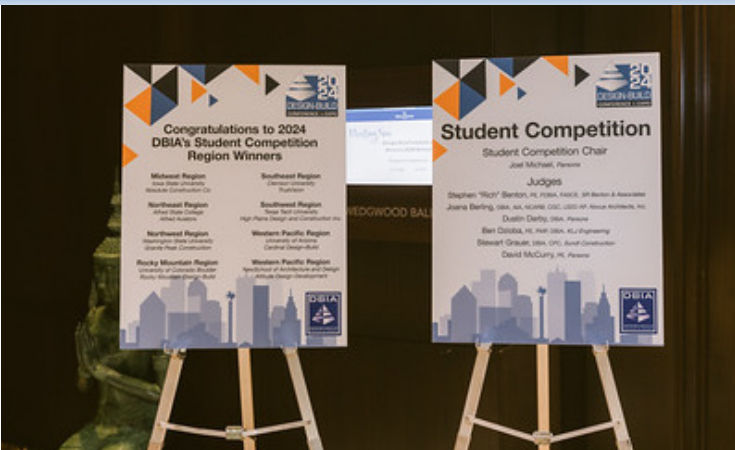


DESIGN-BUILD INSTITUTE OF AMERICA

# Student Chapter Handbook



# Design-Build Institute of America

## Student Chapter Handbook

The Student Chapter Handbook has been prepared to provide guidance on the process of creating and operating an effective Student Chapter including its structure, rights, roles and responsibilities. We also encourage you to explore the DBIA website — [www.dbia.org](http://www.dbia.org) — to find the most up-to-date information on the association and additional student activities.

## About DBIA

The Design-Build Institute of America (DBIA) is the only organization that defines, teaches and promotes best practices in the use of design-build project delivery.

## What Is Design-Build?

Design-build is an integrated approach that delivers design and construction services under one contract with a single point of responsibility. Owners select design-build to achieve the best value while meeting schedule, cost and quality goals.

## DBIA — Mission

DBIA promotes the value of design-build project delivery and teaches the effective integration of design and construction services to ensure success for Owners and design and construction practitioners.

DBIA is the industry's pre-eminent resource for leadership, education, objective expertise and best practices for the successful integrated delivery of capital projects.

## DBIA — Values

- Excellence in integrated design-build project delivery, producing high value outcomes
- An environment of trust characterized by integrity and honest communication
- Mutual respect for and appreciation of diverse perspectives and ideas
- A commitment to innovation and creativity to drive quality, value and sustainability
- Professionalism, fairness and the highest level of ethical behavior

## Who Are DBIA members?

Members span the entire spectrum of design and construction professions, including architects, general contractors, engineers, specialty contractors, public and private Owners, attorneys, industry consultants and students.

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[www.dbia.org](http://www.dbia.org)



