

**New Mexico State University**  
**Academy of Civil, Agricultural, and Geological Engineering By-laws**  
**(Amended October 2022)**

**I. GENERAL & PURPOSE**

The Academy of Civil, Agricultural, and Geological Engineering (ACAGE) is a select body of members who support the Civil Engineering (CE) Department at New Mexico State University (NMSU). The Academy serves as a bridge that connects the past, present, and future, by engaging the current students, faculty, and alumni of the Department and the engineering industry to ensure that NMSU continues as a top academic institution in Civil Engineering and closely-related fields. Each year, worthy candidates are selected for membership in the Academy through nominations by current Academy members. Academy members support the Department not only through financial donations, but also through collaboration, mentoring, and by providing professional liaisons between the Department and the engineering community at large.

The Academy purpose, in appreciation of the honor bestowed individually and collectively, will perpetuate:

- A.** The strength and dedication of Civil, Agricultural, and Geological Engineering through personal and professional example.
- B.** The recognition of those graduates of the Department who bring honor to Civil, Agricultural, and Geological Engineering as practitioners and as citizens.
- C.** The encouragement of personal, corporate, foundation, and government gifts and grants of money, equipment and facilities to the NMSU Foundation for the benefit of the CE Department.

**II. OBJECTIVES**

- A.** Provide guidance and advice on such items as curriculum, career development, research, recruitment, retention, and professionalism.
- B.** Assist the CE Department in developing and accomplishing departmental goals and objectives as put forward, by the CE Department Head, to University administrators and stakeholders.
- C.** Assist the CE Department in acquiring funds for departmental maintenance, development, and expansion efforts.
- D.** Utilize Task Groups to address needs in areas such as faculty, financial, and student affairs.
- E.** Maintain a record of Department needs to be considered and pursued by the

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Academy Board of Directors (Board). The requests shall be prepared and updated as needed by the CE Department Head in conjunction with the Department faculty, staff, and students.

F. Maintain a current log (of both long- and short-range goals and objectives) conveying the current status, responsibilities, and implementation strategies of the Academy. It is recommended that the log be maintained by the Board Secretary and updated, as needed, during Board meetings.

### **III. ORGANIZATION**

Organizational Chart as of October 2022:

<b>Academy Board of Directors</b>		<b>CE Department</b>
<b>FACULTY AFFAIRS TASK GROUPS</b>	<b>FINANCIAL AFFAIRS TASK GROUPS</b>	<b>MEMBERSHIP COMMITTEE</b>
	<input type="checkbox"/> Buildings <input type="checkbox"/> Equipment <input type="checkbox"/> Scholarships <input type="checkbox"/> Supplies	<input type="checkbox"/> Member <input type="checkbox"/> Associate <input type="checkbox"/> Distinguished <input type="checkbox"/> Honorary
<b>STUDENT AFFAIRS TASK GROUPS</b>	<b>NOMINATING &amp; AWARDS COMMITTEE</b>	
<ul style="list-style-type: none"><li>• Mentorship Program</li><li>• ACI</li><li>• AGC</li><li>• AWL</li><li>• ASCE</li><li>• CHI EPSILON</li></ul>	<ul style="list-style-type: none"><li>• Member Recognitions</li><li>• Board Members</li><li>• Faculty Awards</li></ul>	

#### **A. Academy Board**

The Academy Board consists of a President, President-Elect, Secretary, Treasurer, Past President, and four other Board members (total of 9 members).

#### **B. Task Groups**

Task Groups support the Board in accomplishing Academy or Department goals and objectives. They are formed as required and submit findings and recommendations to the Board for consideration and implementation.

Task Groups consist of at least one Board member (acting as Chair, liaison, or ex-officio capacity), CE faculty member(s), and other Academy members as

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defined below and approved by the Task Group Chairs, and the Nominating and Awards Committee.

Board and Task Group membership is not restricted to NMSU Alumni and selection is based on Academy needs and personnel background.

**1. Faculty Affairs Task Group(s)**

The functions are to review departmental practices related to faculty retention, recruitment, assessment, compensation, and sabbaticals, and to promote contractor/industry participation, professionalism/registration and other affairs. The group(s) make recommendations regarding department curriculum, department goals, accreditation, short courses and seminars, engineering extension, research, and other activities affecting the CE Department. A Task Group may be created for each activity within the Department. It is recommended that at least one (1) Board member, two (2) faculty members, and two (2) Associate Members of the Academy serve on each Task Group.

