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# ABOUT ASSOCIATED BUILDERS AND CONTRACTORS

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Associated Builders and Contractors is a national construction industry trade association representing more than 21,000 members. Founded on the merit shop philosophy, ABC and its 69 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 activities include government representation, legal advocacy, safety best practices, ethics and compliance resources, education, workforce development, communications, technology, recognition through national and chapter awards programs, employee benefits, information on best practices and business development opportunities.

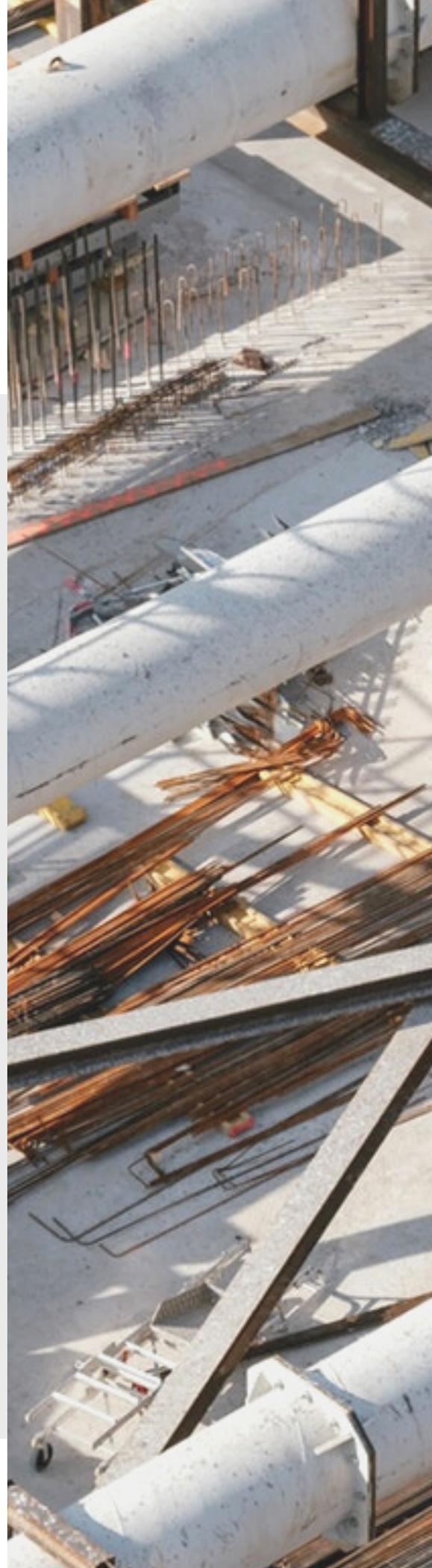
ABC was founded in 1950 when seven contractors gathered in Baltimore to create an association based on the shared belief that construction projects should be awarded on merit to the most qualified and responsible low bidders. The courage and dedication of those seven contractors helped to quickly spread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

# ABC NATIONAL STUDENT CHAPTER NETWORK

The ABC National Student Chapter Network connects local ABC chapters to colleges and universities with construction management and construction-related degree 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 members 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, jobsite tours and other activities.

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, and students with similar interests and career goals.



# STUDENT CHAPTER BENEFITS

## *Construction Management Competition*

ABC's Construction Management Competition 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 two-day competition is designed to challenge construction knowledge. Teams are scored in the following categories:

- estimating
- project management and scheduling
- quality control
- safety
- written exam
- presentation skills

The competition is supported by ABC member volunteers of the Construction Management Competition Committee. This annual competition is held annually at ABC's Convention. For more information, visit [abc.org/cmc](http://abc.org/cmc).

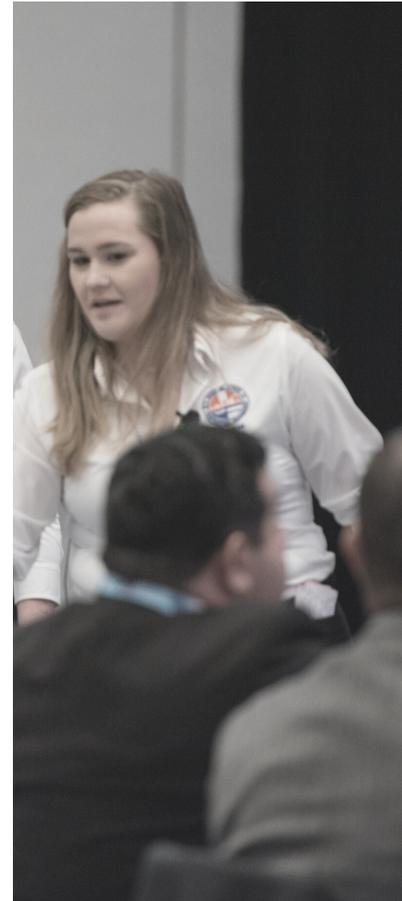


# Student Chapter of the Year Award

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 student chapter members will have the opportunity to network with ABC's 21,000-plus merit shop construction and construction-related firms on a local and national level. At national and chapter events, 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, fundraising, employment opportunities and community outreach.

# Free Access to ABC Construction Publications



## ABC Newsline

Newsline, which 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 Newsline.

