjects and order of discussion and mail a copy of the agenda to all chapter directors at least seven days in advance of the meetings. It is the President's duty to inform committee Chairs in advance when committee reports should be presented in person to the Board.

The first meeting of the new Board should be held within 30 days following elections. At this time committee Chairs for the year should be approved and plans made for chapter activities. Board meetings should be open to all members of the chapter and held in an atmosphere conducive to discussion in an orderly business-like setting.

Major Board Responsibilities

The chapter Board may delegate authority but cannot avoid responsibility for any official chapter activity. It, therefore, must be kept apprised of the work of all officers and committees. Major chapter Board responsibilities include:

1. Determining chapter policies.
2. Determining the condition of chapter finances.
 - a) approving budgets for chapter revenues and expenses.
 - b) approving all chapter expenditures.
3. Establishing committees.
 - a) approving all committee appointments.
 - b) accepting all committee reports.
 - c) approving all committee budgets and significant activities.
4. Approving and directing special activities.
5. Cooperating with the ACI Board of Direction and the ACI Convention Committee on conventions held in the chapter area.
6. Maintaining liaison and cooperation with ACI Headquarters and the Chapter Activities Committee in meeting the chapter and ACI objectives.

While no Board should commit future Boards to long-range activities, some activities demand decisions affecting the chapter in the future. Examples include, sponsorship of an ACI convention where commitments would be made several years in advance, educational programs conducted with a school or other organization requiring policy continuity in dealing with school officials, and with early commitments for facilities and speakers, etc.

SECTION VI

CHAPTER COMMITTEES

Webster defines a committee as “a body of persons delegated to consider, investigate, take action on, or report on some matter.” The matter to be reported on can be almost anything that is important to the chapter. Committees are vital to the operation of a successful chapter. This section includes information on the various committees that chapters form, briefly describes the typical committees, and provides details about each committee.

Committees should have three to nine members, depending on the assigned mission and size of the chapter. It is important to maintain committee continuity; therefore, it is recommended that members be appointed initially for varying periods — one-third for one, two and three years; thereafter, each member will be appointed for a period of three years.

Committee service is a means of assuring active participation in chapter affairs by a large number of members. To grow in strength and prestige, the chapter must spread its workload, seeking out new workers each year, especially among a younger group. No chapter can continue to function effectively when it is dependent on a few workers over an extended period of years.

COMMITTEE RESPONSIBILITIES

The first committee that the chapter forms will be the Organizing Committee, as described in Section II, page 7. The Organizing Committee often becomes the first Committee on Nominations or Board of Directors of the new chapter. Once the chapter is in operation, the Organizing Committee’s work is complete.

The next committees that most chapters form are the Bylaws, Membership, and Program Committees. Once things really get going, other committees are formed.

The work of the Bylaws Committee is described in Section II, page 10. The responsibilities of the other committees are, briefly, as follows:

1. **Committee on Nominations.** Responsible for nominating candidates for the chapter Board, as well as for chapter President and Vice President (and also for Secretary and Treasurer if these are elected positions), following the guidelines set forth in the chapter bylaws.
2. **Audit Committee.** Responsible for audit of chapter financial records at end of fiscal year. A report to the chapter Board is mandatory.
3. **Membership Committee.** Responsible for chapter membership expansion through *all* segments of the concrete industry, and assistance with Institute membership expansion programs when requested.
4. **Program Committee.** Responsible for meeting programs including subject selection, speakers and speaker arrangements, meeting facilities, and tour plans and arrangements.

5. **Education Committee.** Responsible for conducting educational programs within the chapter area (both those sponsored solely by the chapter and those sponsored with ACI's Education Department). The Education Committee is also responsible for increasing concrete industry effectiveness with colleges and universities within the chapter area.
6. **Certification Committee.** Responsible for organizing and conducting chapter sponsored certification training courses and/or examinations. This includes scheduling, arranging for facilities, materials, equipment, and personnel, budgeting, local publicity, obtaining instructional manuals from ACI, collecting fees, and submitting all collections to the chapter Treasurer for the payment of invoices.
7. **Awards Committee.** Responsible for making recommendations to the chapter Board for the distribution of chapter awards based on the guidelines established by the Board.
8. **Technical Activities Committee.** May review proposed revisions of ACI Standards and submission of documents to ACI. If appropriate, develop chapter technical reports. (See Technical Publications, page 32 for guidelines.)
9. **Public Relations Committee.** Responsible for writing local press releases and establishing press contacts, as well as for submitting meeting reports and chapter news items for publication in *Concrete International*. Also responsible for publication of the chapter newsletter.
10. **Student Activities Committee.** Responsible for encouraging student involvement in activities related to the design, construction, manufacture, use, and maintenance of concrete products and structures. The Student Activities Committee also should provide guidance and encouragement for student involvement in ACI activities at all levels.
11. **Website Committee.** Responsible for keeping the chapter website up-to-date.

Details about the function and responsibilities of each of the aforementioned committees are discussed in the following section.

COMMITTEE ON NOMINATIONS

As spelled out in the Model Bylaws (see Appendix A, Article III, Section 3), the Committee on Nominations is elected each year. The size of the Committee on Nominations elected may vary depending on the chapter bylaws, but in no case should members of the incumbent Board be elected to membership on the Committee on Nominations. The only exception may be the Past President who may be a member of the chapter Board and also Chair of the Committee on Nominations, if so specified in the chapter bylaws.

It is proper and advisable for the chapter Board to instruct the Committee on Nominations as to procedure *but not as to the names of candidates*. Instructions should cover only the following:

1. Need for industrial and geographical representation on the Board.
2. Recognition for outstanding chapter service.

3. Proper balance among the various segments of the industry represented by chapter membership.
4. Need to select individuals of Presidential caliber. These qualities should be sought: leadership, chapter interest, and willingness to serve.

The Chair of the Committee on Nominations should schedule a meeting of the committee several weeks before the committee report is due to be submitted to the chapter Secretary.

Throughout the year, the members of the Committee on Nominations should observe chapter activities and attendance to see who is active and capable. The committee may also invite suggestions for candidates from the chapter membership. At the meeting of the Committee on Nominations, the candidates are discussed and a slate proposed. Once the Committee selects candidates, they should be contacted immediately to see if they are willing to serve if elected. If individuals do not consent to their nominations, new nominees must be selected.

Before the annual meeting (**check your bylaws for actual number of days**), the Committee on Nominations needs to submit a slate of candidates for the chapter officers and Board, and also for their replacements on the Committee on Nominations, to the Secretary and President of the chapter.

AUDIT COMMITTEE

This Committee is responsible for auditing the chapter's financial records. The Committee reviews the chapter's financial transactions to ensure that all financial matters have been authorized and properly recorded. This audit should be completed within 30 days after the chapter's fiscal year-end. Some chapters may wish to have the financial records audited by an independent auditor (CPA firm). In this case, the Audit Committee should interview appropriate firms and recommend to the chapter Board that a specified firm be hired by the chapter. Only the chapter Board has the authority to hire an independent auditor. At the conclusion of the annual audit, the Audit Committee must report its findings to the chapter Board.

MEMBERSHIP COMMITTEE

The Membership Committee is responsible for implementing the chapter Board's plan for the growth of the chapter throughout all parts of the industry. The Membership Committee also cooperates with the Secretary in the maintenance of accurate membership rosters and files.

The Committee should consist of three to nine members reflecting maximum geographic and industry interests. Promotion is a necessary ingredient for membership growth and planned campaigns are important for success. Efforts should be expended in three areas:

1. Retaining members (particularly at annual dues billing date) and maintaining accurate membership records.
2. Increasing the percentage of Institute members who are also chapter members.
3. Increasing the percentage of Affiliate Members (non-ACI members).

Cooperation and coordination with other chapter committees is important, since all chapter activities are useful in increasing the attraction of chapter membership. Particular activities that should be emphasized to current and new potential members are: general membership meetings where members interact; industry and personal advancement opportunities through educational programs; involvement in the certification programs; and input into ACI technical documents.

The membership files and records are kept by the chapter Secretary or Executive Director. However, the Membership Committee must be assured of their accuracy. Information that should be kept on each member includes: enrollment date, dues billing date (if not on calendar year), membership class, official representative(s) for organizational members, job title, address, phone number, fax number, e-mail address, any committees or offices held, and a complete log of dues payment. A sample chapter membership application is shown in Figure VI-1. Be sure to post a membership application on the chapter home page (see Section III, page 35 on Chapter Websites).

The Committee should consider establishing some goals, such as:

1. The total number of chapter members on the roster at year-end.
2. The percentage of ACI members in the chapter region who are also chapter members.
3. The various industry segments that should be represented in chapter membership, and the number of chapter members to expect from each.

Once realistic goals have been established, target dates should be set to review progress during the course of the year.

Plans should be made for formal campaigns that would include direct mail promotion and personal contact. Direct mail, being a cost item, will require chapter Board approval. Chapter membership brochures, as shown in Figure VI-2, are available from ACI Headquarters. These can be effective, especially when accompanied by a personal letter of introduction and invitation to a chapter function.

One of the most effective membership efforts is direct contact by telephone or in person. Ideally, the members of the committee will each work in a different segment of the concrete industry and will act as the chapter's representative for that segment. Each Committee member can then be responsible for the goal for that specific industry interest, and can use personal contact as one of the prime tools.

Each month chapters are notified of new ACI members in their chapter areas. This is usually a good source for chapter membership.

Having a successful and active chapter is only possible if you are meeting the needs of your members. Unless potential members from the industry, as a whole, are informed and aware of your chapter's objectives and activities, you cannot expect them to participate. It is suggested that chapters survey local ACI members and other individuals in the concrete industry to determine how the chapter may be of service. Surveying will also help in developing good chapter programs.

2006 MEMBERSHIP

Name:

Company:

Address:

Postal Code:

Telephone No:

Fax No:

Email:

How do you prefer to be notified of upcoming events?

By email only:

Or by hard copy of Contario Newsletter:

Email:

Membership Categories:

- 1. Sustaining Members - \$550.00 per year, maximum of 12 members.
Company logo printed on the cover page of Contario.
Company logo on the Chapter web site.
Link to your company web site.
- 2. Corporate Members - \$225.00 per year, maximum of 5 members.
Company name placed at beginning of the membership list.
Link to your company web site.
- 3. Individual Member - \$40.00 per year.

Please list additional names of Sustaining or Corporate Members along with their email addresses and their professional affiliations (see boxes below).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Please check appropriate boxes:

- Engineer
- Architect
- Contractor
- Supplier

Figure VI-1--Sample Chapter Membership Application

Other (specify)

Reset

Submit

Please make your cheque payable to the ACI-Ontario Chapter and forward it to:

A. Belanger
ACI-Ontario Chapter
110 Belfield Road
Etobicoke, Ontario
M9W 1G1
Email: abelanger@nca.ca



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Site Designed and Maintained by:



ObiectivOnline.com

Figure VI-1 (con't)--Sample Chapter Membership Application

Chapter Application Information Form

Please fill out completely and mail or fax using the address information below.

Name: _____
Company: _____
Address: _____
City: _____
State/Prov: _____ Zip/Postal Code: _____
Country: _____
Phone: _____ FAX: _____
E-Mail: _____
Occupation: _____



American Concrete Institute®
Advancing concrete knowledge

P.O. Box 9094
Farmington Hills, MI 48333-9094
Ph: (248) 848-3700
Fax: (248) 848-3701

If you want to learn more about ACI or its Chapters, check out ACI online at <http://www.concrete.org>. There is information there about educational seminars and certification activities, ACI conventions, a bookstore, and much, much more.

ACI CHAPTER MEMBERSHIP...

Networking

Recognition



Education

Information

Certification

... WHAT'S IN IT FOR YOU?

Figure VI-2--Sample Chapter Membership Brochure

A HISTORY OF LOCAL SERVICE

For years, ACI chapters have been meeting the concrete information needs of local concrete practitioners. From only one Chapter in 1959 to a total of 89 in 28 countries worldwide today, Chapters continue to bridge the technology gap between the local concrete construction market and ACI. ACI Chapters offer unique opportunities to learn more about your industry.



Networking

Many Chapter members say that the most important benefit realized from membership in a local ACI Chapter is the opportunity to rub shoulders with leading-edge practitioners in their own market area. From engineers to product suppliers, almost every discipline in concrete construction can be seen at a Chapter meeting or event. Chapters often host events that allow you to meet world-renowned experts in design, construction, materials, and standards development.

And things are not always strictly business! Many Chapters hold social events including golf outings, picnics, and seasonal parties. Chapters also sponsor construction awards competitions in their local markets.

Education

All ACI chapters are eligible to conduct educational seminars — either on their own or in conjunction with ACI. Need to know more about the latest admixtures for concrete or how to properly construct a concrete slab-on-grade? Your local Chapter can present a seminar that holds the answers. Local Chapter members can often attend at a reduced registration fee. Join a Chapter and lend your expertise to the group.



Certification

What about Certification training and examinations? Have you acquired expertise that you can share through a training session? Numerous chapters are authorized to conduct the various certification programs offered through ACI and can use your assistance. In fact, certification activities significantly affect the viability of some Chapters, allowing them to positively impact their market area by sponsoring students and many other worthwhile activities.

Information

Chapters receive all current ACI technical and education documents to supplement their libraries. This valuable resource is available to Chapter members at no charge. Need to look at a copy of the latest ACI Building Code? It's there and available to you! And don't forget that seasoned speakers are often featured at Chapter meetings. This can be a valuable source of new information on a wide variety of technical and practical topics. Field trips give access to some of the areas most interesting construction projects.

Recognition

Your peers in concrete construction are probably already members of one or more ACI Chapter. Join them and be recognized as someone committed to improving concrete construction in your area by joining a local Chapter. Help with training and education programs, awards dinners, certification exams, and social events. Your new friends will thank you and your career will benefit greatly. Get to know the people that keep concrete construction moving ahead, and be recognized for your efforts.

Make a commitment to your success! Join an ACI Chapter Today.

For additional information about the ACI Chapter nearest you, fill out the form on the back of this flyer and mail or FAX to ACI Headquarters at the address or number shown. We will make sure that you get the information you need.

PROGRAM COMMITTEE

While it is the responsibility of the chapter Board to determine the number of programs to be held each year, the Program Committee is responsible for planning and conducting these programs. The Committee should consider the nature of the programs to be held: Monthly meetings? Dinner or luncheon meetings? Forums? Tours? Panels?

Establish a policy on co-sponsorship of programs with other organizations or other ACI chapters. Be sure to appoint someone to act as the liaison with other organizations.

A description of program meetings can be found in Section III, page 28.

EDUCATION COMMITTEE

Education is one of the prime objectives of an ACI chapter. It is a multi-faceted activity encompassing seminars or short courses, chapter library services or speakers for local organizations interested in concrete, or any other concrete education-related activity. Courses can be organized by the chapter or in cooperation with ACI Headquarters.

The Education Committee should consist of three to five members. Ad hoc committees may be established to plan and coordinate major education projects such as seminars. The Chair of this committee should contact the ACI Education Department for a copy of “The Local Cosponsor’s Role in Conducting an ACI Seminar.” Although this specifically applies to seminars conducted jointly with the ACI Education Department, many of the tips and procedures described will work for any educational program. A complete description of how to arrange educational programs can be found in Section VII and also the ACI website at www.concrete.org under Education.

CERTIFICATION COMMITTEE

Certification has become an important activity for many ACI chapters. To handle the needed activity, establishment of a committee is usually necessary. If training courses are to be conducted by the chapter, significant involvement is needed from many chapter members. Certification is also another way to bring people into the chapter who might not be interested in the more technical activities.

To find out more information about ACI Certification Programs, see Section VIII of this Chapter Guide, or contact ACI for “A Guide to the Certification Process” and a copy of CP-15, *ACI Certification Sponsoring Group Manual*. Both are free and will provide you with all the details on becoming a Local Sponsoring Group and coordinating an ACI Certification program. Additional information can also be found at www.concrete.org under the Certification tab.

AWARDS COMMITTEE

Awards for projects or achievement in the local concrete community are an excellent activity for chapters. For several chapters, the awards process and presentation banquet are the biggest events of the year. See Section IX for a complete description of how to conduct a chapter awards program.

Awards presented by an ACI chapter can have a great influence locally, and for that reason, the members of the Awards Committee must be selected very carefully to assure balance and fairness in their decisions. No member of the Awards Committee may have any special interest in any of the nominated projects. All members of this Committee should be chapter members and there should be members representing all factions within the chapter: designers, suppliers, contractors, and owners.

The Awards Committee itself may act as the judges for the awards, or they may also appoint judges from outside of the committee. It is the Awards Committee's responsibility to set the guidelines and rules, to determine a timetable of submissions and awards, and to get budget approved by the chapter Board for the awards program. A complete guide to administering an awards program is given in Section IX.

TECHNICAL ACTIVITIES COMMITTEE

The chapter's Technical Activities Committee is set up to provide local feedback to the Institute and to give ACI chapters a stronger voice in the development of the consensus standards (codes, specs, standard practices) and committee reports (guides, state-of-the-art reports, etc.) originated by ACI technical committees. Another responsibility of this committee is to review any technical publications developed by the chapter prior to its submission to ACI's Technical Activities Committee (see Section III, page 32).

The make-up of the Chapter Technical Activities Committee ideally will consist of members representing all concrete industry interest groups within its geographic area. The functions of the committee are to review proposed ACI documents, report to the chapter membership, and submit a chapter consensus discussion to the Institute when appropriate. The Chapter Technical Activities Committee should also encourage the forwarding of individual comments.

