Student Club
Expectations, Policies and Procedures

RAM BUILT
Colorado State University
CONSTRUCTION MANAGEMENT

Department of Construction Management
TABLE OF CONTENTS

CM Student Clubs .................................................. page 3
Department Directory and Reference ......................... page 4
Expectations of the CMBoD ................................. page 5-6
Expectations of CM Clubs and Members .................... page 7
Section I: Events ....................................................... page 8-9
Section II: Event/Meeting Planning ......................... page 10-11
Section III: Communication ................................ page 12-13
Section IV: Fundraising ............................................ page 14
Section V: Student Conduct ................................ page 15-16
Appendix:
   Annual Report Outline .................................... page 17
   Guest Speaker and Event Funding Request ............ page 18-19
CM Student Clubs

Construction Management Student Board of Directors (CMBoD)
Faculty Advisors: Ron Holt and Anna Fontana

Associated Builders and Contractors (ABC)
Faculty Advisor: Jon Elliott

Associated General Contractors (AGC)
Faculty Advisor: Loren Funk

Colorado Contractors Association (CCA)
Faculty Advisor: Jeff Wilkes

Construction Management Association of America (CMAA)
Faculty Advisor: Mehmet Ozbek

Design Build Institute of America (DBIA)
Faculty Advisor: Kelly Strong

Mechanical Contractors Association of America (MCAA)
Faculty Advisor: Mostafa Khattab

National Association of Home Builders (NAHB)
Faculty Advisor: Scott Glick

National Electrical Contractors Association (NECA)
Faculty Advisor: Brent Sigmon

Sigma Lambda Chi (SLX)
Faculty Advisor: Bolivar Senior

USGBC Students
Faculty Advisor: Rodolfo Valdes-Vasquez

Women In Construction (WIC)
Faculty Advisor: Kayla Boos
Department Directory and Reference

CM Front Office
102 Guggenheim Hall
(970) 491-7353
cminfo@colostate.edu

CM BoD Advisor
Anna Fontana
113A Guggenheim Hall
(970) 491-4610
Anna.Fontana@colostate.edu

Department Head
Mostafa Khattab
To schedule a meeting with Dr. Khattab please contact the Assistant to the Department Head

Assistant to the Department Head
Kristin Haller
102 Guggenheim Hall
(970) 491-7355
Kristin.Haller@colostate.edu

Front Office Coordinator
TBD
102 Guggenheim Hall
(970) 491-0435

CM Cares Volunteer Coordinator
Khristy Preston
113A Guggenheim Hall
(970) 491-1060
Khristy.Preston@colostate.edu
Expectations of the Construction Management Student Board of Directors (CMBoD)

1) Determine a time for the BoD officers to meet for an hour once per week with advisor.

2) Set monthly All-Club officer meeting dates within the first two weeks of the semester. Meeting dates/times should be approved with the faculty advisor and front office.

3) In addition to monthly officer meeting, the CMBoD is expected to plan and/or participate in the following events each year:
   a. Fall Events
      i. Ram Welcome
      ii. CM Social & Club Involvement Fair
      iii. Football Tailgating
      iv. CM Career Fair & Apparel Sales
      v. CM Clay Shoot
      vi. CM Float Design and Construction
      vii. Faculty and Staff Awards – Present Awards
      viii. Fall Open Forum with the Department Head
      ix. PADB Executive Committee Dinner
      x. Coordinate and market new BoD officer elections
   b. Spring Events
      i. CM Social & Club Involvement Fair
      ii. CM Career Fair & Apparel Sales
      iii. Spring PADB Meeting
      iv. CM Golf Tournament
      v. Faculty and Staff Awards – Voting
      vi. Spring Open Forum with the Department Head

4) The CMBoD is encouraged to support and participate in CM Cares.
   a. Ways to support:
      i. Provide funding for permitting or other needed items, as requested by CM Cares Coordinator
      ii. Encouraging student club memberships and underclassmen to get involved as volunteers

5) Following a CMBoD sponsored event the department requests that a summary of the event and pictures be submitted to the Front Office Coordinator within 10 days following the event. An article will be written and included in the department’s monthly CM Highlights.

6) The CMBoD is responsible for compiling an Annual Report to be submitted to the Department Head by December 31st each year. (See Section II: Communication, Annual Report for details)

7) CMBoD display board must be updated by the first day of classes each semester.

8) CMBoD section of student club website must be regularly updated. (See Section II: Communication, Website for details)
9) Student club mailboxes (located in the CM Front Office) should be checked at least once a week. Each club should designate an officer responsible for checking the club mailbox.

