



**Advancing Professional Construction
and Program Management Worldwide**

CMAA Student Chapter Manual

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Construction Management Association of America

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I. Introduction to CMAA and the Student Chapters Program

- The Mission of CMAA is "to promote and enhance leadership, professionalism, and excellence in managing the development and construction of projects and programs."
- The Vision of CMAA is "to be the recognized authority in the managing the development and construction of projects and programs."

CMAA Origin and History

In October 1981, representatives of 37 construction management (CM) firms met in Indianapolis, Indiana, to explore the need in forming a national construction management association.

The conference voted unanimously to establish an 18-member steering committee whose efforts formed the nucleus of the Construction Management Association of America (CMAA). Now an established national organization, CMAA continually focuses on advancing its Mission and Vision.

CMAA was founded as an organization of member firms, and its corporate members continue to provide the policy guidance and financial support that sustains the efforts of the Association on behalf of the CM industry. At the start, the Association was comprised of a total of 385 member firms and individuals. Membership is broadly representative of the construction industry and includes owners, construction managers, engineers, architects, contractors, educators, students, attorneys, and service providers, all working toward enhancing management of the planning, design, and construction processes.

CMAA's membership is still comprised of member firms and individuals. The Corporate Member category contains both the parent organization and individual employees such as principles, officers, and staff of practicing CM firms and is designated by size. The Owner Member category encompasses public and private entities utilizing CM services and is designated by size. Both the parent Owner organization and individual employees are part of this category. Associate members include corporate entities not directly involved in the CM business, such as software providers, vendors, law firms, and specialty firms/consultants. Other memberships fall into the Individual category and include CM practitioners from non-member organizations; owners from non-member organizations; sole CM proprietors; full time academic faculty; students; and CMITs who have chosen to participate as individual members.

CMAA Administration and Meetings

CMAA is governed by a Board of Directors comprised of 21 members, each elected by the general membership for a three-year term. The Board represents the CM industry in setting the policies of the Association. The operations of the Association are overseen by the Executive Committee of the Board, and managed by a President/CEO and staff who are employed by CMAA.

A number of special and standing committees, comprised of members of all classifications perform specified functions and recommend appropriate policy and program actions to the Board of Directors.

CMAA has two annual conferences and sponsors a number of additional activities, including educational forums and online programs, throughout the U.S. during the year.

II. Summary of Regional Chapters and Student Chapters

Regional Chapters

CMAA has Regional Chapters across the country. Regional Chapters are established primarily in major metropolitan areas where there is sufficient CMAA membership to sustain the chapter organization. The objectives of the Regional Chapter program are to extend the benefits of national membership to the local level and to promote the use and understanding of CM in the local marketplace. In addition, Regional Chapters have a special role in developing and enhancing relationships between the construction management profession and academic institutions by acting as a resource, contributing to the efforts to bring the experience of professional practice to the classroom, and encouraging the development of Student Chapters at colleges and universities in their local area.

The Regional Chapter serves as the host chapter to the student chapters it charters. It acts as the primary source of information for the Student Chapter for its own events as well as those offered by CMAA National.

Student Chapters

CMAA National authorizes and encourages the formation of Student Chapters at colleges and universities that offer degrees or programs in construction management. Campus-based chapters offer students the opportunity to develop professional and technical perspectives associated with the CM services profession while pursuing their academic programs. Student participation in CMAA events, at the national or regional level, provides valuable networking opportunities for future employment, and the educational programs of CMAA contribute to the early professional development of the prospective CM practitioner. The Construction Manager in Training (CMIT) program with its mentoring aspect is a wonderful asset for students.

Student Chapter Benefits

CMAA exists to promote the use of CM as a professional service and to enhance the quality of CM practice. As future members of the profession, CM students share an interest in these goals. In immediate terms, the Regional Chapters serve a Student Chapter as:

- A source of information about what is occurring in the industry and the CM profession
- A contact for obtaining speakers experienced in CM practice for student events
- An educational resource, through student attendance at seminars and conferences sponsored by the Association
- A means of publishing qualified papers, research results, and opinions of interest to practitioners
- A means of building a network of contacts in the industry
- Preparation for a future as a construction manager
- A potential source of yearly scholarships and prizes awarded by the host Regional Chapter and also as the conduit for inclusion in CMAA Foundation's yearly scholarship program
- The CMIT program is available to college graduates, but can begin during the senior year, and includes instruction leading to the CCM® designation and entrée to the mentoring program.

CMAA National – Student Chapter Relations

CMAA National has limited resources available for promoting Student Chapter activities at the national level. The Student Chapter is welcome at any time to initiate a request for assistance or information from CMAA National. CMAA does provide opportunities for communication through social media. Furthermore, as explained below, Student Chapters have access to additional contacts and resources at a more local level through their host Regional Chapter.

CMAA Regional Chapters – Student Chapter Interaction

The Student Chapter should maintain as much contact with its host Regional Chapter as possible. A portion of this contact with their host Regional Chapter is through the submittal of required reports, discussed below under Administration of Student Chapters.

Host Regional Chapters will notify Student Chapters, within their jurisdiction, of upcoming meetings and activities. They may encourage student attendance at their meetings by subsidizing part or all of their event fees. Conversely, Student Chapters will notify their host Regional Chapter of upcoming meetings and activities. The students should report on their activities at least once a year at a meeting of the Regional Chapter.

