Charter of Organization

Mississippi Center for Construction and Materials Research and Education
Board of Advisors

Purpose

The Mississippi Center for Construction and Materials Research and Education (the Center) is a highly focused laboratory specializing in advancing the state of the highway construction and materials industry through research, development and education. This focus is carried out by developing new technological solutions as well as improving existing practices. In addition, it helps meet the training and certification needs of the construction and materials industries as well as solving problems unique to those industries and specifying agencies.

The Center is located at Mississippi State University within the Civil and Environmental Engineering Department, and is lead by the Director of the Center. The Center provides instruction and a learning environment for students and faculty. Expertise is drawn from other universities and from community colleges, helping to make the Center a “Mississippi partnership of higher education resources.” The Chair is endowed by gifts made by members of the construction and materials industries.

The Board of Advisors (the Board) shall serve as an advisory board to the Center. It shall provide advice and direction in helping set the Center priorities. It shall serve as a conduit for input from the construction and materials industries as well as for concerned government agencies, such as the Mississippi Department of Transportation and other specifying agencies. It shall also seek
to inform those same groups of the available resources, programs and accomplishments of the Center.

**Composition of the Board**

Composition of the Board shall consist of all supporters of the fundraising effort to endow the Chair for the Center. Each member shall remain a Board member until such time that the Board votes to require term limits. Future supporters of the Center will have the opportunity to become Board members also.

**Executive Committee**

There shall be an Executive Committee selected from the Board that consists of the Director of the Center and ten Members-At-Large. Members-At-Large shall be appointed by the Director. From those ten, a Chair of the Board, a Vice-Chair, and a Secretary shall be selected. The Chair, Vice-Chair and Secretary of the Executive Committee shall be nominated and elected by vote of the Executive Committee. The composition of the Executive Committee shall always maintain the following balance:

- the Director,
- one member recommended from the Mississippi Asphalt Pavement Association,
- one recommended from the Mississippi Concrete Industries Association,
- one recommended from the Mississippi Road Builders’ Association,
- two recommended from the Mississippi Department of Transportation,
- one recommended from each of the three largest financial supporters of the Chair,
and three Members-At-Large from the full Board.

The Dean of the College of Engineering at Mississippi State and the Civil Engineering Department Head shall serve as ex officio members.

Members at large will serve three year terms, except in the first year. One Member-At Large shall serve a term of three years, one Member-At-Large shall serve a term of two years, and one Member-At-Large shall serve a term of one year. A new Member-At-Large will be elected each year. The Director shall serve as a permanent member. Members-At-Large shall not serve more than two consecutive terms. After one year off, those members would be eligible to come back on the Executive Board if selected. The Chair, Vice-Chair, and Secretary shall serve a term of one year in those official capacities. The Chair, Vice-Chair and Secretary will be selected at each spring meeting. The Members-At-Large will be selected at the spring Board meeting every year.

**Activities of the Board**

The Chair shall be responsible for presiding over all meetings of the Board and the Executive Committee. The Vice-Chair shall preside in the absence of the Chair. The Secretary shall be responsible for recording minutes of all meetings and distributing them to all members within one month following the meeting. The Executive Committee shall be responsible for establishing the agenda for all Board meetings.
The Board shall meet at least once yearly, normally in the spring. The Executive Committee shall
meet at least twice yearly and prior to each Board meeting. The Board may also be called to
meet when the Director of the Center or the Executive Board Chair deems it necessary.

Presentations of ongoing research and efforts shall be presented to the Board. Discussion of
potential areas for new projects shall be discussed and appropriate direction given. The Board
shall recommend specific areas for investment of research resources as well as advise the
Center of industry needs. In addition, the Board will provide feedback to Dean of the College of
Engineering regarding Center performance as well as Center resource needs.

Voting

A simple majority of the members present is required for any election or adoption of any
resolution.

Amendments

Appropriate resolution and vote at either the yearly meeting of the Board, any special meeting
of the Board or by mail may amend this Charter of Organization.

Revised: July 2012