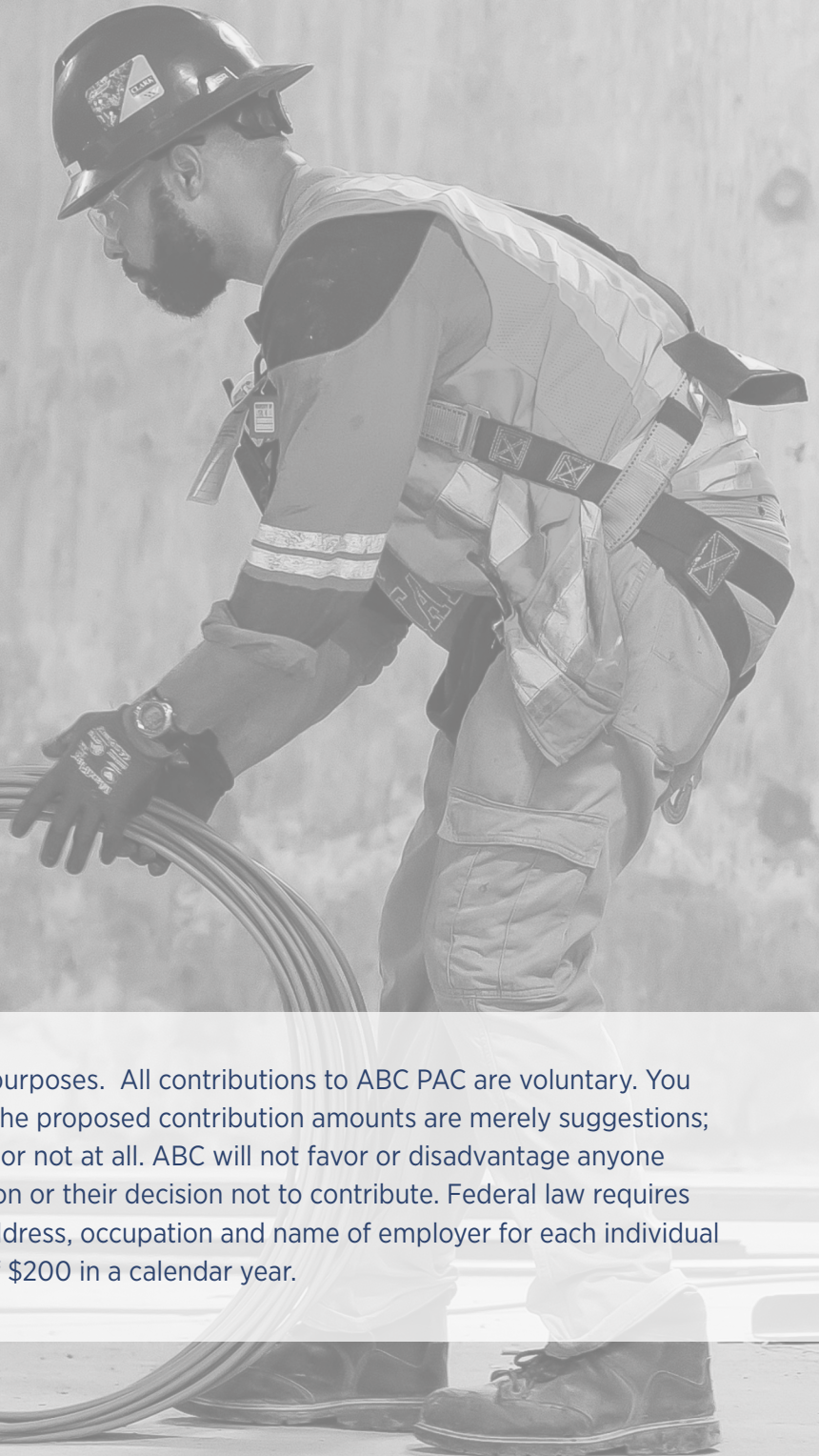


# ABC PAC Packet

Best Practices for ABC  
chapters and members

**Information Packet**

Confidential - for ABC staff and ABC member primary contacts only.



Contributions to ABC PAC are for political purposes. All contributions to ABC PAC are voluntary. You may refuse to contribute without reprisal. The proposed contribution amounts are merely suggestions; you may choose to contribute more or less or not at all. ABC will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute. Federal law requires political committees to report the name, address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year.