Several Regional Chapters are currently active in raising student scholarship funds for presentation yearly by the chapter. In addition, the applications from the top undergraduate and graduate level students receiving scholarships from the Regional Chapter are forwarded on to the CMAA Foundation. Student Chapters should contact Regional Chapter regarding these programs.

Interaction Among CMAA Student Chapters

Presidents or representatives of Student Chapters should meet whenever possible, such as at the CMAA National Conference & Trade Show. Student Chapters should be aware of the activities of affiliated institutions on campus and be inspired to try innovative activities and approaches.

III. Forming a Student Chapter

A Student Chapter can be formed at any school that offers CM-related programs whether full- or part-time. While not mandatory for formation, recognition of the school and its program by one of CMAA's accepted accrediting bodies (ACCE, ABET, NAAB, CHEA, US Dept. of Education) streamlines the application process.

When considering the formation of a Student Chapter, several key factors should be evaluated in making that decision:

- Is there an identified, interested faculty sponsor who teaches CM? Is this faculty sponsor a member in good standing of CMAA?
- Is there a CM degree or CM-related program offered by the school?
- Does the curriculum of the school address CM as a discipline?
- Are the basic administrative requirements met for establishing a Student Chapter?

Student Chapters of CMAA National may be independent clubs on campus or they may be affiliated with one or more campus organizations. For purposes of its affiliation with CMAA, the Student Chapter members must also be student members of CMAA National, a yearly fee of \$25.

Application Process

Student Chapters can be established by application from an interested college or university. CMAA National serves as a facilitator in this process. Student Chapters can also be formed by having a Regional Chapter begin the process and approach a college or university directly. The completed application (Appendix A) is submitted to CMAA National for review, processing, and approval by the CMAA Regional Chapter Committee.

For applications submitted by the college/university faculty advisor and future Student Chapter leadership, assignment to a host Regional Chapter will be pursued on its behalf by CMAA National. Assignment of a host Regional Chapter is required for all Student Chapters. For those Student Chapters wishing to form in areas where a Regional Chapter does not exist, CMAA National will make every effort to locate a Regional Chapter to serve as the host.

Once all the necessary items for the application are submitted and the signature of the host Regional Chapter is secured, the Regional Chapter Committee will review the application for its approval. Notification of acceptance will be made directly to the college/university and the host Regional Chapter.

Dues

The faculty advisor of the student chapter shall be a member in good standing of CMAA (at a cost of \$120/year). The members of the Student Chapter shall be Members of CMAA; full-time undergraduate (12 credit hours) and full-time graduate (six credit hours) student may join as Student Members at a cost of \$25/year; others may join as a CMIT or other member type. The Student Chapter may also assess dues of its own members, consistent with campus organization policy guidelines. Students may join CMAA as a Student Member regardless of the presence of an official CMAA Student Chapter on campus.

Officers

Each Student Chapter must elect or appoint officers to manage its activities as it sees fit and within the rules specified in its campus organization bylaws or administrative guidelines. However, CMAA National does request the officers represent students from various academic years in order to maintain continuity within the Student Chapter in addition to that provided by the faculty advisor. An Executive Board Manual is available for further information on officer duties and managing the Student Chapter.

Chapter Charter

Upon approval of a Student Chapter application, a Certificate of Membership will be forwarded by CMAA National to the Faculty Advisor for use by the Student Chapter.

IV. Administering a Student Chapter

Student Chapters will be self-administered within the rules specified in its campus organization bylaws or administrative guidelines which shall, at a minimum, prescribe the frequency of general meetings; the election of officers, their duties and responsibilities; and the reporting requirements for maintaining the Chapter as a campus student organization. As an organization affiliated with CMAA, the chartered Student Chapter may not discriminate among its potential members based on race, gender, religion, or national origin.

Administration of Student Chapters by Host Regional Chapter

In order to maintain its affiliation with CMAA, once approved, the Student Chapter must submit the following annual reports to the host Regional Chapter with copies to CMAA National:

- The **Student Chapter Annual Renewal Form (Appendix B)**, including a roster listing the faculty advisor and membership for the new academic year. This report must be submitted by **October 15** of each year.
- The **Student Chapter Annual Report/Chapter of the Year Entry (Appendix C)**, summarizing the chapter's activities during the past academic year, is to be submitted by **June 15** of each year. This report is also used to select the yearly Outstanding Student Chapter.

Student Chapters that fail to respond to these reporting requirements are subject to revocation of their affiliation with the host Regional Chapter and CMAA National.

Student Chapter Activities

Student Chapters are encouraged to organize field trips, seminars, lectures, roundtable discussions, fundraisers, and social events. They should promote attendance at CMAA national and regional events, and may offer their services in the organization of such national and regional events. They may undertake projects for public welfare. Student Chapter members are encouraged to promote the construction management concept in any type of activity so long as these activities comply fully with the academic institution's guidelines covering student organizations and are consistent with CMAA policies and procedures. When in doubt, Student Chapter leaders or the chapter's faculty advisor can contact the host Regional Chapter for advice and assistance. The Student Chapter Executive Board Manual provides suggestions and instructions on conducting activities.

Termination of CMAA Student Chapter Status

The host Regional Chapter, by vote of its Executive Committee, may revoke its affiliation with a Student Chapter at any time. An explanation of the reason for such action shall be provided to the Student Chapter's faculty advisor by the host Regional Chapter.

A Student Chapter may terminate its affiliation with its host Regional Chapter at any time. Communication of such termination, and the reasons for it, shall be conveyed by the Student Chapter's faculty advisor to the host Regional Chapter and CMAA National.