

# Student Construction Association

University of Wisconsin – Stout

## CONSTITUTION & BYLAWS

Revised: 3/98; 2/03; 3/05; 3/06; 11/06; 2/07; 4/08; 3/09; 2/10; 3/11; 2/10; 3/11; 2/12; 3/13; 2/14; 2/15; 2/16; 4/17  
Approved: 4/13/98; 2/19/03; 3/30/05; 3/29/06; 12/13/06; 4/4/07; 4/23/08; 3/3/09; 3/22/11; 4/10/13; 2/14/14; 2/18/15

## CONSTITUTION

### ARTICLE I

#### Section 1. Name and Location

- A) The name of this organization shall be the University of Wisconsin-Stout Student Construction Association (SCA).
- B) The principal office of this organization shall be in the Presto Building, located behind Jarvis Hall in the Bullpen, University of Wisconsin-Stout 54751.
- C) Street Address: Jarvis Hall Technology Wing, Room 280, 410 10<sup>th</sup> Avenue East, Menomonie, WI 54751
- D) OrgSync: <https://orgsync.com/11415/chapter>
- E) Facebook: <https://www.facebook.com/StoutConstructionAssociation/>

### ARTICLE II

#### Section 1. Territorial Jurisdiction

- A) This organization shall exist for the benefit of its members. It will provide professional and social development, and community service activities broadening the educational scope of all members.

### ARTICLE III

#### Section 1. Affiliations

- A) This organization shall operate as an affiliated association of the following:
  - Associated General Contractors of America (AGC)
  - National Association of Home Builders (NAHB)
  - Associated Builders and Contractors (ABC)
  - Minnesota Mechanical Contractors Association (MMCA)
  - Mechanical Contractors Association of America (MCAA)
  - Associated Schools of Construction (ASC)

## **ARTICLE IV**

### **Section 1. Objectives of Organization**

- A) To provide practical hands-on experience.
- B) To provide members with additional educational experiences outside of the academic curriculum.
- C) To further educate its members about the construction industry by providing speakers, tours, seminars, and student competitions.
- D) To operate without profit where no part of the income of the organization shall contribute to the benefit of any individual member or a limited group of members.

## **ARTICLE V**

### **Section 1. Amendments**

- A) This constitution may be adopted or amended by a vote of two-thirds (2/3) of the attending members voting using a paper ballot.
  - The SCA Election Task Force will count all votes and notify members of the outcome.
  - SCA Bylaws will be reviewed for updating annually by February 15th.
  - Amendment(s) shall not supersede standing articles or run counter to existing amendment(s).
  - Amendment(s) shall be approved by the Advisor(s) prior to the meeting.
  - It shall be required that all SCA Board members have access to the most recent edition of Bylaws.
  - It shall be required that all board members review the Bylaws by October 1<sup>st</sup>.
- B) Repeal of Amendment(s)
  - The same process is used as above.

# **BYLAWS**

## **ARTICLE I**

### **Section 1. Qualification for Membership**

- A) Membership shall be open to all students, faculty, and staff associated with the University of Wisconsin-Stout with an interest in construction.

### **Section 2. Dues**

- A) Membership dues of this organization shall be payable each semester at the rate of \$25.00 per semester, or \$30.00 per school year.

### **Section 3. Membership Hours**

- A) Membership hours are obtained by:

- Involvement in SCA Projects
- Participation in Site Tours
- General Meetings
- Board position

- B) Membership hours are recorded on University Social website, OrgSync.

### **Section 4. Incentives**

- A) Each member in good standing is eligible to use hours earned to obtain SCA apparel when available.
- B) See Appendix A for SCA incentives.
- C) Incentive Request Form must be submitted and approved before the purchase of an item. See Appendix B for Incentive Request Form.
- D) Graduating students can spend SCA hours that they have acquired while membership to the SCA does not apply. (Non-Paid members accumulated hours will be deleted at the end of every semester).
- E) Incentives will be deducted from total hours and recorded on separate document, held by the Secretary.