# Table of Contents



- 04** Welcome to ABC PAC
- 05** What is ABC PAC
- 06** Giving to ABC PAC
- 16** Tracking PAC Contributions
- 17** ABC PAC Benefits
- 19** Fundraising for ABC PAC
- 37** ABC PAC Disbursements
- 40** FAQs
- 41** Bylaws of ABC PAC



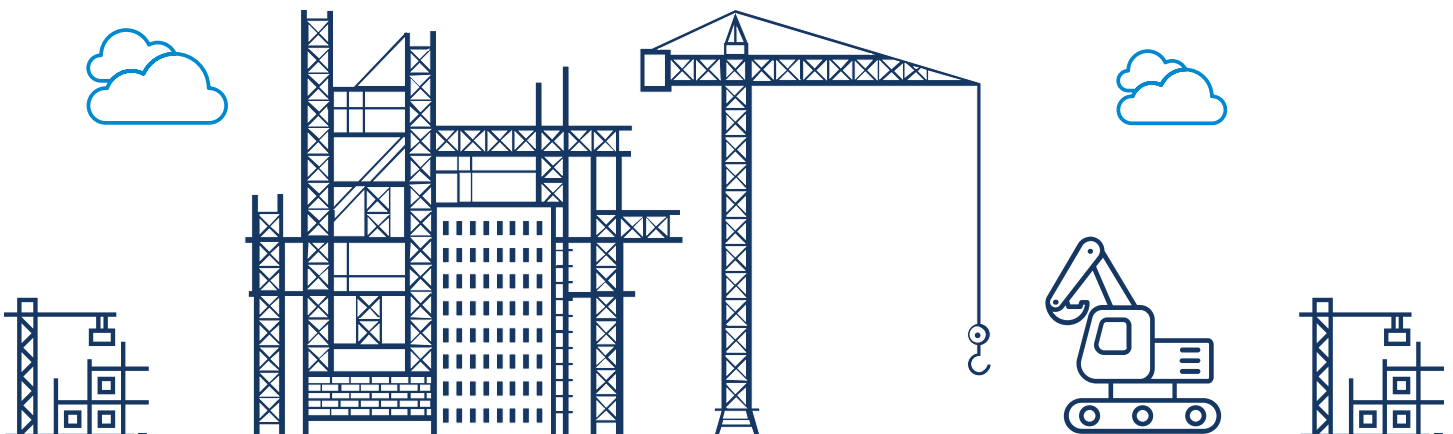
# Welcome to ABC PAC



Associated Builders and Contractors sponsors a Political Action Committee, known as the ABC PAC.

Founded in 1978, ABC PAC is the merit shop construction industry's voice in elective politics. The purpose of ABC PAC is to work within the federal election process to further the goals of the association through direct involvement in supporting and opposing candidates for the U.S. House of Representatives, U.S. Senate and president by collecting voluntary contributions from the executive and administrative personnel of ABC members.

ABC PAC member contributions are combined with others to jointly support candidates, which provides a unified and powerful voice for the merit agenda. It is also an opportunity to participate in one of the largest pro-business PACs in the nation.



# What is ABC PAC



ABC PAC is registered as a Political Action Committee (527) with the Federal Election Commission (FEC). The ABC PAC is regulated by the FEC and follows strict laws and provisions.

The sole purpose of ABC PAC is to collect voluntary contributions from ABC members (executive and administrative personnel) and to directly support or oppose federal candidates and committees. This is accomplished through the generous financial support from ABC members.

## Governance of ABC PAC

ABC PAC is a highly principled political action committee with established rules and regulations. The PAC is governed by an ABC member Board of Trustees who are appointed by and serves at the discretion of the ABC National chair. The ABC PAC trustees represent the different regions of the United States. The eight regions are Pacific, Mountain West, Midwest, South Central, Mid-America, Northeast, Mid-Atlantic and Southeast. As stated in the ABC PAC bylaws, at least two trustees shall be from each of eight ABC regions, and periodically reviewed for reasonable size and number of member companies.

The ABC PAC Board of Trustees are joined by several liaisons, including the Executive Committee liaison, Chapter Presidents liaison and National staff liaison to make up the ABC PAC Committee. These liaisons serve as non-voting participants of the committee.

The ABC PAC Committee works with the national staff and chapter leadership to promote political involvement and assist in raising PAC funds. The committee also approves all disbursements to candidates based on well-established guidelines such as voting records of incumbents.

Additional information on the governance of the ABC PAC can be found in the bylaws section.

## ABC PAC Introduction Video



Learn more at:  
**PAC.ABC.ORG**

Contributions to ABC PAC are not tax deductible for federal income tax purposes. Contributions to ABC PAC are for political purposes. All contributions to ABC PAC are voluntary. You may refuse to contribute without reprisal. The proposed contribution amounts are suggestions; you may choose to contribute more or less, or not at all. ABC will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute. Federal law requires political committees to report the name, address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year. Corporate donations are prohibited.

# Giving to ABC PAC



## Who can give to ABC PAC?

FEC regulations restrict the solicitation of individuals employed by corporate members of ABC (Found on page 7). Per FEC regulations, only individuals in the “restricted class” of ABC member companies that have given prior authorization are eligible to be solicited to contribute to ABC PAC.

→ **ABC Member Company:** An ABC Member company is determined to be a company that is actively paying dues. At no time can a prospective member or non-member give to ABC PAC.

→ **Restricted class:** The restricted class of a member company is defined as the “company’s executive and administrative personnel or their families.” Executive and administrative personnel are defined as salaried employees who have policymaking, managerial, professional, or supervisory responsibilities. This does not include professionals who are represented by a bargaining unit, nor does it include first line supervisors whose primary responsibility is it to oversee hourly employees.