Every proposed new or revised ACI document is first published in either *Concrete International*, the *ACI Materials Journal*, or the *ACI Structural Journal*, depending on the subject, and is open for discussion for three months. During this period, questions, suggestions, and criticisms received by ACI are sent back to the technical committee that developed the proposed standard for consideration and response. This process can result in valuable changes before the document is officially adopted.

Your Chapter Technical Activities Committee can also propose new action to ACI technical committees if existing technical documents overlook local needs. New action should be proposed in a letter to the Managing Director of Engineering and/or to the committee Chair.

PUBLIC RELATIONS COMMITTEE

A chapter depends on the Public Relations Committee to publicize and advertise its programs and activities, to maintain good member relations, and to increase the public awareness of concrete. A chapter's "public" is defined as the many interest groups it influences, such as the general public, the academic world, government, business, finance, important population centers within the chapter geographic area, and other ACI chapters.

The Public Relations Committee should consist of three to four people with the time and inclination for personal contact and a “nose” for news. The Committee must be kept fully informed of all chapter activities; thus, liaison with all committees and officers is important.

A division of responsibilities into internal and external public relations is desirable; internal meaning publicizing chapter activities to members and maintaining good member relations; external meaning news media contacts and all else necessary to publicize concrete and the chapter to the chapter’s “public.”

See Section X for a detailed description of what the Public Relations Committee can do.

STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee is charged with encouraging student involvement in ACI activities at both the local and international level.

The Student Activities Committee should consist of three to five members. The Chair should be a chapter member, and he or she should select an additional three to four members approved by the chapter Board. Committee members could be faculty advisers of either ASCE, ALA, Chi Epsilon or other appropriate student groups, Professors of concrete technology or design, student representatives of appropriate student groups, or any other persons interested in serving on this Committee. Section XI describes some of the activities this Committee may want to consider.

WEBSITE COMMITTEE

Items that can be maintained on the Web include, but are not limited to:

- Awards
- Chapter and Contact Information
- Document Library
- Meeting Announcements
- Membership Application
- Newsletters
- Scholarships

SECTION VII

EVENT ARRANGEMENTS

AND

EDUCATIONAL SEMINARS

Program meetings are often the most common times for members to gather. In Section III, there is information about program meetings. What we will be discussing in this section is speaker selection, making arrangements with a hotel, restaurant, or other facility at which to hold an event, and what the options are for educational programs. Figure VII-1 is a checklist that may help you in planning an event.

TOPICS

In planning seminars and meeting programs, start by considering the fields of interest of chapter members. From this you will get an idea of the main areas of interest. You then will have some subjects that are likely to be of interest to the majority of members; however, this need not preclude the introduction of some original subjects in the total program.

It will be helpful to check the topics and attendances at seminars and programs in the past and to judge what the current interest would be. Talk to your members. Listen to what they're saying. There are many seeds for good programs in casual conversations. Send out surveys or do informal surveys over the phone. The only way to be sure you are giving your members the programs they want is to ask. After a program, ask again to get some feedback that will help you to improve the next program. A sample of a survey is shown in Figure VII-2. Also, review the chapter section of *Concrete International* for programs offered by other chapters, as this often is a source of new ideas.

Each seminar and program that you plan should meet this criterion: If it is not held, would it be missed? Remember that every organization in your locality is planning programs. Make your programs essential, and you'll assure good attendance.

SPEAKERS

Selection

When selecting speakers, try to get the best qualified person for any specific subject who is also a good and interesting speaker. Don't hesitate to invite people from long distances. They can always say no. On the other hand, their company may be thinking of sending a person to your area on other business. Your request may have more success if you tie in the invitation with a proposal for a visit to an interesting site in your area.

Speakers Bureau

In 2004, ACI developed a Speakers Bureau that provides a roster of speakers who have experience and expertise in specific areas of the concrete industry. Initially created by the ACI Sustaining Members Council, the roster includes additional speakers not affiliated with a sustaining member company.

The purpose of this list is to provide a resource for ACI chapters and other entities to obtain speakers for presentations. ACI is not responsible for the content of the presentations or any financial arrangements associated with the use of this roster.

For a listing of Topics, Speakers, and Roster or for additional information, click on the Speakers Bureau tab located on the ACI home page under the Chapters tab.

Checklist for Seminar and Program Preparation

The following is a general checklist that may help you and your speakers remember all of the details that are easy to forget:

- Select subject
- Select speaker
- Engage speaker
- ▶ Advise speaker of: date and time, place and room, meeting purpose, meeting agenda, time limit for talk, audience size and composition. Also remind speaker of chapter policies regarding no discussion of his company's products or criticizing competitors products.
- ▶ Promote program, including posting announcement on the chapter home page.
- ▶ Speaker follow-up (on acceptance): confirm date, payment of honoraria and expenses, ask for biographical information, ask for title of talk, determine visual aid requirements, permission for question & answer period, permission to tape talk.
- ▶ Speaker follow-up (one week before meeting): ask for arrival time and place, advise name of escort, ask for departure time and place,
- ▶ Make speaker hotel reservations
- ▶ Meet speaker on arrival
- ▶ Review meeting agenda with speaker
- ▶ Escort speaker to and from meeting
- ▶ Make meeting room reservations
- ▶ Select menu for food functions
- ▶ Decide on room and table layout
- ▶ Head table seating

On the day of the Program:

- ▶ Lectern with light
- ▶ Water pitcher and glass for speaker
- ▶ Projector and other AV equipment that works, including PowerPoint projector
- ▶ Extra bulb for projector
- ▶ Screen that is visible from all tables
- ▶ Blackboard, chalk, eraser or overhead, transparencies, pens
- ▶ Sturdy easel
- ▶ Pointer or laser pointer
- ▶ Slides in order
- ▶ Operator or remote control for projector
- ▶ Location of light dimmer or switch
- ▶ Extension cords
- ▶ Microphone (fixed and/or neck) that works and doesn't buzz
- ▶ Collect tickets or money
- ▶ Name tags
- ▶ Monitor and control agenda timing
- ▶ Introductions
- ▶ Announcements
- ▶ Introduce speaker(s)
- ▶ Thank speaker(s)

Figure VII-1 - Checklist

Educational Needs Survey of ACI Chapter Officers

Providing you and your chapter with the subjects and kinds of educational programs that you need is the primary goal of the ACI Education Department. To do that, we need your help. Please take a couple of minutes to go through the survey below. Keep in mind that there are two things we consider when planning an educational program: what is needed in the industry, and what will sell. Unfortunately, these two goals do not always match. Listed below are topics that we believe are needed by the industry, but will people pay to attend?

1. **For each of the following topics, please rate how likely it is to draw a good audience in your area (by good, we mean about 40 people). Please rate these topics on a scale of 1 to 10 with 1 being highly unlikely and 10 being very likely to draw an good audience.**

- ▶ Evaluating and retrofitting concrete structures to resist seismic forces _____
- ▶ Specifying and making repairs to concrete transportation structures and pavements _____
- ▶ Designing masonry structures according to the new Masonry Designers Handbook _____
- ▶ Quality control and quality assurance in concrete production and construction _____
- ▶ Proportioning concrete for normal and high performance _____
- ▶ Using fibers in concrete - steel, plastic, glass, carbon, etc. _____
- ▶ Basics of concrete - constituents, mixing, placing, curing, etc. _____
- ▶ Cast-in-place architectural concrete - both vertical and slabs (stamping, colors) _____
- ▶ Complying with federal and state environmental regulations affecting concrete construction - air and water pollution, disposal of hazardous wastes (some admixtures), hazard communication, Americans with Disabilities Act _____
- ▶ Use of personal computers in structural concrete design _____
- ▶ Nondestructive and in-place testing of concrete _____
- ▶ Design and construction of concrete environmental engineering structures (liquid-containing structures) _____
- ▶ Use of polymer concrete for overlays and repairs _____
- ▶ Design and construction of tilt-up concrete _____
- ▶ Concrete Repairs _____
- ▶ Others? _____

Figure VII-2 – Part of a Sample Survey

Many suppliers are willing to pay their own expense to gain an opportunity to address a captive audience — this may, however, deter some members from attending a meeting. When you send an invitation to a speaker, you should stress the importance of avoiding sales talks, especially from suppliers' representatives. Many speakers from supplier companies are already well aware of these restrictions.

It is important that every chapter make constant efforts to take advantage of the talent among the chapter's own membership. Always keep two or three good local persons available to pinch hit in case an outside speaker is forced to cancel at the last minute. The chapter Secretary can be of great help by calling the Program Chair's attention to new chapter members who may be interested in speaking or who may have a unique idea for a program.

Speaker Arrangements

When you invite someone to give a presentation to your chapter, it is important to treat them like they are special. *They are*, or you would not have invited them.

1. Designate a person to be responsible for making arrangements to ensure that all concerned are not leaving the job to someone else.
2. Approach your speakers as far in advance of the suggested date as possible with a definite invitation. Include day, date and location, type of talk, subject, length, and likely number of attendees.
3. Settle the expense issue at the beginning, in writing, to avoid subsequent misunderstanding. Also, be sure about the issue of honoraria. If you are not paying honorariums, be sure the speaker knows this in advance. Many speakers, especially the very good ones, expect some sort of payment. Do not find this out the hard way—after it is too late.
4. Find out what type of audiovisual equipment the speaker will need. Remember that if you plan to rent equipment from the meeting facility, each piece of equipment adds more cost.
5. Call the speakers three weeks before the date of the meeting to settle any outstanding details. Tell them the location, hour, day and date, site visit arrangements, facilities for slides or films, and any exhibits that will be set up during the event. Be sure to tell them the name of the person who will look after them upon arrival.
6. Make the speaker's hotel reservations and ask for the room to be ready upon arrival so that your visitors can refresh themselves or do any last minute work. Inform the hotel of the possibility of late arrival in the event that the visitors come straight to the meeting and cannot check in first. This precaution will prevent the hotel from failing to hold their reservation.
7. If the speakers desire, arrange for them to be met upon arrival and escorted to the hotel. See that someone remains with them until they are assured of a room.
8. Help the speakers arrange their plan of action for the day, including site visits or other activities, so that they feel like honored guests.

9. Escort the speakers to the meeting location and introduce them to members so that they feel welcome. Do not leave them alone unless someone else has taken over the responsibility for their needs. Arrive early so that the speaker(s) have time to test their slides or PowerPoint equipment.
10. Escort the speakers to the head table and introduce them to the others at the table. Tell them their position on the program unless there is a formal agenda.
11. Decide who is to make the introduction speech, keep it short (two minutes maximum). Do not steal the speakers' thunder.
12. If the Program Chair is absent, decide who will handle questions and answers.
13. After the presentation, call for a vote of thanks (regardless!).
14. You may wish to give the speaker a gift of appreciation. This is particularly appropriate if there is an item unique to the area.
15. Follow up with the speakers. Tell them the chapter appreciated their talk (regardless!). Thank their company and their superior, as well.

FACILITIES

When you are looking for places to hold chapter meetings, seminars, or certification exams, remember that in dealing with a hotel *everything is negotiable*. Despite the "rules" that the sales person may give you, if you are bringing an event to the facility, and especially if they can expect repeat business, negotiate until you get the best deal for your chapter.

Room Setup

Once you have arranged the location, be sure they understand exactly what you want in the way of setup. Here again, you are the boss. Get it the way *you* want it.

1. Head Table – If you will have a head table (not always suitable for a seminar), be sure that there are enough place settings. The President should select and invite appropriate persons to sit at the head table. It is preferable not to seat anyone at the ends of the head table. Separate the table from all of the other tables and elevate it 10 to 12 inches, if possible.
2. Check-In Table – A table and two chairs are needed for the chapter Secretary or Treasurer to check registrations and accept payments. Some chapters use tickets, others rely on badges. A small cash box (with sufficient change) is also needed for those wishing to pay on site. The check-in table may be inside or outside of the room but must be placed to control the entrance.

Why an identification pocket card or badge? It helps new people get acquainted. Also, some people are shy and need a point of interest to start up a conversation. Identification with the chapter is important, especially when meetings are held in public places. And finally, badges are an easy way to control who has or has not paid. Badges of different colors may be used for members and non-members. Frequently, the badge color itself is sufficient to induce a non-member to apply for membership.

Speakers' Setup

The speakers' lectern, screen, and microphone should be behind and to one side of the speakers' table whenever possible, especially when there is a technical program. Always provide a public address system. Many speakers lecture in low tones, and some may have an accent; amplification makes any talk more understandable.

For dinner meetings, the lectern should be in place before dinner begins. Make sure that the lectern light works and that the microphone is in place, working, and turned on with the loudspeaker. If the guest speakers use slides, overheads, or blackboards, a lavalier (or neck) mike is desirable so that they can move around without their voice fading. Also, give the speaker the opportunity to review his slides prior to the meeting to ensure they are in the proper order. Even if the chapter President does not care to use a microphone, it should be provided for the guest speakers, and tested in advance. Nothing is so disconcerting as to have guest speakers or the President arise to speak, only to find the mike "dead" or whistling.

It is the Program Chair's responsibility to find out in advance what the speakers need in the way of a projector, screen, blackboard, pointer, chalk, eraser, and tables, and to advise the person in charge of arrangements in advance. What kind of projector, size of slides, video requirements, how talk will be presented—all these points should be determined and arranged in advance.

A laser pointer should always be provided. Show the speakers where it is and keep it handy. If a blackboard is used, be sure that there is sufficient chalk and an eraser. If the speaker will use overhead transparencies or a whiteboard to write on, be sure to have pens for them to use.

Check the lights. Locate all room lights and know their switch positions in advance. Mark the switches, or keep a small diagram in your pocket. One person should be designated to sit near the lights and control them. If the room must be darkened, make sure that you are prepared.

If the speakers have exhibits to show, ask them about their table requirements and be prepared. Cover all tables with cloth. When the speakers have finished and the meeting adjourns, return slides and films to them, and take care of exhibits, projector, etc.

EDUCATIONAL SEMINARS

A seminar is a special type of program on a single subject that is from one-half to several days in length. One or more speakers discuss various aspects of the chosen subject, usually with

visual aids such as slides, videos, or overhead projectors. These speakers should be experts in their field(s). Payment of travel expenses is generally necessary, and sometimes payment of an honorarium is also necessary.

The fee charged for the seminar should cover all of its expenses. Typical seminar expenses include promotional brochures, hotel meeting room fees, speaker expenses, lunch and coffee breaks, audio visual equipment rental, and books. Technical publications can often be obtained through ACI Headquarters.

The simplest and least risky way for your chapter to hold a seminar is to sponsor a seminar offered by the ACI Education Department. For a seminar developed by the ACI Education Department, the chapter's role is limited to the following:

1. Local promotion -- chapter helps, but paid for by ACI.
2. Reception -- check-in attendees.
3. Moderator -- assign a meeting emcee.
4. Final report -- send report and extra materials back to ACI Headquarters.

The ACI Education Department's responsibilities are:

1. Develop a good course.
2. National promotion.
3. Local promotion.
4. Speaker arrangements.
5. Meeting facility – contract with and pay for.

In return for your help with the seminars, your chapter benefits in the following ways:

1. A rebate of \$15.00 for each fully attendee, if you get at least 40. The rebate is \$10.00 each for less than 40.
2. Three complimentary registrations.

Most chapters sponsor at least two Institute seminars per year. Once you're organized to do this, it is a simple, risk-free source of income. For complete information on sponsoring seminars or to schedule a seminar, contact the ACI Education Department. The book "The Local Cosponsor's Role in Conducting an ACI Seminar" will provide all of the details, and it is available from the Education Department.

Chapters and the ADA

For U.S. chapters, whenever your chapter conducts a meeting, educational seminar, or certification exam, it is a "public accommodation" under the Americans with Disabilities Act (ADA). As such, you are required to make sure that the event is equally available to all parties, regardless of any disability they may have.

Before you start to panic, realize that this is not as extreme as it sounds. There are two things that you should consider doing up front that can make a big difference:

1. Use an accessible facility.
2. Include a question on your registration form asking for information on any disability-related needs.

Accessible facilities are relatively easy to find. In fact, most hotels and restaurants have upgraded to meet the requirements. Just be sure to ask if they have or can provide an accessible room.

On registration forms, you need to provide disabled people the opportunity to inform you of their needs. A statement you may consider adding to your registration form has been recommended by the Association on Higher Education and Disability: “If you have a disability that may impact on your participation in this activity, please check here and append a statement regarding your disability-related needs. Someone will contact you prior to the program to discuss accommodations. We cannot assure the availability of appropriate accommodations without prior notification of need.”

So, what might your chapter have to provide? Help with mobility and note-taking could be fairly easy to provide using a member as a volunteer. If the person is visually impaired, you might be asked to make copies of handouts in large type. This can be done on most photocopiers. You could be asked to provide an audio tape of the seminar, which again is fairly simple. The most potentially expensive item could be a sign language interpreter, but such people are available.

Remember, you don’t have to do any of this until you are asked. If you get a request for extra assistance, the important thing to do is to contact the person and find out exactly what they need. You also do not have to do anything without a reasonable amount of lead time. If an individual requests accommodation just as your event begins, this would not be considered reasonable lead time. Also, you are not expected to incur costs that are not reasonable. What is reasonable? The courts haven’t defined “reasonable,” but what is reasonable expense for a large chapter may not be a reasonable expense for a small chapter. In the case of a certification exam, please keep in mind it is not your responsibility to judge whether or not the individual could do the job if certified. Your only concern is whether or not the individual’s request for accommodation can be provided for and is reasonable.