## **ARTICLE II**

### **Section 1. Meetings**

- A) General meetings of the membership shall be held at least twice each month as agreed upon by the Executive Board and Advisor(s) for that year.
- B) Special meetings of the membership of this organization may be called at any time by the President.
- C) Notice shall be posted of a special meeting at least five days in advance, by means of email and communication board posting. Notice shall be sent to members and staff.
- D) Notice of all general and board meetings for the semester shall be posted by email and communication board posting. Notice shall be sent to members and staff by the end of the second week of the semester.

- E) Board meetings will be held twice monthly as agreed upon by the executive board and their advisors. Meetings, regarding business, will be conducted only when the advisor(s) are present.
- F) Board must conduct Bylaw Review meeting at the beginning of each semester.
- G) No vote on procedures shall be taken without the presence/approval of an Advisor.

## **ARTICLE III**

### **Section 1. Academic Year**

- A) The academic year of this organization shall coincide with the academic year of the University of Wisconsin-Stout.

## **ARTICLE IV**

### **Section 1. Stationary**

- A) Members of this organization may use the official emblem of the AGC, NAHB, ABC, and MCAA on their correspondence.

## **ARTICLE V**

### **Section 1. Elected Officers**

- A) President: Shall be the chief officer of the organization and shall preside at its meetings. The President shall be the official spokesperson of this organization in matters of public policy. President shall appoint all committees, be an ex-officio member of all committees, maintain contact with all affiliates, and perform all other duties usual to such office. President or appropriately appointed member, motioned by the board, approved by the advisors, shall be present to represent the organization as chief officer at all formal functions and competitions. The following is an additional list of requirements for the position of President:
  - Substantial quality service (40 hours minimum) to the organization prior to election
  - Advisor(s) review and approval prior to the election
  - Junior standing minimum during the term to be held
  - Shall conduct a meeting at least once a month with the other organization's Presidents
- B) Vice President: Shall be in the absence of the President, or upon direction, perform all the duties of the President. Vice President shall be responsible for orchestrating Fall, Winter, and Spring Organization events and dinners. In addition, Vice President shall conduct board position elections in the Spring of each year, and in Fall as necessary. Following is an additional list of requirements for the position of Vice President.
  - Substantial quality service (40 hours minimum) to the organization prior to the election.
- C) Treasurer: Shall be responsible for collecting and accounting for all financial matters of the organization. He/she shall render a report at each meeting to the membership. The Treasurer shall also be responsible for preparing an itemized financial statement monthly, end of each semester, and end of school year. The Treasurer is also responsible for preparing an overall budget for the year, deposit/withdraw of funds from/to appropriate University SCA accounts, and financial report at Construction Program Advisory Board meetings. The Treasurer, in conjunction with each faculty team coach, is responsible for reviewing all travel arrangements related to competition teams. Including, but not limited to: team registration, reservations, travel authorizations, travel expense reports, and organizational reimbursements. Current Treasurer is responsible for mentoring Prospective Treasurer for, at minimum, three weeks prior to end of year.

