

JAMES A. GRAASKAMP COLLECTION OF TEACHING MATERIALS

III. REAL ESTATE DEPARTMENT ADMINISTRATION

G. Real Estate Clubs (1962-1988)

1. UW Real Estate and Home Building Association, Real Estate and Construction Management Association and UW Real Estate Club Information

Revised As Of October 1962

CONSTITUTION  
OF THE  
UNIVERSITY OF WISCONSIN  
REAL ESTATE AND HOME BUILDING ASSOCIATION

PREAMBLE

In order to foster greater interest, knowledge, and enthusiasm in the fields of real estate and small home construction, this constitution is hereby adopted.

ARTICLE I: NAME OF ORGANIZATION

The name of the organization shall be "University of Wisconsin Real Estate and Home Building Association."

ARTICLE II: MEMBERSHIP

1. Membership shall include all men interested in the activities of real estate and small home construction.
2. To maintain financial independence an annual membership fee shall be assessed against each member by the Board of Directors.

ARTICLE III: ORGANIZATION

Section I: Board of Directors

1.
  - a. The executive body of the organization shall be known as the "Board of Directors."
  - b. The Board of Directors shall be responsible for administering or delegating the administrative functions of the organization.
  - c. The Board of Directors shall create, plan, and initiate club activities.
  - d. The Board of Directors shall appoint an Executive Secretary and a Treasurer.
2.
  - a. The Board of Directors shall consist of four members, elected by a plurality of the present and voting members, to hold office during the following school year.
  - b. The Board of Directors shall appoint one of its members to serve as Chairman of the Board and President of the Association.
  - c. The Executive Secretary and Treasurer shall have terms running concurrently with the Board and shall be appointed from the membership of the Association, but shall not be members of the elected Board.

## Section II: Committees

1. Program Committee
  - a. The program committee shall consist of the Board of Directors.
  - b. The Chairman of the Board of Directors shall serve as Chairman of the Committee.
2. Membership Committee
  - a. The Board of Directors shall appoint three members of the Association to the Membership Committee.
  - b. The Executive Secretary shall serve as Chairman of the Committee.
3. Special Committees
  - a. The Board of Directors shall form special committees for special, extraordinary, or such temporary exigencies as it deems necessary.
4. The duties of all committees shall be prescribed by the Board of Directors.

## ARTICLE IV: MEETINGS

1. The Board of Directors, in their capacity as the Program Committee, shall prescribe the time, place and date of any and all meetings.

## ARTICLE V: AMENDMENTS

1. Amendments to this constitution may be made only after having been introduced at one publicized meeting previous to the adoption thereof.
2. Amendments must be passed by a two-thirds (2/3) vote of those members present and voting at the time of the adoption.
3. Amendments may be proposed by any member of the organization who is in good standing.

## ARTICLE VI: RATIFICATION

1. Upon ratification, this constitution shall become effective for the purpose of the election of officers to serve during the 1949-50 school year.

## BY-LAWS

1. Nominating Committee

- a. A Nominating Committee appointed by the Board of Directors shall submit a proposed list of candidates for positions on the Board of Directors.
- b. One member of the Board of Directors shall serve as chairman of the committee.
- c. Additional candidates, in good standing, may be nominated from the floor by members in good standing.

2. Elections

The election of the Board of Directors shall be held at a date in the spring semester so that the newly elected board can participate in at least two regular board meetings in conjunction with the retiring board.

3. Duties of the Program Committee

- a. Selection of speakers.
- b. Arrangements for appearance of speakers.
- c. Date of appearance of speakers.
- d. Place and time of meetings.
- e. Entertainment of speaker.
- f. Make all necessary arrangements for field trips.
- g. Formulate announcements for each meeting or other function.

4. Duties of the Membership Committee

- a. Compile a membership list each semester and submit a copy of said list to the Student Affairs office of the University of Wisconsin.
- b. Mimeograph, address and mail all announcements to the Association.

5. Duties of the Executive Secretary

- a. Record minutes of the Board of Directors meetings.
- b. Maintain reports of Association meetings.
- c. Maintain secretary's notebook.

