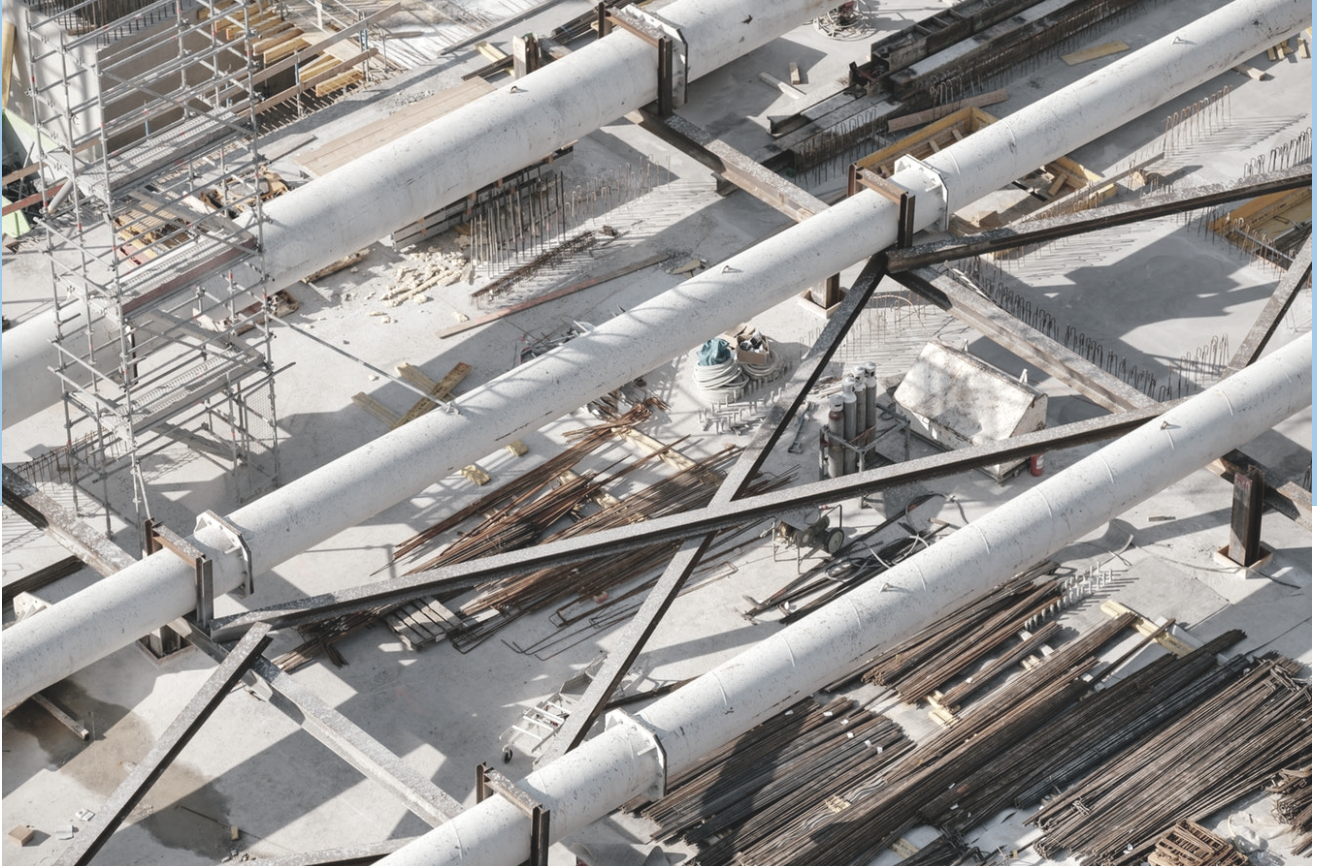




NATIONAL
**STUDENT
CHAPTER**
NETWORK

BUILDING THE
CONSTRUCTION
MANAGEMENT
PIPELINE

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ABC NATIONAL STUDENT CHAPTER NETWORK



