



Constitution and By-Laws of American Concrete Institute Lakehead University Student Chapter ("ACI LUSC")

Article I

1. The name of the corporation is **(ACI Lakehead Student Chapter)**, herein referred to in these bylaws as "Lakehead Student Chapter".
2. The purpose of the Club shall be the following, and all activities of the Club shall be conducted in the furtherance of this purpose:

At ACI, we're dedicated to empowering students within the civil engineering program with the knowledge and skills needed to excel in the field of concrete engineering. As a leading authority worldwide, ACI provides a platform for students to engage with real-life challenges, develop a strong support network, and leverage their civil engineering expertise to benefit the local community. With over 200 student chapters globally, ACI offers unparalleled opportunities to connect with professionals and organizations in the concrete community at local, regional, and national levels. Our mission at Lakehead Student Chapter is to bridge the gap between our students by offering technical information events, competitions, and industry-related activities. Join us to explore the world of concrete engineering, expand your network, and make a tangible impact on your community. Let's build a stronger future together!

ARTICLE II – MEMBERS

General voting members of this Student Chapter shall be students enrolled at the Lakehead University who have expressed an interest in concrete and who are registered students (and are in good standing as evidenced by chapter fees payment if applicable). Meetings are open to all students of the Lakehead University and to alumni or others who may wish to attend.

ARTICLE III – OFFICERS

Section 1. The officers of this Student Chapter shall be a President, Vice President, Secretary, Treasurer (or Secretary-Treasurer), three (3) Directors, and a Chapter



Advisor. These officers shall make up the Student Chapter Board. The Chapter Advisor shall be member of the Faculty of Engineering at the Lakehead University who is also a member (in good standing) of the local ACI Ontario Chapter and ACI International.

Section 2. For continuity, at least two (2) officers shall be undergraduate students. (Consider: The Vice President and Secretary may be undergraduate students). Also, Directors should be elected from all year classes to provide continuity. All Board members and the President will hold his/her position for only one (1) year. All Board members and the President may re-nominate themselves at future elections and may be elected for the same position or a different position on the Board.

Section 3. Officers shall be elected from the nominees chosen by any general member of the Student Chapter. General members may nominate themselves or may be nominated by fellow general members for any position. Nominees nominated by other general members must accept the nomination and be willing to participate in the election process if they so choose. Elections shall take place at the Student Chapter's Annual Meeting to be held in either September or October at a date determined by the Board. Nominations may be made within two (2) weeks prior to the Annual Meeting by submitting a nomination in writing (email or hardcopy) to the Chapter Advisor or any current member of the Student Chapter Board. Nominations may also be made during the Annual Meeting prior to the elections.

Section 4. Officers shall be elected at the Student Chapter's Annual Meeting by secret written ballot – the ballots are to be distributed to and collected from the general members by the outgoing President or Chapter Advisor. For each position, the candidate receiving the highest number of votes shall be declared elected. The Chapter Advisor or the current President (unless nominated in the election) shall act as scrutineer for the elections.

Section 5. Upon resignation of a Board member, the Board will advertise the open position to all general members. In the case of having more than one candidate nominated, a call for a special meeting will be sent to all general members. At this meeting, the new member shall be elected subject to the approval of the majority of attendees.

Section 6. Responsibilities of officers are as follows:

a) ALL Directors:



- Attend Annual Meetings of the LU Student Chapter (2 per year).
- Attend meetings of the LU Student Chapter Board of Directors (2 – 3 per year).
- With approval and support from ACI Lakehead Chapter, propose, initiate and/or plan student activities.

b) President:

- Chair Annual Meetings of the LU Student Chapter (2 per year).
- Chair meetings of the LU Student Chapter Board of Directors (2 – 3 per year).
- By consensus of the Board of Directors, choose the date and time for the next Board of Directors meeting and the next Student Chapter Meeting (General Meeting).
- Be familiar with ACI Guidelines for Student Chapters & Support of Student Chapters.

