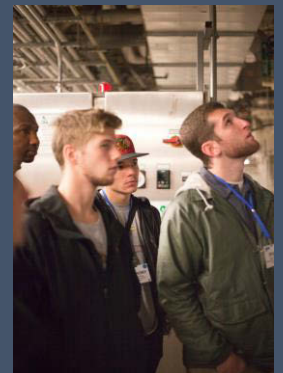


STARTING AN MCAA STUDENT CHAPTER

Working Together for the Future of the Industry



mcaa **great** futures



Starting an MCAA Student Chapter

Getting Started

An MCAA student chapter is the result of an agreement between:

- An **MCAA local affiliate** that may fund the chapter's activities, a scholarship, and/or a teaching position for the academic program;
- **Contractor members** of the local affiliate who are potential instructors, employers, and mentors for the students; and,
- A **college or university** school of construction management or construction science, building technology, mechanical engineering, construction engineering, architectural engineering, or similar discipline that assigns a faculty member to serve as the chapter's advisor. The core of the chapter is the students—a group of at least five energetic, committed young people who are either planning to develop a career in the mechanical construction industry or would like to explore the industry and the career opportunities it offers.

Organizing

There's more than one way to organize an MCAA student chapter. MCAA sponsors chapters that follow three operating models:

- A single organization, officially sanctioned by a college or university and sponsored by the MCAA local affiliate;
- A jointly sponsored, officially sanctioned organization supported by MCAA, the local affiliate, and another professional trade group; or,
- An umbrella organization (also officially sanctioned) cosponsored by several professional trade groups (for example, the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE), the National Electrical Contractors Association (NECA), or the Associated General Contractors (AGC)). When a chapter is forming, its members should decide which model is appropriate according to the:

- ✓ Chapter's available resources;
- ✓ Chapter's mission, objectives, and purpose; and,
- ✓ Chapter members' availability to participate in programs and activities.

Choosing Leaders

Each chapter should create an organizational structure, a team of leaders who will direct its program toward the accomplishment of agreed-on goals and objectives. One of the first actions of a new chapter is to create a governing board, which may include a president or chairman; a vice president or vice chairman; a treasurer; and, a secretary. Most often, student chapter members choose their officers by a majority vote. If the chapter is just forming, the faculty advisor may appoint officers. Chapter members also may decide to appoint committees charged with carrying out key chapter functions such as membership recruitment, fundraising, or publicity. Again, chapter members decide who leads and who serves on a committee.

Officers' Duties

While chapter members decide on the responsibilities of officers, following are some general guidelines.

The **president** is the chapter's chief spokesperson and representative. The president is responsible for running chapter meetings and organizing field trips, special projects, fundraising events, or other chapter activities (or delegating assignments to other officers or chapter members).

The **vice president** assists the president and serves in his/her place if he/she is unable to serve.

The **treasurer** collects and accounts for all fees and funds raised by the chapter.

The **secretary** records the proceedings of all chapter meetings and distributes reports to members.



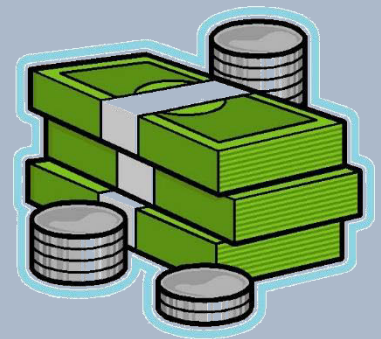


Grants

The **Mechanical Contracting Education & Research Foundation (MCERF)** provides funding through grants to help chapters cover the costs of projects, their participation in the **Student Chapter Competition**, field trips, travel to the **Summit** and the MCAA annual convention, and student scholarships. Other MCERF grants are available to MCAA contractor members to help them cover the costs of hiring students as interns or co-ops.

The grants available include:

- **Chapter of Excellence Grant** is for chapters that are well-established and thriving, but need additional funds for student scholarships, travel to the Summit and/or the MCAA convention, special projects, field trips or other chapter operations. Each grant is for \$7,500—\$5,000 is for student scholarships and \$2,500 is for chapter operations and projects.
- **Emerging Chapter Grant** is for new or rebuilding student chapters to help cover the cost of student scholarships, travel to the Summit and/or the MCAA convention, special projects, field trips or other chapter operations. Each grant is for \$3,000. Some or all the grant may be used for scholarships and some or all may be used for chapter operations and projects.
- **Student Internship Grant** is available to MCAA members who hire college students, majoring in a discipline related to mechanical contracting, mechanical service or plumbing, as an intern or co-op. The grant amount and conditions may change annually, but the objective is to give students the experience of working with firms in our industry as a way of providing them with the opportunity to apply their knowledge and skills in a mechanical contracting or service business and to expose them to the myriad of employment opportunities available to them.
- **Faculty Internship Grant** is for student chapter faculty advisors who obtain temporary or summer jobs with an MCAA member. The grant is intended to encourage faculty to gain experience working in with firms in our industry as a means of enhancing their classroom instruction. The grant is provided to the faculty and the amount changes annually.