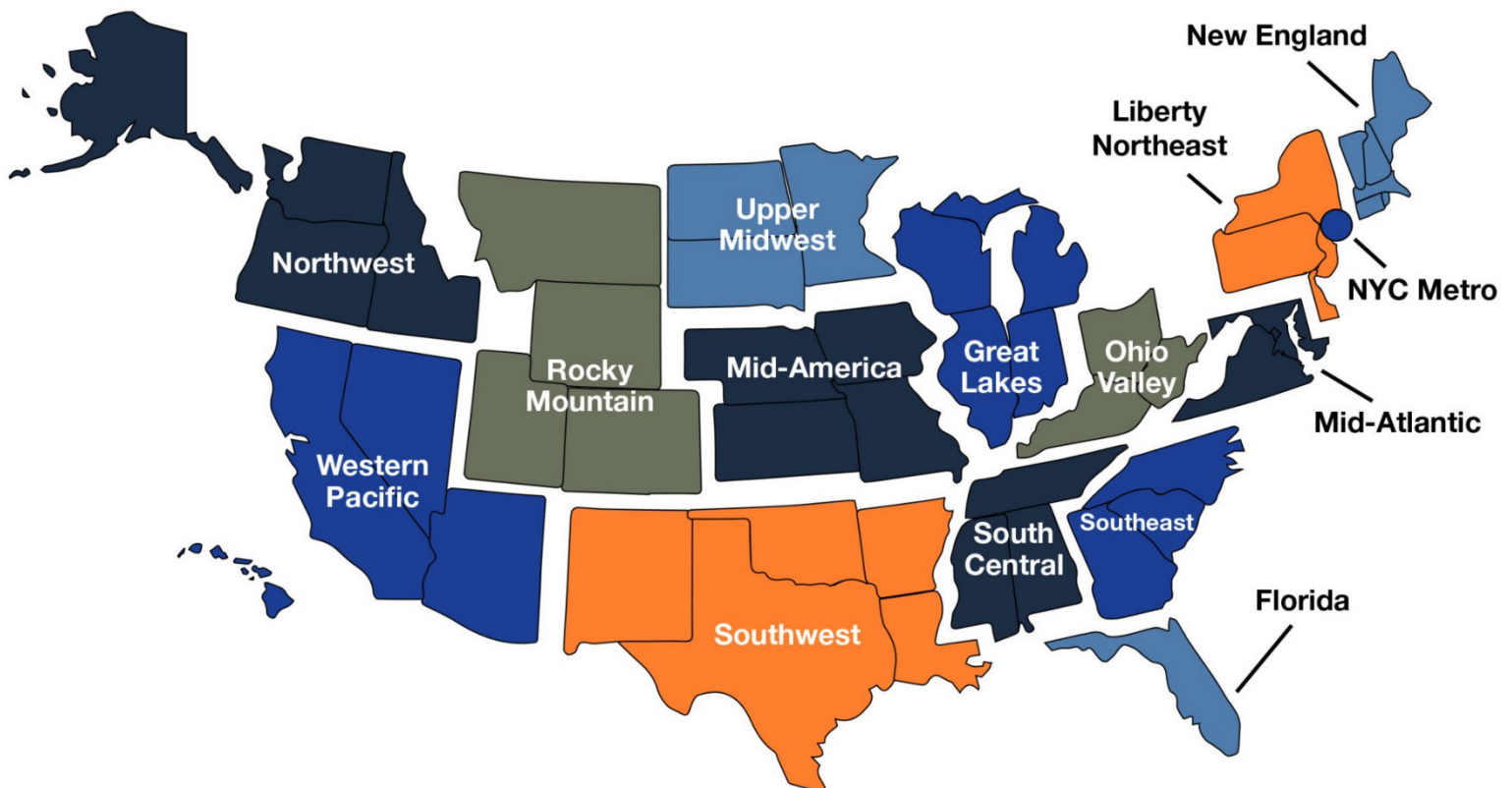
## Why Start a Student Chapter?

- Access to career database and networking opportunities at both National and Region levels
- Scholarship opportunities to pursue design or construction-related degrees (in select Regions)
- Discounted or comped event registration fees for DBIA networking and educational programs
- Training opportunities in the classroom with DBIA's core curriculum via the Design-Build University Program (at select universities)
- Listing in DBIA Membership Directory, which is visible to industry stakeholders and employers
- Access to the DBIA College of Fellows Shadow program, and the DBIA Mentor program ([DBIA Mentorship](#)) helping students obtain interviews, internships and jobs

## DBIA Regions

In today's competitive environment, the need for collaboration among all project team players is more important than ever. Through the National headquarters and our geographic Regions, DBIA provides unique opportunities to network with peers — students, Owners and practitioners — allowing you to make connections, learn from others' experiences and expand your professional reach. When a Student Chapter is formed, members not only become part of DBIA National, but also members of the Region where the school is located. DBIA Regions bring added value through additional resources, networking, events and education with an enhanced focus on geographic needs and interests.

For information on local Region activities, visit the DBIA website at [DBIA Regions](#).



# Student Chapter Overview

The goal of the DBIA Student Chapter Program is to develop a strong working partnership between students and industry professionals regarding the education and research objectives required for the continued growth and excellence of design-build.

DBIA Student Chapters are dedicated to developing the knowledge base and promoting the successful utilization of design-build project delivery. To accomplish this goal, they are committed to fostering design and construction interdisciplinary learning and engagement of integrated delivery at the university level.