c) Vice-President:

- Assist the President.
- Assume duties of the President when necessary.

d) Secretary:

- Find a suitable location for all meetings.
- Prepare and distribute notification of all meetings to all applicable parties (see By-Laws Article II Section 1).
- Prepare and distribute agendas and minutes for all meetings except social events.
- Collect proposed amendments to the By-Laws that may be put forward by members.
- Maintain a list of general and alumni Student Chapter members including contact information.
- Maintain hard and soft copies of all related documents of the Student Chapter and submit them to the next elected secretary.

e) Treasurer:

- Take charge of all funds belonging to the Student Chapter (maintain bank account).
- Give a Treasurer's Report at each meeting.



f) Chapter Advisor:

- Serve on the ACI Lakehead Chapter Board and Student Activities Committee.
- Attend Annual Meetings of the LU Student Chapter (2 per year).
- Attend meetings of the LU Student Chapter Board of Directors (2 – 3 per year).
- Maintain a list of general and alumni Student Chapter members including contact information.

Section 7. In the case of the Student Chapter becoming inactive for over a year, any attempt to revive the Student Chapter must be coordinated with the Chapter Advisor. Students shall contact the most recent Chapter Advisor and determine whether the Chapter Advisor wishes to continue his/her position. If the most recent Chapter Advisor declines, a new Chapter Advisor shall be sought. Since Student Chapter Board positions are one (1) year term, there would be no existing Board members after a year of inactivity. In this case, the Chapter Advisor shall appoint interested students as temporary members. These temporary Board members shall hold official elections in accordance with these by-laws as soon as reasonably possible to elect a new Student Chapter Board.

Section 8. The fiscal year of the Student Chapter shall end on December 31st each year . The new elected Board members will start their duties on January 1st each year.

ARTICLE IV – MEETINGS

Section 1. The Student Chapter shall hold an Annual Meeting in either September or October at a date determined by the Board and such other meetings as may be authorized by the Student Chapter Board of Directors. The Student Chapter Board of Directors shall select the time and place for all meetings and set the agenda for each meeting. Notice of Student Chapter Meetings shall be sent to all general members and the ACI Lakehead Chapter President at least fourteen (14) days in advance. The ACI Lakehead Chapter shall receive notice of any programs conducted by the Student Chapter.

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

Section 3. Attendance at Student Chapter meetings by a majority of general Student Chapter members shall constitute a quorum (at least 20% of all members). Attendance



at Student Chapter Board of Director meetings by a majority of Board members shall constitute a quorum (at least six (6) board members).

ARTICLE V – DUES (*when applicable*)

Section 1. Dues shall be payable on December 1st of each year. Membership dues shall be set by the Student Chapter Board of Directors.

ARTICLE VI – EXPENDITURE LIMIT

Section 1. If expenditure for a purchase, program or an event plan exceeds \$4,000.00 CAD, the board of directors will have to call for a general meeting and get the approval of the majority (50+1%) of the attendees before proceeding with the expenditure.

ARTICLE VII – BY-LAW AMENDMENTS

Section 1. Amendments to these By-Laws 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 general members of the Student Chapter. The petition shall be read at the next general meeting. A proposed By-Law amendment shall be voted on by not less than a majority (50+1%) of the attendees at the general meeting. Amendments receiving an affirmative vote of not less than a majority (50+1%) of the general Student Chapter members or the attendees at the general meeting shall be adopted.

-On Thursday, October 30, 2025, these By-Laws were revised by Alaa Maali and Muhammad. The current Chapter Advisor, Dr. El-Gendy reviewed and approved the current document in , 2025.

20243-2025 American Concrete Institute Lakehead University Student Chapter By-Laws

Faculty Advisor: Dr. El-Gendy

President: Alaa Maali

Vice President: [Tajman Singh Mann](#)

Secretary: Muhammad Khan

Treasurer: [Owen Koets](#)

Director: [Mario Hernandez Benavides](#)



Director: Currently Available