## ⊘ Solicitation

Solicitation, according to the FEC, is very broadly defined. It also includes actions over and beyond directly asking for a donation. It also includes actions other than asking for a donation. For example, you may not:



**Recognize donors** by publishing their names along with a thank you in newsletters unless everyone who receives the newsletter is in the restricted class of a company that has signed ABC PAC prior authorization form



**Send an invitation** to an event benefiting the PAC to the entire membership, unless everyone who receives the invitation is in the restricted class of a company that has signed an ABC PAC prior authorization form



**Publicly solicit members** at a meeting, unless everyone in the audience is in the restricted class of a company that has signed an ABC PAC prior authorization form



**Publicize the PAC** on a chapter website unless it is password protected to ensure that all who view the documents are in the restricted class of a company that has signed an ABC PAC prior authorization form

you may link the ABC PAC on a password protected website

# Giving to ABC PAC



## What can be given to ABC PAC?

The FEC has placed strict regulations on the types and amounts of contributions that can be given to ABC PAC. Contributions to ABC PAC must be from personal accounts and are not tax deductible. For ABC PAC, contributions can only be accepted up to \$5,000 per individual per year whether through a one time or monthly contribution.

## Prior Authorization

Prior Authorization is a federal legal requirement that ABC PAC must seek from member companies.

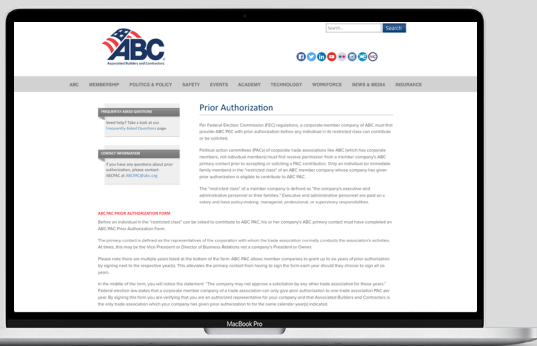
Federal law requires members to sign a prior authorization form for the executive or administrative personnel of the member corporation to be solicited by ABC PAC. Prior authorization is also required for members to receive and/or discuss any information related to ABC PAC that is not historical, statistical, or factual information.

ABC members can sign a prior authorization for ABC PAC up to six years in advance. The company may not approve a solicitation by any other trade association for these years. Members can sign a prior authorization form online using the ABC PAC prior authorization portal (listed below) or by completing a paper form.

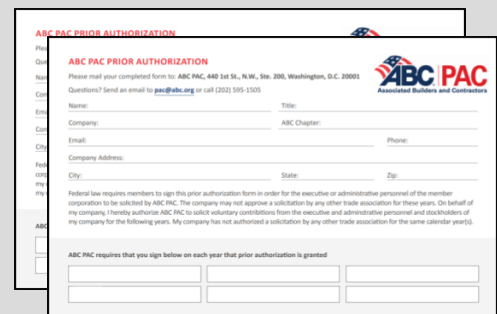
ABC Members are encouraged to sign the [ABC PAC prior authorization form online](#).

### ABC Chapters you can use the following sample language in a solicitation for ABC PAC prior authorization forms:

#### Online Prior Authorization Form (P7)



#### Paper Prior Authorization Form (P8)



# Giving to ABC PAC



## Online Prior Authorization Form

Once an eligible individual enters and submits the required information, the ABC government affairs team will be notified by email, and will promptly enter it into the database system. Once approved an email will be sent to the individual that they are authorized to give, and they can follow the prompts to contribute.

**Individuals need to completely fill out an ABC PAC prior authorization form. This includes the following:**

- **Biographical information: name, title, email, company, ABC chapter and address**
- **Signing the lines next to the year or years listed at the bottom of the form**
  - There are multiple years that an individual can grant prior authorization on behalf of their company. An individual can grant up to six years of prior authorization by signing next to the respective year(s).
  - If a member of a chapter plans to donate to ABC PAC for several years, it benefits that member to sign next to those years.
- **In the middle of the form it is noted: “Federal law requires members to sign this prior authorization form for the executive or administrative personnel of the member corporation to be solicited by ABC PAC. The company may not approve a solicitation by any other trade association for these years. On behalf of my company, I hereby authorize ABC PAC to solicit voluntary contributions from the executive and administrative personnel and stockholders of my company for the following years. My company has not authorized a solicitation by any other trade association for the same calendar year(s). FEC law mandates that contributors can only give prior authorization to one trade association per year. By including this on the form, ABC PAC is complying with the FEC requirements and doing its due diligence to keep its contributors in compliance.**

If a contributor signs a prior authorization form for more than one association, they are doing so at their own risk.

