NAHB Student Chapters

For More Information
Zach Riley 202-266-8941
Sarah Weber 202-266-8654
Greg Zick 202-266-8493
studentchapters@nahb.org
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* NAHB does not require your Student Chapter to have bylaws or a constitution. The listed samples can be used if you choose.
Introduction & Mission Statement
MISSION STATEMENT:

The NAHB Student Chapters program is dedicated to enriching the educational experiences of students by offering them first-hand exposure to the real world of the building industry through NAHB membership, educational programming, and connections to builders.

PURPOSE:

Developing an educated, prepared, adaptable and competitive homebuilding industry that will meet the needs of skilled trades.

Educators and NAHB members coming together so that students gain real world understanding of their skills and are equipped for career success.

The relationship helps educators ground their curriculum in the real needs of real businesses, leading students to obtain skills that will be highly valuable in the job market and preparing our HBA leaders of tomorrow.

HBAs and NAHB Members Role:

- Serve on career advisory committee at your local technical high school or job corps center
- Visit the classrooms regularly
- Offer students internships (paid and unpaid)
- Provide job shadowing experiences for students
- Hire student graduates
- Donate supplies and equipment
- Invite the students to HBA events
- Make your relationship with your high school “official” by chartering them with NAHB as a student chapter through the affiliation agreement form
- Submit the affiliation agreement, name and address of the school, all contact information for your teacher(s) and a roster of all students (first and last name) to NAHB.

NAHB’s Role

- Produce official certificate for school recognizing them as a NAHB Student Chapter and a partner in workforce development and the trades.
- Give teacher(s) access to NAHB resources regarding the home building industry. Latest industry trends, economic outlook, valuable education, research and white papers to connect back to the classroom.
- Distribute individual student certificates and NAHB lapel pins to students through the teacher along with individual PINs to access online NAHB resources.
- Provide resources for HBAs and NAHB members to participate in career and job fairs.
- Showcase best practices, models and samples online for HBAs to utilize.
Steps to Chartering a New Student Chapter
Affiliation Checklist for New Chapters

An NAHB Student Chapter can be founded by a student, faculty member or HBA. To form one, you must do the following:

Step One

• Enlist a faculty advisor and recruit a group of interested students from the host school/college.

There is no minimum or maximum requirement for the number of student members.

• Seek sponsorship from your local home builders association. This means your local builders association signs the affiliation agreement form and agrees to be involved with your school.

Step Two

Complete and submit the Student Chapter Application for Affiliation. Email the signed form to studentchapters@nahb.org.

Step Three

Download and complete the Student Chapter Roster Form. Print the completed student roster and submit it and your check payment to either of the addresses below:

   NAHB (Lockbox)                NAHB (Membership Accounting)
   PO Box 759281                  1201 15th Street, NW, 9th Floor
   Baltimore, MD 21275-9281       Washington, DC 20005

• High School and Secondary Programs: $5.00 per student
• Post-Secondary Programs: $25.00 per student

How to Renew and Add New Members:

NAHB student and faculty members can add new students to their chapter throughout the year. Membership is on a 12-month rolling basis. Adding a new student, or renewing your own membership is simple, just repeat “Step Three.”

For more information about forming a chapter, please contact Zach Riley (202)-266-8941 zriley@nahb.org or Sarah Weber (202)-266-8654 sweber@nahb.org.
Application for Affiliation

This application for affiliation with the National Association of Home Builders of the United States as an NAHB Student Chapter is made on behalf of, and with the approval of, an organized group of student attending:

Name of School/Club

City and State

It is hereby certified that the applicant group:

A. Is comprised of student enrolled in courses of construction and/or related thereto;

B. Has a faculty advisor, whose signature appears on this application, and whose office shall be the mailing address for all correspondence relative to the Chapter; and

C. Is compiled of _________ students.

D. Certifies that the application has the approval of the appropriate authorities of the educational institution.

E. Has paid annual dues for each of the foregoing memberships for this academic year, which is duly signed and attested below.