**2. Financial Affairs Task Group(s)**

The functions are to promote and generate donations, scholarships, gifts and grants for the CE Department. Separate groups may be developed for Buildings, Equipment, Scholarships and Supplies. It is recommended that at least one (1) Board member and one (1) Associate Member of the Academy serve on each Task Group.

**3. Student Affairs Task Group(s)**

The functions are to provide mentoring opportunities through the ACAGE mentorship program, address items concerning student-school relations, career guidance, placement, registration and professionalism, registration exam preparation, employment, cooperative employment agreements, advisory for classes and other affairs related to the general wellbeing of the student. A separate group may be created for each of the professional / technical / trade organizations (e.g., ACI, AGC, AWL, ASCE, XE) involved with the Department. It is recommended that at least one (1) Board member and two (2) Associate Members of the Academy serve on each Task Group.

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**C. Meetings of the Membership**

1. An annual meeting of the membership shall be held at such date, time, and place determined by the Board.
2. An Induction Ceremony shall be conducted for the purpose of inducting newly elected Academy members at such date, time, and place determined by the Board (if possible, in conjunction with the annual meeting).
3. Other meetings shall be called as needed by the Board or by a petition signed by one- third of the Active Members who shall require the Board to arrange such meetings.
4. Each meeting shall be announced at least thirty (30) days prior to the date of the meeting.

**D. Quorum at the Annual Meeting**

1. A quorum at the annual meeting shall consist of the Active Members present.
2. Every act or decision made by the majority of the quorum shall be an act of the membership.

**E. Board of Directors**

1. The Board of Directors (Board) shall consist of eight (8) directors with two (2) elected by and from the Active Members at each annual meeting. In addition, the immediate Past President shall serve as a director.
2. Each vacancy on the Board occurring from death, resignation, or nonparticipation as determined by the Board shall be filled at the next meeting of the Board. The Board shall elect a new director to complete the un-expired term for each vacancy.
3. The Head and Associate Head of the CE Department may serve as members ex-officio.
4. The term of the Board shall begin after the annual membership meeting. There will be no vote by proxy, and majority of the quorum shall elect the Board at the annual meeting.

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**F. Officers**

1. The officers of the Board shall be a President, President-Elect, Secretary, Treasurer, and Past President. They shall be elected by and from the Board promptly after the election of the Board by the Active Members. The officers shall serve one (1) year terms.
2. The officers shall have such duties deemed necessary to satisfy the purposes and functions of the Academy as determined by the Board.
3. The officers shall serve without compensation but may be reimbursed for expenses incurred, if such expenses are authorized and approved by the Board.

**G. Committees**

1. The Board shall authorize and the President shall appoint such committees as deemed necessary to advance the purposes and business of the Academy.
2. There shall be a Membership Committee consisting of at least five (5) Active Members, one (1) of which shall serve as Chair, and said committee shall take action as necessary to comply with the articles contained in these by-laws. It is recommended that at least one (1) Board member serve on this committee.
3. There shall be a Nominating and Awards Committee consisting of at least three (3) Active Members, who shall present a slate of candidates for election as new Board members at the annual meeting. The committee should consider and recommend to the Board any awards concerning the recognition of members. It is recommended that the Past President of the Board serve on this Committee.

**IV. MEMBERSHIP QUALIFICATIONS FOR THE ACADEMY**

Membership shall consist of the following categories: Members; Active Members; Honorary Members; Distinguished Members; and; Associate Members. Each is further defined below.

**A. Members**

Members shall be limited to living individuals who were duly elected and subject to the following conditions:

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1. Each Member shall hold a degree in Civil, Agricultural, or Geological Engineering from NMSU or from a recognized engineering school granted at least 10 years prior to election. The member's degree and professional activities shall attest to his or her competence in Civil, Agricultural, or Geological Engineering.
2. Each Member candidate shall receive at least a three-fourths affirmative vote of the total votes cast for election to membership.
3. The number of Members from each program shall not exceed 10% of the NMSU graduates, and no more than 2% of the NMSU graduates may be elected in each year.
4. The number of Members from Civil, Agricultural or Geological Engineering departments at universities other than NMSU may not exceed 15% of the Academy members and not more than three from a Civil, Agricultural or Geological Engineering department other than NMSU may be elected in each year.
5. A Member candidate who is elected to membership shall be present for induction at the first or second induction ceremony held after his/her election. The Board may waive this requirement in the event of illness of the candidate, absence of the candidate from the country, or other reasons deemed acceptable by the Board. If this requirement is not waived by the Board, the candidate's invitation shall be withdrawn after the second induction ceremony and his/her status shall be the same as though he/she had not been elected.

