

# **BYLAWS**

## **National Concrete Consortium**

*Bylaws approved: April 9, 2008*

*Revised: September 16, 2015*

*Revised: April 26, 2016*

*Revised: September 9, 2025*

### **ARTICLE I: Name and Location**

SECTION 1: The name of this organization shall be the National Concrete Consortium (NC<sup>2</sup>).

SECTION 2: Offices or the principal place of business of NC<sup>2</sup> shall be the National Concrete Pavement Technology Center (CP Tech Center) located at Iowa State University, Ames, Iowa.

SECTION 3: For the purpose of these bylaws, National shall refer to the states represented by the four American Association of State Highway and Transportation Officials (AASHTO) regions.

### **ARTICLE II: Vision, Mission and Objectives**

SECTION 1: The vision statement for this organization is as follows:

"Academia, government agencies, and industry working together to continuously improve concrete performance and durability in a cost-effective manner."

SECTION 2: The mission statement for this organization is as follows:

"Provide an ongoing national forum for concrete materials, pavements, and highway structures to encourage uniform specifications, mutual problem solving, coordinated research, and implementation of new technologies. Promote quality design and construction practices."

SECTION 3: The objectives of this organization are:

- To develop uniform national or regional specifications for concrete materials, pavements, and highway structures

- To promote reciprocity of material specifications among the member states
- To develop a comprehensive information sharing process
- To establish a coordinated national and regional research effort
- To promote quality design and construction practices

### **ARTICLE III: Membership**

Membership in this organization is open to anyone active and/or interested in concrete for highway structures and pavements.

### **ARTICLE IV: Officers and the Executive Committee**

#### **SECTION 1: Authority**

The governing body of this organization shall be the Executive Committee. The Executive Committee shall serve as the policy and position authority of the organization. It may appoint subcommittees for development of programs, activities and take other actions of common interest to the membership.

The Executive Committee consists of elected officers from the membership of the organization. Elections shall be held at the Spring Annual Meeting by members present.

#### **SECTION 2: Qualifications for Office**

**Chair, Vice Chair, and Past Chair:** These positions may be filled only by state highway agency representatives.

**State Highway Agency Members:** two state highway agency representatives from the following:

- NCC Region 1-2 (AASHTO Region 1 and Region 2 combined)
- NCC Region 3
- NCC Region 4

In the event a state highway agency representative to the Executive Committee is not attainable from each of the NCC regions, a substitute state agency representative from one of the other regions shall be elected to the Executive Committee for the respective term of office.

**Contractor Member:** One member from the contractor side of the industry.

**Supplier Member:** One member from the material supplier side of the industry.

**Academia Member:** One member from a university.

**At-Large Member:** One member from the membership at large.

**Ex-Officio Members:** One representative of the Federal Highway Administration and one representative of the Technology Transfer Concrete Consortium (TTCC) pooled fund lead state.

**Non-Voting Members:** CP Tech Center staff members shall perform the duties of program manager, secretary and treasurer for the organization.

### SECTION 3: Elections of Executive Committee Members

**Vice Chair:** The Vice Chair is elected in odd numbered years.

**Chair and Past Chair:** The Vice Chair assumes the position of Chair upon completion of their term as Vice Chair. The Chair then assumes the position of Past Chair upon completion of their term as Chair.

**State Highway Agency Members:** One representative from each NCC region shall be elected in odd numbered years and one representative from each NCC region shall be elected in even numbered years.

**Contractor Member:** The Contractor Member is elected in odd numbered years.

**Supplier Member:** The Supplier Member is elected in odd numbered years.

**Academia Member:** The Academia Member is elected in even numbered years.

**At-Large Member:** The At-Large Member is elected in even numbered years.

### SECTION 4: Term of Office

All Executive Committee members shall serve a term of two years. Members shall begin serving their term when they are elected or assume their position. Members outside of the succession path of Vice Chair, Chair, and Past Chair may be re-elected for an additional two-year term.

### SECTION 5: Duties of Officers

The Chair of the Executive Committee will preside over all meetings of the organization.

The Vice Chair of the Executive Committee will preside over any meeting when the Chair is not available.

The Secretary to the Executive Committee shall serve as the recording secretary to the respective group.

The Treasurer to the Executive Committee shall maintain all financial records and accounts.

#### SECTION 6: Vacancies and Removals

Mid-term resignation of an Executive Committee member will be filled at the next meeting for the balance of the term of office. Election to a mid-term position is not included in the total term limit for an Executive Committee member.

Mid-term resignation of the Chair will be filled by the Vice Chair for the balance of the term of the office, continuing afterward to serve their full two-year term as Chair.

The Executive Committee may, at its discretion, by a three-fourths vote of all Executive Committee members present, remove any officer from the office for cause.

### **ARTICLE V: Meetings of Members**

#### SECTION 1: Spring Meeting

The Spring Meeting of the members of the organization shall be in the first half of the year, with the date, location, and agenda determined by the Executive Committee. The purpose of the meeting shall include election of officers and action on all business brought forth before the meeting.

#### SECTION 2: Fall Meeting

The Fall Meeting of the members of the organization shall be in the second half of the year, with the date, location, and agenda determined by the Executive Committee. The purpose of these meetings shall include action on business brought forth before the meeting.

#### SECTION 3: Other Meetings

Other meetings of the members of the organization shall be at the discretion of the Executive Committee.

#### SECTION 4: Notice of Meetings

At the direction of the Executive Committee, written notice of any meeting of the organization shall be transmitted electronically to previous attendees at least 30 days before the date of the meeting.

#### **ARTICLE VI: Parliamentary Authority**

The meetings and proceedings of the organization, the Executive Committee and any special committees shall be regulated and controlled by the most recent edition of Robert's Rules of Order for parliamentary procedure, except as may be otherwise provided by these bylaws.

#### **ARTICLE VII: Amendments to Bylaws**

These bylaws may be amended or repealed by a simple majority vote of the members present at any meeting of the organization duly called and regularly held. Amendments may be proposed by the Executive Committee on their own initiative, or upon petition of any one-third of the members, addressed to the Executive Committee. The Executive Committee will present all such proposed amendments to the membership with or without recommendation, except that no amendment shall be made which provides for personal liability of the members for the debts of the organization.

#### **ARTICLE VIII: Dues**

Dues for membership in the NC<sup>2</sup> shall consist only of registration fees applicable to any called meeting by the Executive Committee. Registration fees will only be charged to cover the costs of conducting the meeting.

The treasurer to the organization shall maintain all financial records for the organization. A financial report shall be presented to the Executive Committee after each meeting of the organization.

## **Article IX: Subcommittees**

Membership of subcommittees formed by the Executive Committee shall include representatives from government agencies, industry and academia. One member of the Executive Committee shall act as a liaison between subcommittees and the Executive Committee. Each subcommittee will provide updates on their activities at meetings of the organization as requested.