Continuing Education Units

Awarding Continuing Education Units (CEU) for your chapter’s educational program is something you may want to investigate, especially with many states considering continuing education requirements for maintaining a PE license. If that happens, CEUs will become an essential ingredient of all your educational programs that are of interest to professional engineers. Visit www.concrete.org under Education for information regarding ACI’s online CEU program.

Your chapter does not have to get a license to award CEUs, you do not have to join anything, or even get any kind of approval. The International Association for Continuing Education and

Training (IACET) has, however, set up some fairly rigorous guidelines that should be followed. There are two sets of criteria, administrative and program, that basically state that there will be good, professional administration and that the program itself will be of high quality.

Administratively, the most important requirement is that a record of participation must be kept for 20 years and that this record must be accessible—you must have the ability to issue a “transcript” for each program attendee.

The program criteria state that there must be identified learning objectives, and a way to assess whether the person completed the course, this could be as simple as saying that they did indeed attend. There must also be some sort of evaluation of the program.

CEUs are awarded as 1.0 units for every 10 contact hours of the program. Contact hours must exclude coffee breaks, lunch, and dinner, as well as any business portion of a meeting including announcements and welcoming speeches.

Complete criteria and guidelines for CEUs are available from IACET at 1101 Connecticut Ave., N.W., Suite 300, Washington, D.C. 20036 or visit their website at www.IACET.org.

SECTION VIII

CERTIFICATION PROGRAMS

Many ACI certification programs are available for sponsorship by ACI chapters. These programs are intended to improve the quality of concrete construction, testing, and inspection. They can also form an important link between your chapter and other members of the concrete industry.

If your chapter is outside of the United States, be advised that ACI has adopted a policy to offer certification worldwide under the following conditions:

ACI will not accredit other international certifying groups' programs, but may offer modified ACI certification programs in languages other than English, based on translated resource materials (or in special cases, CPC may authorize exams based on local materials).

Staff will have the authority to negotiate details and prices for each program recognizing the economic situation in each country. However, prices may not be lower than ACI's direct cost. If offered, exams in languages other than English are targeted to be available six (6) months after the English-language version to allow time to translate program materials.

The ACI certification programs usually include a preliminary training course (though it is not required), and then an examination session. Chapters in the United States are encouraged to use the ACI instructional manuals while conducting training in conjunction with an ACI certification exam session since the exams are keyed to the resource material presented in the manuals.

As of 2006, the ACI Board of Direction has approved the following certification programs with others under consideration:

- ▶ Concrete Field Testing Technician—Grade I (ASTM Based)
- ▶ Concrete Field Testing Technician—Grade I (CSA Based)
- ▶ Concrete Laboratory Testing Technician—Grade I
- ▶ Concrete Laboratory Testing Technician—Grade II
- ▶ Concrete Construction Special Inspector (ASTM Based)
- ▶ Concrete Construction Special Inspector (CSA Based)
- ▶ Concrete Flatwork Finisher/Technician
- ▶ Concrete Transportation Construction Inspector
- ▶ Concrete Strength Testing Technician
- ▶ Aggregate Field Testing Technician
- ▶ Aggregate Laboratory Testing Technician
- ▶ Tilt-Up Supervisor/Technician
- ▶ Shotcrete Nozzleman—Dry Mix
- ▶ Shotcrete Nozzleman—Wet Mix

ROLE OF THE LOCAL SPONSORING GROUP

The ACI Certification Programs are administered by what are called Local Sponsoring Groups. Local Sponsoring Groups are not necessarily ACI chapters, but the preferred group is the chapter. In an area where there is currently no other group active in sponsoring an ACI certification program, the chapter has the first right to sponsor that program. More information about local sponsoring groups can be found on the ACI website at www.concrete.org under Certification.

Planning

Although the ACI Certification Department will assist the Local Sponsoring Group (LSG) in setting up its certification program, most of the work must be done at the local level. The LSG is responsible for scheduling, arranging for facilities and personnel, obtaining materials and equipment, budgeting, handling local publicity, insuring that each examinee has access to all of the technical resource materials, collecting fees and paying bills, and distributing certificates.

To carry out its responsibilities, the LSG must establish a committee of at least three people to determine the feasibility of offering certification program(s). The composition of the committee should reflect various interests, such as governmental and private testing laboratories, owners, consulting engineers, architects, contractors, etc. To determine the likelihood of success in offering this program, the committee should:

1. Conduct an informal market survey to assess the interest of potential applicants.
2. Estimate the costs of sponsoring the program and conducting the training course and/or examinations.
3. Calculate the fees that must be charged to break even. If the fees seem too high to be attractive to the market, consider seeking underwriters for a part of the costs. Potential underwriters are those industrial organizations that would benefit from more qualified concrete construction personnel. Whenever possible, the Local Sponsoring Group should try to borrow facilities and equipment rather than renting or buying.

After weighing the various factors, the committee should decide whether to proceed with sponsoring the program, and whether to offer a training course. *If the decision is to proceed, the Local Sponsoring Group should set tentative dates at least six months ahead and notify the ACI Certification Department.*

Once feasibility is established, the committee should create a timetable for implementing the various tasks involved in sponsoring the program and conducting the examination.

Promotion

Promotion of the local certification program is vital to its success. Even the best prepared program is useless if potential examinees and their employers do not find out about it and become motivated to enroll. The LSG can promote the program through:

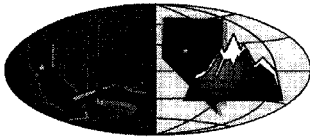
1. Announcements in its own newsletters and at its own meetings.
2. Direct mail to executives of organizations employing concrete technicians, inspectors, or craftsmen.
3. Inclusion of information on the chapter's website and submission of the information to ACI for inclusion on its website.
4. News releases to daily newspapers, suburban weeklies, local engineering society publications, trade journals, local trade association publications, etc.
5. News releases to news directors of radio and television stations for their public service announcements.
6. Participation in radio and television talk shows and spot announcements regarding employment opportunities.
7. Announcements in *Concrete International*.

As soon as a LSG decides to offer a certification program, committee members should compile a mailing list of employers of concrete construction personnel and a list of newsmen in the print and broadcast media. The names of some employers can be obtained by checking the yellow pages under "Contractors," "Public Agencies," etc. If the committee doesn't know the name of the appropriate executive, it can call the company to obtain it. Similarly, compile a list of local editors and broadcast newspapers, and radio and TV stations.

An example of typical promotional material that may be a useful guide for local committees is shown in Figure VIII-1.

Certification programs are also promoted, to a degree, by the national organization in the form of announcements in the magazine *Concrete International* and the ACI website. However, these promotions do not necessarily target the people that are most interested in certification.

For more information about ACI certification programs and procedures, contact the ACI Certification Department or visit the ACI website at www.concrete.org and click on the Certification tab.



THE AMERICAN CONCRETE INSTITUTE
 Northern California and Western Nevada Chapter
PREPARED MARCH 27, 2006

YOU CAN PRINT OUT AND COMPLETE THIS FORM BY HAND, OR YOU CAN GO TO THE CHAPTER WEBSITE AND FOLLOW THE LINK TO THE ONLINE APPLICATION!

CERTIFICATION COMMITTEE SCHEDULE for FIELD TECH I TRAINING IN 2006

TRAINING CLASSES UNTIL JUNE 3 ARE NOW SOLD OUT.
 JUNE 3/10 PETALUMA
 JUNE 17/24 CARSON CITY
 JUL 8/15 SAN RAMON
 JUL 22/29 SACRAMENTO - **SOLD OUT**

LAB TECHNICIAN GRADE I EXAM
 MORE EXAMINATIONS ARE BEING PLANNED
 BASED ON REQUESTS AND RESOURCES

Online application: www.aci-ncawnv.org

We had over 850 students in 2005, so plan to sign up ASAP. Classes fill very rapidly!

APPLICATION FOR GRADE 1 FIELD TESTING TECHNICIAN CERTIFICATION, 2006

<p>• Applicants must be able to lift 50 lbs. • Class and test time typically 8 AM to 4PM. Dress appropriately for concrete testing (heavy shoes and long pants). Concrete Strength Testing and Certified Laboratory Technician exams will be available depending upon demand.</p>	<p>• Payment and Notification • When your payment is received, your place in the class will be reserved. You will then be notified of the confirmation of your reservation and the class schedule.</p>
--	---

Name: _____	Session Date: _____
Company: _____	Session Location: _____
Address: _____ _____	Indicate Course:
Telephone: (Day) _____	___ Two-day Course \$255.00
(Eve) _____	___ Recertification \$255.00
Fax: _____	___ Retest \$155.00
	___ Concrete Strength Testing
	Exam Only \$275.00
	___ Lab. Tech. Grade 1
	Exam Only \$400.00
	Total Fee Enclosed: \$ _____

Notice: Fees for "no shows" are forfeited and are NOT REFUNDABLE without 5-day notice prior to the session date.

If paying by credit card:

Card type _____ **Number** _____ **Exp date** _____
Name as it appears on card _____

Make checks payable to: Northern California & Western Nevada Chapter, ACI
Mail checks & make inquiries to: Ted Allured **Phone: 800-753-7711**
 444 Oak Place **Fax: 209-754-1559**
 San Andreas, CA 95249 **tallured@goldrush.com**

Rev. 060327

SECTION IX

CHAPTER AWARDS PROGRAMS

There are two types of awards programs that a chapter could conduct: project awards and personal awards. Project awards recognize design and/or construction of outstanding local concrete projects, usually divided into categories. Personal awards recognize local individuals who have had an exceptional impact on the local concrete industry or on the chapter. Similar procedures can be used for either type of award.

If your chapter is considering establishment of an awards program, first consider if there is a need for such a program and if there is sufficient interest within the chapter to sponsor (support) the program. The chapter could sponsor an awards program by itself or cosponsor the program with other concrete-related associations in the area. The procedure for administering the program is similar either way.

One very important thing to remember if your chapter establishes an awards program is that it must be identified as the chapter's program and not a program of ACI. ACI has many awards that it presents to individuals for their work in ACI or for research work. It is essential that people not confuse who is giving the award. The chapter is missing an invaluable public relations opportunity if the awards are not identified as coming from the chapter. Also, ACI has certain requirements for its awards that should not be confused with the chapter's awards. This relates to the use of ACI's logo by the chapter (see page 25).

A review of existing chapter awards programs indicates that one of the most important requirements for success is an individual or committee's willingness to spearhead the program and keep it going. Once it has been established that there is sufficient interest in an awards program, the following steps should be taken. Remember, these are general guidelines and should be adjusted to accommodate local conditions and needs.

CHAPTER BOARD RESPONSIBILITIES

Approval of Awards Program – This includes a decision on the categories of awards and of the criteria for awards. Some chapters give one award per year for the best concrete projects while others give awards for different projects such as industrial projects, commercial projects, residential, public works, new construction concepts, bridges, precast projects, etc. Some chapters classify awards by size; for example, projects valued at under three million dollars and over three million dollars. The chapter Board should select those categories which seem to be of the greatest interest in the local area. The chapter Board should also establish the criteria by which each of the winners will be judged.

Awards Committee – The chapter Board should appoint an Awards Committee each year or give the chapter President the authority to appoint the committee.

Confirm Winners – The Board should confirm that the winning projects meet all of the criteria and that no members of the Award Committee or any of the judges have a special interest in the winning projects.

Send Letters of Thanks to the Judges

Send Letters of Thanks to the Awards Committee

Send Letters of Congratulations to the Winners

AWARDS COMMITTEE

The Awards Committee is appointed by the chapter Board or President. While some chapters have the immediate Past-President chair the committee, many of the more successful programs select an individual who has expressed a strong interest in the program to chair the committee for several years. The Awards Committee should be made up of a good mix of representatives from the concrete industry. In some chapters, this includes a structural engineer, contractor, building official, architect, supplier, etc. In any case, all of the members of the Awards Committee should be members of the chapter.

Responsibility of Awards Committee

It normally takes six to eight months to put together an awards program. The Awards Committee should prepare a time table (See Figure IX-1) which will include dates for completing the following:

1. **Prepare Budgets**

Like all chapter programs, a budget should be prepared including realistic estimates of income and expenses.

2. **Review or Select Criteria for Awards**

The Awards Committee may establish the criteria for awards if so authorized by the chapter Board. If the criteria are established by the chapter Board, they should be reviewed by the committee so they are familiar with the criteria. Criteria vary depending on the category of structure (office buildings, bridges, etc.) and should include the time frame (project must be completed within the last year), magnitude of project, innovation of design, appropriate concern towards the environment, etc.

3. **Establish Locations and Dates for Receipt of Nomination**

This should be done well in advance so that dates and locations can be included in all promotions. Facilities should be chosen that are centrally located or well-accepted by the chapter members. Effort should be made to hold the awards program on about the same date each year so that it becomes a tradition in the area.

ANNUAL AWARDS DINNER TIMETABLE (SAMPLE)

October

1. Initial meeting of committee
2. Selection of printer, establish printing costs
3. Finalize dinner date
4. Review stationary and competition announcements
5. Develop initial mailing list
6. Establish future meeting dates
7. Establish judges' luncheon date

November

1. Mail competition announcements by second week of November
2. Compile initial list of judges
3. Establish dinner price
4. Finalize date of judges' luncheon
5. Initial review of Special Recognition candidates

December

1. Full committee push for awards nominations
2. Finalize list of judges and get confirmation
3. Print reservation forms
4. Selection of Special Awards recipients

January

1. Finalize mailing for reservation forms
2. Continue pushing for project nomination and submittals
3. Select photographer for judges' luncheon and dinner
4. Collect data and establish profile for Special Awards recipients

February

1. Review status of project submittals
2. Review format for judges' luncheon
3. Mail dinner reservation forms
4. Establish final list of competition submittals

March

1. Judges' luncheon
2. Mail out publicity photographs
3. Second mailing of dinner reservation forms
4. Mail letters to award and honorable mention recipients
5. Initial planning of dinner format
6. Collect slides from Grand and Merit award winners
7. Assemble certificate and plaque information, order when complete
8. Submit all project worksheets prior to judges' luncheon
9. Original draft of dinner program submitted by third week of March

April

1. Awards Dinner
2. Prepare and mail press release to local press
3. Notify ACI (including pictures) for coverage in *Concrete International*

Figure IX-1 — Awards Program Timetable

4. **Announcement of Awards Program**

Mail press releases to local newspapers, trade papers, and allied industry associations, and request they include information about all chapter members involved with the program.

5. **Prepare Entry Form for Nomination**

The entry form should define clearly the qualifications, if an entry fee is required, and how to submit. Figure IX-2 is a sample of a nomination entry form.

6. **Requests for Nominations Can Be Mailed**

Before requests for nominations can be mailed, you must develop a good mailing list. Contact local allied associations, as some organizations that provide programs will not be a member of any association. The first request for nominations should be sent approximately three months prior to the judging. A second request should be mailed seven to eight weeks before judging. While it would be nice if you could send out requests for nominations and then sit back and wait for the nominations to come in, unfortunately, it doesn't seem to happen this way. You will need to send two or three notices and possibly work with the design/construction team to get the architect to write the description for the entry. Be sure that your entry date allows for enough time for judging nominations and promotion of the results. We recommend about four to five weeks before the award dinner.

7. **Establish Format for Awards Presentation**

Determine who is to receive the award. While some chapters give awards only to the owner of the winning project, others award not only the owner, but give awards to the structural engineer, architect, construction company, pre-caster, ready mix producer, etc. While it is nice to give awards to several individuals, this does increase the cost of the awards program and should be taken into consideration when the program is developed.

8. **Type of Awards**

Awards are normally given in the form of plaques or certificates. Remember, the winner will most likely wish to display the award, so it should be of high quality as it not only acknowledges the achievement of the winner, but also promotes the chapter. Plaques displaying a picture of the project are well received. Page 82 shows an example of an awards certificate. Plaques and certificates may be purchased locally or through ACI. Again, remember that this is an award of the chapter and that fact should be clear to anyone looking at the award.

9. **Selection of Judges**

While some chapters have the Awards Committee judge the entries, most select an independent jury. If the Awards Committee does not judge the nominations, a jury must be selected that is a cross-section of the industry. For example, the Presidents of other allied associations may be asked to serve on the jury, such as the President of the local AIA, ASCE, CIB, AGC, as well as the President of your ACI chapter. Use care to ensure that none of the judges have an interest in any of the nominated projects.

Be sure to distribute press releases announcing the appointment of the judges. It is helpful to include photographs of the judges and an explanation of the program.

10. **Confirmation of Judges**

A letter confirming the judges' willingness to serve and thanking them for their service should be mailed by the Awards Committee Chair immediately after the judges are appointed.

11. **Review of Nominations**

When the nominations are received, they should be reviewed by the Awards Committee to be sure that they are qualified and meet all the criteria for nomination. Be sure that this review is only for eliminating those entries that are not qualified and is not a prejudgment of entries. This review can also determine entries that are lacking all the information needed to judge, and the project personnel can be contacted to submit the needed additional information.

The location for the judging depends on the number of categories and entries received. Thus, judging could take from a couple of hours to a day. Be sure to pick a location convenient for all judges and one where there will be little or no interruption. To assist the judges, compile all entries for each category (assuming you give more than one award). Emphasize to the judges the criteria for the award so that they will be aware of what to look for. If you use some type of numbering system, explain the system to the judges so that they clearly understand your process. It is appropriate to arrange and pay for lunch as judges volunteer their time.

