



SAMPLE MEETING AGENDA

Chapter meetings should probably not last longer than one hour. Most student chapters meet monthly or bi-monthly to take care of their business.

Here's a sample meeting agenda:

- Call to order
- Approval of minutes from last meeting
- Officer reports
- Committee reports
- Old Business
- New Business
- Announcements
- Adjournment

If you have a guest speaker, old and new business should be limited so there is ample time to have the guest speak. Each meeting could be followed by a social event or perhaps a field trip to a construction site.

Some chapters designate a particular topic for each meeting and the discussion is centered around that topic. It could be about a new construction technique or a review of new products. Either way, try to make your meetings short and lively. Each meeting should have a purpose so there is reason for everyone to be there. Otherwise your members will stop attending meetings if they feel they are a waste of time.

NAHB STUDENT CHAPTERS SAMPLE CONSTITUTION AND BYLAWS

The constitution and bylaws are the governing documents of an organization. Most companies and associations use them to direct daily activities, provide for consistent procedures and maintain the purpose(s) of the organization.

A constitution is the main governing document much like the Constitution of the United States. It may provide for the basic operating procedures and express the goals of an organization. Typically it is difficult to amend. Bylaws are similar to the laws of our country. The bylaws provide the day-to-day policies, member expectations and operating procedures. They are changed as needed – with some difficulty – to meet the needs of the organization without forgetting the true purpose, which is expressed in the constitution.

Every Student Chapter is encouraged to adopt a constitution and bylaws. Below you will find sample documents. You may use these to provide order to your chapter or as an outline to develop your own. Either way, they are important to maintain consistency in your operations from year to year.

You are not required to submit either document to HBI.

**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

(A) To maintain high academic standards among its members.

(B) 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 I

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 19____.

(PRESIDENT)

Attested by:

(SECRETARY)

(DATE)

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 by 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:

(A) 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.

(B) 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.

(C) 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.

(D) 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.

(A) 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:

(A) Executive Committee--shall consist of the president, vice president, secretary and treasurer.

(B) _____

(C) _____

(D) _____

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)