

**University of Maryland, Baltimore County
Student Specialty Construction Association**

Constitution

PREAMBLE

We, the charter members of the Student Specialty Construction Association, do hereby establish and adopt the following constitution.

**ARTICLE I
Name**

The name of this organization shall be the Student Specialty Construction Association (SSCA), an affiliate of the Mechanical Contractors Association of Maryland (MCA of MD) and the Maryland Chapter, National Electrical Contractors Association (MD/NECA).

**ARTICLE II
Purpose**

The Purpose of the Student Specialty Construction Association (SSCA) is to introduce and promote mechanical and electrical contracting among students.

The objectives of the organization shall be to:

1. Promote communication and networking between student members and contractor members.
2. Expand the student members' knowledge of the organized mechanical and electrical contracting industries.
3. Unite and promote fellowship between student members and the professional societies that serve the organized mechanical and electrical contracting industries.
4. Familiarize students, faculty, and administration with the professional character and economic impact of the organized mechanical and electrical contracting industries.

**ARTICLE III
Membership**

Section 1 Eligibility

- a) This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed, handicap, or place of residence.
- b) This organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be voting members or elected or appointed officers of said organization. A non-student is someone who is not currently enrolled at the University of Maryland, Baltimore County for the Fall or Spring Semester.

Section 2 Classes of membership

- a) **Student Members.** Any student of the University of Maryland, Baltimore County who subscribes to the purpose of the organization, signifies his or her desire to become a member, shall be duly constituted a voting member.

- b) **Alumni Members.** Alumni membership shall automatically follow active membership upon graduation. No dues shall be assessed. Alumni members will not be voting members of the organization.
- c) **Faculty Honorary Members.** Faculty Honorary membership may be conferred by the chapter upon faculty and administrative personnel. No dues shall be assessed. Faculty Honorary members will not be voting members of the organization.
- d) **Associate Honorary Members.** Associate Honorary membership may be conferred upon anyone whom the chapter deems to have merited such an honor, provided that he or she receives at least a majority of the quorum's votes. No dues will be assessed. Associate Honorary members will not be voting members of the organization.
- e) **Non-Student Members.** Any student enrolled at an institution other than the University of Maryland, Baltimore County, who subscribes to the purpose of the organization, signifies his or her desire to become a member, shall be duly constituted a Non-Student member. Non-Student members will not be voting members of the organization.

Section 3 **Expulsion**

- a) Any member who discredits the organization may be expelled from the organization by two-thirds vote of a quorum of the voting members.

ARTICLE IV
Officers

Section 1 **Officers**

- a) The SSCA officers shall consist of a President, Vice President, Secretary, and a Treasurer.

Section 2 **Duties**

- a) The President shall:

1. Preside at all meetings of the SSCA.
2. Appoint committees and committee chairs.
3. Maintain the line of communication between the SSCA and the national organizations.
4. Work for the accomplishment of the objectives of the Student Chapter.
5. Be an ex officio member of all committees.

- b) The Vice President shall:

1. Preside in the absence of the President.
2. Communicate information between the SSCA and various construction programs at the University of Maryland, Baltimore County.
3. Assist the President.
4. Be responsible for setting up SSCA meetings, times, and locations.

c) The Secretary shall:

1. **Maintain and provide to all members a list of all SCCA members.**
2. **Keep accurate minutes of the proceedings at SSCA meetings, and present a written copy as well as an oral review at every SSCA meeting.**
3. **Maintain a current copy of the constitution, as well as providing a copy to all SSCA members.**
4. **Maintain a file of all SSCA records.**

d) The Treasurer shall:

1. **Maintain an account sheet on all funds and transactions of funds, and be responsible for the whereabouts of the funds.**
2. **Be responsible for the collection of any SSCA money matters.**
3. **Be responsible for the collection of SSCA dues and any other Student Chapter money matters.**
4. **Report any financial discrepancies and attempted misuse of funds to the proper university and/or organization authorities.**
5. **Submit a monthly meeting budget analysis of the financial standings of the organization at Chapter meetings.**
6. **Assist in any financial matters at the request of any organizational officer.**
7. **shall keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Student Activities Financial Services.**

Section 3

Elections

a) Qualifications of Officers

1. **Officers shall be elected by, and from among, the voting members.**
2. **Officers shall meet the requirements set by the University of Maryland, Baltimore County.**
3. **Officers must be students, either part time or full time, graduate or undergraduate, and must not anticipate leaving the University of Maryland, Baltimore County before their terms expire.**

b) Nominations

1. **Nominations shall be made by any voting member at the first meeting in November, and elections shall take place at the December meeting.**
2. **Additional nominations for each office may be made from the floor provided the nominee consents to serve.**

c) Election Procedures

1. Voting for officers shall be by secret ballot, with the candidate receiving the largest number of votes being elected in each case. If only one candidate for an office is nominated, that candidate may be elected by affirmation

d) Term of Office

1. Officers shall serve one year from January to December.

Section 4 **Procedure to fill Vacancies**

- a) If a vacancy occurs in the office of the President, the Vice-President shall succeed. If vacancies occur in the offices of the Vice-President, Secretary, or the Treasurer, the student members, by a majority of the quorum, shall elect replacements for the balance of the term.