- Sophomore (or above) status required
  - Substantial quality service (40 hours minimum) to the organization prior to election
  - Advisor(s) review and approval prior to the election
  - In Financial Situations regarding a possible conflict of interest, the treasurer must abstain from voting.
  - SCA Incentive Process Role: The filled-out incentive form will be emailed to the Treasurer. The Treasurer and the student must schedule a meeting time so the student can give the Treasurer the receipts for the items and talk about embroidery (If applicable).
  - Prospective Treasurer will spend, at minimum, three weeks prior to end of current Treasurer's term.
- D) Secretary: Shall record all proceedings, including motions, minutes, and any information relevant to the SCA during the general meetings and board meetings. Minutes will be submitted to the board for approval and to its members upon request. Minutes shall be posted in an appropriate location near the SCA office and submitted to the Media-Coordinator. The Secretary is responsible for keeping track of member hours and incentives, along with updating the member list and taking attendance at all SCA meeting. The Secretary shall verify current paid members of competition team applicants.
- SCA Incentive Process Role: Students shall email the Secretary to acquire an SCA Incentive Form. The Secretary will email the Incentive Form to that student with the amount of hour they can spend.
- E) Director of Public Relations: Shall be responsible for contacting speakers (alumni if possible) for general meetings, open houses, posting meetings, arranging field trips, social activities. Membership and staff should be notified 14 calendar days in advance. Director of Public Relations shall also be responsible for coordinating certificates of appreciation. Have access to all forms of SCA media relations (Social Media) and shall be responsible for posting all webpage updates (Admin).
- F) Freshman/Sophomore Representative: Shall be responsible for contacting all sophomore and freshman in the Construction Program at the University of Wisconsin-Stout. To make contact with freshman and sophomores, Freshman/Sophomore Representative must conduct presentations to each Orientation Section, each semester. The following is an additional list of requirements for the position of Freshman/Sophomore Representative:
- Inform them about and promote the SCA.
  - Represent the sophomores and freshmen, expressing their needs and concerns to the SCA board.
  - Oversee the Student Constructor Newsletter, producing one newsletter for each Advisory Board Meeting, and one at the end of the academic year.
  - Oversee Mentor Program, ensure Junior and Senior involvement with younger students.
- G) Project Manager/Estimator: Shall oversee all projects; be responsible for the development of a specific bid package; be responsible for scheduling all projects, preparing and obtaining signatures on contract documents, maintaining the office file on each project, and meeting with the Project Superintendent(s) on a weekly basis. Handle construction project records. The Project Manager will also review the estimate, safety plan, contract, and scope of work for all projects.
- H) Project Superintendent: Shall be responsible to attend projects, complete a daily log, mobilization/demobilization, and project closeout. Records will be kept with the job file and will be available for review on a weekly basis. A tool box meeting must be presented and attended by all involved in the project prior to the start of construction, and weekly until the end of the project. A sign-in sheet is the responsibility of the Project Superintendent and will be kept on record with the job file and will be available for review on a monthly basis. In the case that no Project Superintendent is appointed, the Project Manager will perform the duties of the Project Superintendent.
- I) Safety/Sustainability Officer: Shall be responsible for completing a safety plan for each project, reviewing plan with Project Superintendent. Must ensure Hold Harmless waivers are signed, and included with project documentation. Shall be responsible for all safety concerns of all projects. OSHA standards must be met at a minimum. Conduct review of all safety equipment annually with Tool Crib Manager. Shall be responsible to

review projects, and offer sustainable options when applicable. The following is an additional list of requirements for the position of Safety/Sustainability Officer:

- Must have completed OSHA 30 Training Course.
- G) Tool Crib Manager: Shall have responsibility/duty to manage the SCA's construction equipment. Such responsibilities include a signature for sole responsibility of the SCA Tool Crib building, repair and routine maintenance on all tools/equipment, and taking inventory at the beginning and the end of each semester. Inventory list and tool/equipment check-out form(s) will be kept on file in the SCA office and will be available for validation on a monthly basis. Tool crib manager shall post on the SCA communication board when, where, and how he/she can be reached during the semester. Paid SCA members are allowed to check-out tools and equipment for non-professional use (not for profit/not for personal gain or other organizational use). Tool crib manager will provide and utilize tool/equipment check-out form approved by the Board and Advisor(s).

## **Section 2. Appointed Offices and Duties**

- A. SCA/SLC Liaison: Shall be responsible for maintaining a positive relationship between the Student Construction Association and Sigma Lambda Chi (SLC). This requires attendance at all SCA and SLC board meetings. The SCA/SLC Liaison shall be jointly appointed by the SCA and SLC executive boards. This person shall be a member of both organizations.
- B. Any appointed position that is left vacant during the semester shall be filled by a Board member at the President's discretion.

