

SUNY College of Environmental Science and Forestry

Constitution for

The Student Construction Association

Founded:
Amended
Approved:

ARTICLE 1. NAME

The name of this organization shall be the **Student Construction Association (S.C.A.)**

ARTICLE 2. PURPOSE

The basic goals of the S.C.A., of the State University of New York College of Environmental Science and Forestry, are:

1. To promote construction education outside of the classroom.
2. To network with construction industry professionals
3. Use skills gained in the classroom to gain practical and professional experience

The S.C.A. shall not discriminate, or promote any form of discrimination, on basis of race, gender, religion, national origin, age, handicap, sexual orientation, marital or veterans status in any program, activity or service.

To meet it's goals, the S.C.A. will host relevant speakers, take educational field trips, undertake club projects, participate in shadow and Internship programs, and attend professional organizational meetings regularly.

ARTICLE 3. MEMBERSHIP

Section 1. All undergraduate, matriculated, fee-paying students of the College registered at the Syracuse campus can be members of the S.C.A.

Section 2. Voting Privileges at meetings shall be reserved to all S.C.A. members present.

Section 3. Qualification of Officer Nominees
A. Presidential candidates shall have a cumulative average of 2.200 or greater, and must not be on academic probation at the end of the semester preceding elections

- B. The remaining officers of the S.C.A. shall have a cumulative average of 2.000 or greater, and must not be on academic probation at the end of the semester prior to elections.

ARTICLE 4. MEETINGS

- Section 1. Meetings of the S.C.A shall be held bi-monthly, unless a majority vote decides otherwise.
- Section 2. All meetings shall be posted a minimum of seven (7) days in advance. Frequent meeting attendees will be favored when choosing students for internships, shadow programs, and professional organizational meetings.

ARTICLE 5. ADOPTION AND AMENDMENTS

- Section 1. A two-thirds (2/3) majority vote of the entire membership of the S.C.A. is needed to approve the constitution.
- Section 2. Amendments:
 - A. Amendments to the constitution may be proposed, as motions, by any member present during a meeting. A vote of two-thirds (2/3) majority of the members present is required for the motion to pass and become an official amendment proposal to the S.C.A. Constitution.
 - B. Proposed amendments shall be posted on the CM & WPE bulletin board for 30 days for review and comments.
 - C. Upon the passage of the required 30 days a vote of two-thirds (2/3) majority of the members present is required for the motion to pass and become an official amendment proposal to the S.C.A. Constitution.

SUNY College of Environmental Science and Forestry

Student Construction Association

Bylaws

ARTICLE 1. DUTIES OF OFFICERS AND REPRESENTATIVES

Section 1.

Officers Shall:

- A. Prepare and or update a written operations manual at the end of her/his term, which outlines specific responsibilities of each position in order to assist future holders of said position.
- B. Keep all club data in separate folders and stored on computer disk when possible.
- C. At the end of the Officers term, the officer shall:
 - 1. Attend remaining meetings if possible and,
 - 2. Act as a mentor for the new officer elected to that specific position.

Section 2.

The President shall:

- A. Preside at all meetings
- B. Shall see that all officers of the S.C.A. perform the duties assigned to them in an efficient manner.
- C. Maintain a Presidents File, which shall contain the operations manual which will serve as a guide in the execution of presidential duties.
- D. Appoint all committees deemed necessary and not provided for in the constitution, and appoint chairpersons of such committees.
- E. Shall represent the S.C.A. before the USA as required/necessary.
- F. Shall review these bylaws with incoming officers as his/her last official duty.

Section 3.

The Vice-President shall:

- A. Assist the President in his/her executive duties at all times.
- B. Preside at all meetings in the excused absence of the President, and assume presidential duties in event of his/her resignation/impeachment.
- C. Shall represent S.C.A. before USA in the absense of the President.

Section 4.

The Treasurer shall:

- A. Direct the payment of organizational funds.
- B. Prepare a yearly budget for the S.C.A.
- C. Represent the S.C.A. at all budget meetings of the USA.

Section 5.

The Secretary shall:

- A. Keep minutes of all the meetings.
- B. Keep a permanent record of all meetings and the topics they covered.
- C. Publicize all meetings of the S.C.A. at least seven (7) days prior to said meetings
- D. Post minutes of all the meetings.
- E. Shall create and keep a membership roster.

ARTICLE 2. ELECTIONS

Section 1.

Election of officers

- A. Nominations for officers shall be taken in the first meeting in the month of March. Nominations will be posted on the CM & WPE bulletin board and will close one (1) week prior to the first April meeting.
- B. All officers of the S.C.A. shall be elected in the month of April by a plurality vote of three-fourths.
- C. All members of the S.C.A. may vote for the offices of President, Vice-President, Treasurer, Secretary, or any additional officers.
- D. No member of the S.C.A. may hold more than one executive office at one time.