**B. Active Members**

Active Members of the Academy are those members that have provided their suggested donation amount in the past year, as defined by the Board.

**C. Honorary Members**

Honorary Members shall be living or deceased individuals who are duly elected and subject to the following conditions:

1. Each shall have had the three-fourths affirmative vote of the Membership Committee and approval of the Board and three-fourths affirmative vote of the quorum of Active Members present at an annual meeting.

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2. At no time shall the living Honorary Members from Civil, Agricultural, or Geological Engineering departments other than NMSU exceed twenty (20) percent of the elected living Honorary Members.

3. A living candidate's induction to Honorary Membership shall be scheduled thirty days before the next induction ceremony following his/her election. Honorary Members may be inducted without being present.

**D. Distinguished Members**

Distinguished Members shall consist of those members no longer living.

**E. Associate Members**

Nominations of individuals as Associate Members can be made by Academy members, faculty, student chapters, and members of outside organizations. Additional nominations may be made by any Academy member.

Associate Members of the Academy can be any graduate of the programs of the Department. Upon satisfying the minimum time requirement of 10 years (Ref. IV.A.1) an Associate Member shall be considered as having met all membership requirements of Member and shall be extended that distinction upon payment of the associated initiation fees and annual suggested donations as defined by the Board.

**V. NOMINATIONS FOR THE ACADEMY**

**A.** The Secretary shall receive membership nominations from the Academy members until March 15 of each year. Nominations shall be for individuals qualified under the articles of these by-laws and shall include sufficient information which substantiates the qualifications of the nominees.

**B.** The Secretary shall deliver the nominations to the Membership Committee Chair by April 1 of each year.

**C.** The Membership Committee shall receive from the Secretary all nominations for Members and Associate Members. The Committee shall review, determine eligibility and forward the recommended nominations to the Board by May 1 of each year.

**D.** The Board shall review and certify the nominations by May 15 of each year and return those that are acceptable for balloting to the Secretary and Treasurer.

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**VI. BALLOTING FOR THE ACADEMY**

**A.** The Secretary shall prepare a ballot carrying the names of those certified as Members and Associate Members by the Board and shall deliver the ballot to all Active Members on or by May 1 of each year.

**B.** The Membership Committee shall canvas all ballots that are received by June 1 of each year. By June 15 of each year, the Committee shall declare as elected and eligible for invitation to membership those who have qualified under the articles of these by-laws.

**VII. LIMITATIONS AND PROCEDURES FOR THE ACADEMY**

**A.** The Board may remove from the Academy any member, but such removal may not be enacted until such time as the Board and the membership have heard the appeal of the member so recommended if such hearing is requested by the aggrieved member.

**B.** The by-laws may be amended at any annual meeting at which such intention was contained in the meeting announcement. The amendment shall be adopted if it carries the favorable recommendation of two-thirds of the Board and is approved in a secret ballot by majority of the quorum of Active Members present at the annual meeting.

**C.** The members of the Academy shall not be responsible for any indebtedness or liability incurred by or for any acts performed by any member or individual who is in attendance at an annual or special meeting, outing, or social activity of the Academy.

**VIII. FINANCIAL REQUIREMENTS**

**A.** The Academy shall be self-supporting. It shall use only those monies that are exclusively reserved for it in a University account. Said monies shall accrue from contributions made or solicited by the members.

**B.** The Board shall adopt an annual budget, which shall be reported to the Active Members. This budget will provide the Head of the Department of CE at NMSU with direction for the expenditure of monies from the account in the name of the Academy.

**C.** The Officers and Board shall instruct the Treasurer in such efforts as he/she shall make annually to maintain funds in the Academy account.

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**IX. RECOGNITION AND AWARDS**

**A.** A plaque or certificate of membership in the Academy will be awarded to each new member at the Induction Ceremony.

**B.** The name, photograph, and biographical sketch of each Active Member of the Academy shall be prominently displayed in the CE Department at NMSU, where they will be accessible to faculty, students, alumni, and other constituents.