

ABC OF METRO WASHINGTON STUDENT CHAPTER HANDBOOK



Metro Washington
Chapter



ABOUT ABC

ABC is a national association with 70 chapters representing more than 22,000 merit shop construction and construction-related firms. ABC represents all specialties within the construction industry, but is comprised primarily of firms that perform work in the industrial and commercial sectors. Through its national office and chapters, ABC provides support for industry-wide issues. ABC promotes government representation, legal advocacy, education, workforce development, communication, technology, award recognition, employee benefits, and information on best practices and business development for contractors.

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. Their courage and dedication to the merit shop philosophy spread rapidly, and ABC eventually became the fastest-growing association in the United States. Today, ABC is recognized as one of the leading organizations representing America's business community and the merit shop construction industry.

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.

VISION

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

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.

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.

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INTRODUCTION

ABC student chapters are established to gather, receive and disseminate information and knowledge of the construction industry. They provide hands-on experience, advice and guidance to members to prepare them for careers in construction. The Student Chapters' goal 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 Associated Builders and Contractors (ABC) Student Chapter Handbook is designed to help the student chapter officers, members and faculty advisors successfully operate an ABC student chapter. It offers basic information about ABC and the merit shop philosophy, the Trimmer Construction Education Foundation and the benefits members receive from participating in an ABC student chapter.





ABC CODE OF ETHICS

Members of ABC will strive to achieve the following principles in the conduct of their businesses:

- Maintain a standard of performance that meets the owner's expectations and fulfills the contractor's obligations.
- Quote only realistic prices and completion dates and perform accordingly.
- Cooperate to the fullest extent with the architect and/or engineer, and other agents of the owner toward fulfillment of a common goal.
- Solicit quotations only from firms with whom they are willing to do business.
- Make all payments promptly within the terms of the contract.
- Observe and foster the highest standards of safety and working conditions.
- Establish realistic wage schedules for employees commensurate with their ability and industry so they may enjoy the dignity to which they are entitled.
- Actively participate in the training of skilled craft professionals for the future welfare of the merit shop industry.

ABC ANTITRUST POLICY

Federal laws and many state laws prohibit contracts, combinations, or conspiracies in restraint of trade and unfair competition.

ABC will not condone, by any means, the entering into or the suggestion of entering into any arrangements or understandings that restrain trade or competition, or by any collusive acts that can be interpreted as seeking such ends.

We strongly urge all members to be aware that any such activities violate these laws. We specifically call attention to unlawful practices such as the following:

- Boycotting of firms or products through management agreements.
- "Courtesy" bidding -- agreeing to price bid to the advantage of any individual firm.
- Agreements to fix wages or prices.
- Promotion of bid depositories with penalties for violations.
- Agreement upon so-called bid preparation fees to be shared among competitive bidders.
- Agreements to use exclusively any materials, supplies or services.
- Limitation of markets -- to type, geography, size or similar carve-outs.
- Any agreements to prevent access to markets or supplies.

As an association, we condemn such actions and urge our members to be aware that such violations not only contravene the basic principles of the Merit Shop espoused by our Association, but can entail heavy criminal and civil penalties.

PRINCIPLES OF THE MERIT SHOP

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.

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

TRIMMER CONSTRUCTION EDUCATION FOUNDATION

The Trimmer Construction Education Foundation (TCEF) is working to build a better future for the construction industry by educating the construction workforce.

TCEF provides funding for the direct support of training initiatives and programs or for the expansion of training facilities that promote careers within the construction industry at Merit Shop training facilities. Funds are also used to provide scholarships for craft training or ABC Student Chapter members seeking a degree in Construction Management. In addition, TCEF supports the National Craft Championships, the Construction Management Competition, the Craft Professional of the Year award, the Craft Instructor of the Year award, and the Student Chapter of the Year award.

All contributions to the foundation, a 401 (c) 3, are tax-deductible; individuals and corporations are eligible to participate.





MEMBERSHIP 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

ABC's [Construction Management Competition](#) (CMC), held during [ABC's Leadership Week](#), is a hallmark competition that promotes careers in construction management. The competition is sponsored in part by the Trimmer Construction Education Foundation (TCEF) and ABC members. 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 the 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.

CONSTRUCTION MANAGEMENT CAREER FAIR

Held during [ABC's Leadership Week](#), members of ABC Student Chapters are invited to participate in the annual [Construction Management Career Fair](#) showcasing some of the top construction firms in the country looking for talented students seeking to join the construction management workforce. Companies offer one-on-one time with students seeking internships and full-time jobs, many who have offered ABC student chapter members job opportunities at past fairs.

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)
- (2) registrations to ABC's Legislative Week including airfare and hotel expenses (See more on page 15)
- Article in ABC Nationals publications

OBJECTIVE

To introduce the students of member chapter schools to the ABC members for possible future interactions. To create future partnerships and relationships between the students at the schools and the member firms of our ABC chapter.