_________________________________________    ____________________________
Faculty Advisor                                    Date

ATTEST: ________________________________________

HBA Chief Elected Officer
**NAHB Student Chapter Roster**

Chapter (School):
Type of School:
Sponsoring HBA:

**Faculty Information** *(No fee for faculty members)*

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**Student Information**

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Print and mail your roster and check for processing to:

NAHB (lock box)
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Baltimore, MD 21275-9281
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New Chapter Timeline

1. Complete the Application for Affiliation, Student & Faculty Roster Form, and mail a check to one of the listed addresses.

2. Once the above three items are received at the NAHB Office in Washington, D.C. you will get a confirmation email.

3. After all materials are received and processed, NAHB PIN numbers will be distributed on the 15th of each month via email.

4. Each Student Chapter member will receive a personalized certificate in the mail which can be distributed by either the HBA or faculty advisor.

5. Charter: Although membership begins the month PINs are processed, new chapter charters can only be approved by the board three times a year; during the International Builders’ Show, the Spring Board Meeting or the Fall Board Meeting. Once approved, both the faculty advisor and sponsoring HBA will receive a charter certificate in the mail.
NAHB does not require your Student Chapter to have bylaws or a constitution. The following samples can be used if you choose.
Sample NAHB Student Chapters Bylaws

BYLAWS of the __________________________ (NAME OF SCHOOL)
Student Chapter of the National Association of Home Builders of the United States

ARTICLE I: MEMBERSHIP

Section 1
Any person who meets the membership requirements may be extended an invitation to join the chapter.

Section 2
A member may be censured, suspended, or expelled from the chapter by a two-thirds (2/3) vote of the active membership if found to be in the best interest of the chapter, and the member has been afforded a reasonable opportunity to be heard.

Section 3
Only those members in good standing may participate in the affairs of the chapter.

ARTICLE II: MEETINGS

Section 1
Meetings of the chapter shall be held on ________________ of each month or such other time as may be selected.

Section 2
Special meetings of the membership may be called at any time by the president upon reasonable advance notice.

Section 3
Meetings shall follow Robert's Rules of Order.

ARTICLE III: OFFICERS

Section 1
The officers shall have the following duties and responsibilities:

- **President**—shall be the chief officer of this chapter and shall preside at its meetings. He/she shall appoint all committees, shall be an ex-officio member of all committees, and shall perform all duties usual to such office.

- **Vice President**—shall perform the duties assigned to him/her by the president and in the absence of the president, perform the duties usual to the office. He/she shall also coordinate all the activities of the committees.
o Secretary—shall keep a record of all the official proceedings of the chapter, maintain the membership records in coordination with the treasurer and be responsible for coordinating the communication between members.

o Treasurer—shall be responsible to the Association for an accounting of all monies collected and disbursed by the chapter. He/she shall be responsible for the collecting, depositing and disbursing all monies. He/she shall render periodic records to the chapter during his term of office.

Section 2
Only those members in good standing may be elected to office.

- Any officer who shall fall delinquent in payment of dues during the term of office shall resign from such office.

Section 3
Any officer may be removed from office by a two-thirds (2/3) vote of the active membership.

Section 4
The officers and faculty advisor shall be elected by a majority vote of the active members.

ARTICLE IV: COMMITTEES

Section 1
The standing committees shall be:

- Executive Committee—shall consist of the president, vice president, secretary and treasurer.
  - ..............................................................
  - ..............................................................
  - ..............................................................

ARTICLE V: FINANCES

Section 1
The dues of this chapter shall be payable annually in advance at the first meeting of the fall term at the rate of $_____ per member.

Section 2
Dues for membership in the National Association of Home Builders of the United States shall be paid by this chapter from its treasury at the rate fixed and under the terms stated by that association, as may be amended from time to time.