6. Duties of the Treasurer

- a. Collect and account for all dues paid, contributions and other payments made to the Association.
- b. Handle all disbursements in conjunction with Student Affairs office.
- c. The Association's account shall be kept at the Student Finance office.
- d. Maintain an Association record of dues paid by members.

Constitution of the Real Estate  
and Construction Management Association

Preamble

In order to foster greater interest, knowledge, and enthusiasm in the fields of real estate and construction, this constitution is hereby adopted.

Article I. Name of Organization

The name of the organization shall be the Real Estate and Construction Management Association.

Article II. Membership

Membership shall include any person interested in Real Estate and Construction Management who wishes to join and thus pays the assessed yearly dues receives a membership card from the secretary.

Article III. Organization

Section 1: Officers

1. Elected officers shall include the president, vice-president, secretary, treasurer, and 2 commerce board members. These officers shall be elected by the popular vote of the membership, and their terms shall run for one year.
2. Election shall be held in the month of April in each spring semester.
3. The president shall preside at the election meeting. He will call for nominations, close nominations, and call for the vote. Any member is eligible to nominate and be nominated. Nominations need no second.
4. A maximum of three graduate students may be elected officers.

Section 2: Committees

1. Program Committee
  - a) The president shall appoint a minimum of three members to the program committee.
  - b) The vice-president shall preside at all program committee meetings.
2. Membership Committee
  - a) The president shall appoint a minimum of three members to the program committee.
  - b) The secretary shall preside at all membership committee meetings.

Article IV. Meetings

The president shall call meetings at least once each month during the regular school year.

Article V. Amendments

1. Amendments must be proposed at one meeting and voted on at the next meeting.
2. Amendments must pass by a 2/3 vote of the members present for the voting.
3. Amendments may be proposed by any member of the association who is in good standing.

Article VI. Ratification

Upon ratification, this constitution shall become effective as of March 23, 1965.

By-Laws

I. Duties of Officers

A. President

1. Preside at and conduct meetings in an orderly and business-like manner.
2. Report to the association advisor.
3. Make committee appointments.
4. Call officers' meetings and special meetings.
5. Introduce new members.
6. Appoint any necessary special committees as a need arises.

B. Vice-President

1. Preside at Program Committee meetings.
2. Delegate duties within the Program Committee.
3. Call for Committee meetings.
4. Recommend appointments to the Program Committee

C. Secretary

1. Record minutes of general meetings.
2. Preside at meetings of the Membership Committee.
3. Delegate duties within the Membership Committee.
4. Call for committee meetings.
5. Recommend appointments to the committee.

D. Treasurer

1. Collect and account for all dues paid and other contributions to the association.
2. Account for disbursements in conjunction with the Office of Student Affairs.
3. Attend Membership Committee meetings.

E. Commerce Board Representatives

1. Represent the association on the Commerce Board.
2. Report Commerce Board activities to the President.

II. Duties of Committees

A. Program Committee

1. The committee shall make all necessary arrangements for association programs.

B. Membership Committee

1. The Committee shall:

- a) Keep up-to-date list of all active members.
- b) Furnish the Treasurer with a list of members.
- c) Supply all members with a copy of the constitution and by-laws.
- d) Recruit new members and generally encourage active membership in the association.

III. Additional By-Laws

Additional by-laws may be proposed by any member and may be passed at any meeting by a simple majority of the members present.

# REAL ESTATE AND CONSTRUCTION MANAGEMENT ASSOCIATION

ROOM 101, School of Commerce Building  
University of Wisconsin, Madison 53706  
Telephone 262-1555

NEWSLETTER

November, 1965

Those interested in real estate and construction will be pleased to learn that the Real Estate and Construction Management Association is presently the largest, and we feel the most effective, student organization registered in the Schools of Commerce and Economics. Furthermore, in response to the increased demands of an increasing number of concerned as well as curious students, we are expanding our membership and program of events. At our first meeting on September 16 Mr. William Smolkin, a nationally known and well published real estate consultant, spoke on "Modern Methods in Real Estate Financing." At our second meeting, October 27, Mr. Donald Grant, Vice-President of Scholz Homes, spoke on "Current Trends in the Housing Market." The topics discussed were of special interest to those students in real estate, construction, architecture, economics, sociology and engineering. These meetings offer valuable insights into actual business practices, and demonstrate how classroom education can, and has been, applied in the field.