12. **Advising Winners—Two Methods are Available**

- a) After the judging is complete, all winners should be notified that they have won and when they will receive their award; or
- b) Instead of advising the winners, keep the winners a secret, then invite all entrants and announce the winner at the awards banquet. Some chapters prefer this approach as they feel it builds interest in the program and increases attendance at the awards banquet as all who have entered will send representatives.

2006 Excellence In Concrete Awards

Call for Entries

About the Awards Program

The Excellence in Concrete Awards program was established to recognize excellence in structural and architectural concrete design as well as unique or innovative uses of concrete. The program is sponsored by the Las Vegas Chapter of the American Concrete Institute (ACI) whose sole purpose is the advancement of concrete technology through research and education.



Las Vegas Monorail - 2004 Excellence in Concrete

"Major Project" Award Winner

Project Recognition

As a winner of the Las Vegas Chapter of ACI's Excellence in Concrete Award, your project will receive the recognition it deserves. Category winners will receive an attractive Excellence in Concrete awards plaque which is presented to the following members of the construction team: engineer, contractor, architect, owner and concrete supplier. The plaque is presented at a gala awards dinner, to be held in the Fall of 2006, where your professional accomplishment will be recognized. The Chapter will recognize award winners in its newsletter and press releases will be sent to other industry-related publications including ACI International's *Concrete International* magazine.

Entry Rules

1. All projects must have been completed during the time period from January 1, 2004 to December 31, 2005 and be located in Southern Nevada.
2. Judges decisions are final.
3. The percentage of concrete used in the project will be considered. As an example, a steel frame building may be acceptable provided a significant percentage of the project was built with concrete.
4. The project can be new construction, restoration or repair.
5. All copyrighted pictures must be accompanied by a photographer's release form.
6. All entries and all materials submitted shall become the sole property of the Las Vegas Chapter of ACI.

The Las Vegas Chapter of ACI Shall have the right to make all entries, and all materials submitted with entries, available through publication in advertisement in its own or other publications. This shall include the right to publish photographs and names of any award recipient without compensation.



The Marnell Corporate Center - 2004 Excellence in Concrete

"Recreational " Award Winner

2006 Excellence In Concrete Awards

Judging

All projects will be judged by a panel composed of representatives from local construction industry disciplines. The Awards Committee reserves the right to present special merit awards. The judges' decision may be based on the following criteria:

- * Creative and functional design
- * Superior craftsmanship
- * Unique or innovative use of concrete
- * Extensive use of concrete
- * Imaginative and aesthetic use of concrete



The Daugherty Residence - 2004 Excellence in Concrete

"Judges Choice" Award Winner

A Successful Presentation

Your entry is submitted to a panel of judges whose only opportunity to evaluate your project is through the pictures that you submit. Remember to provide pictures of the project throughout the entire construction process. Include pictures that show difficult or unusual placement. For the entry to present well, it is imperative that full consideration be given to lighting and composition. Take your time and get good pictures. The lighting and subsequent mood of the structure will change from morning to night. Select the correct time of day to produce the best lighting: morning, midday, late afternoon or evening. Don't forget to include pictures of the completed project.



Stewart Street Project - 2004 Excellence in Concrete

"Public Facility" Award Winner

Project Categories

Hotel/Casino - resorts, casinos, theme hotels

Commercial - office building, business, shopping center, warehouse

Public Facility - government buildings, environmental projects, theaters, schools

Infrastructure - bridges, treatment plants, reservoirs, airport expansions, pavements, parking structures

Residential - (single or multi-family) private homes, apartments, condominiums, patios, driveways

Recreational - public spaces, pools, skate parks

Other - your unique project.

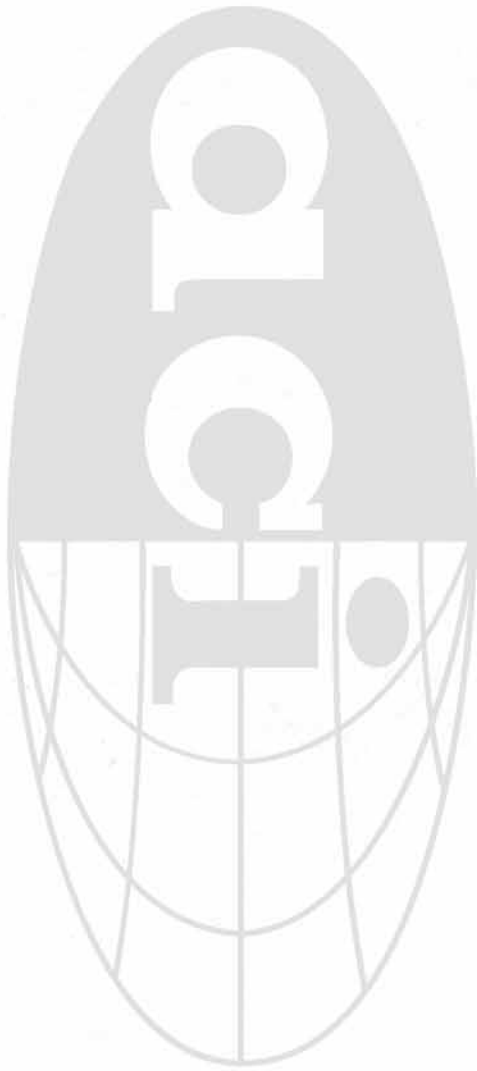
What to Submit

- * Project Nomination Form
- * Entry Submission Form
- * One page description of the project highlighting why the project exhibits excellence.
- * Minimum of 20 with a maximum of 30 digital pictures of the project, submitted on a CD or memory stick.
- * A narrative of each picture. Pictures must be numbered to match the narrative and can be submitted as an MS PowerPoint presentation.
- * Photographer's Release Form

Nomination form and accompanying documentation must be submitted no later than July 31, 2006. If you have any questions, please call Dawn Miller at the Las Vegas ACI Chapter office (702) 656-8827 or email to: acilasvegas@earthlink.net



American Concrete Institute®



13. **Notification to Non-Winners**

If winners are announced before the awards banquet, each organization which has taken the time to submit an entry should be notified that they were not the winner of the award and also thanked for taking the time and effort to submit their entry. These organizations should also be acknowledged at the awards banquet.

14. **Confirmation of Winners**

The winners and runners-up in each category should be presented to the chapter Board for confirmation. Remember, the award is given on behalf of the chapter and can only be handled through action of the chapter Board.

15. **Promotion of Awards Dinner**

Promote the awards dinner like you would any other chapter meeting (enlist the help of the Public Relations Committee). Also, be sure to send notices to all allied industry associations so that they may include notices in their newsletters. Also, send notices to trade magazines as they are often willing to publish this type of material. Do not overlook television and radio coverage.

16. **Tickets for Awards Banquet**

Tickets should be sold in the normal manner. It is customary to provide a representative from each winning organization with a complimentary ticket if winners are announced in advance.

This is a special occasion for the winning organization, and they will wish to purchase tickets for other members of their organization to attend the dinner. We recommend that you sell tickets for special reserved tables, so that all those in attendance from one organization can sit together. Also, this will encourage the winners to bring members of their staff and further increase attendance.

17. **Awards Banquet**

This event should be budgeted and planned for like any other chapter dinner. However, this is a special event and should be treated accordingly. You may wish to make it a black tie affair depending on your location and customs, or you may want to consider a small orchestra and a dance. In any case, you will want to be sure that slides are available on each winning project and you may consider showing all entries. Also be sure to give instructions to the representatives accepting the awards in regards to where they should sit, length of acceptance speeches, etc.

As was emphasized on page 29, be aware of the dangers in serving alcohol. You should consider issuing drink tickets and having a cash bar for those who want more. Most people are not unhappy with this sort of an arrangement.

18. **Announcing the Winners**

Develop professional press releases for local trade newspapers. Do not overlook television and radio coverage, as awards may be considered newsworthy, especially if the winner is a well-known firm or project. It is appropriate to contact the winner to see if they have an ad agency that can assist in this effort.

19. **Notifying ACI**

Submit a report on the results of your awards programs to ACI. Be sure to provide photographs with the appropriate names, give descriptions of the winning projects, and credit all firms involved with the projects. This information will be published in *Concrete International*, providing additional promotion to the winners and your local chapter.

SECTION X

PUBLIC RELATIONS AND PROMOTION

This section briefly describes a number of ways to promote your chapter, including how to write a press release.

INTERNAL

There is nothing more important than keeping your members aware of what the chapter is doing. The chapter Secretary is responsible for record keeping and for mailing announcements of meetings, programs, and activities to all members. E-mailing an announcement or posting to your ACI chapter website is a quick way to get this information out to your chapter members. The Public Relations Committee is responsible for the accuracy, timeliness, and sufficiency of these announcements.

The “copy” for announcements should be factual in all respects, and emphasize the feature most interesting to the greatest number of members. Make it “sell,” but keep it factual. Send this to all chapter members, to local ACI members who are not chapter members, to local universities, and to any large firms in the area. Another good source of names is other local nonprofit groups such as the ASCE section, an NSPE chapter, an AGC or ABC branch, local concrete promotion groups, etc.

CHAPTER WEB PAGE

See page 35, Chapter Website.

CONCRETE INTERNATIONAL NEWS

The section of *Concrete International* devoted to chapter news depends on input from each chapter. Members of other chapters are truly interested in what your chapter is doing. Send announcements of upcoming events, and especially stories and photos after an event. Be sure to put everyone’s name on the back of the photos, then forward the information to Headquarters. Submitting articles for *Concrete International* helps to increase your chapter’s visibility and it gives other chapters ideas of new things they can do.

EXTERNAL

External public relations involves making the chapter visible in the local community, so if there are questions in the area about concrete technology, the ACI chapter is the first to get the call. News media contacts play an important role in external public relations. Personal visits of introduction should be made to the business editors of daily and weekly newspapers and also to news editors of trade journals circulated within the chapter area. Find out what their news interests are, their deadlines, and what they prefer in photographs.

An up-to-date “Press Release” mailing list should be maintained that includes the names, titles, and addresses of news media personnel. Also included should be the names of other local concrete industry associations and organizations, civil engineering departments of local colleges and universities, and other potential interest groups.

Also to be included on the mailing list are other ACI chapters and the Chapter Liaison at ACI Headquarters. Announcements and/or publicity regarding your chapter’s activities can generate ideas for other chapters. Travelers from other areas may wish to attend your meeting. Communication among chapters is important to the vitality of the chapter organization.

Press releases keep the public in the chapter region informed of activities, programs, projects, etc. When writing a press release, keep the following points in mind:

1. Identify the communication as a “News Release.” Include a name and phone number at the top for confirmation or added information.
2. Leave 2-inch margins -- top, bottom, and sides -- and double space to allow for editor’s comments and instructions.
3. Organize your story along the Five W’s: Who? What? Where? When? Why? These answers belong in the first paragraph.
4. Details of the Five W’s belong in subsequent paragraphs.
5. Tell only the facts—do not embellish.
6. Write short sentences.
7. If the release is longer than one page, the word “More” should be shown on the bottom of each page.

Invitations should be extended for press coverage of especially newsworthy chapter functions such as awards programs, fellowships, or when an important visitor is appearing (the ACI President). Whenever the press is in attendance, act as host and guide. Make sure they meet officers, event chairs, or any special guests. Answer all questions briefly and to the point.

Include photographs with releases whenever possible. Be certain that on the back of the photo you identify the names of the individuals in the photos from left to right.

Additional press release points to remember:

1. Do not expect too much. Everything going on in the world competes for the editor’s attention.
2. What readers and editors are interested in changes from day to day.

3. Be timely.
4. Do not ask editors why a release was not printed.
5. Send a short letter of appreciation when a story or release is printed.
6. Give the publication an occasional exclusive.

Development of a Chapter Speakers Registry (a list of chapter members willing to speak before other groups) can be a valuable public relations tool. There are many organizations, both in and out of the concrete industry, looking for speakers for luncheon or dinner meetings. For groups within the industry, make sure that speakers are available on a variety of subjects at various technical levels. For groups outside of the industry, enlist members who can speak on general, interesting, and timely aspects of concrete. The ACI Speakers Bureau may assist you in locating speakers for your function. Visit ACI's website at www.concrete.org and click on the Chapters tab.

Be alert to opportunities with all organizations, including service clubs such as Kiwanis and Rotary. Remember, conversing about concrete whenever and wherever is a benefit to the industry, the chapter, and ACI.

SECTION XI

STUDENT ACTIVITIES

The Chapter Student Activities Committee develops activities and various programs for students. This committee's mission is to provide students with the opportunity to better understand concrete, its uses, and properties. This can be done through student seminars or short courses, student projects, student competitions, career guidance, tours, and sponsoring student chapters of ACI.

ACI chapters should encourage students to study concrete by supporting either graduate or undergraduate fellowships. Several chapters offer fellowships to local students.

ACI has a number of activities for students that chapters can take advantage of locally. ACI Committee E 801, Student Activities, offers six student competitions each year. Chapters can encourage or sponsor local students to get involved in these competitions. At each convention, E 801 sponsors a student's program and, occasionally, a full day of activities for students. ACI's Concrete Research and Education Foundation (ConREF) offers scholarships each year for graduate studies in concrete design, construction, or materials. Chapters should encourage local students to apply for these highly prestigious fellowships. Finally, chapters can participate in the Sponsor-a-Student (SAS) program, where your chapter sponsors students as ACI members, paying the majority of their dues to become a student member.

STUDENT-LEAD SEMINARS

Student seminars are generally one or two day sessions covering one specific subject of interest to students. Speakers should be experts, if possible, and preferably members of the local chapter, so as to minimize or eliminate speaker expenses.

Seminar fees should be held to a minimum and preferably be free. Contributions from local industries and organizations should be solicited to cover expenses. Seminars should be held on days that interested students will be able to attend without creating conflicts with their studies.

Short courses are a series of two to three hour evening or Saturday sessions, generally conducted once or twice a week over a period of three to eight weeks. Speakers should be local chapter members or faculty members of appropriate learning institutions. One or a variety of subjects may be covered with a series of short courses following one another. Short courses should be integrated with the students' educational programs. No fees for short

courses should be imposed on the students. If expenses are encountered, funds should be raised through contributions from local industries and organizations.

FACULTY NETWORK

The Faculty Network is a support group of ACI. Members of the Network serve as the formal conduit between ACI and university students. The objective of the Network is to encourage and support student interest in concrete engineering and construction. This includes the dissemination of education, scholarship, and research information from various cement and concrete organizations.

For more information, go to the ACI home page and click on the Education tab.

STUDENT PROJECTS AND COMPETITIONS

Student projects are extracurricular activities by individual students or groups of students representing their school. They may be able to work out an arrangement with their school so that they get credit for the work. Student projects are developed by either the local chapter or in conjunction with ACI Committee E 801, Student Activities. The project should provide experience for the students in the design, construction, manufacture, use, and maintenance of concrete products and structures. Projects should offer competition among students or learning institutions, and should be judged by the local chapter or ACI Committee E 801. The student or school judged to have the superior project should be recognized for the effort.

ACI Committee E 801 currently offers six international competitions (Figure XI-1). For each competition, ACI awards the first, second, and third place teams the following:

- ▶ A plaque recognizing the winning school.
- ▶ One year student membership.
- ▶ Recognition in *Concrete International*, if space allows.
- ▶ Monetary awards.

Competitions are held on Sunday afternoon. This time seems to be the best to draw large numbers of local students. For registration information, go to ACI's website at www.concrete.org and click on Students. Your chapter can get involved with these competitions and increase the chapter's profile at local colleges and universities.

CAREER GUIDANCE

Career guidance provides students and other interested parties, including high school students, with information regarding educational and career opportunities. This can be done by giving presentations at local high schools, universities, or youth groups. If requested, the chapter could also provide personal counseling and information about working conditions, opportunities, and salaries. All areas of employment in the concrete and cement industries should be presented.

Concrete Student Competitions Sponsored by ACI

ACI's nationally recognized student competitions, offered in cooperation with the ACI Student Activities Committee (E-801) provide opportunities for students to participate in interesting and educational concrete projects.

For additional information about these competitions, visit the ACI website www.concrete.org and click on Students or e-mail your questions to students@concrete.org.

ACI FRC Bowling Ball Competition

The object is to design and construct a fiber-reinforced concrete bowling ball to achieve optimal performance under specified failure criteria and to develop a fabrication process that produces a radial uniform density while maximizing volume. This competition is scheduled to be held on Sunday, November 5, 2006, in Denver, Colorado. Registration is now open for this competition.

ACI Concrete Cylinder Competition

This competition is scheduled to be held on Sunday, November 5, 2006, in Denver, Colorado. This objective is to produce concrete cylinders with an average compressive strength of 3,500 psi (24.1 MPa) and a saturated surface-dry density of 145 lb/ft³ (2.32 kg/L) with the highest cementitious efficiency and the lowest cost, and to write a report explaining the design and production process.

ACI Concrete Projects Competition

Entries for the Concrete Projects Competition are due June 1, 2006. Virtually any project that focuses on concrete design, materials, and/or construction is eligible. These projects can include computer programs, term papers, student activities, senior design projects, or special projects.

ACI FRP Composites Competition

Students design, construct, and test a concrete structure reinforced with fiber-reinforced polymer (FRP) bars to achieve the optimal load-to-weight ration, predict the ultimate load, and predict the load that will result in a piston deflection of 2.5 mm (0.1 inch). This competition is scheduled to be held on Sunday, April 22, 2007, in Atlanta, Georgia.