Section 3
Members who have sufficiently paid their dues shall be considered in good standing and referred to as "active."
ARTICLE VI: VOTING

Section 1
At the meeting of the membership, only active members shall have the right to vote.

Section 2
A motion shall be carried by a majority vote of the members present, provided a quorum is in attendance, unless otherwise provided for by these bylaws.

Section 3
A quorum of membership shall consist of not less than one-third (1/3) of the active members.

Section 4
Elections shall be conducted under the rules and procedures approved by the membership in advance of the meeting at which an election is to be conducted.

ARTICLE VII: NOTICES

Section 1
Members shall furnish the secretary with their addresses and the mailing of any notice to such address shall be deemed service of such notice or notices upon them as of the date of the mailing of the same.

ARTICLE VIII: AMENDMENTS

Section 1
Any member may propose amendments to these bylaws at any regular meeting. The proposed amendment must be in writing and must lay on the table until the next meeting after its first reading.

Section 2
Adoption of an amendment must be by an affirmative vote of two-thirds (2/3) of the chapter's active membership.

Ratification of these bylaws was made on this day __________________________ of 20 ___.

(PRESIDENT)
Attested by:

(SECRETARY)

(DATE)
Sample NAHB Student Chapters Constitution

CONSTITUTION of the ______________________ (NAME OF SCHOOL)
Student Chapter of the National Association of Home Builders of the United States

ARTICLE I: NAME
Section 1
The name of this chapter shall be the ______________________ Student Chapter of the National Association of Home Builders of the United States, with which it is affiliated.
Section 2
The principal office of this chapter shall be located at ______________________ (NAME OF SCHOOL)

ARTICLE II: PURPOSE
Section 1
Objectives

- To maintain high academic standards among its members.
- To participate for the purpose of mutual benefit in an interchange of information and experience with the National Association of Home Builders of the United States and appropriate local and state NAHB affiliated associations.

Section 2
This chapter shall operate for the benefit of students in light construction curriculum and those engaged in allied curricula on the chapter’s campus.

ARTICLE III: MEMBERSHIP
Section 1
Membership in this chapter shall be open to any student in the light construction curriculum or curricula related thereto, within the territorial jurisdiction of this chapter.
Section 2
This chapter shall meet the non-discrimination policies of the host institution.

ARTICLE IV: OFFICERS
Section 1
The officers shall be elected from the membership at a meeting designated for this purpose and shall hold office for the term of one (1) year from the date of election or until their successors are elected and duly qualified.
Section 2
The officers shall consist of a president, vice president, secretary and treasurer.

ARTICLE V: COMMITTEES
Section 1
The committees of this chapter shall be: executive, standing and special.
Section 2
The president shall appoint special committees.

ARTICLE VI: FINANCES
Section 1
Dues and monies collected by this chapter shall be placed in a depository selected by the executive committee and approved by the faculty advisor.
Section 2
Payments of the funds of this chapter shall be made on the signature of the treasurer and/or the president.

ARTICLE VII: FACULTY ADVISOR
Section 1
This chapter shall have a faculty advisor elected from the faculty of the host institution.

ARTICLE VIII: AMENDMENTS
Section 1
Any member may propose amendments to this constitution at any regular meeting. The proposed amendment must be in writing and must lay on the table until the next meeting after its first reading.
Section 2
Adoption of an amendment must be by an affirmative vote of three-fourths (3/4) of the chapter’s active membership.

Ratification of this Constitution was made on this day____________________of 20____.
__________________________________________________________
(PRESIDENT)
Attested by:
__________________________________________________________
(SECRETARY)
__________________________________________________________
(DATE)
Benefits of Membership
Membership Benefits

The top students in any academic discipline join pre-professional organizations such as NAHB Student Chapters. Each student member receives many of the same benefits that our regular builder and associate members receive.