## Aspirations vs. Reality

Two recent graduates (past members), Mr. Michael Rooney and Mr. Frederick Albanum, were featured at our past meeting of Nov. 17. They offered helpful advice in techniques of job recruiting and program planning while still in school as well as a brief resume of their experiences since graduation and the opportunities of a career in the Real Estate investment analysis field.

## NAHB Convention - December 7, 1965

Our Association will spend the a.m. and p.m. of Tuesday, Dec. 7, at the National Association of Home Builders Convention in Chicago as their guests at McCormick Place. We are honored as well as grateful for the privilege to attend this show, which is the largest of its kind in the world and costs more than \$50 per ticket per builder. There will be an enormous display of housing products and many excellent lectures running concurrently. Our attendance is informal and members are free to do as they wish with their time. Transportation charges will be \$2.50 per member and because we will use the University Car Fleet Services we can depart for Madison at staggered intervals of time. Arrangements are being made through the above office or through any one of our officers (see below). Arrangements must be made by November 29th.

## Why Join? Our Association offers you:

1. One of the best ways to prepare for your future career in business - by hearing and talking individually with successful businessmen.
2. An exchange of thoughts with other students (our members are on graduate and undergraduate levels) in your respective fields of interest.
3. A chance to participate on committees as committee chairmen and as officers.
4. Trips to a wide variety of places every semester.
5. A dinner meeting each semester.
6. A good extracurricular activity for your record. (Sorry, we do not have any female members as yet!)
7. Participation in an organization which is very important to your social and intellectual development.
8. An opportunity to maintain a voice and show an interest in student affairs and government.
9. All the above and possibly more, depending upon the individual, for just \$2.00 per semester.

## Are You Eligible?

Any registered student (regardless of school or classification) with a curiosity or concern for real estate and/or construction.

## Our Officers for Academic Year 1965-1966

President: James J. Coan, Jr. (255-0605)

Secretary: James DeCoster (262-8960)

Vice President: Steven Valinet (256-8146)

Treasurer: Shardlow Hansen (238-5912)

Faculty Advisor: Professor James A. Graaskamp



# REAL ESTATE AND CONSTRUCTION MANAGEMENT ASSOCIATION

ROOM 101, School of Commerce Building  
University of Wisconsin, Madison 53706  
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NEWSLETTER

September, 1966

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## Field Trips

### Cherokee Park

Within the next month we will visit with John Fox, developer of Cherokee Park, an advanced new subdivision and development. The exact date for this tour is to be announced on September 27, at our first meeting.

We also have an invitation to visit Marshall Erdmann and Assoc., a firm which specializes in the prefabrication of school and medical buildings.

## NAHB Convention- December, 1966

Early in December of this year our Association will spend a day at the National Association of Home Builders Convention in Chicago as their guests at McCormick Place. We are always honored as well as grateful for the privilege to attend this show, which is the largest of its kind in the world and costs more than \$50 per ticket per builder. There will be an enormous display of housing products and many excellent lectures running concurrently. Our attendance is normally informal and members are free to do as they wish with their time.

## Are You Eligible ?

Any registered student (regardless of school or classification) with a curiosity or concern for real estate and/or construction.

## Officers

President: Michael Rootberg 255-2333

Vice President: Don Nemke 262-7479

Secretary: John Milanowski

Treasurer: John Dasow 262-6604

## Why Join? Our Association offers you:

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Faculty Advisor: Prof. James A. Graaskamp



NATIONAL ASSOCIATION OF HOME BUILDERS

Chicago Convention and Exposition Office

140 South Dearborn Street, Chicago, Illinois 60603 • Telephone RAndolph 6-1640 • Area 312

Damon R. Elder  
Director  
Convention and Exposition

(Mrs.) Carmen Rankin  
Director  
Convention Arrangements

November 10, 1966

Professor James A. Graaskamp  
Graduate School of Business  
THE UNIVERSITY OF WISCONSIN  
1155 Observatory Drive  
Madison, Wisconsin 53706

Dear Mr. Graaskamp:

Please excuse the delay in replying to your October 18 letter. This is an extremely busy period for us and some of the correspondence has been held in abeyance.