ABC PAC Prior Authorization forms can be found online →



[www.abc.org/Politics-Policy/ABC-PAC/Prior-Authorization](http://www.abc.org/Politics-Policy/ABC-PAC/Prior-Authorization)

## Paper Prior Authorization Form

ABC PAC encourages members to complete prior authorizations online, however prior authorization can still be submitted via paper form. (See page 11)



# PRIOR AUTHORIZATION FORM

Please mail your completed form to: ABC PAC, 440 1st St., N.W., Ste. 200, Washington, D.C. 20001

**Questions? Send an email to [pac@abc.org](mailto:pac@abc.org) or call (202) 595-1505**

Name:

Title:

Company:

ABC Chapter:

Email:

Phone:

Company Address:

City:

State:

Zip:

Federal law requires members to sign this prior authorization form in order for the executive or administrative personnel of the member corporation to be solicited by ABC PAC. The company may not approve a solicitation by any other trade association for these years. On behalf of my company, I hereby authorize ABC PAC to solicit voluntary contributions from the executive and administrative personnel and stockholders of my company for the following years. My company has not authorized a solicitation by any other trade association for the same calendar year(s).

**ABC PAC requires that you sign below on each year that prior authorization is granted**

2023:	2024:	2025:
2026:	2027:	2028:
2029:	2030:	2031:
2032:	2033:	2034:

# Giving to ABC PAC



## What can be given to ABC PAC?

The FEC has placed strict regulations on the types and amounts of contributions that can be given to ABC PAC. **Donations to the PAC MUST be from personal accounts and are not tax deductible. ABC PAC does not accept corporate contributions.** ABC PAC does not accept cash contributions, only check and credit card.



### Check

- ABC PAC does not accept corporate contributions because they are prohibited by federal law. Checks need to be cut from a personal account.
- Donors are limited to a maximum contribution of \$5,000 per calendar year.
- In the case of a joint account, per federal law, the individual who signs the check will be the one credited with the contribution.



### Credit Card

- All contributions must be a personal credit/debit card, as corporate contributions are prohibited by federal law.
- Donors are limited to a maximum contribution of \$5,000 per calendar year.
- In the case of a joint account, per federal law, the individual who signs the form will be the one credited with the contribution.
- ABC PAC accepts American Express, MasterCard, Visa and Discover.

## PAC Giving Made Easy

### ABC PAC Portal:

In 2019, ABC PAC launched the ABC PAC portal. The PAC portal gives prior-approved ABC members a secure online mechanism to contribute to ABC PAC and ensures compliance with FEC regulations. This Portal can be accessed here: <https://pac.abc.org> (password: **ABCPAC**)

Using the ABC PAC portal, prior-approved ABC Members can make FEC-compliant decisions on how they wish to support ABC PAC, whether it is with a one-time or monthly contribution. If it is a member's first time using the ABC PAC portal, they must fill out their information under the register option, however, if a member is returning to the ABC PAC portal, they may log-in using their last name and work email address.

# Giving to ABC PAC



## Prior Authorization Solicitation Sample Text (Not Prior Authorized Individuals)

ABC Member,

Thank you for your commitment to ABC. I wanted to reach out to ensure that you had access to information pertaining to the ABC PAC.

As you know, federal law requires members to sign a prior authorization form for the executive or administrative personnel of the member corporation to be solicited by ABC PAC. ABC members can complete the required prior authorization form through this online portal: [Prior Authorization Portal](#).

Any members interested in the ABC PAC can visit the website listed below.

ABC Website: [Click Here](#)

**(password: ABCPAC)**

# Giving to ABC PAC

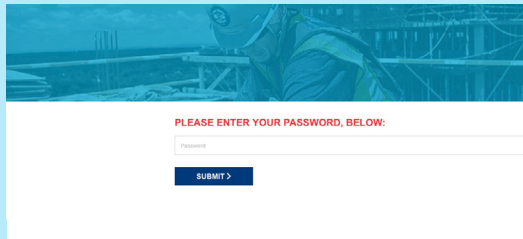


## ABC PAC Portal Step by Step Guide:

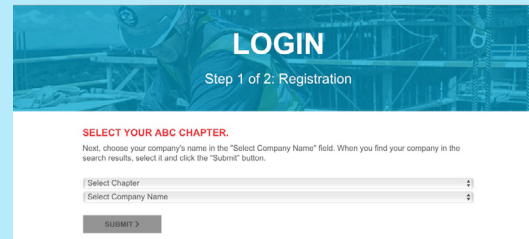
ABC PAC has created a one pager that can walk prior approved ABC members through the steps of the contribution portal. Step-by-step guide to the ABC PAC contribution portal can be downloaded [here](#).

## SHIFTING THE ABC PAC PARADIGM

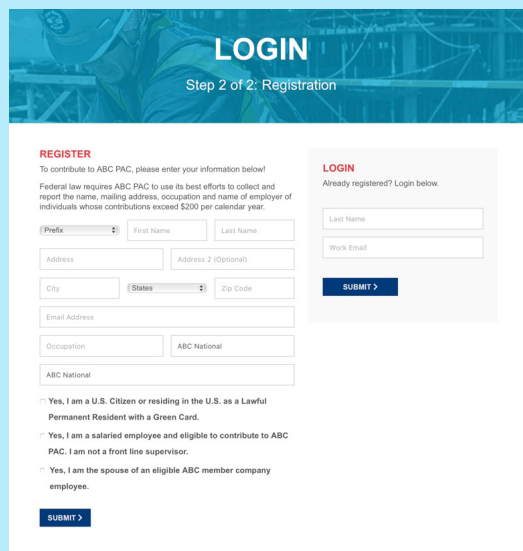
The ABC PAC Portal is live. The PAC Portal gives prior-approved ABC members a secure online mechanism to contribute to ABC PAC, enduring compliance with FEC regulations and the immediate processing of contributions.