National Benefits

- **NAHB Student Chapters Awards Program**
  The NAHB Student Chapters Awards Program recognizes the achievements and dedication of our student members, faculty advisors, and local HBA members to their community, industry, and NAHB.

  In addition, chapters and members are honored every year in a ceremony held in conjunction with the International Builders’ Show. Learn more at nahb.org/StudentAwards.

- **National Housing Endowment Scholarships**
  The National Housing Endowment (NHE) provides many academic scholarships that give preference to NAHB Student Chapter Members. Learn more at nationalhousingendowment.org.

  - The NHE International Builders’ Show Travel Scholarship
    The International Builders’ Show Travel Scholarship provides monetary support to NAHB Student Chapter members to help offset travel expenses related to attendance and participation in activities surrounding the annual International Builders’ Show.

- **NAHB International Builders’ Show & Student Competition**
  The annual NAHB International Builders’ Show provides an unforgettable learning experience for more than 1,000 students and their instructors. The NAHB Student Competition, held at the International Builders’ Show, gives students the opportunity to apply skills learned in the classroom by completing a management project/proposal. Proposals are submitted to a group of construction company executives who act as judges. During the convention, students defend their proposals to the judges in front of an audience. Learn more at nahb.org/StudentCompetition.

  In addition to the competition, students have the opportunity to network, attend a national career fair, and explore the show floor at the discounted rate of $30 per student (fee for non-member students is $50).

- **PIN Number**
  Your NAHB Member PIN gives you access to all online materials and discounts that NAHB’s
provides. It is important to register your PIN number.
➢ **Website and Discounts**

- Member discounts at BuilderBooks.com and NAHB Education
- Member discounts and savings offered on products and services offered by top companies ([nahb.org/savings](http://nahb.org/savings))
- Opportunity for your chapter’s activities to be shared on the NAHB blog, website, and social media platforms
- Free downloadable marketing materials for your chapter recruitment
- Free downloadable materials about Careers in Construction

**State and Local Benefits**

Per the members of an NAHB Student Chapter are only national members, local and state benefits are determined by your local and state association.
Benefits to Home Builder Associations

Each NAHB Student Chapter is chartered by the NAHB Board of Directors through the local HBA. As its sponsor, the local association plays an important role in the educational and career development of students in construction.

The local HBA has endless opportunities to be involved with their Student Chapter. It may sponsor and financially support many of the chapter's activities. Some HBAs provide a position on its boards of directors for the student chapter president or faculty advisor, both of whom should participate in regular board meetings to facilitate communication and interaction. This board involvement is often the first step to grooming individuals into becoming members after they graduate.

Other HBA/Chapter Activities

- Members serve as meeting or classroom speakers, give industry updates, and arrange field trips to local job sites
- Students volunteers at major HBA activities such as home and garden shows, conventions, and community service projects
- Raise money for scholarships and help solicit contributions of tools, lab equipment or supplies
- HBAs coordinate summer internship programs for student chapter members with local builders or sponsor career fairs
- Participate in Careers in Construction Month, National Job Shadow Day, and Careers in the Trades Month
- Competition in a Box

Sample Student Chapter Activities

- Organize biweekly/monthly chapter meetings
- Participate as a club in school-wide events such as homecoming
- Build a playhouse for a local community center or auction it for a fundraiser
- Invite guest speakers from the industry (building, manufacturing, banking, real estate, architecture, etc.) to a chapter meeting
- Attend local HBA meetings
- Participate in or sponsor campus restoration projects
- Visit construction sites
- Get involved in a Habitat for Humanity project
Alumni Membership Category
NAHB Student Chapters Alumni Membership Category

Alumni membership allows NAHB student members in affiliated student chapters to remain members at a reduced rate for three years after graduation from a secondary or post-secondary school.

No local or state association is required to establish this membership category, and if a student chapter alumnus resides in a jurisdiction where neither the local nor state HBA has adopted the alumni dues category, the alumnus can join NAHB directly as an at-large member.