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.

Each month, ABC of Metro Washington hosts networking events local to the DC metropolitan area. Chapter students may attend these events at no charge by being sponsored by a member company. Please see our website, abcmetrowashington.org/calendar, for event dates and details.

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 NEWSLINE

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 ON SOCIAL MEDIA

[Facebook](#)

[Twitter](#)

[LinkedIn](#)

[ABC National's Young Professionals LinkedIn Group](#)

[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 2-year or 4-year Construction Management degree program is eligible to form an ABC Student Chapter.

To establish a student chapter, a minimum of 2 members, in addition to the 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.

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

Step 1: Recruit a core group of interested students to join.

Step 2: Enlist a faculty advisor from the host college/university.

Step 3: Contact ABC National to find a local ABC chapter or member company to sponsor your student chapter. (Find your local ABC chapter [here](#))

Step 4: Complete Application for Affiliation

Step 5: Complete the student member roster

Step 6: Read and sign the ABC Student Chapter Bylaws

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. They help 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 CHAPTER OR 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.

ABC of Metro Washington will be sponsoring your school and chapter. Current officially sponsored local colleges:

- Montgomery College





MEETING TIPS AND GUIDELINES

Student chapters should meet at minimum bi-monthly to plan community service projects, industry involvement, social activities and fundraisers. This time should also be used to provide 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

*Depending on the size of your organization, you may want to have a sign-in sheet passed around rather than calling names.

STUDENT CHAPTER GOALS

Members of the student chapters are required to maintain an overall GPA of 3.0 and a major GPA of 3.0. If a student falls below the average requirement, it is recommended that the chapter provides assistance in tutoring or holding study sessions following the general meetings. It is recommended that an academic chair position is created to maintain records of grades and organize study sessions for those below the required GPA.

In addition to the academic goal listed above, the Executive Committee should create a list of goals they wish to accomplish throughout the calendar year relating to the following categories:

- Academic
- Industry Involvement
- Community Service and Awards
- Programming and Activities
- Fundraising

ORGANIZATIONAL PROGRAMS

Throughout the year, student chapters should organize activities and events for their members to increase their involvement with the construction industry including, but not limited to, the following:

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. Visiting construction sites exposes students to the work environment, including safety aspects and the latest technological advances in the construction industry.

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.

GET INVOLVED WITH THE LOCAL ABC CHAPTER

Student chapters should reach out to the nearest ABC chapter to take advantage of their industry knowledge. Student chapters might ask the ABC chapter staff to speak at a meeting on campus or attend the local ABC chapter monthly meetings. Other events and benefits student chapters should inquire about with the local ABC chapters include networking events, discounts on safety and management education courses or opportunities to job shadow chapter staff.

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 the student chapters need assistance in organizing fundraising events, reaching out to the sponsoring chapter or company might provide insight to successful ideas. Additionally, for ideas and best practices, student chapters can contact [Kirsten Krauer](#).





STUDENT CHAPTER OFFICERS

QUALIFICATIONS & REQUIREMENTS

- The president must have held a position on the Executive Committee prior to running for president.
- Vice president must have held an executive or a committee leadership role or have at least 2 years of experience with the student chapter prior to running for vice president.
- 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 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 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.

The President shall:

- 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

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

The Vice President shall:

- 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

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.

The Secretary Shall:

- 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;
- Prepare and post notices of meetings;
- 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; and
- Perform any other duties pertaining to the office.

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.

The Treasurer Shall:

- 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.





ABC Ambassador

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

The ABC Ambassador Shall:

- 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:

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.

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.

Programming Chair

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

AWARDS AND COMPETITIONS

Construction Management Competition (CMC)

This annual competition offers student chapter members an opportunity to demonstrate knowledge, skill and aptitude in solving a construction problem involving actual field challenges. In addition to estimating, scheduling, safety, and quality control each competition also features a focused component, such as dispute resolution. The competition is open to all undergraduate members of ABC student chapters. Students participate in teams of four, with no more than one team representing any one college or university. First prize is awarded to a team in each category. An overall Construction Management Champion prize is awarded to the team that accumulates the most points in the four combined areas. For more information, please visit [Construction Management Competition](#).

Student Chapter of the Year Award

This annual award recognizes an outstanding ABC student chapter.

The winning student chapter will receive a cash prize along with two free registrations to [ABC's Legislative Week](#) held in June in Washington, D.C. Round-trip airfare and hotel expenses will also be covered. All student chapters are invited to participate in the conference at the regular attendee rate.

Winners are announced at the [ABC's Leadership Week](#).

Applications typically are due a month before the conference. For more information, please visit Student Chapter of the Year.





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