## **Section 3. Advisor(s)**

- A) Faculty Advisor(s): Shall act within the scope of employment at the University of Wisconsin-Stout. Shall attend all board meetings unless otherwise arranged.
- B) Advisor Review: Shall have the responsibility to review and approve all procedures, appointments, and functions of the organization.

## **Section 4. Other**

- A) All elected and appointed board members are responsible for an article on their position in the fall newsletter.
- B) All elected and appointed board members shall be present at all organizational functions. (or appoint proxy to conduct the officer's affairs )
- C) Elected officers of the organization shall be rewarded 15 hours of service (Board) each semester. Board members will also receive a collared shirt for their year of volunteering.
- D) Appointed positions shall be rewarded 10 hours of service (Position) each semester.

## **Section 5. Keys**

- A) At the beginning of each term the Project Superintendent, Project Manager/ Estimator, and Tool Crib Manager will each be independently responsible for SCA Tool Crib building and SCA Trailer.
- B) Each member shall be responsible for obtaining keys before beginning of Fall semester, and returning keys at end of academic year.

## **ARTICLE VI**

### **Section 1. General Elections**

A) The following officers shall be elected from the membership by April 1<sup>st</sup> and shall hold office for a term of one (1) year from that date to the election, or until their successors are elected and duly qualified:

- President
- Treasurer

All candidates must be paid SCA members for the full academic year.

All candidates will be reviewed by the Advisor(s).

Must meet all guidelines established in Article V.

All candidates must conduct a presentation on why they should be elected that position during an SCA General Meeting

B) Votes shall be taken using an e-mail system and the candidate receiving the most votes from members in good standing for one office shall be considered elected.

C) Nominations shall be held for each office and announced at the general meeting prior to the elections.

D) All nominees shall provide a brief written summary of why they believe they are fit for such position.

E) Notification shall be made to the general membership a minimum of five days in advance of the nominations/elections.

F) Any nominee not elected may remain eligible for another office (each candidate is limited to appearing on the ballot for two positions).

H) Election process shall be conducted at the University of Wisconsin-Stout.

### **Section 2. Other Elections**

A) The following officers shall be elected by two weeks after the President and Treasurer have been elected, and shall hold the office for a term of one (1) year from the date of election:

- Vice President
- Secretary
- Director of Public Relations
- Freshman/Sophomore Representative
- Project Manager/Estimator
- Project Superintendent
- Safety/Sustainability Officer
- Tool Crib Manager

All candidates must be paid SCA members for the full academic year.

All candidates will be reviewed by the Advisor(s).

Must meet all guidelines established in Article V

B) The person that holds the position shall take over the office when the new Board begins its term of office.

- C) Votes shall be taken using an e-mail system and the candidate receiving the most votes from members in good standing for one office shall be considered elected.
- D) Nominations shall be held for each office and announced at the general meeting prior to the election.

## **ARTICLE VII**

### **Section 1. Voting Privileges**

- A) All paid members with membership prior to the election date shall have the right to vote.

## **ARTICLE VIII**

### **Section 1. Finance**

- A) Dues and other money collected by this organization shall be placed in one or more of the three University SCA accounts. A minimum sum of \$1,000 shall remain in the organization general account for the following school year.
- B) Withdrawals from any University account must be requested 24 hours in advance and signed by an Advisor. Competition and travel account withdrawals are to be matched with funds from other sources.
- C)

The treasurer shall provide updated financial report at the end of each semester.