ACI Concrete Cube Competition

Students produce a concrete cube that achieves, as closely as possible, a target design strength of 35 MPa and a target mass of 205 grams per cube (moderately lightweight concrete).

ACI Egg Protection Device Competition

Students design and build the highest-impact-load resistant plain or reinforced concrete Egg Protection Device.

We encourage you and your students to attend the competitions at the ACI Spring and Fall Conventions. Your students can participate in student activities, including the student luncheon, during the convention.

Figure XI-1--Concrete Student Competitions

TOURS

Tours and field trips should be designed to give students a first-hand view and understanding of the concrete and cement industries. Tours should consist of viewing actual work being performed and a detailed explanation of the task, along with substantial background information. Tours can be places such as engineering offices, construction sites, cement plants, chemical production plants, ready-mixed concrete plants, and other related sites. Schedule tours so as not to interfere with classes. No fees other than transportation costs should be charged.

FELLOWSHIPS/SCHOLARSHIPS

Fellowships and scholarships are a way to encourage bright students to consider concrete technology as a career. Several ACI chapters offer scholarships to colleges or universities in their area. These vary from as little as ACI books and ACI student and chapter memberships, to as much as \$5,000. The fellowships offered through ACI's Concrete Research and Education Foundation's (ConREF) Scholarship Council are for \$3,000 for the academic year and are available for undergraduate and graduate studies related to concrete. Figure XI-2 shows fellowships and scholarships currently available. If your chapter is considering establishing a fellowship program, contact ACI for a copy of the guidelines used by ConREF. This may simplify your job. Applications for scholarships may be obtained from the ACI Concrete Research and Education Foundation (ConREF), P.O. Box 9094, Farmington Hills, Michigan 48333, or you may visit the ACI website www.concrete.org and click on the ConREF tab.

STUDENT CHAPTERS

The chapter may sponsor student chapters at local universities, colleges, and technical and trade schools, when deemed appropriate and approved by the Chapter Activities Committee. Student chapters are extensions of the chapter and, therefore, must be monitored by the chapter. The advisor of the student chapter should be a member of the chapter's Student Activities Committee.

The Student Activities Committee should maintain a membership list, including all alumni of the student chapter. The committee should encourage all student chapter members to become members of both the local chapter and of ACI. A member of the Student Activities Committee should act as liaison to the student chapter to advise and coordinate the student activities.

To form an ACI student chapter, an advisor, who is a member of the faculty, of ACI, and of the chapter must be selected, and 15 students must sign an organizing petition. The petition must be submitted by the chapter to the Chapter Activities Committee for approval. Figure XI-3 is an example of a student chapter organizing petition. Your chapter can use this as a guide or contact ACI and we will print one especially for you.

Once approved, the student chapter is responsible for preparing bylaws (for sample bylaws see Appendix E), electing officers, establishing dues structure (if desired), and developing programs of interest to students. A list of student chapter responsibilities is shown on page 95.

ACI Student Fellowship Program

The purpose of the Student Fellowship Program is to identify, attract, and develop outstanding professionals for productive careers in the concrete field. Two fellowships are given per year.

Student fellowships are offered to high-potential undergraduate and graduate students in engineering, construction management, and other appropriate curricula who are identified by the ACI-Member Faculty. The Student Fellowship can have a nominal term of up to two academic years, renewed annually, and may extend through graduate study. Annual renewal will be subject to renomination and reapplication. These awards are granted based on the availability of contributions received.

ACI Graduate Scholarship Program

\$3,000 (U.S.) is available for graduate study in the field of concrete. The awards include the ACI-W. R. Grace Scholarship, V. Mohan Malhotra Scholarship, Kumar Mehta Scholarship, Katharine and Bryant Mather Scholarship, ACI Bertold E. Weinberg Scholarship, and ACI Scholarship.

- The **ACI-W. R. Grace Scholarship** is ACI's first and longest-running industry-sponsored educational scholarship. This award was endowed by W. R. Grace and Co. and is offered annually as a continuation of Grace's commitment to new technology in the concrete industry.
- The **V. Mohan Malhotra Scholarship** was established to acknowledge Dr. Malhotra, Chairman of CANMET's Organizing Committee, for his efforts in organizing many international conferences, workshops, and seminars in the area of concrete technology. Recipients must be majoring in concrete materials science research.
- The **Kumar Mehta Scholarship** was initiated by Dr. Mehta in 2002 to recognize students pursuing research on sustainable development of concrete. Recipients must demonstrate ongoing effort to conduct graduate research on sustainable concrete.
- The **Katharine and Bryant Mather Scholarship** was established in 1988 to honor Katharine and Bryant Mather for their exceptional contributions to the knowledge of concrete. Initial funds were contributed by the sponsoring committee of an international symposium held in 1987 to honor the Mathers. Both Mr. and Mrs. Mather, deceased, were Honorary Members of ACI and Mr. Mather served as President in 1964. Continuing funding is provided by a gift from the Mather estate. The scholarship is for graduate study in the field of concrete.
- The **ACI Bertold E. Weinberg Scholarship** was named in 2003 to recognize Mr. Weinberg, the ACI Scholarship Council Chairman. This scholarship receives funding through generous contributions by members of ACI International. This award is granted based on the availability of contributions received.
- The **ACI Scholarship** was also established by the ACI Scholarship Council and receives funding through generous contributions by members of ACI International. This award is also granted based on the availability of contributions received.

Student Paper Award

ACI-James Instruments Student Award for Research on NDT of Concrete

Awarded for original research on nondestructive testing of concrete, the award is sponsored by James Instruments, Inc., a Chicago-based manufacturer and distributor of NDT systems. This award is given by ACI Committee 228, Nondestructive Testing.

**PETITION TO ACI _____ CHAPTER BOARD OF DIRECTORS
AND THE ACI CHAPTER ACTIVITIES COMMITTEE
FOR AN ACI STUDENT CHAPTER**

The undersigned students of _____ (Name of School) petition the
_____ (Name of ACI Chapter) Board of Directors to authorize the formation
of a student chapter.

The student chapter will function as a section of, and be responsible to, the chapter. The following person, who is a faculty member, a member of ACI, and a member of the chapter has agreed to serve as advisor to the student chapter.

Advisor's Name _____
Position _____

Signed at _____, this _____ day of _____,
(location) (day) (month) (year)

- | | |
|-----------------------|-----------------------|
| 1 _____
Signature | 2 _____
Signature |
| 3 _____
Signature | 4 _____
Signature |
| 5 _____
Signature | 6 _____
Signature |
| 7 _____
Signature | 8 _____
Signature |
| 9 _____
Signature | 10 _____
Signature |
| 11 _____
Signature | 12 _____
Signature |
| 13 _____
Signature | 14 _____
Signature |
| 15 _____
Signature | 16 _____
Signature |

Figure XI-3--Student Chapter Organizing Petition

The student chapter is a section of the ACI chapter, and as with all ACI chapters, may not speak for ACI, or the ACI chapter. The ACI chapter should monitor the actions of the student chapter and should be aware of the student programs and activities. The ACI chapter Board may withdraw its sponsorship of the student chapter if the student chapter activities are deemed improper and may recommend to the Chapter Activities Committee that the student chapter be disbanded. A list of the chapter responsibilities is shown below.

ACI Chapter Responsibilities

The sponsoring ACI chapter has the following responsibilities:

1. Form a Student Activities Committee.
2. Assign a chapter officer (Chair or member of the Student Activities Committee is preferable) to act as a liaison with the student chapters. This is usually the student chapter's advisor.
3. Encourage the President of the student chapter or other officer to attend ACI Chapter Board meetings.
4. Student chapter's advisor is encouraged to attend the Board meetings of the student chapter.
5. Sponsor one meeting per year that is a student activities meeting.
6. Recommend sponsorship of educational seminars on the local campus each year.
7. Purchase ACI publications at cost for use in the student chapter library, if desired.
8. Approve the bylaws of the student chapter. ACI will assist with the review of the student chapter bylaws if required.

Student Chapter Responsibilities

The following items are the responsibility of the student chapter. It is up to the student chapter's advisor to assure that these guidelines are followed.

1. Develop bylaws. (These must be approved by the local ACI chapter, ACI's Director of Education, and ACI's Chapter Activities Committee).
2. Elect officers.
3. Establish dues.
4. Maintain proper bank account.
5. Prepare agendas and minutes for all meetings, except social events.
6. Student activities may include, but are not limited to:
 - a) ACI Student Competitions
 - b) ACI Student Photo Contests
 - c) Fund-raising

- d) Newsletter
 - e) Seminars
 - f) Work-study program, such as testing concrete.
7. If the student chapter has a library, it must be under the control of the student advisor.
 8. Student chapter may wish to have a chapter Secretary; however, a permanent copy of all activities must be maintained by the student advisor.
 9. Recaps and photographs of meetings should be sent to ACI for inclusion in *Concrete International*.
 10. The student chapter is part of the ACI chapter and must keep the ACI chapter informed of its plans, programs, and activities.
 11. Bylaws and annual reports of student chapters must be submitted to ACI and to the chapter.

ACI will assist in the organization of student chapters in North America, and if requested, will attend the organizational meeting with local chapter and university representatives. An itemized list of services provided by ACI is shown below.

What ACI Will Provide Student Chapters

For the most part, it is up to the ACI chapter to help the student chapter. ACI will, however, provide the following things:

1. “The ABC’s of Parliamentary Procedure” – a pamphlet for running meetings
2. An ACI student chapter banner and charter.
3. Discounts for student chapter members on educational seminars
4. Committee membership. Upon request, the student advisor’s name will be submitted for membership (or corresponding membership, if he cannot attend the meetings) on Committee E 801, Student Activities.
5. Publication of the activities of student chapters in *Concrete International*.
6. Allow the ACI chapter to purchase ACI publications at cost for use in the student chapter library.
7. Assist local chapters with review of the bylaws of the student chapter (if requested by the local chapter).

STUDENT MCP

ACI introduced a special student version of the Manual of Concrete Practice (MCP) in December 2001. This special version includes all of the ACI committee reports and standards included in the regular MCP, except for the building codes (ACI 318 and 530). The special edition is available to students free through ACI chapters.

The purpose of this program is two-fold: 1) Provide technical information to students and make them more aware of ACI, and 2) provide chapters with a program of interest to the universities giving chapters the opportunity to interface with the university, which should result in improved relationships between chapters and local universities.

ACI Headquarters will provide Chapters with a password annually that will allow access to the student MCP. Details regarding how students can access this document are forwarded along with the password information. Chapters are encouraged to contact local universities to make them aware of this new program. If the university wishes to participate, the chapter will provide the university with its password, which would then be distributed to the students by the university. At the end of one year, the chapters will receive a new password and should, again, contact the local universities to make them aware of this offer.

For chapters that do not have contacts within local universities, we suggest that you contact the ACI Faculty Network members in your area. The Faculty Network is made up of university professors who have agreed to distribute ACI information and materials to their universities. To locate the names of the Faculty Network members in your area, please go to the ACI website (www.concrete.org), select the “Education” button, and click “Faculty Network” from the menu.

SECTION XII

PROGRAMS FOR INTERNATIONAL CHAPTERS

International ACI chapters (outside the United States and Canada) may have more difficulty gaining access to some of the resources available to chapters in the U.S. and Canada. To give extra assistance to international chapters, the ACI Board of Direction has approved the following programs:

1. Airmail shipment of *Concrete International* and Periodicals

Since it takes months for members in some countries to receive their copies of *Concrete International* and the ACI Journals, upon request, ACI will airmail a complimentary copy of each of these periodicals to international chapters. The chapter can write abstracts of the articles in these periodicals and include the abstracts in their chapter newsletters so that the members may be aware of the latest information available prior to receiving their own individual copy. These periodicals should then be maintained in the chapter library for individual member use.

2. Consignment of ACI Publications

- a) ACI will enter into a consignment agreement with chapters that want to make ACI publications available locally to their members. The chapters may select up to 12 ACI publications. ACI will ship five copies of each publication (except for the Manual of Concrete Practice, which is limited to three copies) to the chapter on consignment (meaning you don't pay for it at that time).
- b) When any of these publications are sold, the chapter sends the payment to the ACI Senior Managing Director. When we receive the payment, we will mail a replacement copy to the chapter.
- c) On December 31st of each year, the chapter must send a list of the publications being held on consignment to the Senior Managing Director so that ACI may verify its records.
- d) Chapters will be charged member price for all publications. Chapters must make publications available to ACI members at member price and sales to non-members *must* be made at non-member price.
- e) A chapter officer must sign the Consignment Agreement. A copy of the Consignment Agreement is shown in Figure XII-1. More copies are available from ACI Headquarters.

CONSIGNMENT AGREEMENT

The ACI _____ Chapter agrees to accept the publications listed below on consignment. Payment must be sent to ACI whenever a publication is sold.

Sales to ACI members will be at ACI member prices and sales to non-members will be at non-member prices.

	<u>Publication Title and Number</u>	<u>Number of Copies Requested*</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
9)	_____	_____
10)	_____	_____
11)	_____	_____
12)	_____	_____

Signed by: _____

Chapter Office Held: _____

Date: _____

*IMPORTANT -- A maximum of 5 copies of each publication may be requested. For The Manual of Concrete Practice, a maximum of 3 copies may be requested.

Figure XII-1--Consignment Agreement

- f) If a publication on consignment is revised, ACI will furnish copies of the new edition. When the new edition is received, chapters should mail the front covers of the old edition still in stock to the Senior Managing Director.

3. International Roundtables

International chapters are invited to attend a Chapter Roundtable periodically. Roundtables are conducted by ACI Headquarters to bring together chapter officers from chapters in a geographical region to meet with the ACI President and ACI staff members. The purpose of the Chapter Roundtable is to assist in the development of chapter officers, exchange ideas with other chapters, update chapters on ACI's activities, and improve communications.

Chapter officers come away from a roundtable with renewed energy and many good ideas. Travel expenses are shared between the chapter and ACI. ACI's international chapters will be invited to attend international roundtables in their region and will be notified regarding the date and location of these roundtables.

4. Technical Publications

Chapters outside of the United States and Canada have special rules in that they are permitted to publish *conference proceedings* in a language other than English provided that in each case the chapter adheres to the following steps:

1. Establish a local chapter review process for papers patterned after the ACI process.
2. Include a page (or preface) in the volume describing the manuscript review and screening process for that conference.
3. Publish a statement that the conference material was not reviewed by ACI.
4. Publish under a logo and name that emphasizes and gives credit to the chapter as publisher of the proceedings. A copy of any such publication should be sent to ACI Headquarters.

A chapter may not establish a Standard Recommended Practice. This type of publication is the responsibility of ACI.

APPENDIX A
ACI CHAPTER MODEL BYLAWS

APPENDIX A

ACI CHAPTER MODEL BYLAWS

NOTE: *Chapter bylaws cannot be contrary to ACI bylaws and must be submitted to and approved by the ACI Board of Direction.*

* * *

ARTICLE I – PURPOSE

Section 1. The purpose of the Chapter is to further the chartered objectives for which the American Concrete Institute was organized; to further education and technical practice, scientific investigation, and research by organizing the efforts of its members for a 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. This Chapter is accordingly organized and shall be operated exclusively for educational and scientific purposes. In conducting the aforementioned affairs of this Chapter, the Chapter shall pay due attention to all trade regulations and shall not in any manner violate federal or state trade regulations.

ARTICLE II – MEMBERS

Section 1. The Chapter shall consist of Honorary Members, Distinguished Chapter Members, Organizational Members, Members, Affiliate Chapter Members, Junior Members, and Student Members. (Note: Any combination of the above as might be appropriate for the Chapter area may be submitted to the ACI Board for approval.)

Section 2. Chapter membership in any classification except Distinguished Chapter Members and Affiliate Chapter Members, shall be of the same classification as its Institute membership.

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.

The Chapter may recognize and honor eminent Chapter members by conferring upon them membership in the special individual category of Distinguished Chapter Members. Distinguished Chapter Members shall be individuals, not current officers, who have made exceptional contributions in connection with the objectives of the Chapter and the American Concrete Institute. Distinguished Chapter Members shall be selected by the Board of Direction of the Chapter. They shall be exempt from Chapter dues but shall not be exempt from ACI dues.

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Affiliate Chapter Members are not members in any classification in the American Concrete Institute and shall be members of the Chapter only.

Section 3. Only those members of the Chapter whose permanent address of record at Institute Headquarters is in the State(s) of (Note: give specific geographic boundaries such as states, counties, or cities) or who have specifically requested this Chapter for their official affiliation, shall be permitted to vote or hold office in the Chapter. An ACI member can belong to any number of Chapters but can specify only one official Chapter for voting and holding office, and need only specify it if his official affiliation is other than the Chapter in his residence area.

Affiliate Chapter Members may actively participate in local Chapter affairs except that they may not hold office within the Chapter, nor vote on propositions before the international membership.

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

(Or, this paragraph may be used: Junior Members may vote and hold office in the Chapter. Student Members shall not hold any office in the Chapter but may be appointed as members of a committee with voting privileges on that committee. Students may vote as full members in Chapter elections so long as the number of student memberships does not exceed 20% of the total Chapter membership. If student membership exceeds 20% of the total membership, student vote shall be prorated to 20% of the total Chapter membership.)

Section 4. Applications for and resignations from membership and requests for change of representatives of Contributing or Organizational Members shall be presented in writing to the Secretary/Treasurer.