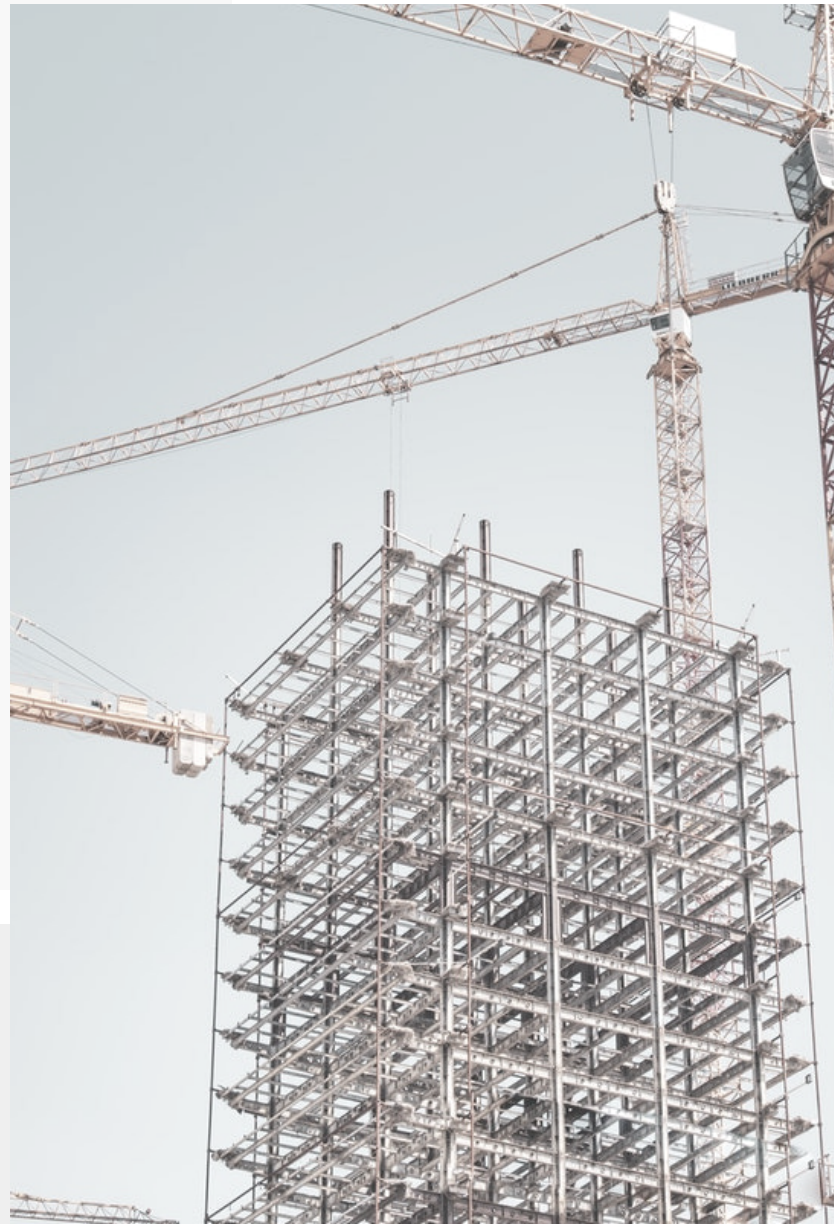
The ABC National Student Chapter Network connects local ABC chapters to colleges and universities with construction management programs with the ultimate goal of building the construction management pipeline and mentoring future leaders of the construction industry.

At the local level, ABC chapters facilitate the interaction of ABC member firms with student chapters through a variety of industry association and school events, including regular membership meetings, guest speakers, internships, community service projects, fundraisers, career fairs/career awareness events, job site tours, and other activities.

INTRODUCTION

The ABC National Student Chapter Network works to gather, receive and disseminate information and knowledge of the construction industry to its members. The network provides hands-on experience, advice and guidance to members to prepare them for careers in construction. The goal of the student chapters is to study and develop an understanding of the merit shop and free-enterprise philosophies of ABC, as well as the issues important to the construction industry, through active association involvement.

