

ACBA Student Guild: Constitution and Bylaws

I. Naming and Purpose

- A. The organization will be referred to as the Student Guild of the American College of the Building Arts (SG-ACBA).
- B. The primary foci of the Guild are as follows; to act as a representative body for the College's student body during faculty, staff, and board meetings; to be used as an engine in promoting academic and professional excellence within the student body; to provide resources and information to students on internship and employment opportunities; to assist in promoting the name of the College within the community; and finally, to promote camaraderie and fellowship among the student body.

II. Mission Statement

- A. The SG-ACBA exist to promote the work of ACBA as an institution and enhance student life within the College. This is done through promoting the work of its members, helping to facilitate educational and professional opportunities, and by working with the College on behalf of the student body.

III. Membership

- A. All enrolled students of ACBA are members of the Student Guild. Members are expected and encouraged to participate in the Guild meetings, events, and activities.
- B. Input from members is crucial in order to ensure a thriving Student Guild.

IV. Officer's Duties and Responsibilities

- A. The ten Officers of the Student Guild are the President, Vice President, Secretary/Treasurer, Social Chair, Wood Trade Representative, Iron Trade Representative, Stone Representative, Plaster Representative, Architecture Representative and Freshman Representative.
- B. The four offices of the guild are the President, Vice President, Secretary/Treasurer, and Social Chair make up the Student Guild Cabinet.

1. President

- a. The President is responsible for the general guidance and oversight of Student Guild activity to ensure that it continually upholds its Mission Statement. The President will act as the point person of the Guild and will also assist all the Officers in their specific duties.
- b. The President is responsible for scheduling all Cabinet meetings, Officer meetings, and Student Guild meetings. They will preside over all these meetings and will be sure to inform all parties involved of meeting details including the date, time, and location of the meeting as well as working with the Secretary/Treasurer to create an agenda.
- c. The President will also attend faculty/staff meetings as well as Board meetings when necessary to act as a representative for the student body as well as to inform the College of Student Guild activity. The College will also inform the President of any relevant information and what their expectations are for the Student Guild.

2. Vice President

- a. The role of the Vice President has a largely external focus. The Vice President is responsible for community outreach, running the Student Guild's social media, and networking.
- b. The Vice President will work alongside the Social Chair in planning events to get ACBA and the Student Guild more involved in its immediate community.
- c. While the Vice President is responsible for social media, they do not have to personally run the accounts, rather, they may request the help of other students or the Advisor.
- d. Networking responsibilities include reaching out to reputable companies within the field to help promote ACBA, the students, and help to introduce the internship process to seek possible partnerships.
- e. The Vice President is also expected to aid the President in scheduling and attending meetings with the faculty, staff, and administration to ensure two Student Guild liaisons are present.

3. Secretary/Treasurer

- a. The Secretary/Treasurer is responsible for creating and distributing agendas for all meetings.
- b. The Secretary/Treasurer is also responsible for recording minutes for all Cabinet, Officer, and Student Guild meetings. Minutes will be made available to all students.
- c. The Secretary/Treasurer will oversee fundraising through the creation and sales of Student Guild merchandise. Fundraising can also be planned in conjunction with the Social Chair through various Student Guild activities and events.
- d. Student Guild revenue and expenses, inventory, and budget are also to be continually updated by the Secretary/Treasurer. These records should be made available to students, Officers, or the College when requested.

4. Social Chair

- a. The job of the Social Chair is primarily to promote camaraderie among the student body and alumni. This will be done through the organization of both large and small social events.
- b. The Social Chair will take leadership in the planning and preparation of all Guild events, but the involvement of the other Officers is expected, and the involvement of the student body is encouraged. Large-scale events will require at least a two-thirds approval from Guild Officers.
- c. It is also encouraged that the Social Chair plans additional events that have a more external focus. This includes things such as service projects, networking, and community involvement.
- d. All organized Student Guild events will be designed so that all students can be involved and will provide an atmosphere of good will, fellowship, and school spirit. Any act of exclusionary behavior will not be tolerated.

5. Trade Representatives

- a. Trade Representatives are to be the voice of their Trade within the College. This will involve taking intentional steps in forming relationships with the students and working side-by-side with the professors of their Trade.

- b. Emphasis should be given to communicating with the Freshman class and helping to integrate and better orient them to the College.
- c. Any issues that arise within a Trade should be communicated to the Trade Representative either by a student or professor. This includes, but is not limited to, material shortages, attendance issues, and shop maintenance. If necessary, Trade Representatives will hold Trade meetings to discuss and try to resolve any issues.
- d. Trade Representatives should also be able to assist in the internship process. This could be through providing a list of previous internship locations, discussing with students where they are interested in going, or working with Trade professors to help reach out to different companies.
- e. The Trade Representatives are also responsible for assisting the Vice President in the promotion of their Trade in the community and through social media.

