

Bylaws for the Dean's Student Advisory Council in the CoACM

ARTICLE I. NAME OF ORGANIZATION

Dean's Student Advisory Council (SAC) for the College of Architecture and Construction Management (CoACM).

ARTICLE II. ORGANIZATION PURPOSE

Section 1. General Purpose

This organization is designed for the betterment and success of students in the College of Architecture and Construction Management.

Section 2. Specific Purpose

The Dean's Student Advisory Council for the CoACM is to discuss college-specific issues regarding academics, social, professional, and student success.

Specific objectives and purpose of this organization shall be:

- Communicate with students of the CoACM and to listen, realize their thoughts and concerns, advocate on their behalf.
- Advocate on behalf of CoACM students by voicing opinions that allow administrative members to be aware of the comments, issues, concerns, and feedback. Administrators will convey the messages to chairs/faculty/staff.
- Brainstorm and provide recommendations and changes that will enhance the CoACM.
- Develop and lead ONE college-wide event each academic year.
- Prepare a summary report to be delivered to the Dean's office prior to the end of April, each year.

Section 3. Organization and Funding

The SAC is to be affiliated with the College of Architecture and Construction Management at KSU. Upon initial formation the Dean's office will allocate \$500 for start-up funds. Likewise, the membership and officers are to seek additional funding to support activities and events annually.

ARTICLE III. SELECTION & MEMBERSHIP

Section 1. Eligibility for Membership

Student membership requires a student with a major in the College of Architecture and Construction Management. Ideal membership includes Graduate Students, International Students, students from each Department in the COACM, College Senator, and Distance Students. There are no fees associated with membership. Membership is to range across all academic years and programs within the college. (see attached structure)

Section 2. Selection Process

Students interested may reply to the annual survey call for interest. Students may also be nominated to the Dean's Student Advisory Council by faculty and/or staff within the College of Architecture and Construction Management (but are still required to submit a survey response). Applications will be accepted until all seats are filled. Students may still apply to become a member once all seats are filled, but no more students will be allowed on the council until the beginning of the following semester. If capacity is reached, applications may be saved and placed on hold for future consideration when more seats need to be filled. There is a maximum of 11 student seats on the Dean's Student Advisory Council at any given time. Members will be recognized with a formal letter from the Dean's office upon completion of their service term.

ARTICLE IV. OFFICERS

There will be an elected President, Vice President, Secretary, and Marketing Chair that serves one year. The Dean's office and chair/secretary members will be responsible for running the meetings, notifying the members of changes or updates, and other duties that arise. President will lead meetings, delegate tasks, communicate with advisors and inform the committee of issues happening within student body and/or organization, manage the calendar of events, and organize events. Vice President will work closely with the president, operate fiscal calendar and details, and organize events. Secretary will maintain and organize meeting notes and other forms of documentation (ex. Fiscal documents with VP, contracts with vendors), and communicate with students and council members. Marketing Chair will monitor and update social media announcements across all accounts linked to the resource KSU email, create graphics for flyers and social media, and stay current on topics and events within the college of ACM. The Marketing Chair should report to Vice President prior to posting to ensure the post reflects the intended message to be portrayed by the council. Officers will be recognized with a formal letter from the Dean's office upon completion of their service. The Associate Dean for Student Success and Accreditation will lead in the absence of the Dean.

ARTICLE V. MEETINGS

The Dean's Student Advisory Council meetings will be held once per month during the academic year with the date, time, and location approved in the first meeting. Each student member will be allowed one absence. On the second absence, they will be removed as a member. Class is considered an excused absence. Additional meetings may be requested as needs arise or as organized by ad-hoc committees. This council is expected to be collectively run and managed by the group. The elected student leaders will act as coordinators. Attendance may be in-person or virtual through an agreed upon platform.

If a recorded vote is made, minutes should reflect the vote count. Votes will pass by a simple majority of student members. In the event an officer is unable to cast a vote the final vote is determined by the Associate Dean for Student Success and Accreditation. Summary minutes of each meeting are to be kept by the Secretary and distributed by email to all members within 10 days after each meeting.

ARTICLE VI. CONCERNS

Should a student want to express a thought, they may request a one-on-one meeting with the Dean and President of SAC. If the student does not feel comfortable meeting with the Dean and SAC President, they may instead request a meeting with the secretary or Associate Dean for Student Success and Accreditation instead, to express this concern. If the student would prefer a less direct approach, the student can ask a council member to bring a concern up at the next monthly meeting. If a student happens to bring up a concern in casual conversation, that person should automatically be given anonymity unless otherwise decided upon by the student.

** End of Section **

Date approved: 9/30/21

Vote Count: 9-0 Pass

President: 

Dean: _____