## 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, mobile app and weekly newsletter.

# FORMING A STUDENT CHAPTER

The ABC Student Chapter Handbook is designed to help college and university students and faculty form a student chapter. Current student chapters are also given information on how to successfully operate an ABC student chapter.

First, in order to start an ABC student chapter, the interested college or university must be accredited with either a two-year or four-year construction management or construction-related degree program.

Responsibility for developing, promoting and continuing a student chapter program lies with the students as well as their faculty advisor. The program must have the endorsement of, and a strong commitment from, a local ABC chapter or member company.

The success of a student chapter depends on the support and enthusiasm of ABC chapters and member companies. ABC chapters and members are encouraged to assign staff to administer the program and help the students engage with the construction industry.



# STEPS TO GET STARTED

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

**STEP 1:** The interested school must be an accredited college/university with either a two-year 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.

**STEP 4:** Contact ABC National to find a local ABC chapter or member company to sponsor your student chapter.

**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 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.

# MEETING TIPS AND GUIDELINES

Student chapters should meet twice a month, at minimum, to plan community service projects, industry involvement, social activities, fundraisers and lectures by guest speakers from the construction industry. Below is a sample agenda to follow when conducting a meeting:

- Call to order
- Roll call
- Approval of previous meeting minutes
- Updates and reports
- Old and new business
- Scheduled program
- Action items
- 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 opportunities with ABC chapter and members
- Workshops on résumé building, blueprint reading and other professional development topics



# **ORGANIZATIONAL PROGRAMS**

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## ***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 also are encouraged to get involved with the local ABC chapter's community outreach efforts.

## ***Fundraising***

Student chapters rely heavily on fundraising efforts to finance 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 or member firm is a smart way to gain insight into successful fundraising ideas.

## ***Local ABC Chapter***

Student chapters should invite ABC chapter staff to speak at meetings on campus or attend the local ABC chapter's monthly meetings and networking events. Discounts on safety and management education courses and opportunities to job shadow chapter staff also may be available.

## ***Site Visits***

ABC student chapters should plan jobsite 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 and the latest technological advances in construction.

# STUDENT CHAPTER OFFICERS

## ***ROLES AND DUTIES***

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

### ***PRESIDENT***

**The president is the presiding officer at all meetings and has the authority to call special meetings. The president and vice president 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 president.**

### ***VICE PRESIDENT***

**In the absence of the president, the 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 is the liaison between the student chapter and the sponsoring chapter or member company, as well as with ABC National.**

# *OFFICER RESPONSIBILITIES*

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## *PRESIDENT*

- **Preside over all meetings and the Executive Committee;**
- **Act upon the business of the Executive Committee.**
- **Delegate official responsibility to the vice president as necessary.**
- **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.**
- **Monitor and report the progress of the student chapter 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.**
- **Ensure there is a system of checks and balances 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 that should be passed along to the ABC local chapter and ABC National.**
- **Maintain a file of all written documents, such as arise in the normal course of the chapter's operation.**

# *OFFICER*

## *RESPONSIBILITIES*

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### *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 fundraising activities.**
- **Report on the state of the chapter finances to the general assembly.**
- **Submit a detailed accounting of financial transactions for review at the end of the chapter year.**
- **Prepare an operating budget for the coming year for review by the Executive Committee.**

### *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 the 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.**

# QUALIFICATIONS AND REQUIREMENTS



- The president must have held a position on the Executive Committee prior to running for president (unless it is a new student chapter).
- The vice president must have held an Executive or Committee leadership role or have at least two years of experience with the student chapter prior to running for vice president (unless the student chapter is new).
- The Executive Committee members must be sophomores or above at the participating university or college.
- All Executive Committee members must be enrolled fulltime 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.

# ***ADDITIONAL LEADERSHIP ROLES AND RESPONSIBILITIES***

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

## ***Historian***

The historian is responsible for maintaining a record of chapter activities that are not a part of the business documents, including slides, photographs and videotapes of chapter activities, news articles, posters and any documentation of the group's activities.

## ***Fundraising Chair***

The fundraising chair should focus on raising funds for chapter expenses and travel. The chair can work to build a relationship with the sponsoring chapter in order to gain its support and guidance on best practices.

## ***Academic Chair***

The academic chair is in charge of collecting members' grades at the beginning of each semester and keeping track of which students fall below the required GPA. This position will lead study sessions for members and keep them up to date on scholarship opportunities.

## ***Programming Chair***

The programming chair should plan events and social activities to recruit new members and to create relationships with other student organizations.

## ***Community Service Chair***

The 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.

# 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](mailto:moyers@abc.org) or (202) 595-1974 or visit [abc.org/nscn](http://abc.org/nscn).

All new student chapters must complete the student chapter bylaws, affiliation agreement and membership roster in order to become an active student chapter.

## ***CURRENT STUDENT CHAPTERS***

If you currently have a student chapter at your college/university, make sure that you have completed and submitted an updated membership roster for the current school year. Chapters should submit the membership roster electronically to Haley Moyers at [moyers@abc.org](mailto:moyers@abc.org).

## ***QUESTIONS?***

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