The ABC National Student Chapter Network handbook is designed to help new colleges and universities get started in the network. Current student chapters are provided with information to successfully operate an ABC student chapter. It offers basic information about ABC and the merit shop philosophy and the benefits members receive from participating in an ABC student chapter. If you are interested in starting a student chapter



**Are you ready to build
the construction
management pipeline?**

ABOUT ASSOCIATED BUILDERS AND CONTRACTORS



Associated Builders and Contractors (ABC) is a national construction industry trade association representing more than 21,000 members. Founded on the merit shop philosophy, ABC and its 70 chapters help members develop people, win work and deliver that work safely, ethically and profitably for the betterment of the communities in which ABC and its members work. ABC's membership represents all specialties within the U.S. construction industry and is comprised primarily of firms that perform work in the industrial and commercial sectors.

ABC is the merit shop construction industry's voice with the legislative, executive and judicial branches of the federal government and with state and local governments, as well as with the news media.

ABC's mission is the advancement of the merit shop construction philosophy, which encourages open competition and a free enterprise approach that awards contracts based solely on merit, regardless of labor affiliation.

ABC's objective is to deal with issues on an industry-wide basis through its national office and chapters.

ABC's activities include government representation, legal advocacy, education, workforce development, communications, technology, recognition through national and chapter awards programs, employee benefits, information on best practices, and business development through an online contractor search directory.

ABC was founded in 1950 when seven contractors gathered in Baltimore, Md., to create an association based on the shared belief that construction projects should be awarded on merit to the most qualified and responsible low bidders. The courage and dedication of those seven contractors helped to quickly spread the merit shop. Today, ABC is recognized as one of the leading organizations representing America's business community and the merit shop construction industry.

ABC & THE MERIT SHOP PHILOSOPHY

ABC is the voice of the merit shop in the construction industry and assumes the responsibility of making that voice heard. ABC and its chapters believe the merit shop movement is a movement for the betterment of the individual, the construction industry and the nation.

CORE VALUES

ABC values economic freedom within a free-market economy, with open and fair competition and diverse participants constantly striving to achieve the highest levels of personal and company performance.

ABC values the highest levels of personal and corporate standards of behavior characterized by responsibility and integrity, with demonstrated personal and industry professionalism by all participants.

VISION

The vision of ABC is an environment in which people and companies succeed based on free-enterprise principles within the free-market system.

MISSION

ABC will continually strive to be the leading voice promoting free enterprise within the construction industry. ABC will promote and defend the merit shop philosophy. This philosophy encourages open competition and a free-enterprise approach to construction based solely on merit, regardless of labor affiliation.

CORE PURPOSE

The core purpose of ABC is to advance and defend the principles of the merit shop in the construction industry and to provide members and their employees with an opportunity to succeed.

To read more on the Principles of the Merit Shop, visit [ABC Philosophy](#).

MEMBER BENEFITS

As a member of an ABC student chapter, students are given the opportunity to become more knowledgeable about the construction industry while learning the importance of the merit shop philosophy and free-enterprise. Involvement in the student chapter provides interaction with ABC National and chapter staff, member contractors, faculty and staff, and students with similar interests and career goals.

Members of the student chapter are entitled to special services and benefits offered by ABC including the following:

Construction Management Competition (CMC)

ABC's Construction Management Competition (CMC) is a hallmark competition that promotes careers in construction management. In addition to providing a significant learning opportunity, the competition fosters an environment that will bring out the best in each team; encourage dialogue among the students; and foster team spirit as students rise to meet this challenge.



The Construction Management Competition is designed to challenge construction knowledge, organization, time management, and presentation skills. Come prepared to have fun, challenge other students, and demonstrate your ability to think on your feet.

The competition is supported by ABC member volunteers of the Construction Management Competition Committee. This annual competition is held at ABC Convention. For more information, visit abc.org/cmc

Student Chapter of the Year Award (SCOTY)