ARTICLE III – OFFICERS

Section 1. The Chapter officers shall be the President, Vice-President, Directors, and the Secretary/Treasurer. The President, Vice-President, and Directors shall be members of the American Concrete Institute and of the Chapter and shall be elected by members of the Chapter. The Secretary/Treasurer, if not an elected officer, shall be appointed by the Board of Directors of the Chapter.

Section 2. The President, Vice-President, most recent available Past President, and Directors shall constitute the Board of Directors of the Chapter.

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Section 3. At least 40 days before each annual meeting the Committee on Nominations shall report to the Secretary/Treasurer the candidates nominated for offices to become vacant at the next annual meeting and ten candidates for membership on the Committee on Nominations which is to serve in the following year. In the selection of candidates for Directors, the Committee on Nominations shall have due regard for diversity of professional and geographical representation. Each candidate for the office of President, Vice President, or Director must have given consent to his nomination before the report is published, and must be a member of ACI International. The Secretary/Treasurer shall cause notice of all such nominations to be transmitted to the membership of the Chapter at least 30 days prior to the next ensuing annual meeting. Additional nominations for offices or for membership on the Committee on Nominations may be made within 15 days thereafter by petition to the Board of Directors of the Chapter 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 for letter ballot to be canvassed at the annual meeting and the result announced. The candidate for any office receiving the most votes shall be declared elected. The five candidates receiving the most votes for membership on the Committee on Nominations shall be declared elected members of the committee. With these five, the most recent available Past President shall serve, making a total membership of six. The Past President member shall be chair of the committee.

Should any member of the Committee on Nominations 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 receiving the next greatest number of votes and so on until the five elected places on the committee shall be filled.

Section 4. Terms of office shall be as follows: President, one year; Vice-President, one year; Directors, three years; with two Directors elected each year. The number of Directors may vary depending on the size of the Chapter. A year is here construed as the period between the reports of tellers on canvass of ballots for chapter Board members at two successive annual meetings.

Section 5. A President, Vice-President, or Director, having served a full term after having been elected to that office, shall be ineligible for re-election to the same office until the lapse of at least one year.

Section 6. The term of each officer shall begin immediately upon the announcement at the annual meeting by the tellers of the canvass of ballots by which he is elected and shall continue until a successor is elected.

Section 7. A vacancy in the office of President shall be filled by the Vice-President.

Section 8. Vacancy in any office shall be filled by appointment by the Board of Directors of the Chapter for the unexpired term, except as provided in Section 7.

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Section 9. In the event of disability of any officer of the Chapter, or neglect in the performance of the duties of the office, the Board of Directors of the Chapter shall declare the office vacant, and appoint a replacement for the remaining term of office.

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 the President. Affiliate Chapter Members shall be eligible to be a chair or member of committees.

Section 11. There shall be an Executive Committee of the Board of Directors of the Chapter, consisting of the President and three of its members appointed by the Board of Directors of the Chapter. (Note: It is recommended that these ordinarily be the Vice-President, most recent available Past President, and a senior available Director).

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

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

The Vice-President shall discharge the duties of the President in his absence. In the absence of the President and the Vice-President, a President Pro Tem, appointed by the Board of Directors of the Chapter, 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 annual meetings and such other meetings as may be authorized by the Board of Directors of the Chapter. The time and place of all meetings shall be fixed by the Board of Directors of the 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.

Section 2. The Board of Directors of the Chapter shall meet at least twice each year at the time and place fixed by the Board or on call of the President.

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Section 3. The Executive Committee shall meet on call of the President or of any three of its members.

Section 4. Fifteen members shall constitute a quorum for meetings of the Chapter; five members shall constitute a quorum for meetings of the Board of Directors of the Chapter; and three members for meetings of the Executive Committee.

ARTICLE V – DUES

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

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

Chapter dues shall not exceed one-half of the Institute dues for corresponding classifications of membership.

Chapter dues for Affiliate Chapter Members will not be less than those levied on ACI individual members who are members of the Chapter.

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

Section 2. A member in any classification whose Chapter dues remain unpaid for a period of one year shall forfeit the privileges of membership and his name shall be stricken from the Chapter rolls.

ARTICLE VI – INDEMNIFICATION*

Section 1. The (Chapter Name) shall indemnify any present or former Director, officer, employee, agent, or “heirs and estates” who was or is a party to any threatened, pending or completed action, suit or proceeding against any expenses (including attorneys’ fees), judgments, fines, and amounts reasonably incurred in good faith by such person in connection with such action, suit, or proceeding to the full extent permitted by the (State Name) Nonprofit Corporation Act. Further, the Chapter may indemnify any person in the manner and to the full extent, and shall have such other rights and powers in connection therewith, as may be permitted to the Chapter under the law, including without limitation, the (State Name) Nonprofit Corporation Act.

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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 nonprofit educational or scientific organization or organizations having similar aims and objectives.

ARTICLE VIII – AMENDMENTS

Section 1. Proposed amendments to these Bylaws, signed by at least 15 Members, if presented in writing to the Board of Directors of the Chapter 60 days before the annual meeting, shall be mailed to the membership at least 15 days prior to the annual meeting. These amendments shall be presented at the annual meeting and may be discussed and amended and be passed to letter ballot by a two-thirds affirmative vote of eligible voters present and voting. A two-thirds majority of the votes cast by letter ballot canvassed within 60 days, but not less than 30 days, after mailing ballot forms shall be necessary for their adoption. Affiliate Chapter Members, Junior Members, and Student Members shall not be eligible to propose or vote on amendments to the Chapter Bylaws. Incorporation of adopted amendments into the Chapter Bylaws shall be contingent on approval by the Board of Direction of the Institute.

*Exact wording for Indemnification Clause will vary from state to state and country to country because of differences in laws. Legal advice should be sought for the proper wording in your state or country.

APPENDIX B
ANNUAL REPORT FORMS



American Concrete Institute®

**2005 Annual Report/Awards Application
– U.S. and Canadian Chapters –**

ACI _____ Chapter
(Chapter Name)

Please submit by February 1, 2006 to ACI Headquarters

Note –

This report should be submitted if your chapter wishes to be considered for an ACI Chapter award. Do not submit the short form of the annual report.

Please fill in the blanks. Circle only one choice for each multiple choice questions.

1. MEMBERSHIP

Total chapter membership at end of 2004
(Include affiliate members*) _____

Total membership at end of 2005
(Include affiliates) _____

Current number of affiliate* members
* Affiliate members are members of the chapter but not members of ACI _____

Current number of members working for contractors
(Include affiliates) _____

Current number of members who are structural engineers
(Include affiliates) _____

Current number of student members _____

- A.** If your chapter's membership has increased, please indicate by how much (for smaller chapters with fewer than 100 members at the end of 2004, this is expressed as percentage. For larger chapters with 100 or more members, the increase is expressed as number of members.)

Small chapters:

- a) 0% - 4% b) 5% - 9% c) 10% - 19% d) 20% or more

Larger chapters:

- a) Less than 10 b) 10 - 19 c) 20 - 24 d) 25 or more
e) Maintained more than 200 members

- B.** Please indicate the percentage of chapter members who are also members of ACI.

- a) Less than 40% b) 40% to 65% c) 65% or more

- C.** Is the number of contractors (or members working for a construction company) greater than 20% of the total membership?

- a) Yes b) No

- D.** Is the number of structural/civil engineers in your chapter (including affiliate members) greater than 20% of the total membership?

- a) Yes b) No

- E.** Have four or more affiliate members upgraded to ACI membership?

- a) Yes b) No

- F.** Have one or more student members who are also ACI student members, upgraded to junior or full ACI membership?

- a) Yes b) No

2. FINANCE

Previous fiscal year's (2004) net gain or (loss) \$ _____
(Total revenues - total expenses)

Current fiscal year's (2005) net gain or (loss) \$ _____

Cash on hand at end of current fiscal year (2005)
(Including funds in checking, savings, and investments) \$ _____

- A.** How much greater is your chapter's 2005 net income (total revenue minus expenses) than the 2004 net income?

- a) 2005 net income less than 2004 net income
b) 2005 net income greater by less than 10%
c) 2005 net income greater by 10% or more

3. **MEETINGS**

Number of chapter meetings (excluding board meetings, seminars, certification exams, etc.) _____

Total attendance at meetings (sum of all meetings) _____

Average attendance at chapter meetings _____

A. How many general membership meetings did your chapter conduct, excluding Board meetings, seminars, and short courses?

- a) 2 to 4 meetings b) 5 – 8 meetings c) 9 or more meeting

B. What was the total attendance at all general membership meetings (compared with chapter membership at the beginning of the year)?

Example: *If the chapter conducts five meetings with a total attendance of 250, and the chapter had 100 members at the beginning of the year, then the correct response would be “b” because it is between two and three times the number of members. (250 attendees ÷ by 100 members = 2.5)*

- a) Less than two times the total chapter membership
b) Two or three times the total chapter membership
c) Greater than three times the total chapter membership

C. What percentage of the total chapter membership (at the beginning of the year) is the average attendance at chapter general membership meetings?

Example: *If a chapter conducts five meetings with an average attendance of 48, and the chapter has a total membership of 100 at the beginning of the year, the average attendance at the meeting is 48% of the total membership. The correct response will be “c.”*

- a) Less than 20% b) 20% - 40% c) 40% or more

D. Did the chapter conduct a joint meeting with an allied organization (CIB, CRSI, ASCE, etc.?)

- a) Yes b) No

4. **EDUCATION**

Number of educational programs/seminars conducted (Including locally organized seminars, short courses, and seminars cosponsored with ACI Headquarters, but not including certification training courses) _____

Total attendance at all educational programs _____

A. How many educational programs did the chapter conduct?

- a) 1 or 2 b) 3 or 4 c) 5 or more

- B.** What percentage of the chapter membership (at the beginning of the year) was the total attendance at all sponsored or cosponsored seminars?

Example: *If the chapter has a membership of 113 (at the beginning of the year) and the total attendance at educational programs is 140, the answer would be “c.”*

- a) Less than 70% b) 70% to 100% c) Greater than 100%

5. CERTIFICATION

Note -- Include only ACI certification programs where the chapter is the local sponsoring group (except for Item E).

Number of different certification programs for which exams were conducted by the chapter (i.e. Field Tech Grade 1, Flatwork Finisher, etc.) _____

Number of certification exam sessions conducted by chapter (All certification programs combined) _____

Total number of people certified through the chapter _____

- A.** Did the chapter sponsor (i.e. Field Tech Grade 1 and Lab Technician)?

- a) One certification program
b) Two or more certification programs

- B.** How many certification exams did the chapter conduct?

Example: *If during the year a chapter conducted two Field Technician Grade I exams or one Field Technician exam and one Inspector Level II exam, the answer would be “a.”*

- a) 1 – 3 certification exams b) 4 or more certification exams

- C.** How many people were certified through your chapter (all certification programs)?

- a) 30 to 59 b) 60 to 99 c) 100 or more

- D.** How many certification training courses (any ACI certification program) did the chapter conduct?

- a) 1 b) 2 - 3 c) 4 or more

- E.** If the chapter is not an ACI sponsoring group and does not receive any points for Items A through D listed above, does the chapter cosponsor ACI certification programs with an ACI approved sponsoring group?

- a) Yes b) No

6. AWARDS PROGRAM

- A.** If the chapter conducted a local awards program, how many different categories of awards were given?

Example: *If the chapter conducts a program that gives awards for “the most innovative use of concrete,” “the best concrete building design,” and “the most outstanding bridge construction,” the answer would be “c.” (Base your answer on the number of categories, not number of awards presented.)*

- a) 1 category b) 2 categories c) 3 or more categories

7. CHAPTER NEWSLETTER

- A.** If the chapter has a newsletter, indicate how many issues are published each year.

- a) 1 – 3 issues b) 4 or more issues

8. PUBLIC RELATIONS

- A.** If the chapter has promoted its activities through local media, i.e., newspapers, radio, or television (excluding industry papers), please indicate how many events were mentioned.

- a) 1 or 2 events b) 3 or more

9. STUDENT ACTIVITIES

- A.** Indicate the dollar amount the chapter provides towards student scholarships or other student activities (either administered by ACI, scholarships administered by the chapter, or other student activities).

- a) At least \$500 b) \$501 - \$2,500 c) \$2,501 - \$5,000
d) \$5,001 - \$10,000 e) \$10,001 - \$15,000 f) \$15,001 or more

- B.** If the chapter participates in ACI’s Sponsor-a-Student Program, how many students are sponsored?

- a) Do not participate b) 1 – 10 c) 11 or more

- C.** Does the chapter sponsor a student competition?

- a) Yes b) No

- D.** If the chapter sponsors student chapters, how many chapters are sponsored?

- a) Do not sponsor b) 1 c) 2 or more

- E.** If the chapter sponsors student programs relating to concrete construction, concrete technology, or engineering for elementary, middle or high school students, how many programs does it sponsor?

- a) Do not sponsor b) 1 – 2 programs c) 3 or more programs



American Concrete Institute®

**2005 Annual Report/Awards Application
-- International Chapters --**

ACI _____ CHAPTER
(Chapter Name)

Please submit by February 1, 2006 to ACI Headquarters

Note –

This report should only be submitted if your chapter wishes to be considered for an ACI Chapter award. Do not submit the short form of the annual report.

Please fill in the blanks. Circle only one choice for the multiple choice questions.

1. MEMBERSHIP

Total chapter membership at end of 2004 _____
*(Include affiliate * members. *Affiliate members are members of the chapter, but not members of ACI.)*

Total membership at end of 2005 _____
(Include affiliates)

Current number of affiliate members _____

Current number of members working for contractors _____
(Include affiliates)

Current number of members who are structural/civil engineers _____
(Include affiliates)

Current number of student members _____

Average attendance at chapter meetings _____

A. How many general membership meetings did your chapter conduct, excluding Board meetings, seminars, and short courses, etc.?

- a) Less than 5 b) 5 – 8 meetings c) 9 or more meetings

B. What was the total attendance at all general membership meetings? (Compared with chapter membership at the beginning of the year)

Example: If the chapter conducts five meetings with a total attendance of 250, and the chapter had 100 members at the beginning of the year, then the correct response would be “b,” since it is between two and three times the number of members (250 attendees ÷ by 100 members = 2.5)

- a) Less than two times the total chapter membership
b) Between two or three times the total chapter membership
c) Greater than three times the total chapter membership

C. What percentage of the total chapter membership (at the beginning of the year) is the average attendance at chapter general membership meetings?

Example: If a chapter conducts five meetings with an average attendance of 48, and the chapter has a total membership of 100 at the beginning of the year, the average attendance at the meeting is 48% of the total membership. The correct response would be “c.”

- a) Less than 20% b) 20% – 40% c) 40% or more

D. Did the chapter conduct a joint meeting with an allied organization (CIB, CRSI, ASCE, etc.)?

- a) Yes b) No

4. **EDUCATION**

Number of educational programs conducted (including locally-organized seminars, or short courses, and seminars cosponsored with ACI Headquarters, but not including certification training courses.) _____

Total attendance at all educational programs _____

A. How many educational programs did the chapter conduct?

- a) 0 b) 1 or 2 c) 3 or more

6. AWARDS PROGRAMS

- A.** If the chapter conducted a local awards program, how many different categories of awards were given?

Example: *If the chapter conducts a program that gives awards for the most innovative use of concrete, for the best concrete building design, and for the most outstanding bridge construction, the answer would be “c.” (Base your answer on the number of categories, not on the number of awards presented.)*

- a) 1** **b) 2** **c) 3 or more**

7. CHAPTER NEWSLETTER

- A.** If the chapter has a newsletter, indicate how many issues are published each year

- a) 1 – 2 issues** **b) 3 or more issues**

8. PUBLIC RELATIONS

- A.** If the chapter has promoted its activities through local media, i.e., newspapers, radio, or television (excluding industry papers); please indicate how many events were mentioned.

- a) 1 or 2 events** **b) 3 or more**

9. STUDENT ACTIVITIES

- A.** Does the chapter provide at least \$500 towards student scholarships (either administered by ACI or scholarships administered by the chapter?)

- a) Yes** **b) No**

- B.** If the chapter participates in ACI’s Sponsor-a-Student Program, how many students are sponsored?

- a) Do not participate** **b) 1 – 10** **c) 11 or more**

- C.** Does the chapter sponsor a student competition?

- a) Yes** **b) No**

- D.** If the chapter sponsors student chapters, how many chapters are sponsored?

- a) Do not sponsor** **b) 1** **c) 2 or more**

10. CONVENTIONS

A. How many chapter officers attend ACI conventions?

Example: *If two of the chapter's officers attended the spring convention and one attended the fall convention that would be a total of three convention attendances (regardless of whether the officers attending in the fall were the same as those attending in the spring), the answer would be "c."*

a) 1-2

b) 3 or more

B. Did the chapter provide at least \$100 for one or more of its officers to attend an ACI convention in 2005?

a) Yes

b) No

11. COMMITTEES

A. Does the chapter have technical committees?

a) Yes

b) No

B. Does the chapter develop technical publications (in accordance with ACI technical guidelines)?

a) Yes

b) No

12. MISCELLANEOUS

A. Did the chapter cosponsor one-day seminars with ACI? (ACI presidential visit and seminar)

a) Yes

b) No

B. Did the chapter contribute at least \$200 to ACI's Concrete Research and Education Foundation (ConREF) this year (excluding contributions for student fellowships?)

a) Yes

b) No

C. Upon request, ACI air mails copies of *Concrete International* and the ACI Journals to international chapters for use in the chapter library. Did the chapter participate in this program?

a) Yes

b) No

D. ACI provides ACI technical publications to international chapters on a consignment basis so that ACI documents are available locally. Does your chapter participate in this program?

a) Yes

b) No

-- BONUS POINTS--

- E.** Did the chapter submit the combined “Annual Report/Awards Application” for 2005?
- a)** Yes **b)** No
- F.** Did the chapter meet the February 1, 2006 deadline for submitting the “Annual Report/Awards Application” for 2005?
- a)** Yes **b)** No

Thank you for completing your chapter’s annual report.