To access the PAC Portal please visit: [pac.abc.org](http://pac.abc.org)  
Once the webpage has loaded you will be prompted to enter the password: **ABCPAC**

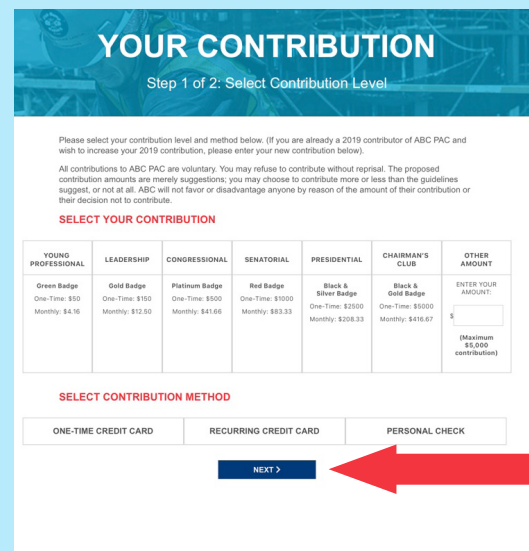


After entering the password, please select your chapter and member company in the drop-down selection boxes.



First time users of the PAC Portal, will need to register by filling out their information, while returning users can simply log in using their last name and work email.

Once you have entered your information, to contribute – select the contribute button on the homepage.



Enter the dollar amount you wish to contribute and whether you wish to contribute on a one time or on a recurring monthly basis.

The final step is to enter your credit card information and submit your contribution.

# Giving to ABC PAC



## ▶ One-time Contribution

Making a one-time contribution is the most common method individuals use when donating to ABC PAC. If an individual does not exceed the \$5,000 limit, there is no restriction on the number of contributions made in one year.



The Portal can be accessed here: [pac.abc.org](https://pac.abc.org)

Password:  
**ABCPAC**

## ▶ Monthly Contribution

ABC members making a monthly contribution can do so only on the ABC PAC portal, as monthly contributions will not be accepted via paper forms. If a member opts-in to contribute on a monthly basis, then the amount pledged per month will be charged on each month, on the day the first contribution was made.

A monthly contribution will carry over to subsequent years unless that member wishes to stop the payment or if the member's company is no longer authorized. Email [ABCPAC@abc.org](mailto:ABCPAC@abc.org) to pause or end monthly contributions.

## ▶ Paper Contribution Forms:

While ABC PAC prefers members use the online portal to sign prior authorizations and contribute, paper forms are still available. Should a contributor forgo the ABC PAC portal, this form must accompany contributions sent to ABC National.

On this form you will notice that it includes the word "SAMPLE." Per FEC regulations, this cannot be removed. The FEC has ruled that because the form has suggested giving amounts, it is considered a solicitation, and only those who have given prior authorization can be solicited. By including the "SAMPLE" watermark, the donation form can be in plain view when seeking prior authorization.

On this form is also the ABC PAC disclaimer. This is another FEC requirement that cannot be removed. This disclaimer must appear in all ABC PAC solicitation literature, which includes newsletter and event flyers. The disclaimer language should be as large as the other text on the page if that text is smaller than 12-point typeface. Alternatively, the safer harbor type size for the disclaimer is 12 point font.

# Giving to ABC PAC



## PAC Contribution Solicitation for individuals with a signed Prior Authorization

Supporter,

Thank you for your commitment to ABC. I wanted to ensure that you the information you needed to contribute to ABC PAC.

Our records show that you signed a prior authorization, and you generously contributed this past year, but you have not contributed this calendar year.

Your support has been vital to the success of ABC's efforts to support pro-merit shop elected leaders and candidates across the country. You can support the ABC PAC, by visiting the website listed below.

Since your company has a current prior authorization, you will be able to contribute via credit card or check on the online ABC PAC portal.

Thank you very much for your contributed support. Do not hesitate to reach out with any questions.