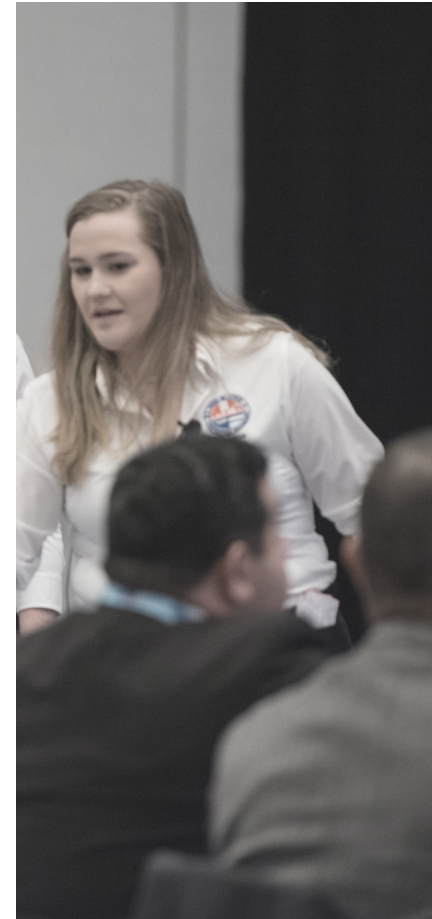
The Student Chapter of the Year award recognizes an outstanding ABC student chapter for accomplishments in programming, community service, communications/public relations, and interaction with its local ABC chapter during the academic year.

The winning student chapter receives the following:

- Cash prize (\$2,000)
- Two registrations to ABC's Legislative Week including airfare and hotel expenses
- Spotlight in ABC National's publications

Networking

ABC represents more than 22,000 merit shop construction and construction-related firms which ABC student chapter members will have the opportunity to network with on a local and national level. At ABC National events and ABC chapter outings, students will be able to discuss industry trends and learn from some of the top leaders in the business.



ABC chapters often include their affiliated student chapter in events such as golf outings, monthly meetings, industry speakers and community outreach events.



Access to ABC Construction Publications

Students who participate in an ABC Student Chapter will receive online access to Construction Executive magazine and ABC's newsletter, Newslines.

ABC Newslines

Newslines is ABC's weekly electronic publication, highlighting merit shop news and information, including legislative, regulatory, political and legal updates, in addition to member activity nationwide. To sign up for this publication, visit Newslines.

Construction Executive

Construction Executive, ABC's award-winning monthly publication, reaches more than 50,000 top management decision makers in U.S. construction and construction-related industries. The magazine is available free to ABC student chapters upon request. Please visit, Construction Executive, to sign up for the print or digital edition.

