



**Student Chapter**

# ABC STUDENT CHAPTER AFFILIATION AGREEMENT

The ABC Student Chapter Program is a dynamic network of more than 35 colleges and universities offering construction-related degree programs nationwide. At the local level, student chapters facilitate the interaction of ABC member firms, construction faculty and college students 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.

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## CHECKLIST

Upon completion of the steps below, ABC National will review the submitted documents and provide the ABC Student Chapter with a certificate of recognition.

- Enlist a faculty advisor from the host school/college. Recruit a core group of interested students to join.
- Seek the sponsorship of the local ABC chapter or a local ABC member company. Find your local ABC chapter [here](#).
- Read and sign the ABC Student Chapter Bylaws
- Complete Application for Affiliation
- Submit the Application for Affiliation to ABC National for final approval
- After you have completed the Application for Affiliation, ABC will contact you for a complete roster.

## AFFILIATION PROCESS & REQUIREMENTS

All materials should be signed by the faculty advisor, the sponsoring ABC chapter or member company and then submitted to ABC National.

### *Getting Started*

1. Recruit a group of interested students. (Minimum of four students required.)
2. Recruit a faculty advisor
3. Contact an ABC Local Chapter or member company to sponsor the organization
4. Request sponsorship / registration materials from ABC National

### *Annual Chapter Updates*

1. **Bylaws** – This outlines the governance and views for Student Chapters by ABC National. The bylaws should be reviewed and signed each year.
2. **Affiliation Agreement** – This outlines the affiliation between the Student Chapter, the sponsoring ABC Chapter or member company, and ABC National.
- 3.

### *Officer Roster*

Each officer must submit the following criteria\*:

- a. Name
- b. Position
- c. Phone number
- d. Email
- e. Address
- f. Major (and minor if applicable)
- g. Expected graduation date
- h. Class (Freshman, Sophomore, Junior, Senior)

- i. Indicate if you are a registered ABC Young Professional Member

### ***Membership Roster***

This registers all members of the student chapter. Each member must submit the following criteria\*:

- a. Name
- b. Email
- c. Major (and minor if applicable)
- d. Expected graduation date
- e. Class (Freshman, Sophomore, Junior, Senior)
- f. Indicate if you are a registered ABC Young Professional Member

Membership rosters must be completed in an excel spreadsheet. A template is available for the student chapters' use by clicking [here](#). For questions or additional information, please contact:

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## ABC STUDENT CHAPTER BYLAWS

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Bylaws of the \_\_\_\_\_ College/University Student Chapter of Associated Builders and Contractors.

### **PREAMBLE**

The \_\_\_\_\_ Student Chapter of Associated Builders and Contractors is established to promote the principles and ideals of free enterprise in the construction industry. As such, the members of the student organization agree with those principles as stated:

We believe that the Merit Shop movement is a movement for the betterment of the individual, the construction industry, and the nation.

We believe in the system of free enterprise.

We believe that employees and employers should have the right to determine wages and working conditions, through either individual, or collective bargaining, as they choose within the boundaries of the law.

We believe that the employer has an obligation for satisfactory performance of assigned work. We support sound legislation in the areas of workers' compensation, safety and unemployment compensation. We believe legislation that embraces fair play for both employee and employer is essential to the preservation of the Free Enterprise system. The law should protect the right of employees to work regardless of race, color, creed, sex, or membership, or non-membership in a labor organization.

We oppose violence, coercion, intimidation, and the denial of the rights of the free working person, and free management.

We believe that the economy is incumbent upon all branches of government, and that government should award contracts to the lowest responsible bidder only. We oppose any unjust pressure to violate these principles.

We believe that work opportunities in this nation should be made available to all people regardless of race, color, creed, age, sex, or national origin, and we support programs to this end. We believe that monopolies or any kind of price or wage fixing in either the public or private sector are detrimental to the system of Free Enterprise.

We believe that the destiny of all Americans can be best served by cooperation, reconciliation, and following the tenets of Free Enterprise, and democratic government. We believe persons engaged in business could best preserve these tenets by becoming active in politics and civics affairs. It is the purpose of the club to gather, receive, and disseminate such information that will help the student members to understand the role of the Associated Builders and Contractors in the construction industry

to further free enterprise within the industry. It shall accomplish this purpose by acquainting the student members with issues of importance in the construction industry and with the members of Associated Builders and Contractors through active involvement with the local contractor organizations and the Construction Education Foundation.

#### **ARTICLE I: NAME**

The name of this organization shall be the \_\_\_\_\_ and is subject to all privileges granted to an affiliated Associated Builders and Contractors Student Chapters.

#### **ARTICLE II: MEMBERSHIP**

Any student who attends the university listed above on at least a part-time basis (minimum 6

credits per semester) and who is enrolled in architecture, construction management, civil-engineering, or any other construction industry-related course of study may become a member of this organization.

Membership and active participation in the club including holding an office will not be withheld from any student because of their race, color, creed, sex, age, or national origin.

A membership term is on academic year, beginning on August 1st, and ending on July 31st. Members will receive a membership identification number upon registration. Renewals will not receive new ID numbers or cards.

Members shall pay annual dues in the amount of \$\_\_\_\_\_. The amount for annual dues shall be subject to review at the initial meeting of the membership year. A simple majority vote of active members will be required to change the dues structure.

