

Kennesaw State University (KSU)
College of Architecture and Construction Management (ACM)
College Advisory Council (CAC) – Bylaws

(July 1, 2019)

Article 1 – Objectives

1. The College Advisory Council will advise the Dean of the College of Architecture and Construction Management on the needs of the design and construction industry, as related to the KSU College of Architecture and Construction Management;
2. The College Advisory Council will advise the Dean on educational and research opportunities in all aspects of design and construction applications;
3. The College Advisory Council will act as an advocate for the College of Architecture and Construction Management at KSU and other organizations, when appropriate;
4. Each member of the College Advisory Council is expected to support the College of Architecture and Construction Management, either through direct contributions or through ancillary fund-raising activities. Additionally, the Council shall assist the dean in other fund-raising efforts.

Article 2 – Meetings

1. The College Advisory Council shall meet a minimum of two times during fall and spring (total four meetings);
2. Dates of meeting times will be set by the Chair of the Council, in collaboration with the Dean of the College of Architecture and Construction Management. The Chair will provide at least 15 day's notice for each meeting of the Council and will chair such meetings.
3. Meetings are open to Council members only.
4. When topics on the agenda warrant, members can request that the Chair of the Council to invite non-members to attend a Council meeting to act as a resource.

Article 3 – Governance

1. The College Advisory Council will consist of a minimum of six members - three from the professional discipline of Architecture and three from the professional discipline of Construction Management. Other members may be added with a unanimous vote by the Council. The Council will elect a chair, and secretary for a two-year term;
2. Should the College Advisory Council add members beyond nine, an Executive Committee (Chair, Vice-Chair, and Secretary) will meet in executive sessions as necessary to plan activities and recommendations to the full Council.
3. Upon the establishment of the College Advisory Council, the Council will select, from within its membership, a Chair and Secretary. These offices are held for two years and officers may be elected for consecutive terms.

4. Every other year, starting one year after the establishment of the Council, the Council will select, from within its membership, a Vice-Chair. The Vice-Chair is expected to assume the Chair position of the Council one year after his or her election.
5. The Council may establish sub-committees, either *ad hoc* or standing, as and when it determines that such sub-committees will improve the effectiveness of the Council. Each sub-committee will select a Chair, who will regularly inform the Council on its activities. The Council has the right to sunset any sub-committees it has established when the Council determines that the need for the sub-committee no longer exists.

Article 4 – Term

1. Council members serve for an indefinite term.
 2. The ACM Dean’s Advisory Council, with the concurrence of the Dean of the College of Architecture and Construction Management, shall have the right to remove members from the Council due to lack of participation in the activities of the Council.
- #### Article 5 – Membership
1. Membership will be by invitation only from the ACM Dean’s Advisory Council and the Dean of the College of Architecture and Construction Management and senior members in the design and construction profession, defined in a broad sense, are eligible to be invited;
 2. No organization shall have more than one Council member.
 3. Any Council member may propose candidates for membership to the Council, who will decide on the suitability of the candidate and, if approved, the chair will extend an invitation to the candidate to join the Council.

Article 6 – Remuneration

1. No member of the Council shall be paid any salary or any remuneration for his or her services associated with the Council, but he or she may be reimbursed for any authorized expenses incurred while handling the business of the Council, provided, however, that such expenses receive approval from the Council and the KSU Foundation before incurring expenses.

Article 7 – Conflict of Interest

1. As senior members of their profession, members of the Council will likely be involved in the affairs of other institutions and organizations, potentially including the affairs of Kennesaw State University. It is therefore possible that situations may arise that may be perceived as conflict of interest. Council members are therefore required to disclose any possible personal, familial or business relationship that could reasonably give rise to a conflict of interest, or a perception thereof, involving the Council or KSU.
2. Any uncertainties as to the disclosure of a possible relationship as a conflict of interest may be resolved by consultation with the Chair of the Council, who in turn may consult with the KSU’s legal counsel, the Dean of the College of Architecture and Construction Management, and the KSU Office of Advancement and KSU Foundation as deemed appropriate.

Article 7 – Change of the By-Laws

Changes to these by-laws shall only be done with a majority vote of the full Council.