Section 5 **Impeachment**

- a) An officer may be impeached from office for discrediting the organization, or willfully breaking the regulations of student conduct set by the University of Maryland, Baltimore County, by two-thirds vote of a quorum of the voting members.

ARTICLE V
Organizational Structure

Section 1 **Committees:** The President shall establish appropriate committees, and designate their purpose and goals. The President shall appoint a willing chair.

Section 2 **Committee Chair Responsibilities:** The committee chair is responsible for the accomplishment of the goals that are set forth by the President. The committee chair will report committee findings to the officers of the SSCA.

ARTICLE VI
Advisors

Section 1 The Chapter shall have a faculty advisor. The advisor must be Academic/Administrative or Managerial Professional faculty staff of the University of Maryland, Baltimore County.

Section 2 The faculty advisor shall be duly accepted by the active members and shall have been installed as a member of the SSCA

Section 3 The faculty advisor shall serve for a term of 3 years and, if deemed acceptable by the SSCA, may be re-nominated to serve another 3-year term.

Section 4 The duties of the faculty advisor shall be:

1. Represent the chapter to the administration as required by the academic institution.
2. Assisting the SSCA by being willing to mentor, lead, listen, counsel, and explain any issue which comes before the SSCA.
3. Maintaining the line of communication between the SSCA and the national organizations.
4. Attending meetings and SSCA functions whenever possible.
5. Providing chapter continuity during periods of academic inactivity.

ARTICLE VII

Rules of Procedure

- Section 1 **Parliamentary Authority:** Robert's Rules-of-Order, Revised, shall govern all SSCA proceedings not provided for in this constitution.
- Section 2 **Frequency of Meetings:** There shall be at least one meeting every month of the academic year, the time and place to be determined by the Vice-President.
- Section 3 **Quorum:** A quorum of the membership shall be one-half of the voting members; a quorum shall be required to conduct business. If there shall be less than a quorum present, those present may either adjourn or act on the matters before it, subject to ratification at the next meeting which constitutes a quorum.
- Section 4 **Minutes:** The Secretary shall keep the minutes of each meeting. At the next subsequent meeting, the Secretary shall present one written copy of the minutes and will also present an oral review of the minutes.
- Section 5 **Special Meetings:** the President may call special meetings at any time.

ARTICLE VIII

Finance

- Section 1 **Dues and Membership Fees:** There will be no dues to become or maintain a student membership for this organization.
- Section 2 Organizational monies will be handled by the Student Activities Financial Services, regardless of the source.

ARTICLE IX

Non-Campus Affiliation

- Section 1 **Relationship-nonfinancial:** SSCA members shall have the rights and benefits of a student member of MCA of MD and MD/NECA, including access to local meetings, tours, seminars, short courses, and other similar activities.
- Section 2 **Procedure for affiliation:** The Secretary of SSCA shall submit a copy of the approved constitution, along with a formal request for affiliation, to the sponsoring organizations (MCA of Maryland and MD/NECA). Upon approval from the sponsoring organizations, each student member SSCA will be required to submit, without fee, a membership application form to the sponsoring organization.
- Section 3 **Financial Relationship:** Each of the sponsoring organizations will provide financial support for scholarships, attendance, at local and national trade shows, and other opportunities, at the discretion of the sponsoring organization.
- Section 4 **De-affiliation:** By written notice from either the SSCA or the sponsoring organizations, the relationship between the SSCA and the sponsoring organization may be terminated.

ARTICLE X

Amendments

- Section 1 This constitution may be amended by two-thirds vote of voting members at a regular or special meeting of the membership (quorum being present), provided the members are notified of such proposed amendment not less than ten days in advance of the meeting.

Section 2 All amendments to the constitution must be approved by the Student Government Association (SGA) of the University of Maryland, Baltimore County.

ARTICLE XI
Effective Date of Constitution

Section 1 This constitution shall be enacted upon approval of the SGA of the University of Maryland, Baltimore County.

Date of Adoption

President

Advisor