For more information,  
visit [pac.abc.org](https://pac.abc.org)

Password:  
**ABCPAC**

# Tracking PAC Contributions

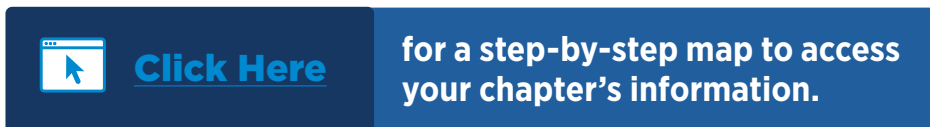


## Tools to Track PAC Contributions and Prior Authorizations

- Chapters review and track contributions, prior authorization and individual chapter goals in real-time through Democracy Direct.
- The reports can be accessed after obtaining a log-in to the DDC website:



- Each ABC Chapter is allocated one log-in, which can be shared with the appropriate staff member(s).
- Once an ABC chapter has access to the DDC system, their respective contribution and prior authorization data can be found in the management reports tab on the home screen. The real-time ABC PAC contributions can be found under the “goals vs. actual details” report.
- The prior authorization report can also be accessed in the management reports tab. This report provides an updated list of all member companies who have provided prior authorizations, or have been deemed exempt from a specific, designated chapter. Every member company on the report is authorized either by prior authorization or exemption. Please check with ABC National on prior authorization exemption rules.
- These reports will provide chapters with the tools they need to inform their decision making when it comes to ABC PAC. Please do not hesitate to reach out to ABC National staff if you have any questions about the reports or how to access them.
- **Need help navigating DDC?**



# Fundraising for ABC PAC



## Basic ABC PAC Fundraising Tips

The key to fundraising for ABC PAC can be narrowed down to three key actions:



**Know the law**



**Make the ask**



**Follow up**

→ **Know The Law:** The FEC regulates all aspects of ABC PAC fundraising. ABC PAC is heavily regulated, and it is vital that all ABC staff members understand and follow the rules. Non-compliant activity will not be tolerated at any time. Staff is required to follow all guidelines and keep compliance the number one priority. If questions arise, please contact ABC National for help.

→ **Make The Ask:** The hardest part of fundraising is often asking people for money. Researching donor history, inspiring messaging and an easy donating process can help ABC staff and committee members alike make a successful fundraising ask.

- ✓ **Research the chapter's donor history.** This information is obtainable from the DDC website or through ABC National's PAC team. Always confirm that you are asking the right person for a contribution.
- ✓ **Ask for a 10-25% donation increase from previous year.** Best practice is to ask for 25% more than the previous highest amount given up to \$5,000. Never ask for less than what was donated in a previous year.
- ✓ **Solicit donor annually.** Donations often become habitual and many individuals will build a giving amount into their personal yearly budgets.
- ✓ **Give ABC members at least two opportunities to give.** Some members will make more than one donation a year.
- ✓ **Show a sense of urgency.** Deadlines for upcoming national meetings, chapter events, Election Day or end of the year are all very useful dates.
- ✓ **Make it easy to donate.** Use the ABC PAC portal whenever possible. While paper ABC PAC prior authorizations and contribution forms are available, the online portal eliminates the need for paper shuffling.
- ✓ **Use previously successful tactics or best practices from other chapters or events.** You can still be creative and unique without "reinventing the wheel."
- ✓ **Build a group of fellow fundraisers.** It is much easier to raise funds if you have a host committee or PAC committee with specific goals and responsibilities. ABC PAC trustees and ABC National staff are great resources to help with fundraisers as well. Do not hesitate to work with paid and volunteer leaders for help.
- ✓ **It is important to have a general plan.** If you are holding an event, establish a specific date for the event and keep the fundraising costs (not ticket price) as low as possible.
- ✓ **Make our own donation first.** Your contribution is a testament to the ABC PAC. Do not expect others to donate or attend the fundraising event if you are not also financially committed to the program.

→ **Follow Up:** While it sounds simple, contribution follow up is often the most forgotten step. After a member makes a pledge to contribute be sure to follow up with the instructions and a thank you note. If a member tells you they have contributed, login to the DDC portal and confirm receipt.

# Fundraising for ABC PAC



## Understanding the Donor

### Who donates what?

Major donors are those who have previously donated \$1,000 to \$5,000. These individuals are most effectively solicited using the peer-to-peer method. Generally, they are responsive to personal appeals, and do not need to attend an event to donate.

### Sources for ABC PAC Major Donors\*

\*Prior authorization must be on file for solicitations from any member company restricted class member.

- 1 Current major donors to ABC PAC – do not forget to ask these donors every year.
- 2 Members from larger ABC membership categories – individuals from companies with revenues over \$20 million are major donors to ABC PAC at many chapters.
- 3 National Board Members.
- 4 Chapter Board Members.
- 5 National Committee Chairs and Members.
- 6 PAC Chapter Champions.
- 7 Chapter volunteer leadership.
- 8 Members who are active civic leaders.
- 9 Associate and Supplier Members.
- 10 Young Professionals.



**Mid-range donors** usually donate via event fundraising. To raise these funds, events must be effectively and efficiently organized.



**Lower-level donors** will contribute to receive an ABC PAC badge or to attend an event. These donors contribute in part to be recognized as participating in ABC programs.

# Fundraising for ABC PAC



## ✓ What inspires people to donate?

Major donors are those who have previously donated \$1,000 to \$5,000. These individuals are most effectively solicited using the peer-to-peer method. Generally, they are responsive to personal appeals, and do not need to attend an event to donate.