Section 2.

Terms of Office

- A. The President, Vice-President, Treasurer, Secretary, assume responsibility at the start of the semester.
- B. Out-going officers shall work closely with officers-elect to ensure an orderly transition of the government.

Section 3.

Dates of Elections

- A. Yearly elections take place the week before examinations.
- B. Officers are elected for a semester term in office.

Section 4.

Nominations

- A. Nominations will be received starting a month prior to elections. The President will receive all nominations to review qualifications.

Section 5.

Election Procedures

- A. Candidates for the office shall not be near the polling place except to cast their own ballot in the election.
- B. Campaigning through posters, advertisements, or any other means shall not be allowed

ARTICLE 3. IMPEACHMENT OF OFFICERS

- A. A petition stating the charges against an officer, and signed by at least one half (1/2) of the voting membership of the S.C.A. shall be required to bring charges against an officer of the S.C.A.
- B. Charges made against an officer and statements made in her/his defense will be brought before the S.C.A. members.
- C. A vote to impeach the officer shall be held two weeks following the submission of the petition described in section A of this article. A two-thirds (2/3) vote, with at least half of the total voting membership in attendance, shall be required for impeachment on an officer.
- D. If the required one half (1/2) of the S.C.A. does not vote, a committee of officers, excluding the charged officer, shall convene and decide which of the following actions to take:
 - 1. A re-vote of the referendum
 - 2. Postponement until the next meeting
 - 3. Dismiss all of the charges

ARTICLE 4. ENFORCED RESIGNATION

- A. Any S.C.A. officer who fails to maintain a 2.000 cumulative or semester grade point average or is placed on academic probation must resign her/his office.

ARTICLE 5. VACANCY OF OFFICE

- A. In the event that a S.C.A. office becomes vacant, it shall be filled by a candidate who receives majority approval by three fourths (3/4) of the voting members in attendance.
- B. Candidates for vacant positions shall submit a written or oral (followed up in writing) intent to the appropriate officer.

ARTICLE 6. COMMITTEES

- A. Each year the S.C.A. shall assess the needs of new committees and establish them as necessary. Examples may include but are not limited to: programming, special events, and community service.

**ARTICLE 7. REQUIREMENTS TO BE AN AUTHORIZED
OR RECOGNIZED ORGANIZATION**

Section 1.

The S.C.A. has received official acknowledgement from the Undergraduate Student Association and is classified as an authorized Organization.

Section 2.

As an authorized organization the S.C.A. must:

- A. Be authorized annually. Continued authorization for the organization will be subject to the following requirements:

1. Amendments or changes to the constitution must receive the approval of the Student Council and shall be properly filed and recorded.
2. The financial records shall be accurately maintained and current, and will be subject to review by the Council.

Section 3.

Regulations governing student fee (U.S.A.) sponsored activities

- A. All U.S.A. sponsored activities shall be open to the entire undergraduate student population.
- B. When hosting U.S.A. sponsored events, the S.C.A. shall advertise said activities campus wide at least 5 days prior.
- C. Conduct at said activities which could be interpreted as offensive and/or inappropriate shall not be condoned.

Section 4.

Administrative Responsibilities

- A. Conduct elections prior to examinations, fall or spring.

- B. All officers must maintain a cumulative and semester GPA of at least 2.000.
- C. Shall submit at the beginning of the spring semester, to the association and the office of activities and organizations:
 - 1. A roster of officers including accurate address and phone numbers. This information shall be updated as necessary.
 - 2. A proposed itemized budget for the upcoming year.

Section 5.

Approved status jeopardy

- A. Approved status may be revoked should the S.C.A. not adhere to the regulations set forth in the U.S.A. constitution.
- B. Approved status may be revoked if the S.C.A. practices violate any anti-discrimination policies set forth by the association or the College.
- C. Approved status may be revoked if the S.C.A. officers or members violate the code of student conduct during an organization sponsored activity.

Section 6.

The S.C.A. shall annually submit to the council and the office of activities and organizations the name of a faculty or staff advisor.

ARTICLE 8. BYLAWS

Section 1.

Amendments

- A. Amendments to these bylaws shall be made when necessary.

Section 2.

Constitution, Bylaws, and Budget

- A. Copies of the Constitution, Bylaws, and Budget shall be made available in 110 Bray Hall.
- B. A copy of all resolutions passed shall be maintained by the Treasure/Secretary and available in 110 Bray Hall.