This goal will be facilitated through active participation by Student Chapter members with support from:

- DBIA Regions, member professionals and corporations
- Students and faculty in design and construction-related disciplines
- Local professional organizations representing architecture, engineering, landscape architecture, general contracting, law and government
- National DBIA programs and services

Becoming a member of a Student Chapter is just the beginning to enhancing your knowledge and experience in the design and construction industry. **The future of the industry is with students.**

As a member of a Student Chapter, you will also have the opportunity to network with NextGen / Young Professionals through DBIA National conferences and Region programs. DBIA's NextGen program (individuals 35 and younger) is the next step in the process providing a seamless transition from student engagement to industry involvement.

Students also have the opportunity to actively participate in a mock project solicitation through DBIA's annual [Student Competition](#). Students experience first-hand what it is like to compete in a design-build project selection process competing first at the Region level with an RFQ, Regional winners competing nationally with an RFP, and the top three national finalists presenting their project ideas in front of a live jury at the Annual DBIA Conference.





## Student Chapter Membership

### Benefits

- Free National and Region DBIA Student Membership
- Professional development and networking opportunities with over 17,500 DBIA members
- Priority preference to participate in the student volunteer program and National and Region conferences, including the annual Awards Ceremony
- Discount rates on all DBIA products and services (books, contracts, webinars, education, etc.)
- Design-Build Insight, DBIA's weekly e-newsletter
- Engage with DBIA media platforms like webinars, blogs, Instagram and LinkedIn

### How to Start a New Chapter

To start a Student Chapter, you must meet the following eligibility requirements:

- Minimum of six students
- Faculty advisor who is a DBIA member in good standing
- Completed Chapter Constitution and Chapter Application ([Student Chapter Application](#))
- Draft operating Chapter budget (academic year)
- Member roster that includes contact information (name, school email, personal email, estimated graduation date and Chapter role) provided in a Microsoft Excel template

All application materials must be submitted together by your faculty advisor to DBIA National via email to [membership@dbia.org](mailto:membership@dbia.org).

### Chapter Member Roster

Existing Student Chapters must submit an updated annual roster to [membership@dbia.org](mailto:membership@dbia.org), in the proper Microsoft Excel template, by **October 30 (Fall Semester) and February 28 (Spring Semester) each year.**



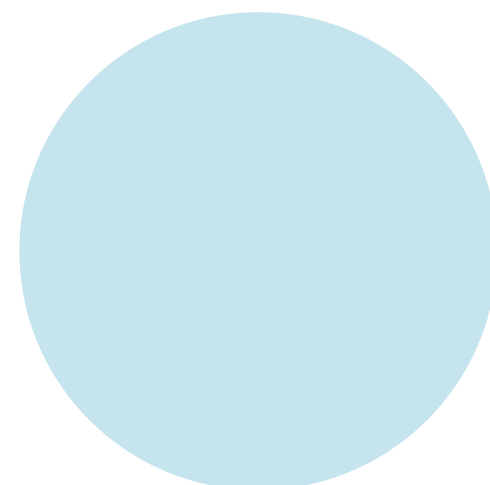
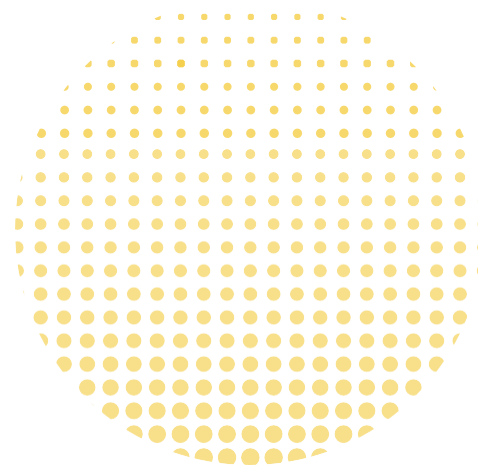
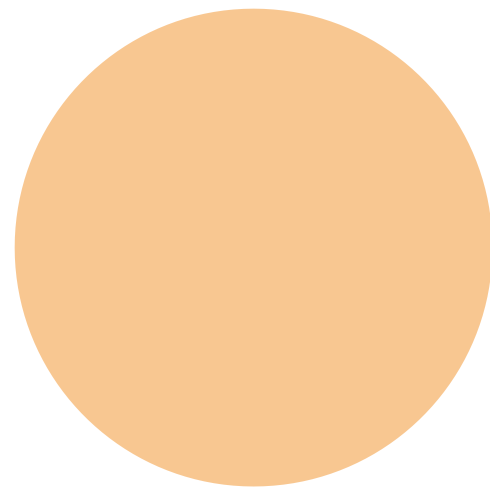
Students can update contact information and communication preferences using their existing online member profile. To create a profile, simply go to the [Self Service Portal](#) and follow the directions. Once completed, DBIA National will forward updated roster information to the Region so you can start being included in local activities.