ABC Social Media

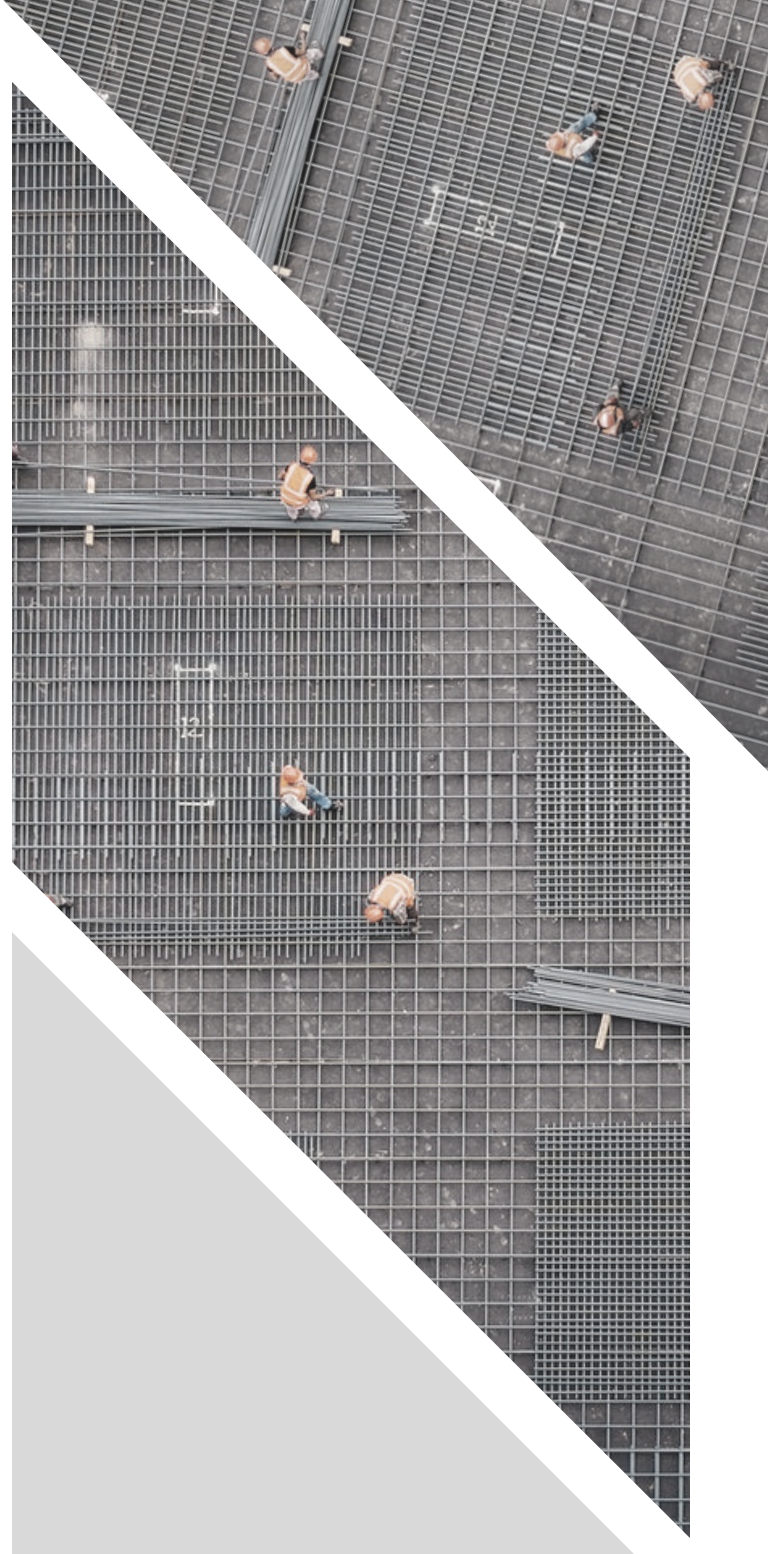
Facebook
LinkedIn
Twitter
YouTube

FORMING A STUDENT CHAPTER

Responsibility for developing, promoting and continuing a student chapter program lies with the students as well as their faculty advisor. However, the success of a student chapter depends on the support and enthusiasm of the ABC chapters and member companies. ABC chapters and members are encouraged to assign staff to administer the program and assist the students with remaining involved in the construction industry. The program must have the endorsement of, and a strong commitment from a local ABC chapter or a local ABC member company.

Any accredited college or university with either a two year or four year Construction Management degree program is eligible to form an ABC Student Chapter.

To establish a student chapter, a minimum of two members, in addition to the group's Executive Committee, must be enrolled. Upon receipt of the application for affiliation, member roster and signed bylaws, a charter will be issued to the student chapter



STEPS TO GET STARTED

To form a student chapter, the interested students should take the following steps:

- STEP 1:** The interested school must be an accredited college/university with either a two or four year Construction Management or construction related degree program
- STEP 2:** Recruit a core group of interested students to join. A minimum of four students is required.
- STEP 3:** Enlist a faculty advisor from the host college/university. (This is a requirement)
- STEP 4:** Contact ABC National to find a local ABC chapter or member company to sponsor your student chapter. (This is a requirement)
- STEP 5:** Read and sign the ABC Student Chapter Bylaws
- STEP 6:** Complete the Affiliation Agreement and Membership Roster
- STEP 7:** Submit the Application for Affiliation, member roster and signed bylaws to ABC National for final approval

FACULTY ADVISOR

The faculty advisor is often a part of the construction management or related department. The advisor helps the student chapter with overall direction, goal setting and achievements, and provides continuity to the organization. Advisors should offer guidance to the student chapter by assisting with programs in fundraising, school projects, community service, leadership development, industry involvement, membership recruitment, club meeting enrichment and special projects. The student chapter should select a faculty advisor with an interest in the organization and its programs.



SPONSORING LOCAL CHAPTER OR MEMBER COMPANY

To form a student chapter, an ABC chapter or member company must sponsor the organization. To find a sponsor, a list of ABC chapters can be found using the Chapter Locator.

If there is not a chapter located near the university or college, or the chapter is unavailable, staff at ABC National can also direct you to member companies within the area. The sponsoring ABC chapter or company is available to assist members of the student chapters with planning meetings; site visits and outings; fundraising activities; and arranging for industry speakers.