10) Proudly and professionally represent the Department of Construction Management and Colorado State University and adhere to the student code of conduct.
Expectations of Construction Management Clubs and Members

1) Set meeting dates for the semester within the first two weeks of the semester. Meetings should be scheduled at least once per month and dates/times should be approved with the faculty advisor and coordinated with the CMBoD and other clubs to ensure there are no conflicts or overlaps.

2) Club officers are expected and club members are encouraged to support and participate in the following events:
   a. Fall & Spring Open Forum with the Department Head
   b. Fall & Spring CM Social & Club Involvement Fair
   c. Fall CM Clay Shoot & Spring CM Golf Tournament
   d. Fall CM Float Construction

3) Each student club is expected to support and participate in CM Cares
   a. Each semester
      i. Hold at least one fundraising event in which all proceeds would be donated to the CM Cares general fund
      ii. Each club is expected to document a minimum of 100 hours of community service. A log should be kept documenting each member's name, CM Cares project, volunteer date and hours; the log will be submitted to the CM Cares Volunteer Coordinator at the end of the semester.

4) Following a club sponsored event the department requests that a summary of the event and pictures be submitted to the Front Office Coordinator within 10 days following the event. An article will be written and included in the department’s monthly CM Highlights.

5) Each club is responsible for compiling an Annual Report to be submitted to the Department Head by December 31st each year. (See Section II: Communication, Annual Report for details)

6) Club display boards must be updated by the first day of classes each semester.

7) Each club’s section of student club website must be regularly updated. (See Section II: Communication, Website for details)

8) Student club mailboxes (located in the CM Front Office) should be checked at least once a week. Each club should designate an officer responsible for checking the club mailbox.

9) Proudly and professionally represent the Department of Construction Management and Colorado State University and adhere to the student conduct code.
I. EVENTS

a. Fall Events
   i. Ram Welcome - the CMBoD is responsible for the Construction Management table at the Street Fair held during Ram Welcome on the Friday prior to the start of the fall semester. A minimum of two student volunteers must be at the table during the event. The table must have an interactive component with small giveaways/prizes which must be approved by the CM Ram Welcome Coordinator. The CM Ram Welcome Coordinator will coordinate with the CMBoD for this event and provide department information for distribution at the street fair.
   ii. CM Social & Club Involvement Fair - the CMBoD is responsible for planning, coordinating, and hosting the CM Social during the 2nd or 3rd week of each semester. CMBoD will submit a plan, calendar entry, and marketing flier to the club advisor and front office coordinator at least two weeks prior to the event. CMBoD is responsible for confirming a minimum of two officers from each club and booth materials will be available, as well as being in charge of room set-up, coordinating food and beverages, and clean-up.
   iii. Football Tailgating – TBD, waiting on new tailgating policies for new CSU Stadium.
   iv. CM Career Fair & Apparel Sales – CMBoD officers will assist with the Set-Up and Take-Down of the Career Fair as needed, as well as be fully in-charge of the transfer and set-up of apparel sales. CMBoD will market the Clay Shoot/Golf Tournament information & registration to industry as well as be available to underclassmen to answer questions about CM student organizations and involvement, navigating the career fair, etc.
   v. CM Clay Shoot – the CMBoD is responsible for planning, coordinating, and hosting the fall CM Clay Shoot, typically held a Friday in October. Coordinate date with club advisor and front office to avoid any conflicts. Utilizing past event information on the S: Drive, coordinate directly with Kiowa Creek Sporting Club to organize the event. In addition to running registration for both students and industry sponsors, the CMBoD will plan for and procure event t-shirts, trophies, raffle prizes, and provide day-of on-site apparel sales.
   vi. CM Float Design and Construction – the CMBoD is responsible for coordinating the CM Homecoming Float process. BoD must Complete and pay for the float registration. CMBoD will lead the discussion for the float design during one of the first all-club officer meetings to meet the current Homecoming theme. CMBoD should work directly with Scott Glick to finalize design and solicit material donations and solicit and coordinate other CM student volunteers to complete the construction.
   vii. Faculty and Staff Awards – Awards - the CMBoD is responsible for planning, coordinating, and awarding the CM Faculty of the Year Award and CM Staff of the Year Award. Ballots and voting process should be created and arrangements made where students can submit ballots. The CMBoD will tally ballots and announce the awards at the Annual Awards Banquet in September. For department support contact the CM Front Office Coordinator.
viii. Fall Open Forum- meet with Assistant to the Department Head to determine
date, room, and agenda. CMBoD will submit a marketing plan,
announcement email, and announcement flier to the Assistant to the
Department Head at least three weeks prior to the event. CMBoD is
responsible for room set-up, coordinating food and beverages, and clean-up.
The CMBoD will prepare, distribute, and collect a survey for feedback to be
submitted to the Assistant to the Department Head. The CMBoD President
will be responsible for opening remarks and introduction of the CM
Department Head.
ix. PADB Executive Committee Dinner – the Assistant to the Department
Head will notify the CMBoD of the date and time the PADB Executive
committee is available for dinner. This annual event is reserved for outgoing
and incoming CMBoD officers to connect our student leadership with our
industry council for a reflection of the current student experience and the
exchange of ideas.
x. CMBoD Officer Elections – the CMBoD is responsible for setting and
marketing the date for elections and notifying student body of criteria and
the nomination and applications process. Please reference Student BoD
Election Process document.
b. Spring Events
   i. CM Social & Club Involvement Fair - See above event info.
   ii. CM Career Fair & Apparel Sales - See above event info.
   iii. Spring PADB Meeting - the Assistant to the Department Head will notify the
       CMBoD of the date and time of the Spring PADB Meeting and CMBoD
       Expectations. Typically the CMBoD will present on the year’s Competition
       Team results, Club activities and involvement (including the CM Golf
       Tournament), and CM Cares.
   iv. CM Golf Tournament – the CMBoD is responsible for planning,
       coordinating, and hosting the spring CM Golf Classic, typically held a Friday
       in late April. Coordinate date with club advisor and front office to avoid any
       conflicts. Utilizing past event information on the S: Drive, coordinate
directly with Southridge Golf Club to organize the event. In addition to
running registration for both students and industry sponsors, the CMBoD
will plan for and procure event t-shirts, trophies, raffle prizes, and provide
day-of on-site apparel sales.
   v. Faculty and Staff Awards – Voting - the CMBoD is responsible for planning,
      coordinating, and awarding the CM Faculty of the Year Award and CM Staff
      of the Year Award. Ballots and voting process should be created and
      arrangements made where students can submit ballots. The CMBoD will
tally ballots and announce the awards at the Annual Awards Banquet in
September. For department support contact the CM Front Office
Coordinator.
   vi. Spring Open Forum- See above Fall Open Forum event details.
II. EVENT/MEETING PLANNING