## Dues

Member dues, if required by your Chapter, are a recommended \$25 a year for each Chapter member. Dues shall be used at the discretion of the Chapter to satisfy the mission as established in the original Student Chapter Constitution.

Dues payments shall be submitted directly to the Chapter Treasurer or Faculty Advisor by the registration deadline of **October 30 (Fall Semester)** or **February 28 (Spring Semester)**. Member dues will be used within the Chapter and no funds will be sent to DBIA National or Region.

Chapter leaders shall be solely responsible for operating the Chapter in compliance with policies and procedures established by their host university. DBIA National or Region will not be responsible for the collection, disbursement or reporting of Chapter funds to its host University.





# Roles and Responsibilities

## DBIA National Office

- Notify Region executive director and education committee chair when a new Chapter is established
- Enter new Chapter members in membership database so members are visible in the membership directory
- Offer volunteer program opportunities and discounted rates for full-time students to attend DBIA Conferences
- Maintain an interactive career database and resume database on the DBIA website ([DBIA CareerSpot](#))
- Manage the National Design-Build Student Competition
- Administer core courses for certification and university programs upon approval

## DBIA Region Office

- Serves as a resource for guest speakers, site visits and other opportunities based on activity of Region members
- Provide scholarship opportunities (when available and on Region-by-Region basis)
- Provide financial support to the Region winner of the National Student Competition
- Provide volunteer opportunities in exchange for waived fees to Region and National events or offer discount / complimentary pricing

## Faculty Advisor

- Member of DBIA in good standing; serves as “champion” of design-build at their university
- Primary liaison between the DBIA Student Chapter, Region and National
- Ensure Chapter roster is sent to DBIA National by biannual deadlines
- Encourage students to update their profiles and contact information through DBIA’s membership database
- Provide or arrange for physical space for storage of Chapter materials
- **Monitor student** financial activities and accuracy of external communication
- Oversee Chapter budget and expenditures
- Assist with organizing, promoting and executing Chapter events

## Student Chapter President

- Elected by Chapter members — serves for one academic year
- Responsible for obtaining accurate financial and student membership information from Secretary and Treasurer
- Ensures Chapter roster is sent to DBIA National by requested deadline and format
- Encourages students to update their profiles and contact information through DBIA’s membership database
- Plans, promotes and executes Student Chapter programs and activities, including Chapter elections
- Liaison between Chapter members, Faculty Advisor and DBIA Region and National

## Student Chapter Vice President

- Elected by Chapter members — serves for one academic year
- Performs the duties of President in the absence, incapacity or inability of the Chapter President
- Assist President in the planning and execution of Chapter activities
- Assist in the recruitment of new Chapter members.