Invitations to regular ABC chapter meetings generally are extended to the student chapter membership to allow students to informally meet with industry representatives. The ABC chapter and member companies can be instrumental in helping to secure employment opportunities and some ABC chapters assist with fundraising events within their membership for the student chapter.

STUDENT CHAPTER MEETING TIPS & GUIDELINES

Student chapters should meet twice a month, at minimum to plan community service projects, industry involvement, social activities and fundraisers. This time should also be used to provide student chapter members with guest speakers from the construction industry or other related industries. Below are suggested topics to follow when conducting a meeting:

- Call to order
- Roll call
- Updates and reports from committees
- Old and new business
- Scheduled Program
- Adjournment

Scheduled programming can include, but is not limited to, the following:

- Guest speakers from the local ABC chapter
- Guest speakers from ABC member companies and industry professionals
- Networking hours with other students and faculty
- Workshops including resume building, blueprint reading and other professional development topics



ORGANIZATIONAL PROGRAMS

Site Visits

ABC student chapters should plan site visits to the offices and construction sites of member companies near the participating school. Trips can be coordinated by the student chapter members and/or the local ABC chapter. Site visits expose students to the work environment, including safety aspects and the latest technological advances in the construction industry.

Fundraising

Student chapters rely heavily on fundraising efforts to finance its projects, activities and travel expenses. While the sponsoring ABC chapter or member company can assist with fundraising on behalf of students, the student chapter should host fundraising events as well. If a student chapter needs assistance in organizing fundraising events, reaching out to the sponsoring chapter is a smart way to gain insight into successful fundraising ideas. Additionally, for ideas and best practices, student chapters can contact Haley Moyers at moyers@abc.org.


Local ABC Chapter

Student chapters should reach out to the nearest ABC chapter to take advantage of their industry knowledge. Student chapters should invite ABC chapter staff to speak at on campus meetings or attend the local ABC chapter's monthly meetings. In addition student chapters should inquire about the local ABC chapter's networking events, discounts on safety and management education courses, and opportunities to job shadow chapter staff.

Community Service Projects

Many ABC student chapters engage in community service work by volunteering their time and skills to benefit the surrounding community. Service projects can be held solely by the student chapter or in conjunction with a pre-planned community event. Student chapters are also encouraged to get involved with the local ABC chapter's community outreach efforts.

STUDENT CHAPTER OFFICERS



TITLES & DUTIES

The Executive Committee consists of the president, the vice president, the secretary, the treasurer, and the ABC ambassador.

QUALIFICATIONS & REQUIREMENTS

- The president must have held a position on the Executive Committee prior to running for president. (Unless you are a new student chapter to the network)
- Vice president must have held an executive or a committee leadership role or have at least two years of experience with the student chapter prior to running for vice president. (Unless you are a new student chapter to the network)
- The Executive Committee members must be at least in their sophomore year at the participating university or college.
- All Executive Committee members must be enrolled full-time at the participating university or college.
- Either the president or the vice president must be present at every student chapter meeting
- All Executive Committee members must be present at a minimum of one meeting per month



TITLES

PRESIDENT

The president is the presiding officer at all meetings and has the authority to call special meetings. The president and vice presidents work together to establish committees as required for the organization to function properly. When necessary, the president has the authority to delegate official responsibilities to the vice presidents.

VICE PRESIDENT

In the absence of the president, a vice president shall be the presiding officer.

TREASURER

The treasurer is responsible for handling all money associated with the operation of the organization, including the collection of dues, recording income from fundraising, the payment of all debts, purchases and the maintenance of all financial records.

SECRETARY

The secretary is responsible for keeping all official records, minutes and documents for the organization. Copies of minutes from the meetings should be forwarded to all student members and the faculty advisor at the end of the meeting. Upon request, minutes should be sent to the sponsoring chapter or company.

ABC AMBASSADOR

This position will be responsible for being the liaison between the student chapter and the sponsoring chapter or member company as well as with ABC National.