a. Room Reservations
   i. Usage of department classrooms in Guggenheim or Preconstruction Center must be scheduled and require a room reservation
   ii. First check the CM Calendar to work around other club and department events
   iii. Classroom/conference room reservations for club meetings and events can be made through the Front Office in Guggenheim 102. A club contact person and phone number is required.

b. CM Calendar Requests
   i. Submit all events to the CM Calendar
      Be sure to include as much description as possible (who, what, why?)

c. Digital Screen & Fliers
   i. Email Event Flier to CMInfo@colostate.edu. Front office will review and approve fliers. Upon approval, fliers will be added to the digital screens and copies printed and posted throughout Guggenheim and Preconstruction Buildings.

d. Room set-up and clean-up
   i. When reserving a room for a meeting/event it is the club’s responsibility to clean up the room and return it to a better condition than before their event.
   ii. TIP – before rearranging any room, we encourage you to take a photo to reference.

e. Coordinating workshops with industry/industry organizations
   i. If an event is being hosted by a student club and a company or industry organization, a club member must be identified as the contact for the event to be responsible for set-up, greeting the industry host/speaker, and clean-up; the club contact must be in attendance during the entire event.

f. Guest Speakers
   i. When scheduling a guest speaker for a club meeting or event, club leadership is responsible for greeting the guest, escorting the guest to the event location, and ensuring the guest has everything he/she needs for the event
   ii. The CM Front Office should be notified of the guest speaker at least 24 hours in advance and a department guest speaker packet will be prepared for the club to give to the guest speaker
   iii. Each club is responsible for determining a thank you gift and follow up for all guests. Thank you gifts must be discussed and approved by the club’s faculty advisor. CM gift items are available with advanced notice to the Placement Office.

g. Student Sign-Up Sheets
   i. Sign-up sheets may be posted in the CM Front Office.
   ii. If a club event requires that students sign-up for participation, a flier with event details and sign-up sheet must be provided to the CM Front Office
Coordinator before students are told to sign-up. The event flyer should include:

1. Event name, date, time and location
2. Deadline to sign-up
3. Costs/Payment, acceptable forms of payment, and name to whom checks are to be made payable
4. Requirements (recommended dress, PPE, etc.)
5. Club contact (name and email) for questions

h. Field Trips/Job Site Visits

i. Liability Release

1. All students participating in a field trip or job site visit must sign a liability release form. These forms must be signed and collected before the participant enters a field trip location or job site.
2. A student club contact is responsible for getting blank releases from the CM Front Office Coordinator, distributing and collecting releases from field trip/job site participants, and submitting the signed releases to the CM Front Office prior to the field trip/job site visit.

ii. Personal Protection Equipment (PPE)

1. If the field trip/job site requires PPE it is the club’s responsibility to either provide required PPE for all participants or notify participants that PPE is required and participants are responsible for bringing their own.
2. PPE can include:
   a. Safety vests
   b. Safety glasses
   c. Hard Hats
   d. Gloves
   e. Boots
   f. Long Pants
III. COMMUNICATION

a. Mailboxes
   i. Each club is assigned a mailbox located in the Front Office.
   ii. Each club should designate an officer responsible for checking the club mailbox. This person should check in with the Front Office Coordinator at the beginning of the semester and will be listed as the designated mail contact for department reference.
   iii. Mailboxes should be checked at least once a week.
   iv. Mail should be addressed to each club using the following template:
      Club Name
      (Optional) Attention: Department of Construction Management
      Colorado State University
      1584 Campus Delivery
      Fort Collins, CO 80523-1584

b. Club Membership Applications
   i. Electronic club membership applications should be maintained on the Club webpage. Each club is responsible for confirming their application is up-to-date each semester. Updated applications should be sent to CMInfo@colostate.edu.
      1. Electronic applications should clearly state if/when membership dues are required, amount of membership dues, whom membership dues should be made payable to, and where completed applications should be submitted.
   ii. Completed club membership applications and dues may be collected in the Front Office. Any membership application and/or membership dues submitted to the Front Office will be placed in a folder marked “Applications & Membership Dues” located in the club mailboxes. It is the club’s responsibility to follow up with students.

c. Display Board
   i. Club display boards must be updated by the end of the first week of classes each semester and should be updated as needed throughout the semester.
   ii. Display case keys can be checked out in the CM Front Office to club officers.

d. Website
   i. Website should be updated by the end of the first week of classes each semester with correct contact information and known upcoming events/meetings.
   ii. Expired events/meetings should be removed no later than one week past the published date.

e. CM Highlights
   i. Following a club sponsored event the department requests that photos, quotes, and a summary of the event be submitted to CMInfo@colostate.edu
within 10 days. An article will be written and included in the next addition of the department's CM Highlights.

f. Annual Report
i. The Annual Report should provide information and documentation of the following:
1. Club Officers
2. Membership list
3. Meeting Minutes
4. Budget
5. Events/Workshops/Guest Speakers (include announcements, fliers, event summary including attendance, and pictures)
6. Fundraising (include announcements, fliers, and summary)
7. Industry Outreach and Involvement
8. Volunteer/Community Service (include descriptions, volunteer names and hours, and CM Cares volunteer log)

ii. See Appendix for Annual Report Template
IV. FUNDRAISING
   a. All club fundraising should be approved by the Department Head

   b. Clubs should submit a proposal to the Assistant to the Department Head for review and approval. The following must be addressed in the proposal:
      i. Fundraising Summary
      ii. Dates and Timeline
      iii. Resources or approvals needed
      iv. Club contact for event

   c. Department Head will review fundraising proposals for approval and respond with any concerns
V. STUDENT CONDUCT

This section is designed to provide students with a guideline of expected behavior while representing the Department of Construction Management and Colorado State University at events and functions during their tenure at Colorado State. These guidelines are not meant to be all inclusive and students are encouraged to ask questions of their club faculty advisors when topics and situations arise that need further discussion and clarification. Students are encouraged to read the Students Rights and Responsibilities and the Code of Conduct that govern their behavior while enrolled at Colorado State University (see alcohol below).

a. Transportation

There may be instances in which the student is asked to, or chooses to provide their own transportation to a club sponsored event that may take place either on or off campus. In such case the Department of Construction Management adopts a zero tolerance policy for the use of drugs/alcohol by the driver of any vehicle that provided transportation to and from such event.

b. The student should follow the Drug/Alcohol policy that the University has established in the 2005 (or most current version) “Safety Update and University drug/alcohol policy”. In this case the Department of Construction Management adopts the University residence hall drug/alcohol policy which partially states:

**DRUG AND ALCOHOL POLICY**

a. Colorado State students are expected to comply with state law regarding the purchase, possession, and consumption of alcoholic beverages.

b. The sponsor of a social event could be held liable in a civil suit if state or local laws are violated (i.e., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).