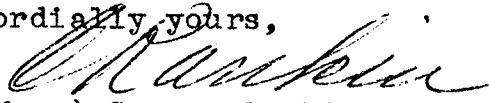
We shall be glad indeed to welcome to the NAHB convention-exposition those students from the University of Wisconsin who are engaged in the study of Construction Administration. It would be helpful if you would submit the names of these students prior to November 20 so their badges could be made up in advance of the show. These will then be ready for pickup when the students arrive at McCormick Place, Conference Room A.

The program for the convention is under the direction of Mr. Damon R. Elder located in our home office in Washington, D. C., 1625 L Street, N. W., 20036, and as of this date he has not sent fliers covering sessions, etc. If it is important that you have this information prior to your planned date of arrival, I would suggest you communicate with him direct.

For your information, NAHB will conduct one more annual convention-exposition in Chicago after 1966. The dates are December 3-7, 1967 - McCormick Place, Chicago, Illinois.

We look forward with pleasure to seeing all of you at the convention.

Cordially yours,

  
(Mrs.) Carmen Rankin  
Convention Arrangements Director

CR/k

NAHB's 23rd Annual Convention-Exposition, December 4-8, 1966 • Chicago, Illinois

Drafts of  
correspondence for  
the Club!

October 21, 1967

Mrs. Carmen Rankin  
Director, Chicago Convention and Exposition Office  
National Association of Home Builders  
140 South Dearborn Street  
Chicago, Ill. 60603

Dear Mrs. Rankin:

Our ~~Architecture~~ and Construction Administration students have asked me to inquire ~~the-NAHB-Exposition-in-December~~ if they may attend the NAHB Exposition in December in Chicago. WE realize the meeting will be held in the Stockyard Pavilion but we are unsure if the dates for the meeting are the same as before. Moreover, we wonder if the various seminar sessions will be held on the same site, as these are a most valuable part of the days visit.

The preferred date for our visit would be Tuesday, December 5th and we would anticipate at least 25 students on the trip. Please inform as to <sup>whether</sup> the unexpected change in location means a reduction in seminar programs or a relocation of these programs to other points in Chicago.

Yours truly,

James A. Graaskamp  
Assistant Prof. in Business

Mr. Damon R. Elder  
National Housing Center  
1625 L. Street, N.W.  
Washington D.C. 20036

Dear Mr. Elder:

The students in our construction administration program would like an opportunity to visit the NAHB Exposition in Chicago on Tuesday, December 5. We realize that ~~it~~ <sup>the National Association of Home Builders</sup> will be shifted to the Stockyard Pavilion, and therefore we are uncertain if you will offer the usual range of seminars at the site of the Exposition. Do you plan to relocate speaker panels, demonstration movies, and seminar sessions to downtown locations? If so, it would be very impractical for students to have a variety of educational opportunities in the brief span of a one day visit.

Could you please inform us as to program content and location as we have found the Exposition over the years to be a most valuable educational experience.

Yours truly,

James A. Graaskamp  
Assistant Professor in Business

Book-Sales Mr. John Kourmadis *ad*  
Urban Land Institute  
1200 18th Street N.W.  
Washington, D.C. 20036

Dear-Mr.-Kourmadis:

Dear John:

All orders and publication lists have arrived in time and in good condition. Thank you.

At this time I would like to purchase *a personal copy of* Technical Bulletin # 50  
The Homes Association Handbook. Please bill me so I have a record  
for ~~my~~ development company client.  
*a*

Yours truly,

James A. Graaskamp  
Assistant Professor in Business



## MEMORANDUM

TO: Assistant Dean William Strang  
FROM: Professor James A. Graaskamp  
RE: Real Estate Club field trip

Request approval of Real Estate Club field trip to Chicago on Tuesday, March 25th, 1969. About thirty students will be the guests of Baird & Warner in Chicago to study three Chicago projects. Travel will be by Badger Bus and chaperones will include teaching assistants and myself. Will depart from Union at 7:00 a.m. and return to Madison no later than 9:00 p.m. the same day.