## **Article IX**

### **Section 1. Sanctions and Remedies for Misconduct**

- A) Censure, suspension, or expulsion of an officer of the Executive Board is a very serious matter and should be treated so. This action should be reserved for cases of misconduct, dereliction of duty, and violation of the trust vested in the office.
- B) Before any affirmative action is taken, the party or parties seeking the censure, suspension, or expulsion of a board member as remedy for alleged misconduct, must submit a written statement including each specific instance in question to the advisors of the organization for an objective evaluation to decide if the complaints are justified and are not the product of hearsay or for some reason personally motivated. If an objective evaluation suggests remedial action, the matter will be passed on to the SCA Board for action.
- C) The SCA Board must inform the accused member of the charges against them in writing within 14 days of receipt of the charges from the faculty advisors. The member in question must be given sufficient time to submit documentation in their support.
- D) If, after due deliberation by the SCA Board, they are convinced that an officer's conduct is or was prejudicial to the welfare, interest, or character of the organization, the board may decide upon the action to be taken by a 2/3 majority vote of the Board (excluding the person in question).
- E) The Board's decision must be submitted to the faculty advisors for final review and approval. After the SCA board receives approval from the advisors, the member in question must be immediately notified in writing of the sanctions imposed, by the secretary of the board.

## **ARTICLE X**



## **Section 1. Amendments**

- A) These Bylaws may be adopted or amended by a majority vote and provided further that a copy of the proposed amendments shall be read to the members attending the meeting at which the action is to be taken thereon.
- B) All proposed measures shall be reviewed by the Advisor(s) prior to the meeting.
- C) The General Membership will be notified one week prior to the vote for adoption of proposed amendments.

## **ARTICLE XI**

### **Section 1. Competitions and Conventions**

- A) Eligibility to participate in competitions and conventions shall consist of the following:
  - Shall be an SCA member in good standing throughout the application and competition process.
  - Shall be limited to being an official member of one SCA sponsored team during an academic year.
  - All paid SCA members are eligible for competition team selection.
  - Selection process is as follows:
    - Student submits letter explaining qualifications
    - Student submits completed application form
    - SCA verifies involvement of applicant in SCA
    - Construction Program faculty, non-eligible board members, and previous competition members ranks/selects applicants
    - SCA Board notifies applicants
  - The alternate will replace a team member providing that a team member is unable to fulfill the obligation.
  - Alternates will be held in a pool based on the faculty selection ranking. If no alternates are available, the team will have to compete shorthanded.
  - If after initial competition selection there are not enough members to make up an entire team, the SCA executive board will decide an appropriate course of action.
- B) Team members that do not complete the required amount of 30 hours by the second week of April will not receive reimbursement for any competition expenses.
- C) General membership shall be notified a minimum of two weeks prior to required submission of application materials.
- D) It is the responsibility of the Competition Team to stay in contact with the affiliates AGC, ABC, ASC, NAHB, MCAA, and faculty member team coach throughout the year. Shall be responsible for obtaining and/or delegating the responsibility for gathering all information and making reservations (registration, lodging, and transportation) concerning any trips, conventions, and competitions. The team shall also meet all deadlines with respect to the event. Shall prepare an overall master schedule, budget forecast, and preliminary approval request for all major travel during the school year to present to the Board and Advisor(s) at the beginning of each semester. Itinerary shall be presented to the Board and Advisor(s) prior to departure. Itinerary shall include a request to travel, budget approval (University, SCA, and other accounts), authorization to travel, and departure/return dates. As well as following any Advisory Board requirements for reimbursement. Travel Authorization forms must be completed and signed by the treasurer two (2) weeks before departure.