<p><b>Friendship</b></p> <p>Personal relationship with person or people soliciting funds.</p> 	<p><b>Habit</b></p> <p>Institutionalized and/or budgeted annual giving to the cause.</p> 	<p><b>Access</b></p> <p>Opportunity to network, provide input, and receive ABC PAC contributor benefits, like the ABC PAC Newsletter.</p> 
<p><b>Philosophy</b></p> <p>Opportunity to advance free enterprise and the merit shop values.</p> 	<p><b>Sense of Belonging</b></p> <p>Everyone is doing it.</p> 	<p><b>Asked</b></p> <p>Individuals feel compelled to give because they were asked directly.</p> 
<p><b>Change</b></p> <p>Want to have an impact on changing policy or candidates.</p> 	<p><b>Fear</b></p> <p>There is an underlying concern that business or personal interests will be negatively impacted if they do not participate.</p> 	<p><b>Fun</b></p> <p>ABC PAC events are fun and enjoyable events which donors want to attend.</p> 

## ✗ Why do people choose not to donate?

✗	<b>No Current Prior Authorization</b>	Per FEC regulations, ABC employees of corporate members cannot be solicited prior to completing the ABC PAC prior authorization form.
✗	<b>Not Solicited</b>	Once a member company provides the necessary prior authorization form, the restricted class members need to be asked to contribute.
✗	<b>Unspecified Amount</b>	Donors appreciate and need to know how much they should contribute. Many times, it is helpful to share how much similar sized contractors are giving.
✗	<b>Inexperience</b>	A potential contributor may be new to ABC PAC and not understand the process or how to donate.
✗	<b>Offensive Appeal</b>	There is an underlying concern that business or personal interests will be negatively impacted if they do not participate.
✗	<b>Vague Appeal</b>	ABC PAC events are fun and enjoyable events which donors want to attend.
✗	<b>Unconvincing Appeal</b>	Donors understand the purpose of the contribution but has not been convinced of its necessity.

# Fundraising for ABC PAC



## Types of Fundraising

### Peer to peer



Direct face-to-face and phone call fundraising are the most effective with members who have a pre-existing personal relationship. (Disclaimers and prior authorizations are still required when making any oral solicitations.)

### Events



Establish dates, host committees, prices, locations, and themes early. Scheduling these events in the fall chapter planning process is particularly effective. Online events have been proven to be effective fundraisers as well.

### Targeted email, direct mail and phone-a-thon:



Some members will contribute simply because they have been asked. Many will donate only after receiving instructions on how to contribute. Accommodate these donors by always sending at least one solicitation a year to members who gave prior authorization.

## Fundraising Event Ideas

ABC Chapters help raise ABC PAC dollars and reach chapter PAC goals through a variety of formal events and one-on-one solicitations.

Many chapters have creative ideas to raise PAC funds from their membership who have signed the ABC PAC Prior Authorization Form, but they all have one thing in common. **They ask for donations.**

ABC Chapters, chapter chairs, and ABC PAC committee trustees are encouraged to host in-state fundraisers. To ensure success chapters should select an event format, date, and target audience when planning an event. ABC National is available to assist in the development and execution of an event.

Events do not need to be complicated to be successful! Always remember, ABC National staff is here to help and assist.



### Choose a fun or engaging event that your members would enjoy.



Events are a great way to engage members and it does not need to be complicated. A small, fun event is often easier to execute and can be very lucrative.



### Set a fundraising goal.



Always set a fundraising goal when planning an event. Share the goal with the chapter board, key contacts, etc. and ask them to help fundraise.



**Remember the 10% rule:** Event costs should account for 10% of the total budget. For example, if the fundraising goal of an event is \$10,000 then the total cost of the event should not exceed \$1,000.



### Make the ask.



Invite members to contribute.

# Fundraising for ABC PAC



## Funding your fundraiser

Expenses incurred through a fundraiser for ABC PAC can be paid for by the chapter from general revenue, from a member company or from individuals hosting the event. If a chapter or company pays for the expenses, there is no limit to the expenses such as those for food, beverage and site rental. No reporting is required. However, if an individual covers the expenses, then he or she is limited to \$5,000 and all costs are considered in-kind and ABC PAC must be notified of these expenditures, so they can be reported to the FEC.

Since ABC National covers all costs to administer ABC PAC, such as those associated with badges, staff, FEC reporting, audits and legal advice, chapters are responsible for chapter fundraising costs.

Please note that there can be limits on whether elected officials can eat the food provided at events. If a political leader is invited, please check applicable ethics rules.

Do not hesitate to contact ABC National with any questions.

## ABC PAC Virtual Meet and Greets

ABC PAC meet and greets have emerged as a proven method of fundraising while creating value for potential ABC PAC contributors.



ABC National staff will partner with chapters and volunteer leadership to host an online meet and greet whether via a video platform or webinar.



Typically, a minimum contribution is designated for a member's participation, which grants them the ability to call in to the virtual meet and greet with an elected official or special guest headlining that particular event.



Please reach out to ABC National staff if you are interested in hosting a virtual meet and greet.



As mentioned above, a complimentary registration to any virtual ABC PAC meet and greets will be available for ABC PAC's max-out contributors (those who ABC PAC at the \$5,000 per year level).