An active member is any member of the chapter whose dues are paid and is currently a full or part-time student in good standing enrolled at the university/college. Members who do not pay their dues shall be placed on an inactive list. Said members will not be able to take part in elections or any other club activities until these dues are paid. Full payment of dues will reactivate membership. In addition, if at the time of graduation all dues are not paid, the organization will not sanction any inactive members who claim that said member was associated with the club on any resumes or other written or verbal communication.

The chapter shall have the power to suspend indefinitely any of its members for just cause. A three- fourths vote of active members shall be required to suspend a member.

ABC National retains the authorization to request verification of members paid dues at any time. In ability to produce such verification could result in a member's ineligibility for benefits.

### **ARTICLE III: MEETINGS**

General meetings will be scheduled once each month during the time period in which the educational institution is in session. Meeting dates, times and places are set at the discretion of the executive committee of the chapter.

Meetings may be scheduled more frequently as voted on by the membership. A simple majority vote of active members will constitute a change in meeting frequency of the general assembly. Officer planning sessions will be scheduled once each month or more frequently as needed. Meeting dates, times and places are set at the discretion of the chapter president.

Committee meetings will be scheduled as needed with the exception of standing committees, which will meet once each month or more frequently as needed. Meeting dates, times and places are set at the discretion of the committee chairman.

### **ARTICLE IV: CHAPTER BUSINESS**

A simple majority vote of the active members present at any meeting shall be required to conduct business. All active members are eligible to vote on matters concerning chapter affairs. Each voting member is entitled to one vote. A member may not vote for another member. A member must be in attendance to cast a vote. Voting rights shall be forfeited with the non-payment of dues.

### **ARTICLE V: AMENDMENT TO THE CHAPTER BYLAWS**

Bylaws may be amended only when three-fourths of the active members vote in favor of the amendment. Exception to this article is when voting to establish dues for the calendar year or changing the frequency of scheduled meetings. A simple majority vote of active members is required to enact change.

All active members are eligible to vote on Bylaw amendments. Each voting member is entitled to one vote. A member may not vote for another member and must be in attendance to cast the

vote. Voting rights shall be forfeited with the non-payment of dues.

#### **ARTICLE VI: THE EXECUTIVE COMMITTEE**

The executive committee shall consist of the officers of the student chapter, the chapter staff liaison and the faculty advisor. An ABC member may be appointed to the executive committee at the discretion of the above mentioned executive committee members. Officers shall consist of the president, the vice president, corresponding and/or recording secretary, treasurer, historian, and parliamentarian.

The executive committee shall have the authority to create and disband ad hoc and standing committees to carry out individual activities of the chapter.

*ELECTION OF THE EXECUTIVE COMMITTEE* — Nominations will be accepted for officer positions beginning with the next to last general assembly meeting of the chapter year. Nominations will be closed just prior to the election of officers.

Elections of the officers shall occur at the last general assembly meeting of the chapter year. Election shall be by separate ballot vote. The candidate receiving the largest number of votes will be elected in each case. Only those active members in attendance may vote. Each member may cast only one ballot. If only one candidate for an office is nominated, the candidate may be elected by affirmation. The industry liaison, if any, shall be selected at the first executive meeting.

*VACANCIES* — If a vacancy occurs in the office of president, the vice-president shall succeed. If vacancies occur in any other office, the president (or vice-president if acting as president) shall call a meeting of the general assembly to elect officers to the vacant positions.

#### **ARTICLE VII: FINANCES**

Chapter funds may be disbursed for any purpose that promotes the chapter and the activities of its membership. These funds shall be disbursed in accordance with university and college

regulations. These funds may be used for but not limited to monthly publications, special functions such as field trips and guest speakers and to help defray the cost of student chapter members to attend meetings, conventions and other functions sponsored by the Associated Builders and Contractors.

#### **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, revised shall govern all proceedings of the student chapter not provided for by these Bylaws.

#### **ARTICLE IX: ENACTMENT**

These Bylaws shall be enacted upon approval of the governing body of student organizations at the mentioned institution.

#### **ARTICLE X: INDEPENDENCE**

The liaison between this organization and the Associated Builders and Contractors and the Construction Education Foundation—while necessarily close in order to facilitate communications—does not create or imply an agency relationship between the two organizations.

#### **ARTICLE XI: DISSOLUTION**

Should this student chapter dissolve, the assets of the organization shall be distributed according to the rules and regulations of the university governing body for student organizations.

These bylaws have been approved and accepted by the appropriate parties signed below:

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ABC Student Chapter President

Date

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Faculty Advisor

Date

## ABC STUDENT CHAPTER AFFILIATION APPLICATION

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This agreement for affiliation with Associated Builders and Contractors (ABC) as an ABC Student Chapter is made on behalf of, and with the approval of the students attending:

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College/University

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Department

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City, State

In conjunction with:

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Sponsoring ABC chapter or ABC member company

It is affirmed that the group:

- I. Consists of students currently enrolled in a degree-seeking program at the university listed above;
- II. Has a faculty advisor, whose office shall be the mailing address for all communications relative to the ABC Student Chapter;
- III. Has contacted the local ABC chapter to secure a chapter staff person(s) who will serve as the
- IV. Chapter Liaison; and Will annually submit appropriate documentation outlining chapter status. College/University

This agreement has been approved and accepted by the appropriate parties signed below:

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Faculty Advisor

Date

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Local ABC Chapter or member company staff

Date