## **ARTICLE XII**

### **Section 1. Annual SCA Scholarship**

- A) Requirements for Eligibility
  - Minimum of 10 AEC credits at the University of Wisconsin-Stout

- Must be a paid SCA member for the current full academic year
  - Minimum of 30 hours in the SCA in addition to social events
  - Must have a minimum of 25 credits remaining at the time of applying
- B) The scholarship winner shall be announced at the annual SCA Barbeque.
- C) The scholarship recipient will be presented the check at the next fall's SCA Brat Feed.
- D) General membership shall be notified a minimum of two weeks prior to required submission of application materials.
- E) Application Process is as follows:
- Apply through submitting a resume, essay, degree audit report, and application form. The essay should explain why you are deserving of the scholarship and should be a maximum of 1 page single spaced.
  - The scholarship will be awarded based on the written essay, application form, and SCA involvement.
  - Applications shall be sealed and submitted to the Construction Program Director Assistant by the first Friday of April. Upon submittal, the SCA executive board and an SCA advisor will review the applications by the third Friday in April and award the scholarship to the most deserving based on the above criteria. In the event of an executive board member applying for the scholarship, they forfeit their right to evaluate the applications.
  - The scholarship shall be awarded at the annual SCA Barbeque. The recipient of the scholarship will receive their check the following fall from the SCA board.
  - Should the recipient not return to the University of Wisconsin-Stout the following fall, the applications will be re-evaluated and a new recipient will be chosen.

## **ARTICLE XIII**

### **Section 1. Correspondence**

- A) All checks and correspondence between SCA and Industry Professionals must be addressed to the SCA and University of Wisconsin-Stout Construction Program.

## Appendix A

<b>Incentive Option</b>	<b>Hours Required</b>
SCA T-Shirt	10
SCA Hat	15
SCA Knit Hat	15
SCA Polo	40
SCA Sweatshirt	40
Construction Calculator	40
4' Level	50
Tool Belt Only	60
\$100 Gift Card	75
<small>Menards, Home Depot, Amazon, or Sears</small>	
Carhartt Jacket	90
Carhartt Bibs	90
Circular Saw	110
Boots	110
Craftsman 260 Pc Tool Set	130
Jobsite Radio	130
Fully Loaded Tool Belt	150
<small>Includes: McGuire Nicolas oil tan bags, Estwing 9" Catspaw, 19oz Stiletto w/wooden handle, speed square, chalk box, 30' tape, 5/8" chisel, and 9" Channel lock pliers</small>	
Stiletto Framing Hammer	200
Drill/Driver Kit	230
ExoFit Harness	240
Combination Kit	300

# Incentive Request Form

**Member Name:**

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**Phone Number:**

**Email:**

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**Address:**

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*The goal of the Student Construction Association is to distribute incentives at SCA events but in the event that we unable to deliver your incentives, we ask that you provide an address where we may send them.*

## Incentive Options:

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### 10 – 49 Hours

- (10) SCA T-Shirt
- (15) SCA Ball Cap
- (15) SCA Knit Cap
- (40) SCA Polo
- (40) SCA Sweatshirt
- (40) Construction Calculator
- (40) SCA Sweatshirt

### 50 – 99 Hours

- (50) 4' Level
- (60) Empty Tool Belt
- (75) \$100 Gift Card  
*Menards, Home Depot, Amazon, or Sears*
- (90) Carhartt Jacket
- (90) Carhartt Bibs

### 100 – 199 Hours

- (110) Circular Saw
- (110) Work Boots
- (130) Craftsman 260 pc Tool Set
- (130) Jobsite Radio
- (150) Fully Loaded Tool Belt  
*Mcquire Nicolas oil tan bags, Eastwing 9" Catspaw,  
19oz Stiletto w/ wooden handle, speed square, chalk  
box, 30' tape, 5/8" chisel, and 9" Channel lock pliers*

### 200+ Hours

- (200) Stiletto Framing Hammer
- (230) Drill & Driver Kit
- (240) Exofit Harness
- (300) Combo Kit

**Incentive Choice:**

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**Size (if necessary):**

**Available SCA Hours to Spend:**

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**Sign:**

**Date:**

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*Please return this completed form to the SCA Treasurer or drop it in the SCA mailbox in Jarvis Hall-Tech Wing 161 by 4:00 PM, April 24th. Any forms received after this date will be processed the following semester. The SCA Treasurer will contact you upon receiving your completed incentive form.*