Student Scholarships

In addition to the scholarships that are made possible by the student chapter grants, four scholarships are available for exceptional students to honor the memory of industry leaders. They are:

- **Foster McCarl, Jr. Memorial Scholarship** for \$2,500
- **Alan P. Oshea Memorial Scholarship** for \$2,500
- **William A. Bianco, Jr. Memorial Scholarship** for \$5,000
- **The Reilly Family Memorial** for \$5,000

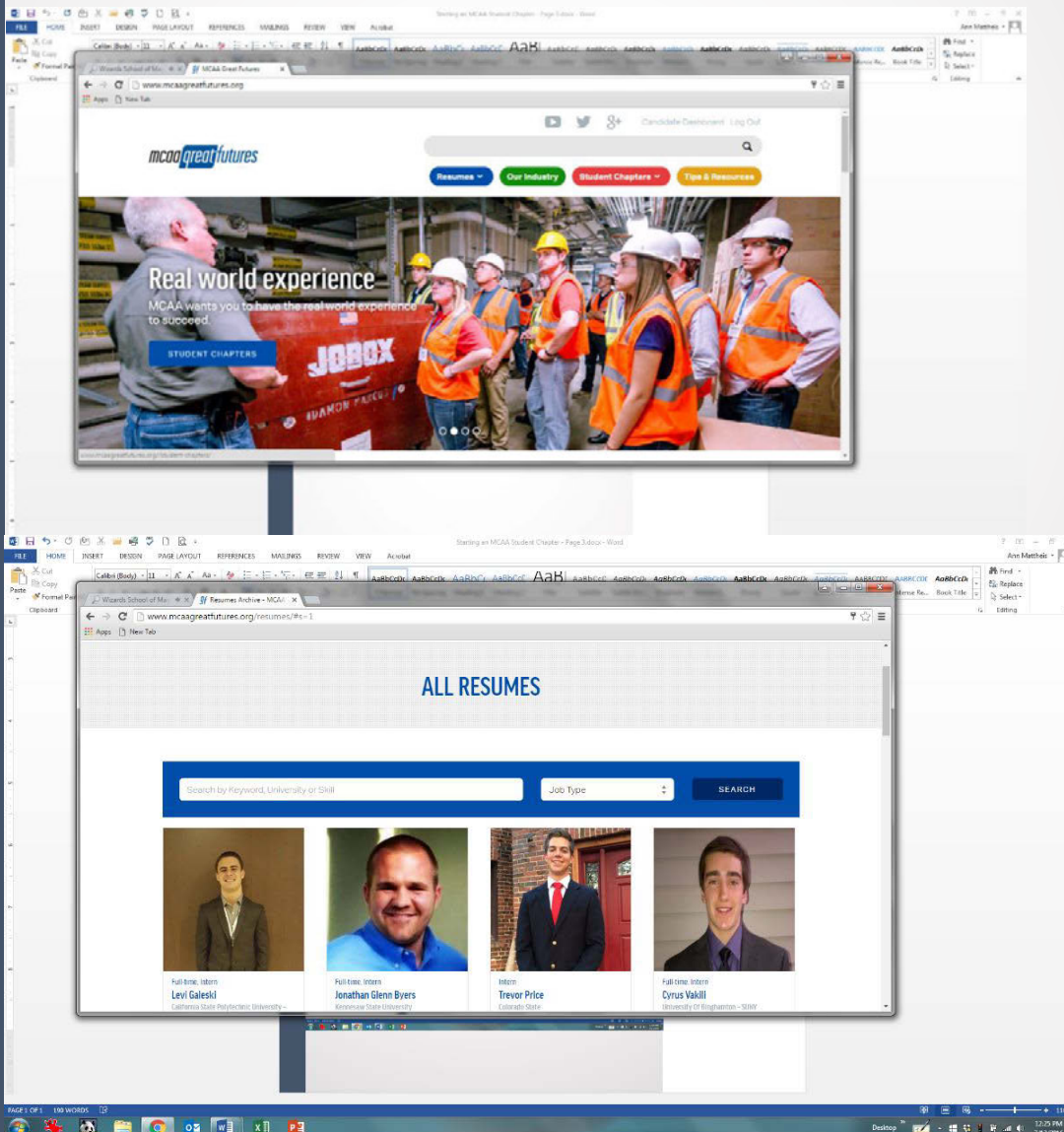


Starting an MCAA Student Chapter

MCAAGreatFutures.org

Finding the right person to fill an employment position, even a temporary one, can be a daunting task. And, for college students who are anxious to gain real-world experience in their chosen career field, internship opportunities are not always plentiful or even available. **MCAAGreatFutures.org** was designed to help MCAA members and college students majoring in a discipline related to our industry find their perfect professional match. The website posts resumes of members of MCAA's student chapters and MCA of Canada student chapter members who want to find internship opportunities or full-time positions. Contractors may easily search the site for students from a particular college or university; or those with particular skills, knowledge or experience; location preference; and much more. Students' full resumes and contact information are also included with each posting.

In addition to student resume postings, the site also provides the latest student chapter news, resources and tips to help students find the internships or full-time professional positions of their dreams and helpful information about the mechanical, mechanical services and plumbing industry to acquaint students with the kinds of opportunities that are available.



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Reaching Agreement

Once chapter members reach agreement on the aforementioned issues, they should prepare a **constitution** clearly explaining each issue for signature by a representative of each involved party: the primary sponsoring MCAA local affiliate; the head of the college or university department or program with which the program is affiliated; and the chapter. Contact your MCAA staff liaison for a template of the constitution. MCAA does not require **members to pay a fee to MCAA for participating in one of its student chapters**. However, chapters may decide to set membership fees to help defray expenses.

Committing to Students' Professional Development

MCAA's Student Chapter Program is growing in popularity because students and faculty know that the association is dedicated to helping students prepare for careers in the mechanical construction industry. When a student joins a chapter, MCAA, the MCAA local affiliate, and the university or college department commit to providing that student with every opportunity to develop professional skills, knowledge, and experiences. When students' formal education is complete, the industry will welcome them into its professional ranks.

For More Information . . .

To learn more about starting an MCAA student chapter, contact:

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For a list of our current student chapters and contacts, visit MCAAGreatFutures.org/student-chapter-map.