In this case the sponsor could be the club and/or faculty member/s and/or participants in the club activity. It is the student’s responsibility to follow the limits the laws governing the use of alcohol and driving impose on the driver that is operating a motor vehicle; driving under the influence, driving while intoxicated, etcetera. Students should always use a designated driver system if the responsible use of alcohol is part of any event the student attends.

c. The student should also be aware of and read the Students Rights and Responsibilities; a complete, formal text of the Rights and Responsibilities of Students and disciplinary procedures is available at

http://catalog.colostate.edu/general-catalog/policies/

d. The department of Construction Management further adopts the University code of conduct which is available at http://catalog.colostate.edu/general-catalog/policies/students-responsibilities/#student-conduct-code

Conduct Code

Students also have an obligation to know and follow the regulations of the University. Violations will form the basis for University intervention or disciplinary action. The following actions are prohibited.

Violation of any federal or state law or local ordinance including but not limited to those covering alcoholic beverages, narcotics and illegal drugs, gambling, arson, sex offenses, assaults, harassment, violation of civil rights, disorderly conduct, or lewd, indecent, or obscene conduct or expression.
c. Professionalism
Students should always remember that they represent CSU, the Department of Construction Management and themselves at any event. It is important to remember that these events are also job interviews where potential employers are looking at student conduct for maturity as well as job skills. In many cases a club sponsored event may consist of a guest speaker from industry that could be a potential employer for a student of the CSU Construction Management program. The Department’s reputation is our most valuable asset; don’t spoil it for yourself, your fellow students, or the Department.
Sample Annual Report Format

Club Name
2015 Annual Report
Department of Construction Management

I. Club Officers
   (include name, officer position, and email)
   President
   Vice President
   Treasurer
   Secretary
   Other

II. Club Membership List
Example:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Dues Paid</th>
<th>Meetings/Events attended</th>
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</tbody>
</table>

III. Meeting Agendas and Minutes
Attach as many pages as needed

IV. Budget
Attach pages as needed. Budget should list all deposits and purchases and provide a balance.

V. Events/Workshops/Guest Speakers
Include announcements, fliers, event summary including attendance, and pictures

VI. Fundraising
Include announcements, fliers, and summary

VII. Industry Outreach and Involvement

VIII. Volunteer/Community Service
Include descriptions, log with volunteer name, project and hours; pictures, and CM Cares volunteer log
*If members belong to more than one club, volunteer hours may not be allocated to both/all clubs, but may be split among them.
About the Speaker Series Fund:
The William Duff Architects Seminar Series was established in 2013 and has since helped to fund several nationally known speakers. The Seminar series is funded by the William Duff Architects of San Francisco, California. Mr. Duff received his Master of Science in Industrial Sciences from Colorado State University in 1994.

Student chapters of the CM program are encouraged to submit a request for funding a presentation or a seminar with significant impact on advancing construction education and leadership. Typical funding is up to $1,200.

About the CM BoD Club Event Funding:
Student chapters of the CM program are encouraged to submit a request for funding for a presentation, training, event, or seminar with the purpose of providing all current CM Students with an educational or career readiness benefit (certificate, knowledge, training, etc.). Typically the BoD is looking to share in the cost of the event to a maximum of $500.

Application Process:
Any CM student chapter may submit a request for funds. The funding request must be endorsed by the student chapter faculty advisor. The proposal and funding request for Spring 2016 events is open and will be reviewed as received. All applications will be reviewed by the department head of construction management and CM Student Board of Directors as appropriate. Applications should be submitted to Kristin Haller via email at Kristin.Haller@colostate.edu or drop off to 102 Guggenheim Hall.
CM Guest Speaker Seminar Series  
CM Student Chapter Application for Funding

1. Student Chapter(s) submitting application and contact information

2. Speaker’s name, title, and affiliation

3. Title or topic of the presentation

4. Please explain how this speaker and the planned address will benefit the students and construction education:

5. List of other departments that might be interested and your plan of extending an invitation to these programs:

6. Date of visit:

7. Estimated total cost of bringing this speaker to campus: $

8. Funding requested: $

____________________________________________
Student Club President Name(s)  Student Club President Signature(s)

____________________________________________
Student Chapter Faculty Advisor(s)  Sponsoring Student Chapter Faculty Advisor Signature(s)

FOR DEPARTMENT USE

Date Application Received __________    Date Application Reviewed __________

CM Department Head Notes:

Date Student Chapter Notified: ______________________________________________________