

# The Construction Management Association of America UCSD Student Chapter

University of California, San Diego

2018 - 2019 Constitution



## **1. Name of the organization**

- 1.1. The name of the organization shall be the Construction Management Association of America at UCSD.
- 1.2. The following names and abbreviations may also be used:
  - CMAA UCSD Student Chapter
  - CMAA at UCSD
  - CMAA UCSD

## **2. Mission Statement**

- 2.1. The mission of the Construction Management Association of America at UCSD is to promote the profession of construction management at UCSD, and to provide students with resources and professional development opportunities in the construction industry.

## **3. Membership**

- 3.1. A member in this chapter shall be: a registered student studying any major at the University of California, San Diego
- 3.2. A member may hold office and serve as a committee member within this organization.
- 3.3. There are no dues for student membership under UCSD CMAA
- 3.4. Dues for student membership under CMAA will be \$25 annually.

## **4. Meetings**

- 4.1. Officer board meetings shall be held bi-weekly during the school year. President may call for special meetings during the school year and summer.
- 4.2. General body meetings shall be held three times during each quarter. The meeting location and time will be determined by the officerboard.
- 4.3. Two-third ( $\frac{2}{3}$ ) of the elected officers shall constitute a quorum of the officers.
- 4.4. Topics voted on during officer meetings can only be voted on if quorum is met
- 4.5. Meeting minutes for the officer board meetings are recorded by the Secretary.
- 4.6. If an officer fails to attend more than 2 meetings without approve permission, they will be subject to removal by the Executive board.

## **5. Officer Board**

- 5.1. Only registered UCSD CMAA members may hold office in the organization.
- 5.2. All officers must be full-time students during their terms.
- 5.3. The following positions serve as the CMAA UCSD Student Chapter Executive Board:

- 5.3.1 President - The president of the CMAA UCSD Student Chapter represents the chapter in a professional manner. He/She presides over board and general body meetings with a prepared agenda. He/She maintains communication with the regional CMAA chapter. He/She is responsible of updating the CMAA UCSD chapter constitution at least once during their term. He/She must also register the organization with the Center for Student Involvement (CSI) every Fall Quarter. He/She is responsible that the chapter runs smoothly in all aspects. In addition, the president assigns principal member status to relevant officers as well as helping create the quarterly CMAA schedule of events.
- 5.3.1.1 Co Presidents - Two people may serve as Co-Presidents of the chapter if deemed necessary. The duties of president will be equally divided to the co-presidents. Additionally, in certain circumstances, the President may temporarily split his power with another Vice President during meetings to reach a decision.
- 5.3.2 Vice President, Internal - The internal vice president assists the chapter's president and collaborates with the chapter's external vice president and financial vice president. He/She primarily communicates with the board and ensures that duties are fulfilled. He/She prepares for meetings by booking rooms, setting up, etc. He/she is responsible for the development of the chapter, including but not limited to coordinating project teams and overseeing project progress. He/she is also responsible for creating site field trips for members.
- 5.3.3 Vice President, External - The external vice president assists the chapter's President and collaborates with the chapter's internal vice president and Financial vice president. He/She primarily ensures that the CMAA UCSD student chapter takes an active role within the UCSD community, The CMAA San Diego regional chapter, and the San Diego community. He/she works with other campus organizations and is the main coordinator for competition registration and the annual career fair. He/She also assists with inviting companies to GBM's.

- 5.3.4 Vice President, Finance - The finance vice president oversees the finances of the CMAA at UCSD student chapter. He/She applies for grants on behalf of the chapter, organizes chapter fundraisers, and notifies members about any scholarships applicable to the chapter members. He/she keeps proper records of receipts, expenditures and bank account deposits. He/she prepares annual financial statements as well as reimbursing officers who make purchases on behalf of the organization. He/she also assists the chapter's president and collaborates with the Chapter's external vice president and internal vice president.
- 5.3.5 Secretary - The secretary maintains communication between members and officers by keeping everyone up to date about upcoming events and activities. The secretary drafts and sends out newsletters of the chapter to members and the UCSD community. He/she maintains membership contact list, keeps attendance records, and complete reports on activities and projects. He/she takes notes of the officer meetings and general body meetings as well as ensure that members reap the benefits of the CMAA chapter.
- 5.3.6 Recruitment - The recruitment officer is responsible for welcome week recruitment and recruitment from all majors within the school. He/She will work closely with the president and vice president internal and prepare presentations to give in front of major orientations, tabling for library walk and create in-class announcement schedules and visuals for officers to pitch CMAA at UCSD. He/She is also responsible for developing events to retain members.
- 5.3.7 Web Manager - The web manager is responsible for the technical aspect of developing and maintaining the chapter's website. He/she ensures that the website is up and running, and seeks possible improvements of the website periodically.
- 5.3.8 Graphics Design - The graphics designer is responsible for creating header photos on social media for every event including general body meetings, social events, field trips, and informational sessions. He/She will also be responsible for shirt designs for anything CMAA UCSD related. The graphic designer will also create flyers for every event including those listed above.

