



CMAA Regional Chapter Guide to Forming Student Chapters

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REFER TO STUDENT CHAPTER MANUAL

Appendix B—CMAA Student Chapter Annual Renewal

Appendix C—CMAA Student Chapter Annual Report

I. Summary of Student Chapters

CMAA National authorizes and encourages the formation of Student Chapters at colleges and universities that offer full-time 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. A Student Chapter is hosted and supervised by the Regional Chapter in its geographic location. The host Regional Chapter also serves as the primary source of CMAA information and interaction.

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, 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 information on CMAA Foundation's yearly scholarship program

CMAA National – Student Chapter Relations

CMAA National benefits from Student Chapters as well. They provide a network of on-going contacts in academia, which is a potential source of leading-edge thinking on new directions for the CM profession. Through the Student Chapter network, CMAA is able to promote CM to a large number of students at a small cost and without requiring that Student Chapter members pay dues to the national office.

CMAA National has limited resources available for promoting Student Chapter activities at the national level. However, CMAA National will provide copies of each issue of its bi-monthly publication, the *CM Advisor*, in sufficient quantities for every member on the official Student Chapter roster, which is provided to CMAA National by the host Regional Chapter.

The Student Chapter is welcome at any time to initiate a request for assistance or information from CMAA National. 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 the 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, on behalf of the CMAA Foundation's scholarship program, the Regional Chapter provides this information as well to the students. Student Chapters should contact their host 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.

II. Forming a Student Chapter

A Student Chapter can be formed at any school that offers CM-related programs. 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.

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 must maintain a separate roster of student members having an interest focused on construction management. Only the names on this roster submitted to CMAA National by the host Regional Chapter are considered members of the CMAA Student Chapter.

Application from a College or University

Application from a college or university to start a Student Chapter must be made on the standard form (Appendix A). Once the application is completed by the faculty advisor and future Student Chapter leadership, it should be submitted to CMAA National for processing and assignment to a host Regional Chapter. For those Student Chapters wishing to form in areas where a Regional Chapter does not exist, CMAA National will attempt to locate a Regional Chapter to serve as the host Regional Chapter.

Each Regional Chapter evaluates applications it receives from CMAA National and makes the determination whether or not to serve as the host chapter. The Regional Chapter, however, has the right to deny an application from a Student Chapter.

Unfortunately, student chapters cannot exist without a host Regional Chapter, so if one cannot be located, the application will not be accepted. Students may always join CMAA, though, as individual Student Members.

Application from a Regional Chapter

When the Regional Chapter begins the process, the application must be made on the standard form (Appendix A) and the process is coordinated directly by the host Regional Chapter, with copies forwarded to CMAA National for information purposes.

The Student Chapter Manual is to be provided by the host Regional Chapter to the prospective Student Chapter so those officers and faculty advisor will be familiar with the contents.

Dues

Membership dues are not assessed of its Student Chapter members by either CMAA National or the host Regional Chapter, although it is recommended that at least one person from the chapter (usually the faculty advisor) be a member in good standing. The Student Chapter may assess dues of its own members, consistent with campus organization policy guidelines. Students may choose, however, to 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.

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 (Appendix C)**, summarizing the chapter's activities during the past academic year, is to be submitted by **May 15** of each year.

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 should contact the host Regional Chapter for advice and assistance.

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.

CMAA Student Chapter Application

The faculty, department, and program information should be completed based on its relevance to the CM-related curriculum and the academic programs of the students in the proposed chapter.

SUBMITTED BY (Please select one)

- Submitted by Host Regional Chapter
- Submitted by college or university

GENERAL INFORMATION

Name of School: _____

Academic Department: _____

Address: _____

Department Phone: _____ Department Fax: _____

Website: _____

ACADEMIC PROGRAM DATA

Department/Program Name: _____

CM-Related Enrollment: _____

Number of Teaching Staff: Full time: _____ Part Time: _____

Degrees Awarded: _____

CM-Related Curriculum: Include a CM curriculum syllabus or indicate where in attached course materials CM-related curricular offerings may be found:

Teaching Staff: Include a list of the professors teaching CM courses.

STUDENT ORGANIZATION AFFILIATION DATA

Is the Student Chapter affiliated with or part of another student club? Yes No

If Yes, complete the following:

Name of Organization: _____

Number of Participants: _____

Industry/Professional Affiliations: _____

CMAA STUDENT CHAPTER DATA

Number of Proposed Members: _____

Please attach a list of current or proposed members

Name of Faculty Advisor: _____

Faculty Rank/Position: _____

CMAA Member #: _____

Departmental Address: _____

Telephone: _____ Fax _____

E-mail: _____

Names and Positions of Proposed Student Officers: (Use additional pages if necessary.)

<u>Name</u>	<u>Officer Position</u>	<u>Graduation Date</u>	<u>Email</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please describe the objectives of the Student Chapter in affiliating with the Construction Management Association of America. (Use additional pages if necessary.)

Please enclose a school catalog, brochures, and any other information that would be helpful in evaluating the application.

The student organization named in this application requests recognition by the Construction Management Association of America and the host Regional Chapter as a CMAA Student Chapter and agrees to pursue purposes and activities that are consistent with those stated in the CMAA Student Chapter Manual and to meet the administrative requirements set forth therein.

SIGNED:

Student Chapter President _____ (Date)

Faculty Advisor _____ (Date)

RETURN COMPLETED APPLICATION TO:

CMAA
7926 Jones Branch Drive, Suite 800
McLean, VA 22102
Attn: Chapter Relations Manager

APPROVALS:

Host Regional Chapter President _____ (Date)