## Student Chapter Secretary

- Elected by Chapter members — serves for one academic year
- Gather and maintain complete student membership application information on the approved Microsoft Excel template
- Assist President in creating and disseminating communication of Chapter activities and events
- Prepare Chapter meeting minutes

## Student Chapter Treasurer

- Elected by Chapter members — serves for one academic year
- Responsible for oversight, collection, record maintenance and distribution of Chapter funds collected from dues, events or fundraising
- Prepares proposed and executed academic year budget (in conjunction with Faculty Advisor and President)

## Student Chapter Members

- Renew Chapter membership every year via the Secretary updating the approved Microsoft Excel template
- Participate in Chapter activities, programs, recruiting and corporate relations
- Are Student members of DBIA and receive all DBIA National and Region membership benefits

*“Getting involved with Washington State University’s DBIA Student Chapter opened my eyes to so many new opportunities within the construction industry, as well as to combine my passions and degrees in Construction Management and Architecture. Starting out, I knew nothing about the different delivery methods in construction or how to respond to an RFQ or RFP. My involvement threw me into a world where I not only learned a lot and discovered a newfound passion and direction for my career, but also allowed for me to grow. As President of our Student Chapter, I was able to network with the local DBIA Chapters in Washington and utilize those relationships to provide more information about design-build to fellow students along with the chance to experience the process through the student competition and national conferences. Upon graduation, I had a strong sense of how the design-build process and mindset works, as well as have completed all four core courses for my DBIA certification.”*

*Charlotte S. Schmitz*

*Project Engineer, Swinerton Builders, Past Washington State University President*







# Resources

## Suggested Student Chapter Activities

Each Student Chapter is free to pursue its own goals and activities, and the following are examples of past successful DBIA Student Chapter activities:

- Guest Lecture series featuring Region members and Designated Design-Build and Associate Design-Build Professionals®
- Social gatherings (involve alumna and members of related student professional organizations)
- Forum for graduate student research reports and peer review
- Creation of campus design-build charrette
- Professional office visits
- Project site visits
- Résumé/portfolio workshop
- Studio/classroom visits to student members from multiple disciplines
- Community service projects (i.e., Habitat for Humanity, CANstruction)
- Assemble a 5-person team (or teams) for the National Design-Build Student Competition
- Networking event with local NextGen / Young Professionals from Region
- Career Days coordinated through Region Industry Practitioners

*“I first got involved with DBIA when a professor at my school encouraged us to participate in the annual DBIA National Student Competition. Working on our SOQ was my first introduction to design-build. I found the competition a great learning experience and decided to become more involved with DBIA. Starting a Student Chapter at the University of Arizona allowed us to expand our reach as well as the opportunities we could provide to our members. Since forming, we have attended the National Conference & Expo, Arizona Chapter luncheons and participated in other design-build competitions.”*

*Hunter Brown*

*President and Founder, DBIA Student Chapter, University of Arizona  
Past winner, Distinguished Leadership Award — Student*

# Potential Student Professional Organizations for Collaborative Chapter Events

- American Institute of Architects (AIA)
- American Society of Civil Engineers (ASCE)
- Associated Builders and Contractors (ABC)
- Associated General Contractors (AGC)
- Construction Management Association of America (CMAA)
- Society of American Military Engineers (SAME)

## Supplemental Materials for Student Chapters

Additional materials necessary to start a new Student Chapter, including the following, can be found at [Student Chapter Application](#):

- Chapter Roster Template
- Student Chapter Application
- Student Chapter Constitution
- Draft Annual Chapter Budget

*“When I started at the University of Florida I wanted to earn my bachelor’s degree in engineering, architecture, and construction. I was disappointed that due to these colleges being separated, I could only choose one; however, I made the best of it! I was thankfully introduced to DBIA and started a Student Chapter which immediately brought students together from the different majors and opened a wealth of knowledge into the design-build delivery method through industry presentations, Regional/ National conferences, competition teams and even a new design-build elective course. It was such a refreshing feeling to bond with fellow students and professionals who had similar goals for their careers and the future of the industry. Like me, they saw the built environment as more than one part and appreciated the collaborative efforts that it truly takes to build something great. **Being involved with DBIA helped us find exciting internships and thriving careers thanks to many great networking opportunities!** If not for DBIA, I would have taken much more time to find my place in the industry. I am so appreciative of the doors that were opened and the professional connections I have gained.”*

*Catherine Woodworth, DBIA, LEED AP  
Area Superintendent, Hensel Phelps*



For more information on Student Chapters and membership, visit the [DBIA website](#). For Student and Faculty Activities, contact [membership@dbia.org](mailto:membership@dbia.org), or 202-682-0110.

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