DUTIES

PRESIDENT

- Preside at all meetings of the organization and the Executive Committee;
- Act upon the business of the executive committee by appointing committees and committee chairmen;
- Be an ex-officio member of all committees;
- Delegate official responsibility to the Vice President as necessary; and
- Keep one copy of business and activity transactions including meeting minutes and activity planning, execution and control documents.

VICE PRESIDENT

- Preside over meetings of the general assembly and the executive committee in the absence of the president;
- Be an ex-officio member of all committees;
- Monitor and reports the progress of committees to the executive committee.
- Ensure that all activities are being run according to the bylaws;
- Ensure that the appropriate membership total is present to vote on changes regarding dues, bylaws, etc.; and
- Ensure checks and balances system on all decisions made by the group.

SECRETARY

- Prepare and maintain, in coordination with the Treasurer, a list of all active and inactive members;
- Record the proceedings of all meetings of the general assembly and the executive committee;
- Maintain a current copy of the Bylaws;
- Provide the ABC Ambassador with necessary documents and information which should be passed along to the ABC local chapter and ABC National. This includes, but is not limited to, copies of business transactions, notice of general meetings, request for information and letters of thanks;
- Maintain a file of all written documents such as arise in the normal course of the chapter's operation

TREASURER

- Provide the executive committee with a list of inactive members.
- Prepare and maintain all financial records of the chapter in compliance with university or college regulations, which shall include, but not be limited to an accurate record of receipts and disbursements of the funds of the chapter.
- Issue membership cards and pins, if applicable.
- Disburse funds as authorized by the executive committee.
- Deposit receipts from membership dues, grants, and fund raising activities.
- Report on the state of the chapter finances to the general assembly.
- Submit a detailed accounting of financial transactions for audit and review at the end of the chapter year.
- Prepare an operating budget for the coming chapter year for review by the executive committee.

DUTIES

ABC

AMBASSADOR

- Be the main point of contact for outreach to the sponsoring chapter or company, guest speakers, networking events etc.
- Be responsible for submitting forms and questions to ABC National.
- Be responsible for outreach to ABC National or local chapter for guidance, involvement in events etc.
- Contact the local ABC chapter to obtain current legislative news and updates
- Keep the sponsoring ABC chapter or company informed of the student chapter's goals and activities.



ADDITIONAL LEADERSHIP POSITIONS & COMMITTEES

In addition to the five Executive Committee positions, Student Chapters can assign or vote for the following positions and/or committees to be filled:

Academic Chair

The student who holds the scholarship chair will be in charge of collecting members' grades at the beginning of each semester and keep track of which students fall below the required GPAs. This position will lead study sessions for members and keep them up-to-date on scholarship opportunities. This position will also lead a committee if applying to the Student Chapter of the Year award.

Community Service Chair

This community service chair should work with a committee to plan and execute community service projects with the chapter members, other students, the local ABC chapter and member companies.

Fundraising Chair

The fundraising chair should focus on raising funds for chapter expenses and travel expenses. The chair can form a committee to assist in creating a relationship with the sponsoring chapter in order to gain their support and guidance on best practices.

Historian

Responsible for maintaining a record of chapter activities that are not a part of the business documents including slides, photographs & videotapes of chapter activities, news articles, posters, and any documentation that reveals the activities of the chapter.

Programming Chair

This officer should plan events and social activities to recruit new members and to create relationships with other student organizations.

NEXT STEPS

NEW STUDENT CHAPTERS

If you would like to start a student chapter at your college/university, contact Haley Moyers at moyers@abc.org or 202-595-1974. Be sure to review the National Student Chapter Network Handbook and locate your local ABC Chapter.

CURRENT STUDENT CHAPTERS

If you currently have a student chapter at your college/university, make sure that you have completed the Affiliation Agreement and Membership Roster for the 2018-2019 school year. Visit abc.org/studentchapter for more information.

ABC 2019 Construction Management Competition registration is now open! Visit abconvention.abc.org to register your team today!

Registration deadline for teams is Tuesday, Jan. 15, 2019.

QUESTIONS?

For questions or more information regarding the ABC National Student Chapter Network, contact Haley Moyers at moyers@abc.org or 202-595-1974.



NATIONAL
STUDENT
CHAPTER
NETWORK



ABC Student Chapter
Construction Management
Competition