**Diane Pociask, Chapter Coordinator; Phone: 248/848-3784; Fax: 248/848-3768
American Concrete Institute, 38800 Country Club Drive, Farmington Hills, MI 48331**



American Concrete Institute®

2005 Annual Report

ACI _____ CHAPTER
(Chapter Name)

Please submit to ACI Headquarters

PLEASE NOTE:

This form **should not** be submitted if your chapter wishes to be considered for a chapter award.

To be considered for a chapter award, please complete the enclosed Annual Report/Awards Application form.

Please fill in the blanks for the following questions:

MEMBERSHIP

Total number of chapter members at end of 2004 _____

Total number of chapter members at end of 2005 _____

Total number of affiliate members at end of 2005 _____

(An affiliate member is an individual who is a member of the chapter, but not a member of ACI International)

FINANCE

Cash on hand at end of December 31, 2005
(Including funds in checking, savings, and CDs) \$ _____

Submitted by: _____
Name Date

Chapter Officer Title

**Diane Pociask, Chapter Coordinator, Phone: 248/848-3784; Fax: 248/848-3768
American Concrete Institute, 38800 Country Club Drive, Farmington Hills, MI 48331**

APPENDIX C
ACI ANNUAL REPORT CRITERIA



**2005 Criteria for Outstanding and Excellent Chapter Awards
U.S. and Canadian Chapter Activities**

There are a total of 95 possible points. Those chapters receiving a total of 35 points will be recognized as Outstanding Chapters, while those receiving a total of 50 points will be considered as having reached an excellent level of achievement and will be recognized as Excellent Chapters.

1. MEMBERSHIP – *A total of 9 points may be awarded for membership activities. For purposes of this section, chapters with fewer than 100 members at the beginning of the year are considered “smaller.”*

- A)** Increases in a chapter’s membership will yield the following points:
 - For larger chapters, an increase of 10 – 19 members or
(For smaller chapters, an increase of 10% to 19%) = 1 point
 - For larger chapters, an increase of 20 to 24 members or
(For smaller chapters, an increase of 20% to 24%) = 2 points
 - For larger chapters, an increase of 25 or more members or
(For smaller chapters, an increase of 25%) = 3 points
 - For chapters that maintain more than 200 members and
have not received points from the previous items = 3 points
- B)** Chapters will receive points for having sizable portions of their membership made up of members who are also members of ACI. The following points will be awarded:
 - At least 40% of chapter members are also ACI members = 1 point
 - Greater than 65% of chapter members are also ACI members = 2 points
- C)** If the number of contractors (or members working for a construction company) in the chapter exceeds 20% of the total membership = 1 point
- D)** If the number of structural/civil engineers in the chapter exceeds 20% of the total membership = 1 point
- E)** If four or more affiliate members upgrade to an ACI international membership = 1 point
- F)** If one or more student members, who are also ACI student members, upgrade membership to junior or full ACI membership = 1 point

2. **FINANCE** – A total of 2 points may be awarded for financial growth and stability. It is felt that by developing financial stability, the chapter will have the capability to develop new activities. A chapter may exclude scholarships, ACI Capital Campaign, and ACI’s Concrete Research and Education Foundation donations from expenses for the purpose of this item.

- A) If a chapter’s net income (total revenue, minus expenses) is greater than the previous year’s net income, the chapter will receive points as follows:

2005 net income greater than 2004 net income but less than 10% = 1 point

2005 net income greater than 2004 net income 10% or more = 2 points

3. **MEETINGS** – A total of 8 points may be awarded for this category.

- A) If a chapter (excluding student chapters) conducted general membership meetings (such as lunch or dinner meetings with a speaker, but excluding Board meetings, seminars, short courses, certification exams, and training courses) in the past year, the chapter will receive the following points:

2 to 4 meetings = 1 point

5 to 8 meetings = 2 points

9 or more meetings = 3 points

- B) The chapter will receive points for total attendance at all general membership meetings during the year based on total attendance as a percentage of chapter membership at the beginning of the year:

Example: *If a chapter conducts five meetings with a total attendance of 250 and the chapter has 100 members, the chapter will receive 1 point.*

Total meeting attendance between 2 and 3 times chapter membership = 1 point

Total meeting attendance greater than 3 times chapter membership = 2 points

- C) The chapter will also receive points for average attendance at general membership meetings based on average attendance as a percentage of chapter membership at the beginning of the year:

Example: *If a chapter conducts five meetings with an average attendance of 48 and the chapter has a total membership of 100, the average attendance at the meeting is 48% of the total membership; the chapter will receive 2 points.*

Average meeting attendance is 20% to 40% of the chapter membership = 1 point

Average meeting attendance is greater than 40% of membership = 2 points

- D) If the chapter conducts a joint meeting with an allied organization = 1 point

4. **EDUCATION** – A total of 5 points may be awarded for this category.

A) Chapters will receive points for having sponsored seminars. This includes locally-organized seminars or short courses and seminars cosponsored with ACI Headquarters but does not include certification training courses. Points are awarded as follows:

1 or 2 seminars	=	1 point
3 or 4 seminars	=	2 points
5 or more seminars	=	3 points

B) The chapter will receive points for total attendance at all seminars sponsored or cosponsored based on total attendance as a percentage of chapter membership at the beginning of the year, as follows:

Total seminar attendance 70% to 100% of chapter membership	=	1 point
Total seminar attendance greater than 100% of chapter membership	=	2 points

5. **CERTIFICATION** – A total of 10 points may be awarded for this category .

A) **Certification Programs**

If the chapter is a sponsoring group and sponsors one ACI certification program = 1 point

If the chapter is a sponsoring group and sponsors two or more certification programs = 2 points

Example: *If a chapter conducts 2 Field Grade Technician Exams, the chapter will receive 1 point. If a chapter conducts one Field Technician exam and one Laboratory Technician exam, the chapter will receive 2 points.*

B) **Certification Exams**

If the chapter conducted 1 to 3 certification exams = 1 point

If the chapter conducted 4 or more certification exams = 2 points

Example: If a chapter conducts two Field Technician exams or one Field Technician exam and one Inspector exam, the chapter will receive 1 point.

C) If the chapter is the sponsoring group, it will receive points for the total number of people certified (all certification programs combined), as follows:

30 to 59 persons certified	=	1 point
60 or more persons certified	=	2 points
100 or more persons certified	=	3 points

D) The chapter will receive points for having conducted certification training courses (any ACI certification program), as follows:

1 certification training course	=	1 point
2 - 3 certification training courses	=	2 points
4 or more certification training courses	=	3 points

E) If the chapter is not an ACI-sponsoring group and does not receive any points for Items A through D listed above, but does cosponsor ACI certification programs with the ACI approved sponsoring group in the area = 1 point

6. AWARDS PROGRAMS – *A total of 3 points may be awarded for this category.* If the chapter conducts an accepted awards program, the chapter will receive points. Awards programs that qualify for these points are those that recognize concrete construction projects and personal awards. Points are awarded for each type of award, not for the number of awards given.

Example: *If the chapter conducts a program with 3 award categories such as awards for the most innovative use of concrete, for the best concrete building design, and for the most outstanding bridge construction, the chapter will earn 3 points. However, if the chapter has one award category for the most outstanding building and gives 3 awards (designer, engineer, contractor,) only 1 point will be awarded.*

If the chapter conducts an awards program, points will be awarded as follows:

1 award category	=	1 point
2 award categories	=	2 points
3 or more award categories	=	3 points

7. CHAPTER NEWSLETTER – *A total of 2 points may be awarded for this category.* Points will be awarded based on the number of issues published, as follows:

1 to 3 issues	=	1 point
4 or more issues	=	2 points

8. PUBLIC RELATIONS – *A total of 2 points may be awarded for this category.* Chapters will receive points for the chapter’s activities covered by local newspapers, television, etc. (excluding industry papers.)

1 to 2 events covered by local media	=	1 point
3 or more events covered by local media	=	2 points

9. STUDENT ACTIVITIES – A total of 20 points may be awarded for this category.

A) Student scholarships

If the chapter contributed at least \$500 towards student scholarships or other student activities (either those administered by ACI Headquarters or local scholarships administered by the chapter) = 1 point

If a chapter contributed between \$501 and \$2,500 towards student scholarships (either those administered by ACI Headquarters or local scholarships administered by the chapter) = 2 points

If a chapter contributed between \$2,501 and \$5,000 towards student scholarships (either those administered by ACI Headquarters or local scholarships administered by the chapter) = 4 points

If a chapter contributed between \$5,001 and \$10,000 towards student scholarships (either those administered by ACI Headquarters or local scholarships administered by the chapter) = 6 points

If a chapter contributed between \$10,001 and \$15,000 towards student scholarships (either those administered by ACI Headquarters or local scholarships administered by the chapter) = 8 points

If a chapter contributed more than \$15,000 towards student scholarships (either those administered by ACI Headquarters or local scholarships administered by the chapter) = 10 points

B) If the chapter paid for ACI student memberships, it will receive points as follows:

1 to 10 students = 2 points

11 or more students = 3 points

C) If the chapter sponsors an ACI or ACI Chapter student competition, it will receive = 3 points

D) If the chapter sponsors ACI Student Chapters, it will receive points as follows:

1 student chapter = 1 point

2 or more student chapters = 2 points

E) If the chapter sponsors student programs relating to concrete construction, concrete technology, or engineering for elementary, middle school, or high school students, it will receive points as follows:

1 to 2 programs = 1 point

3 or more programs = 2 points

10. CONVENTIONS – A total of 24 points may be awarded for this category.

- A) If the chapter hosted an ACI convention = 18 points
- B) If the chapter will be hosting an ACI convention within the next three years = 3 points
- C) Chapters whose officers attend ACI conventions will be awarded points. Points are based on the number of officers attending plus the number of times attended.

Example: *If three of the chapter's officers attended the spring convention and two attended the fall convention that would be a total of five convention attendances (regardless of whether the officers attending in the fall were the same as those attending in the spring.) The chapter would receive 2 points.)*

- 3 to 4 officer convention attendances = 1 point
- 5 or more officer convention attendances = 2 points

- D) If the chapter provided financial support of at least \$200 for one or more of its officers to attend an ACI convention = 1 point

E) Chapter Contributions

If the chapter contributed \$500 or more to the host chapter of one ACI convention = 1 point

If the chapter contributed \$500, (a total of \$1,000) or more to the host chapter of two ACI conventions = 3 points

11. MISCELLANEOUS – A total of 10 points may be awarded for this category.

A) Roundtable

If the chapter sponsors at least one chapter officer to attend an ACI chapter roundtable (Sponsorship means covering one-third of the officer's travel and living expenses.) = 1 point

If the chapter sponsors at least two chapter officers to attend an ACI chapter roundtable (Sponsorship means covering one-third of the officer's travel and living expenses.) = 2 points

B) Donations

If the chapter contributed at least \$500 to ACI's Concrete Research and Education Foundation (ConREF) (exclude contributions for student fellowships) = 1 point

If the chapter contributed between \$501 and \$1,000 to ACI's Concrete Research and Education Foundation (ConREF) (exclude contributions for student fellowships) = 2 points

- If the chapter contributed over \$1,000 to ACI's Concrete Research and Education Foundation (ConREF) (exclude contributions for student fellowships) = 3 points
- C) Web page**
- Does the chapter have its own web page linked to ACI's website = 2 points
- If the chapter posts at least 5 or more items on the ACI web page such as meeting announcements or the schedule for certification programs = 3 points
- BONUS POINTS**— *A total of 5 additional points may be awarded.*
- D)** If the chapter submits the combined Annual Report/Awards Application for 2005 = 1 point
- E)** If the combined Annual Report/Awards Application is submitted by February 1, 2006 = 1 point
- F)** Did the chapter contribute up to \$500 towards an international chapters formation and/or development = 1 point
- G)** Did the chapter contribute \$1,000 or more towards an international chapter's formation and/or development = 2 points
- H)** Did the chapter contribute \$500 towards the Sponsor-a-Senior Program to facilitate ACI convention attendance by a retired ACI member = 1 point
- H)** Did the chapter contribute \$1,000 or more towards the Sponsor-a-Senior Program to facilitate ACI convention attendance by a retired ACI member = 2 points



***2005 Criteria for Outstanding and Excellent Chapter Awards
International Chapter Activities***

There are a total of 52 possible points. Those chapters receiving a total of 26 points will be recognized as Outstanding Chapters, while those receiving a total of 34 points will be considered as having reached an excellent level of achievement and will be recognized as Excellent Chapters.

1. MEMBERSHIP – *A total of 8 points may be awarded for membership activities. For purposes of this section, chapters with fewer than 100 members at the beginning of the year are considered “smaller.”*

- A)** Increases in a chapter’s membership will yield the following points:
- | | | |
|--|---|----------|
| For larger chapters, an increase of 10 – 19 members or
(For smaller chapters, an increase of 5% to 9%) | = | 1 point |
| For larger chapters, an increase of 20 to 24 members or
(For smaller chapters, an increase of 10% to 19%) | = | 2 points |
| For larger chapters, an increase of 25 or more members or
(For smaller chapters, an increase of 20%) | = | 3 points |
- B)** Chapters will receive points for having sizable portions of their membership made up of members who are also members of ACI International. The following points will be awarded:
- | | | |
|--|---|----------|
| At least 15% of chapter members are also ACI members | = | 1 point |
| Greater than 50% of chapter members are also ACI members | = | 2 points |
- C)** If the number of contractors (or members working for a construction company) in the chapter exceeds 20% of the total membership
- | | | |
|--|---|---------|
| | = | 1 point |
|--|---|---------|
- D)** If the number of structural/civil engineers in the chapter exceeds 20% of the total membership
- | | | |
|--|---|---------|
| | = | 1 point |
|--|---|---------|
- E)** If two or more affiliate members upgrade to an ACI International membership
- | | | |
|--|---|---------|
| | = | 1 point |
|--|---|---------|

2. **FINANCE** – A total of 2 points may be awarded for financial growth and stability.

A) If a chapter's net income (total revenue, minus expenses) is greater than the previous year's net income, the chapter will receive points as follows:

2005 net income greater than 2004 net income by
less than 10% = 1 point

2005 net income greater than 2004 net income
by 10% or more = 2 points

3. **MEETINGS** – A total of 7 points may be awarded for this category.

A) If a chapter (excluding student chapters) conducted general membership meetings (such as lunch or dinner meetings with a speaker, but excluding Board meetings, seminars, short courses, certification exams, and training courses) in the past year, the chapter will receive the following points:

Fewer than 5 meetings = 0 points

5 to 8 meetings = 1 point

9 or more meetings = 2 points

B) The chapter will receive points for total attendance at all general membership meetings based on total attendance as a percentage of chapter membership at the beginning of the year, as follows:

Example: *If a chapter conducts five meetings with a total attendance of 250, and the chapter has 100 members, the chapter will receive 1 point.*

Total meeting attendance less than 2 times chapter membership = 0 points

Total meeting attendance between 2 and 3 times chapter membership = 1 point

Total meeting attendance greater than 3 times chapter membership = 2 points

C) The chapter will also receive points for average attendance at general membership meetings based on average attendance as a percentage of chapter membership at the beginning of the year:

Example: *If a chapter conducts five meetings with an average attendance of 48, and the chapter has a total membership of 100, the average attendance at the meeting is 48% of the total membership, the chapter will receive 2 points.*

Average meeting attendance is less than 20% of chapter membership = 0 points

Average meeting attendance is 20% to 40% of the chapter membership = 1 point

Average meeting attendance is greater than 40% of the chapter membership = 2 points

D) If the chapter conducted a joint meeting with an allied organization = 1 point

4. **EDUCATION** – *A total of 4 points may be awarded for this category.*

A) Chapters will receive points for having sponsored seminars. This includes chapter-organized seminars or short courses and seminars cosponsored with ACI Headquarters but does not include certification training courses. Points are awarded as follows:

1 or 2 seminars = 1 point

3 or more seminars = 2 points

B) The chapter will receive points for total attendance at all seminars sponsored or cosponsored based on total attendance as a percentage of chapter membership at the beginning of the year, as follows:

Total seminar attendance less than 70% of chapter membership = 0 points

Total seminar attendance 70% to 100% of chapter membership = 1 point

Total seminar attendance greater than 100% of chapter membership = 2 points

5. **CERTIFICATION** – *A total of 7 points may be awarded for this category.*

A) If the chapter sponsors one or more certification program(s) (i.e., Field Technician Grade I and Lab Technician) = 1 point

B) If the chapter conducted two or more certification exams = 1 point

Example: *If a chapter conducts two Field Technician exams or one Field Technician exam and one Inspector exam, the chapter will receive 1 point.*

C) The chapter will receive points for the total number of people certified during (all certification programs combined), as follows:

30 to 59 persons certified = 1 point

60 or more persons certified = 2 points

D) The chapter will receive points for having conducted certification training courses (any ACI certification program), as follows:

1 certification training course = 1 point

2 or more certification training courses = 2 points

E) If the chapter is not an ACI-sponsoring group, but does cosponsor ACI certification programs with the ACI approved sponsoring group in the area = 1 point

6. **AWARDS PROGRAMS** – A total of 3 points may be awarded for this category. If the chapter conducts an accepted awards program, the chapter will receive points. Awards programs that qualify for these points are those that recognize concrete construction projects and personal awards. Points are awarded for each type of award, not for the number of awards given to the winner.