6. Freshman Representative

- a. The Freshman Representative will act as the voice of the Freshman class. This will involve taking intentional steps in forming relationships with the Freshman students and working with them to provide guidance as necessary.
- b. Emphasis should be given to communicating with the Freshman class and helping to integrate and better orient them to the College.

V. Faculty/Staff Advisor

- A. The Faculty/Staff Advisor (referred to in this document as the Advisor) must be an employee of the American College of the Building Arts.
- B. The Advisor should attend meetings of the Cabinet, Officers, and Student Guild as often as possible. They are also to advise the Officers on how to best reach out to the Faculty/Staff of ACBA and to function as a liaison between the Guild and the ACBA Administration when necessary.
- C. The term of the Advisor will be one calendar year, from January 1 to December 31. An Advisor may hold Office for an unlimited number of consecutive terms, so long as they are elected to do so.
- D. The presiding Guild Officers will elect the Advisor. The Faculty/Staff and Administration may make suggestions for an Advisor, but they have no voting

authority within the Guild. The final decision will be made by the Officers of the Guild.

- E. The Officers, without the presiding Advisor, will meet in December of each year to discuss electing a new Advisor. This election will take place verbally and a new Advisor may be elected (or re-elected) once a two-thirds majority of Officers have agreed upon a candidate.
- F. If the Advisor is found guilty of dishonorable conduct or has failed to meet the requirements of their position during their term, the Guild Officers will meet to discuss their removal. In order to remove the Advisor from their position, Officers must vote for removal unanimously.

VI. Meetings

- A. The Student Guild will meet at least once a semester. Additional meetings may be called by the Guild Officers or at the request of the Advisor.
- B. The Guild Officers will meet prior to each Student Guild meeting to prepare an agenda for the upcoming Student Guild meeting, discuss any upcoming events associated with the College, and address any issues that have arisen within the student body.
- C. At each Student Guild meeting, the floor will be opened to the student body to address any new topics.

VII. Social Media

- A. The main purpose of the Student Guild social media is to showcase the members of the Guild and their work, either through ACBA or independent of the college. The Guild will request the right to repost from other people, and credit will always be given to the original owner.
- B. The secondary purpose of the Guild social media is to promote the College and the Student Guild's events in order to draw more attention to both organizations.
- C. The President and Vice President will be responsible for Student Guild social media activity. This includes requesting the written permission of students to post their personal trade related pictures on social media.
- D. Students are strongly encouraged to participate in the Guild's social media and to use this resource to promote themselves as artisans and the work they have done. This can be done by sending photos and descriptions to the Cabinet members to be posted onto the social media pages.

VIII. Guild Budget and Treasury

- A. One fiscal goal of the Guild is to generate income that can then used by the student body for building arts related meetings, classes, conferences, and other events.
- B. Another fiscal goal of the Guild is to hold events that will promote the Guild and the College as well as enhance student life within the College.
- C. In order to create more revenue for the Guild as well as to promote both the College and the Student Guild, a portion of the Guild's funds will be used to create merchandise and hold Guild events with fundraising opportunities.
- D. Requests for student use of Guild funds will be submitted in writing to the Guild officers. Requests will include a short description of the event being attended, the dates and location of the event, and a breakdown of expected expenses. Request will be submitted no less than 21 days before the start of the event. The Guild Officers will review requests and the amount of funds awarded, if any, will be considered and provided on a case-by-case basis. The form can be found on Blackbaud.com, and the guild websites. It may also be requested from the guild to be sent via e-mail. The awarded amount must be approved by the Guild Officers by a two-thirds majority. Any Officer that request funds will relinquish their voting rights for their request.
- E. Percentages of the Guild funds will be set aside for different usages, as outlined below:

ACBA Student Guild Budget	
Revenue Creation	60%
Student Usage	30%
Savings	10%

IX. Honor Code

- A. All members of the Guild are expected to act in accordance with the ACBA Honor Code, which is as follows:
Members of the ACBA community shall adhere to the principle of Academic Integrity. They shall express opinions with civility and with consideration for the opinions of others. Respect intellectual and creative property and resources and promote the importance of the honor code in all their interactions for the benefit of the learning community. They will be honest, trustworthy, fair, respectful, and responsible for their actions. They will refrain from lying, cheating, plagiarizing, stealing, violating another person's property or person, committing an act of violence or

facilitating an Honor Code violation by another person. Each student and faculty member must take responsibility for addressing the Honor Code and Academic Integrity with members of the community who violate these standards¹.

