



AGC Student Chapter Officers' Guide

Welcome

The Associated General Contractors of America (AGC) has prepared this guide for our AGC Student Chapter officers in order to help acquaint you with AGC, its operations and structure; as well as your rights, role and responsibilities. We encourage you to read this document and explore our website – www.agc.org – to find the most up-to-date information on the association.

A Brief History of the AGC

Located in the Washington, D.C. area, AGC is the leading association for the construction industry. Operating in partnership with its nationwide network of Chapters, AGC provides a full range of services – designed to improve the quality of construction and protect the public interest – to its members working in the commercial building, highway, heavy-industrial, and municipal and utilities arenas.

AGC was established in 1918 after a request by President Woodrow Wilson who recognized the construction industry's national importance and desired a partner with which the government could discuss and plan for the advancement of the nation.

A full-service, national trade association, AGC represents more than 30,000 leading firms in the industry – including general contractors, specialty contractors and service providers and suppliers. AGC members play a powerful role in sustaining economic growth as they build structures that add to the nation's quality of life. AGC is truly the “voice and choice” of the construction industry.

The AGC is dedicated to improving job site safety, expanding the use of cutting-edge technologies, and strengthening the dialogue between contractors and owners. It provides services to construction contractors in areas such as:

- Collective bargaining
- Insurance and bonding
- International construction
- Legislation
- Marketing
- Project delivery
- Risk management
- Safety & health
- Tax and fiscal affairs
- Training, education, and development

Purposes

A primary objective of the association is to promote fair and honorable dealings with the owners of construction projects, both public and private, and with all segments of the construction industry, including architects, engineers, specialty and subcontractors, and suppliers of materials and services, including surety firms, insurance firms and financial institutions. In addition, the association seeks to educate the public regarding the construction industry.

The members of the association shall work to develop good relations with employees and their lawful representatives and shall make every effort to provide safe working conditions on construction projects and to promote safe working habits by their employees.

The association, through its officers, Executive Board and Board of Directors, shall implement these general principles and objectives and it shall be the responsibility of the Executive Board and the Board of Directors to define and specify actions and programs in furtherance of these principles and purposes of the association. Among other things, the association may encourage the effective and efficient delivery of professional services and other support to its members.



AGC Student Chapter Officers' Guide

AGC Policies Pertaining to Student Chapters

The existence of AGC Student Chapters is indicative of student interest in the professional construction industry. This exposure of construction students to the working industry is considered vital to the preparation of future industry practitioners. The formation AGC Student Chapters, therefore, is encouraged by the association.

Student Chapter formation may be initiated by an AGC Chapter, its members, group of students, or by a school's faculty. Requirements for Student Chapter formation and guidelines for preparing a Student Chapter constitution may be obtained from the AGC of America website.

Benefits of Membership in an AGC Student Chapter

Membership in an AGC Student Chapter can be an important beginning toward a student's career goals. In many ways, the benefits are intangible and immeasurable, but there are also some very direct and useful gains to be made. Some of the specific ways in which students may benefit from membership in an AGC Student Chapter are listed below. The more active the student organization, the more likely benefits are to accrue.

- The opportunity to become more knowledgeable about the construction industry.
- Contacts with the other students of similar interests and career goals.
- Interaction with the construction faculty advisor.
- Contacts with local AGC contractors and an opportunity to associate with them.
- Relations with the local AGC Chapter staff, and access to their experience and services, and, by invitation, their events and networking activities.
- The possibility of field trips to nearby construction sites.
- Reduced registration rates at AGC of America's Annual Conventions.
- An opportunity to participate in annual Student Chapter meeting during the national AGC Convention.
- The opportunity to win awards in the annual Outstanding AGC Student Chapter Contest.

AGC Student Chapter Products

Student Chapter membership cards and stickers are available at no charge from AGC of America.

Annual Meeting of AGC Student Chapters

Each year, in conjunction with its Annual Convention, AGC of America sponsors an annual meeting of all AGC Student Chapter member and faculty advisors who wish to register and attend.

- **AGC of America Responsibilities**
AGC will be responsible for hosting the meeting, including providing an agenda, speakers, adequate space with AV capabilities, refreshments and networking opportunities. Additionally, AGC will provide a reduced Annual Convention registration rate for students and faculty.
- **Student Chapter Responsibilities**
Student Chapter members desiring to attend the AGC Student Chapter Meeting and the Annual AGC Convention must register in advance. Student Chapter members are expected to act and dress in a professional manner.



AGC Student Chapter Officers' Guide

Outstanding Student Chapter Awards

AGC annually gives out an Outstanding Student Chapter Contest to those Student Chapters that undertake a project benefitting the local community - whether it's the school campus, a community organization or private person. It is our expectation that by undertaking challenging projects, college and university students will learn fundamental AGC tenets of skill, integrity and responsibility so that they will become outstanding industry leaders.

Application forms will be made available on the AGC website each Spring; with completed applications due by Summer. Winners will be determined by a task force operating under the auspices of the AGC Training, Education & Development Forum. Announcement of the winners shall be made in the Fall.

The first place award is a cash prize of \$1,500 and a certificate. A second place award of \$750 and a similar certificate will be made, and a third place prize of \$400 with a certificate, will also be awarded. Contest winners will be invited to speak at the annual AGC Student Chapter meeting, held during the AGC Annual Convention in March.