*Approved*  
*William A Strang*



September 9, 1974

Mrs. J. Ajemian  
138 South Van Brunt St.  
Englewood, New Jersey 07631

Dear Mrs. Ajemian,

We were quite surprised at your response of September 6 which classifies us as a non-book seller and proffers token discount.

For many years the Real Estate and Construction Management Club has purchased the bulk of the texts and materials for real estate courses here at the University and passed the discounts back to the students and alumni as a buying "cooperative": This current semester the volume at wholesale prices approached ten thousand dollars. All receipts are deposited with the University Office of Student Organizations, which pays the publishers, freight bills, and sales taxes.

The discounts which you offer are discriminatory and illegal under the federal trade laws and in the past our University Law School professors have dealt with a publisher offering us similar discount rates. At this time the lowest discount we receive is 20% and the publisher pays the freight while the highest discount we have received is 60% and we pay the freight. Our publishers give us 15-30 days terms and we accept a no-return policy unless they change editions before the following semester should start. In no case do we provide free desk copies to the faculty in our department. We pay the same price as the students through the real estate club.

We would contemplate using 75-100 copies of your book and have expert opinion to the effect that we should be entitled to a thirty per cent discount and you pay the freight.

Now we look to hearing from you further.

Sincerely,

James A. Graaskamp  
Chairman Real Estate & Urban Land

**UNIVERSITY OF WISCONSIN SCHOOL OF BUSINESS  
REAL ESTATE CLUB**

1155 Observatory Drive, Madison, Wisconsin 53706, 608-262-6378

*1977*

ATTENTION ALL REAL ESTATE, FINANCE, AND MARKETING MAJORS:

On Thursday, September 29 at 7:00 P.M. the Trammel Crow Company will be making a presentation to UW business students on career opportunities with Trammel Crow. They are a Dallas-based development firm that specializes in commercial and industrial properties. The company currently has openings for about 20 people nationwide, but most of the jobs are in the Southwest. The company representatives that are coming are from the Milwaukee office and are looking for someone to work there as well.

The presentation will take place in the Memorial Union, tentatively scheduled for Inn Wisconsin. Free beer and snacks. Please attend.

Professional attire is recommended.

**UNIVERSITY OF WISCONSIN SCHOOL OF BUSINESS  
REAL ESTATE CLUB**

1155 Observatory Drive, Madison, Wisconsin 53706, 608-262-6378

August 23, 1983

ATTENTION ALL REAL ESTATE STUDENTS:

The Real Estate Club will be conducting elections for the positions of Vice-President and Secretary/Treasurer for the Fall semester. Graduate and undergraduate students are encouraged to apply.

Candidates for the Vice-Presidency should be students that plan to be enrolled for both the Fall and Spring semesters as that person will assume the responsibilities of President for the Spring term.

Both of these positions will require a considerable commitment of time and energy.

If you would like to run for either position contact Jeff Cavanaugh at 238-2551, or leave a note in the Real Estate Club mailbox stating your name, class level, and the position you are applying for.

The deadline for submission of names is Wednesday, August 31.

Watch this board for announcements of Real Estate Club events for the Fall semester.





JMB • 875 N. MICHIGAN AVENUE • JOHN HANCOCK CENTER, SUITE 3900 • CHICAGO, ILLINOIS 60611 • (312) 440-4800

October 11, 1983

Mr. Jeff Cavanaugh  
University of Wisconsin-Madison  
School of Business-Real Estate Dept.  
1155 Observatory Drive  
Madison, WI 53706

Dear Jeff:

Enclosed please find some JMB corporate brochures that will give the students an overview of JMB. Please make sure that all MS, MBA, and BBA students majoring in Real Estate, Finance, and/or Marketing are informed about our November 7th presentation. We can discuss the details regarding interviews at the October 21-22 real estate seminar.

Take care and try to keep your bar bills at the Flamingo to a reasonable amount.

My best,



Michael H. Casey

MHC/jd

Enclosure