5.3.9 Architecture Project Manager - The architecture project manager is responsible for the design side of construction projects. He/She will lead weekly project meetings, hands-on-learning, and coordinate quarterly lectures at UCSD. He/She will run the architecture social media accounts.

5.3.9.1 There can be a maximum of 3 architecture project managers.  
Duties will be divided up amongst the project managers.

- 5.4 The Executive board consists of the President, Vice President Internal, Vice President External and Vice President Finance.
- 5.5 If the president is unable to attend an event or meeting due to special circumstances, a vice president will have to take his/her place for that time frame, which will be decided amongst the executive board.
- 5.6 The new Executive Board is selected by the old Executive Board during the Third or fourth week of spring quarter of the academic year through an interview process.
- 5.7 New officers begin to train for their position once they are elected and will fully assume positions in the last four weeks of the spring quarter in order to prepare for the next academic year.
- 5.8 The president may elect additional officers in the vent of extra duties being unfilled. The position in question must be voted in by a majority of the board members.
- 5.9 Positions in the officer board may go unfilled in the event of the lack of a suitable candidate.
- 5.10 Officer positions can be impeached in the event that the position is being abused or duties remain unfulfilled. The President can nominate an officer for removal but a two-third vote of the board is necessary to revoke the position of the officer in question. Additionally, if a significant amount of recorded misbehavior or unfulfilled duty is accumulated, the officer in question will automatically be subject for removal based on a unanimous decision by the executive board .

## **6. Risk Management**

CMAA at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself. CMAA at UCSD understands that the University does not assume legal liability.

- 6.1 Students may come across possible risks in site tours. During these tours, students are to wear Personal Protective Equipment (PPE) and follow Occupational Safety & Health Administration (OSHA) laws and regulations. In the event of injury, the association will abide by UC San Diego, and Construction Management association of America rules and regulations.
- 6.2 In the event that Construction Management Association of America at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.
- 6.3 CMAA at UCSD understands that the university does not assume legal liability for the actions of the organization. CMAA at UCSD recognizes that the university generally recommends against all international travel by student organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the student organization's members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.
- 6.4 International travelers are advised to research US State Department travel advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

## **7. Financial Management**

- 7.1 Written application, in the form of the purchase and reimbursement application, from any member is needed for allocation of funds.
- 7.2 The Vice President of Finance will manage, process, and allocate funds under proper permittance.
- 7.3 Additional money can be acquired through fundraising activities.

- 7.4 The Chapter may receive any form of external contributions in the order that these funds are used to further the aims and objectives of the association.
- 7.5 CMAA at UCSD is a non-profit student organization. All contributions shall be used to further the aims set forth in our statement of purpose, and all donations shall be used for the purposes they are intended for, to the best judgement of the officers.

## **8. Affiliation with other groups**

- 8.1 This organization is the UCSD Student Chapter of the Construction Management Association of America - San Diego Regional Chapter. Regular communications shall be maintained with the San Diego Regional Chapter and the National Chapter of CMAA

## **9. Community Advisor**

- 9.1 The Community Advisor shall be determined by the officer board each academic year. .
- 9.2 The Community Advisor of this organization shall have knowledge or experience in the field of construction management.
- 9.3 The Community Advisor shall be willing to provide guidance to the development of the chapter

## **10. Amendments to the Constitution**

- 10.1 The constitution is subject to review and change as necessary by the officer board. The constitution is to be reviewed at least once every academic school year.
- 10.2 An amendment to a Constitution is passed if it receives a simple majority (50%). A quorum, two-third of the officer board, must be present to vote on the amendment

## **11. Ratification of the Constitution**

- 11.1 A three-fourths vote of the general membership will be necessary to ratify the constitution.
- 11.2 The Constitution of this organization was first approved by a unanimous vote of the Executive Board Officers on the 30th of May 2016.