Example: *If the chapter conducts a program with 3 award categories such as awards for the most innovative use of concrete, for the best concrete building design, and for the most outstanding bridge construction, the chapter will earn 3 points. However, if the chapter has one award category for the most outstanding building and gives 3 awards (designer, engineer, contractor,) only 1 point will be awarded.*

If the chapter conducts an awards program, points will be awarded as follows:

1 award category = 1 point
 2 award categories = 2 points
 3 or more award categories = 3 points

7. **CHAPTER NEWSLETTER** – A total of 2 points may be awarded for this category. Points will be awarded based on the number of issues published.

1 to 2 issues = 1 point
 3 or more issues = 2 points

8. **PUBLIC RELATIONS** – A total of 2 points may be awarded for this category. Chapters will receive points for the chapter’s activities covered by local newspapers, television, etc. (excluding industry papers.) It is expected that chapters will generate local coverage through inexpensive press releases not expensive promotional programs. Points will be awarded based on the number of times chapter events received publicity:

1 or 2 events covered by local media = 1 point
 3 or more events covered by local media = 2 points

9. **STUDENT ACTIVITIES** – A total of 6 points may be awarded for this category .

A) If the chapter provides at least \$500 towards student scholarships (either those administered by ACI Headquarters or local scholarships administered by the chapter) = 1 point

B) If the chapter participates in ACI’s Sponsor-a-Student program, it will receive points as follows:

1 to 10 students = 1 point
 11 or more students = 2 points

C) If the chapter sponsors a student competition = 1 point

- D)** If the chapter sponsors student chapters, it will receive points as follows:
- | | | |
|----------------------------|---|----------|
| 1 student chapter | = | 1 point |
| 2 or more student chapters | = | 2 points |

10. CONVENTIONS – A total of 3 points may be awarded for this category.

- A)** Chapters whose officers attend ACI conventions will be awarded points. The number of points is based on the number of officers and the number of times attended. Points are awarded as follows:

Example: *If two of the chapter's officers attended the spring convention and two attended the fall convention that would be a total of four convention attendances (regardless of whether the officers attending in the fall were the same as those attending in the spring). The chapter would receive 2 points.)*

- | | | |
|--|---|----------|
| 1 or 2 officer convention attendances | = | 1 point |
| 3 or more officer convention attendances | = | 2 points |

- B)** If the chapter provided financial support of at least \$100 for one or more of its officers to attend an ACI convention = 1 point

11. COMMITTEES – A total of 2 points may be awarded for this category.

- A)** If chapter has technical committees = 1 point
- B)** If chapter develops technical publications (in accordance with ACI technical guidelines) = 1 point

12. MISCELLANEOUS – A total of 6 points may be awarded for this category.

- A)** If the chapter cosponsored one-day seminar with ACI (seminar includes ACI President's visit) = 1 point
- B)** If the chapter contributed at least \$200 to ACI's Concrete Research and Education Foundation (excluding contributions for student fellowships) = 1 point
- C)** ACI makes available copies of *Concrete International* and the ACI Journals via airmail for use in the chapter library. If the chapter includes an abstract of the articles in these periodicals in the chapter's newsletter, chapter will receive = 1 point
- D)** ACI makes ACI technical publications available to chapters on a consignment basis so that ACI documents are available locally. If the chapter sold any of these publications during the current year, chapter will receive = 1 point
- E)** If the chapter submits the combined Annual Report/Awards Application for 2005 = 1 point

F) If the combined 2005 Annual Report/Awards Application is submitted by February 1, 2006 = 1 point

TOTAL POINTS

To receive an Outstanding Award, a chapter must receive a minimum of 50% of available points.

To receive an Excellent Award, a chapter must receive at least 65% of available points.

APPENDIX D
ACI CHAPTER NEWSLETTER

Chapter World

Spring 2006

Mark your calendar for.....

May 24 - 25, 2006: NRMCA Concrete Technology Forum, Focus on Pervious Concrete, Nashville, Tennessee; www.ConcreteTechnologyForum.org

June 12 - 13, 2006: ACI International Chapter Roundtable, Mexico City; www.concrete.org

June 14 - 16, 2006: World of Concrete Mexico, Mexico City; www.worldofconcrete.mexico.com

November 5 - 9, 2006: ACI Fall Convention, Denver, Colorado; www.concrete.org

November 18, 2006: Michigan vs. Ohio State, Columbus, Ohio

November 30 - December 1, 2006: ACI Chapter Roundtable, Las Vegas, Nevada; Diane.Pociask@concrete.org

January 23 - 26, 2007: World of Concrete, Las Vegas, Nevada; www.worldofconcrete.com

EXCELLENT AND OUTSTANDING CHAPTERS RECOGNIZED

Awards for those ACI chapters attaining Excellent and Outstanding status for 2005 were announced at the Opening Session of the ACI Spring Convention in Charlotte, NC, on March 26, 2006. Chapters attain Excellent or Outstanding status based on their activities as reported in their annual report to ACI. Chapter operations are evaluated in a variety of areas, including membership; financial condition; meetings and seminars; certification activities; public relations; awards programs; and student activities. Since ACI conventions are held in the U.S. and Canada, only chapters in the U.S. and Canada are eligible to receive points for hosting conventions. Chapters in the U.S. and Canada must receive at least 50 of a possible 95 points to achieve an Excellent rating. Those receiving at least 35 points up to 49 points are recognized as Outstanding. For international chapters, a minimum of 34 points out of a possible 52 points is required for an Excellent rating. Outstanding Chapter recognition is granted to those international chapters achieving between 26 and 33 points.

Chapters achieving **Excellent** status were **Central & Southern Mexico, Georgia, India, Iran, Louisiana, Missouri, New Jersey, New Mexico, Northeast Texas, Peru, and Southern California.**

Chapters achieving **Outstanding** status include **Arizona; Eastern Pennsylvania & Delaware, Greater Miami Valley, Greater Michigan, Mongolia, Nebraska, Northern California/Western Nevada, Ontario, Pittsburgh Area, San Antonio, and San Diego International.**

Each ACI chapter is required to file an annual report. Chapters may choose to use the short- or long-form report. Only those chapters using the long form are eligible for an award. To view a sample of the annual report forms, visit the ACI website, www.concrete.org, click on the "Chapters" tab, and follow the drop-down menu.

**CONGRATULATIONS TO THESE CHAPTERS
FOR THEIR SUCCESS IN 2005!**

About this newsletter...

Chapter World served as the regular form of communication from the American Concrete Institute to ACI chapters for many years. This newsletter is currently published in electronic form only. This means we must have accurate e-mail addresses for chapter officers and directors. We encourage chapters to distribute the newsletter to chapter members.



American Concrete Institute®
Advancing concrete knowledge

Chapter World

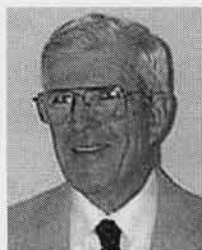
CHAPTER ACTIVITIES AWARDS PRESENTED TO FOUR LEADERS

Individuals who provide extraordinary leadership in establishing, maintaining, and promoting ACI chapters are recognized with the Chapter Activities Award. Under normal circumstances, one domestic and one international chapter award is presented each year. This year four individuals were selected to receive awards from a highly-qualified pool of nominees. During the Opening Session of the ACI Spring Convention, awards were presented to **Abdeldjelil "DJ" Belarbi** and **Robert L. Henry** for their work in domestic chapters, and **Mohan A. Jacob** and **Antonio Nanni** for their efforts on behalf of international chapters.



Abdeldjelil Belarbi "DJ", "DJ" FACI, has been on the faculty of the University of Missouri-Rolla for 15 years and is Past President of the ACI Missouri Chapter. He has been the faculty advisor for the UMR Student Chapter since its inception in 1995. In addition to his work on

a variety of ACI technical committees, Belarbi has been very active with the Educational Activities Committee and a number of other ACI committees directly involved with student issues.



Robert L. Henry is the National Secretary/Treasurer of Chi Epsilon, the National Engineering Honor Society, headquartered at the University of Texas at Arlington. He has worked as a structural engineer and has taught on the faculty of the University of

Mississippi. He has served in all capacities as an officer of the ACI Northeast Texas Chapter and has been Secretary/Treasurer of the chapter for 11 years. Henry worked on three ACI conventions hosted by the Northeast Texas Chapter and was Convention Chair in 1991. He serves on a variety of ACI committees with a special focus on certification programs.



Mohan A. Jacob retired from the Central Public Works Department, Government of India, in 2001. Since that time he has been a consultant for a number of prominent contracting firms in India. A civil engineer by training, he is especially interested in soil

mechanics and foundations. Jacob has been a member of the ACI India Chapter since 1985 and has been a member of its Board of Directors since 1998. He serves as the Honorary Secretary and Treasurer of the chapter. He is very active in organizing and teaching seminars for ACI's largest chapter. He is currently enthusiastically promoting ACI certification programs in India.



Antonio Nanni is on the faculty at the University of Missouri-Rolla and the University of Naples-Federico II, Italy. In addition to 20 years of academic service, he provides consulting services to selected private clients. Nanni is very active on many ACI committees

including the Concrete Research Council, TAC Repair and Rehabilitation Committee, Chair of ACI 437, member of ACI 440, 544, and 549. He was a driving force in establishing the ACI Italy Chapter.

Regardless of location, all Chapter Award recipients have a common trait—they enthusiastically and generously share their knowledge and experience with the local concrete community. This year's group of recipients is no exception.

The Chapter Activities Award was established in 1975 to recognize individuals for their outstanding service to ACI Chapters and outstanding service in the promotion and development of a chapter or chapters. Nominations for the 2007 Chapter Activities Award must be completed and forwarded to Diane Pociask by July 15, 2006 for consideration. Presentation of this award will take place at the ACI Spring 2007 Convention in Atlanta.

Chapter World

2006 ROUNDTABLE UPDATE

The Spring Chapter Roundtable was held in Arlington, Virginia, on March 2 and 3. Eight chapters sent representatives to the 2-day meeting. Chapter Activities Committee (CAC) Chair Andrea J. Schokker moderated the roundtable and opened the event by inviting attendees to introduce themselves and provide a notable achievement of its chapter. ACI President James R. Cagley welcomed attendees and noted some of the accomplishments of his chapter, the National Capital Chapter. The meeting provided opportunities for each chapter to discuss its operations, successes, and concerns. The meeting agenda is constructed to allow attendees to direct the discussions to address their specific concerns.

At all roundtables, ACI staff provides information on ACI resources such as the Chapter Guide, library materials, and chapter websites. John Glumb, ACI Managing Director, Systems, Services, & Chapters, demonstrated the content of chapter webpages and how chapters can maintain their own content. Some ACI chapters have constructed their own individual webpages. Kathy Ricciardi and Ted Smulski, Eastern Pennsylvania & Delaware Chapter, discussed and demonstrated their exciting new webpage.

John Conn, ACI Manager, Certification Operations, provided an update on certification programs including information on changes to existing certification programs and on proposals for new programs.

A hot topic at all chapter roundtables is enhancing student activities. CAC Chair Andrea Schokker is a professor at Penn State University and provided practical suggestions on how to establish and strengthen relationships with both faculty and students. Professor Schokker suggests holding a chapter meeting on campus from time to time. Food and beverage arrangements do not have to be elaborate and space is almost never a problem.

Chapters are invited to bring samples of their newsletters, directories, awards program information, and other promotional materials to share. Dianne Johnston, Executive Director of the New Jersey Chapter, brought an extraordinary array of materials used for chapter activities and promotion, including the chapter directory, awards program materials, and chapter logo promotional items from their golf outings.

Special thanks to the National Capital Chapter for a Welcome to Washington gift bag loaded with information on the Washington, D.C., area and other treats provided to all attendees.

The fall roundtable is scheduled for November 30 and December 1, 2006, in Las Vegas, Nev. It is not too early to consider potential attendees. Surveys indicate that incoming officers find roundtables most beneficial as they assume leadership roles. Look for more information on the Las Vegas roundtable later this summer.

For Your To-Do List

There are some important administrative items that chapters should be aware of and act on. The following are some of the more important suggestions. Take a minute at your next board meeting and discuss which would be valuable for your chapter.

- ✓ Are you incorporated? Incorporation helps to protect chapter officers from liability from legal obligations and is generally the first step toward obtaining tax exempt status.
- ✓ Apply for tax exempt status. Because laws vary from state to state, consult local counsel about the requirements in your area.
- ✓ File tax returns. Even if you have minimal receipts during the year, it is a good practice to file a return.
- ✓ Get a check-up. Not a physical exam—a financial exam. It is recommended that chapters get a financial audit or review periodically to assure financial integrity.

These suggestions are covered in more detail in the ACI Chapter Guide. The guide is available on line at <http://www.concrete.org/CHAPTERS/pdf/chapterguide03.pdf>.

Chapter World

CHAPTER FORUM—ANTITRUST CONSIDERATIONS FOR CHAPTERS

At the ACI Spring conventions, the Chapter Activities Committee presents a one-hour forum focusing on a subject of significance to ACI chapters. At the Charlotte convention in March 2006, the topic was "Antitrust Compliance—What Does It Mean To My Chapter?" Thomas Adams, ACI Manager, Chapter & Student Activities, presented background on federal antitrust laws, enforcement authority, and potential penalties and suggested actions ACI chapters should consider. The presentation included several scenarios that could prompt an antitrust inquiry. The goal of antitrust enforcement is to maintain a balance between sellers and buyers with no unnatural advantage for either side. Since chapter meetings are almost always forums in which competitors are present, there is a potential for an antitrust problem. Seemingly innocent conversations can be misconstrued. Therefore, it is important that chapter officers and directors have a fundamental knowledge of antitrust compliance. For more information on this topic, consult the ACI Chapter Guide, available in a PDF on the ACI website at http://www.concrete.org/CHAPTERS/CHAP_CHAPTERS.htm#ChapGuide, or contact Thomas Adams at Thomas.Adams@concrete.org, or (248) 848-3742.

ACI MEMBERSHIP ENHANCEMENTS

The American Concrete Institute has some important membership enhancements coming in the next several months. One recently introduced NEW benefit for ACI Individual members is the opportunity to earn Continuing Education Units (CEUs) online. Members are eligible, for no additional fee, to participate in eight online courses to earn CEUs during each membership year. This means that members can earn up to .8 CEUs, equivalent to 8 Professional Development Hours (8 PDH), by virtue of their ACI Individual membership. CEUs earned can be presented to state licensing agencies to meet part of each state's re-licensing requirements for PDHs. ACI retains a permanent record of each participant's course activities.

In the coming months, other membership enhancements will be coming out such as an online membership directory, a web-based online resource center to provide practice-oriented design and construction information on ACI 318-05 and 301-05; three free downloads from ACI Journal articles, papers published in ACI Special Publications, or other select ACI publications; and an optional subscription to the International Concrete Repair Institute's *Concrete Repair Bulletin* in lieu of a subscription to the *ACI Materials* or the *ACI Structural Journal*.

With these announced enhancements, and others under consideration, ACI is making membership more valuable than ever before. Watch for announcements on the introduction of the new member-only benefits.

CHAPTER SURVEYS DUE

The Chapter Activities Committee directed staff to circulate a survey to ACI chapters to obtain feedback on the services provided by ACI departments to the chapters. The results of this survey will be used by the CAC to improve and enhance ACI support. Each chapter was asked to discuss the survey with its Board of Directors and provide a response by May 1, 2006. If your chapter has not submitted its response, please forward that response as soon as possible. Staff will be compiling the results for distribution to the CAC in June.

APPENDIX E

ACI STUDENT CHAPTER MODEL BYLAWS

APPENDIX E
ACI STUDENT CHAPTER MODEL BYLAWS
Page 1

ARTICLE I - PURPOSE

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

ARTICLE II - MEMBERS

Section 1. Active members of this Student Chapter shall be undergraduate 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.

ARTICLE III - OFFICERS

Section 1. The officers of this Student Chapter shall be a President, Vice President, Directors, Student Advisor, a Secretary, and a Treasurer.

Section 2. It is preferable that the President and Vice President are members of the senior or junior class, the Secretary and Treasurer 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.

APPENDIX E
ACI Student Chapter Model Bylaws
Page 2

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 exofficio 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, 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 June 30.

ARTICLE IV - MEETINGS

Section 1. The Student Chapter shall hold an annual meeting each year 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. The Board of Direction of the Student Chapter shall meet at least twice a year at the time and place fixed by the Board or on call of the President.

Section 3. Attendance by a majority of the Student Chapter members shall constitute a quorum for meetings of the Student Chapter. Attendance by majority of the Board members shall constitute a quorum for meetings of the Board of Direction of the Student Chapter.

ARTICLE V - 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.

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ACI Student Chapter Model Bylaws
Page 3

ARTICLE VI- 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 thirty percent (30%) of the active members of the Student Chapter. This petition shall be read at the next regular meeting. The proposed Bylaw 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.