X. Nominations and Eligibility

- A. Any student that would like to nominate someone for Office must submit their nominations to the presiding Cabinet. The nomination will include a short description of why they deem said person to be a good candidate. Students may not nominate themselves but may have someone nominate them on their behalf.
- B. Each nominee will be informed of their nomination and will be expected to accept or decline their nomination before Guild elections are held.
- C. A student may be nominated for more than one Office and may also accept nominations for more than one Office. However, students may not hold more than one Office. If a student wins more than one Office, they will be asked to decide which Office they will hold.
- D. Students who will be Seniors, Juniors, and Sophomores for the following year will be eligible for any Office by nomination. Graduating Seniors and incoming Freshman may not be nominated for any Office.
- E. Exceptions to the restrictions on Seniors and Freshmen can be made in the event that there is no willing candidate for the Office. The presiding Officers and Advisor will decide whether any exceptions are made.
- F. If a position has no willing nominees, a write-in vote will be permitted. A student of any grade level may be written in, however, the final decision lies with the presiding Cabinet and Advisor.

XI. Elections and Voting

- A. Offices will be held for one school year,-at the beginning of summer, on/around May 16 and ending at the end of the school year, on/around May 15.
- B. Nominations for new Officers will take place within the last two weeks of January and elections will be held the last two weeks of February. The time in between nominations and voting will allow the guild to confirm all those that have been nominated and to generate ballots. This election process will allow for the incoming offices to learn from their members that are currently holding the office.
- C. Students will receive the final list of nominees no less than 3 days before ballots are distributed.

¹ "The ACBA Honor Code." Student Handbook. American College of the Building Arts. Web. 16 Jan 2016

- D. Ballots will be distributed to each student by their respective Trade Representative. Ballots will remain anonymous, but the Trade Representative is responsible for making sure that every student within their Trade is given the opportunity to vote.
- E. Functioning as a democratic organization, every member of the Guild has an equal vote. Each member is allowed one vote for each Cabinet position as well as one vote for the Trade Representative of their own Trade.
- F. After the voting period is over, it is the duty of the President and Vice President, along with the Advisor, to tally all of the votes and announce the new Officers.

XII. Removal of Officers and Vacant Positions

- A. Should a Cabinet position be vacated during an active term, the existing Officers will meet to vote upon a replacement. The candidate will then be subject to the approval of the Student Guild by a two-thirds majority.
- B. If a Trade Representative Office should be vacated during an active term, students from the Trade will nominate and vote on a new Trade Representative.
- C. If an Officer is found guilty of dishonorable conduct or has failed to meet the requirements of their Office during their term, the remaining Officers and the Advisor will meet to discuss their removal from Office. In order to remove someone from Office, Officers must vote for removal unanimously as well as having the approval of the Advisor.
- D. If a member seeks the removal of any Officer, they are expected to reach out to the Advisor. At the Advisor's discretion, a Student Guild meeting may be held without the Officer in question. At a two-thirds majority, the Officer may be impeached.

XIII. Amendments and Minor Revisions of the Bylaws

- A. In August of each year, it is the duty of the newly elected Officers to review the Bylaws. However, these Bylaws may be edited whenever deemed fit by the student body. Any changes to the Bylaws will be written by those who have made the proposal.
- B. After each revision or amendment, the newest version of the Bylaws will be made available to the student body by being posted on the ACBA website.
- C. **Amendments** include any major changes that affect the Student Guild and its members such as its purpose, roles, or day-to-day actions.

1. Proposed amendments will be reviewed and voted on by the Guild Officers. If the change is approved by at least one half of the Guild Officers, the proposal will then be reviewed and voted on by the student body. If the student body approves the proposal by a two-thirds majority, the change will take effect immediately.

D. **Minor revisions** are changes that do not affect the Guild as a whole, but help to improve logistics such as clarifying or further explaining elements of the Bylaws.

1. The Advisor as well as two-thirds of the Guild Officers must approve minor revisions. If approved, the changes will take effect immediately.

XIV. Dissolution Clause

A. Should the student body fail to elect new Officers in a given year, the Guild will be dissolved per faculty approval. All remaining financial assets will then be used to pay off any remaining debts that the Guild has accumulated. If the student body fails to vote in new Officers for another two terms, any remaining funds are then to be seized by the administration and utilized for student scholarships.