Student Scholarships

The AGC Education and Research Foundation annually makes scholarships available to college students enrolled in an accredited construction management or civil engineering program. Detailed information on scholarships is available on the AGC website.

The Faculty Advisor

The basic function of the faculty advisor is to provide guidance and support to the officers and members in carrying out the goals and activities of the Chapter. Most academic institutions require the faculty advisor to monitor the financial transactions of the organization.

Ideally the advisor should:

- Have a genuine interest in the organization, its merits and its activities.
- Attend all meetings and activities, and participate by offering support, feedback and guidance.
- Help officers and members resolve any issues within and relating to the Student Chapter.
- Assist in acquiring speakers, arranging for field trips, and miscellaneous activities.
- Be the liaison between the Student Chapter and its sponsor, the university or college, and the community.

Because officers of your organization change yearly, finding an advisor who would be willing to serve for several years will provide much needed continuity for your organization. Make sure that they have a good understanding of the purpose and goals of your organization and know what you expect of them. It is advisable to meet frequently with your Student Chapter's faculty advisor to discuss projects, goals, and other matters pertaining to the successful operations of the organization.

AGC Training, Education and Development Forum

National AGC outreach to Student Chapters, faculty advisors and AGC Chapter liaisons shall be made under the auspices of AGC's Training, Education & Development Forum, which is designed to provide AGC of America guidance and engage members and chapter staff on the association's education, training, workforce development, and credentialing efforts.



AGC Student Chapter Officers' Guide

Your Sponsoring AGC Chapter

You are encouraged to periodically contact the Student Chapter liaison at your sponsoring AGC Chapter to get updates on issues affecting the industry in your state. This individual can advise you of upcoming AGC events both on the national level and the local level.

This contact can provide you with information about projects under construction by AGC member contractors, and may be able to assist you in lining up field trips. Your sponsoring AGC Chapter can often help you get contractors to address your Chapter meetings.

By maintaining close contact with your sponsoring Chapter, you can keep your membership apprised on political issues which will affect the entire construction industry and therefore your future livelihood.

Getting to Know Your Organization

As a student officer, you should become well acquainted with the constitution and bylaws of your organization. A statement of general objectives and the duties and responsibilities of student officers are spelled out. It is also wise to review the minutes and reports of past Student Chapter meetings. This helps to ensure continuity of chapter actions and activities.

Typical Student Chapter Activities

Although each Student Chapter is free to pursue its own goals and activities, there are some activities that are typical to AGC Student Chapters.

- **Membership Meetings:** Most Student Chapters have monthly or semi-monthly Chapter meetings. Aside from business, most set aside at least a small portion of the time for social interaction. Often, construction industry practitioners are invited to attend the meetings as guest speakers.
- **Field Trips:** Jobsite visits are an important part of student activities. Some Student Chapters go to local construction sites; others hire buses and take a multi-day trip to sites in neighboring states.
- **Fund-raising Projects:** There are many imaginative ways to raise money for Student Chapter activities, such as holding a raffle, selling AGC t-shirts, conducting a golf tournament, etc.
- **Community Service Projects:** Some Chapters have a service project every two to three years, while others have several each year. Some typical projects:
 - Volunteering labor to renovate a local community building or athletic structure.
 - Designing and building a local park.
 - Raising money for local charities.
 - Renovating houses damaged by a natural disaster, such as a flood or hurricane.
- **Social Events:** AGC Student Chapters frequently hold social events, such as picnics, golf tournaments, fishing contests, and holiday parties. Some Chapters include faculty members and contractors in their activities, which gives the students a good opportunity to interact with faculty and industry practitioners on an informal basis.
- **Liaison Activities with the Sponsoring AGC Chapter:** Student Chapter members often are invited to attend AGC Chapter functions and annual conventions, participate in summer employment opportunities, or submit resumes upon graduation. Generally, a strong relationship between the Student Chapter and its AGC Chapter sponsor equals a strong Student Chapter with many professional development and networking activities for the students.

Leadership Guidelines:



AGC Student Chapter Officers' Guide

As an officer of an AGC Student Chapter, you should observe the following leadership characteristics:

- Always tell the truth and keep your word.
- Set an example for the membership to follow.
- Keep up with developments in your own field.
- Keep your criticism constructive.
- Consult people around you for advice and help.
- Make sound and timely decisions.
- Periodically review your own performance.

General Agenda for Business Meeting:

The following guidelines outline the suggested order of business for a meeting.

Call to Order

The president present should call the meeting to order. Extraneous conversations should cease and those present should be seated.

Roll Call

All members are expected to attend all meetings. Members who cannot attend should advise the secretary. The president should notify the vice president of his or her expected absence, as that individual will be expected to preside. Attendance records should be kept.

Minutes

Members are expected to read the previous meeting's minutes so that they may be corrected, as needed, and approved.

Committee Reports

Committee reports should be brief, giving important points/decisions that have been handled.

Old Business

Anything discussed at a previous meeting is considered old business. This applies only to motions that must be acted upon or points in which the chapter's consensus is needed.

New Business

Like old business, this is for motions and consensus only. New business includes anything not yet discussed at a previous meeting.

Program

From time to time there may be a brief member presentation or a guest speaker to discuss a topic of specific interest to the members. The speaker and the topic should be appropriately introduced.

Adjournment

The presiding officer should adjourn the meeting promptly after all business has been conducted. This may be done prior to the presentation of a guest speaker, but is better done afterwards so that the length of the meeting can be controlled.