# Fundraising for ABC PAC



## I Formal Dinner

→ **A formal dinner** meeting with the expressed purpose of raising PAC funds is a great way to raise significant dollars.

### 1 Form a Host Committee

- A) The first thing to do is form a host committee. This is probably your PAC committee or your legislative government affairs committee.
- B) The Host Committee will be critical in the vision and planning of the event.

### 2 Call a Planning Meeting

- A) Once a host committee is confirmed, schedule a planning meeting or call to discuss the potential event, donor targets, fundraising goal, and overall costs.
- B) Remember when setting a fundraising goal, be sure to keep total event costs in mind. Event costs should account for 10% of the total budget. For example, if the fundraising goal of an event is \$10,000, then the total cost of the event should not exceed \$1,000.

### 3 Define Goals and Event Specifics

- A) During the planning meeting or call assign each host member with different action items.
- B) The host committee can serve as champions for raising money before and during an event. event, an exclusive restaurant or country club work best. For a lower dollar event, keep it at the same time and place you have your normal monthly dinner meetings.
  - When picking a location, be sure to keep total cost in mind. Ideally total event costs should be kept as low as possible, without harming the integrity of the event.
- D) Important Note: Consider inviting a VIP to speak at the event to boost participation. The VIP can be a Member of Congress, state elected official, local celebrity or a national political commentator. ABC National staff can assist you in developing a list of potential speakers.
- E) Develop a flyer or invitation with the appropriate solicitation language and disclaimers. ABC National staff can assist with this process.

# Fundraising for ABC PAC



## I Formal Dinner (Continued)

### 4 Confirm Sponsors

Sponsors are a great way to offset overall costs for an event. The host committee should find event sponsors for the dinner and the bar. A member's corporate funds can pay for the cost of ABC PAC events, but cannot directly contribute to PAC. If chapter or company pays for the expenses, there is no limit to the expenses such as those for food, beverage and site rental. No reporting is required. However, if an individual covers the expenses, then he or she is limited to \$5,000 and all costs are considered in-kind and ABC PAC must be notified of these expenditures, so they can be reported to the FEC.

### 5 Invite Guests

After the date, time, location, and speakers are established, it is time for invitations to be sent to those chapter members of the restricted class who have given prior authorization. A list of members who have given prior authorization can be pulled from the DDC website or can be made available from ABC National. Remember, you cannot send an invitation to the restricted class of a member company unless you first have a signed prior authorization from the member company.

### 6 Follow-up and Thank Contributors

A) As previously mentioned, a key to fundraising is follow up. Once invitations are sent, be sure to follow up with members to confirm attendance and contributions.

B) Be sure to thank your members for their generous support.

### 7 Don't Forget

ABC National is here to help. Reach out with any questions.

# Fundraising for ABC PAC



## I Casual Reception or Breakfast

→ Tips for hosting **a casual legislative reception or breakfast**: Receptions or breakfasts can be held as often as once a quarter (or more frequently depending on participation) with a small group of ABC members and political leaders.

### 1 Set Goals and Budgets

Ideally, it would be best to charge **\$500 to \$1,000** for the breakfast series or **\$250 per breakfast**.

### 2 Schedule Speakers and VIP Guests

A) The idea behind the event is that the chapter is enabling its members to meet leaders in an intimate setting. Members will have the opportunity to have candid discussions with members of congress, governors and other local leaders.

B) The location is not as important for this type of event. The key is to schedule the speakers, so that the chapter can promote these events.

C) Develop a flyer or invitation with the appropriate solicitation language and disclaimers. ABC National staff can assist with this process.

### 3 Confirm Sponsors

Sponsors are a great way to offset overall costs for an event. The host committee should find event sponsors for the breakfast series. A member's corporate funds can pay for the cost of ABC PAC events, but cannot directly contribute to PAC. If chapter or company pays for the expenses, there is no limit to the expenses such as those for food, beverage and site rental. No reporting is required. However, if an individual covers the expenses, then he or she is limited to \$5,000 and all costs are considered in-kind and ABC PAC must be notified of these expenditures, so they can be reported to the FEC.

### 4 Invite Guests

After the date, time, location, and speakers are established, it is time for invitations to be sent to those chapter members of the restricted class who have given prior authorization. A list of members who have given prior authorization can be pulled from the DDC website or can be made available from ABC National. Remember, you cannot send an invitation to the restricted class of a member company unless you first have a signed prior authorization from the member company.

### 5 Follow-up and Thank Contributors

A) As previously mentioned, a key to fundraising is follow up. Once invitations are sent, be sure to follow up with members and potential guests to confirm attendance and contributions.

B) Be sure to thank your members for their generous support.

### 6 Don't Forget

ABC National is here to help. Reach out with any questions.

# Fundraising for ABC PAC



## ■ Tips for hosting Legislative Roundtable

→ Organizing **a legislative roundtable** is a very effective way to get members involved, interested in politics and to develop strong relationships with your national leaders. Legislative roundtables can be hosted around a board meeting, breakfast, lunch, reception or dinner.

### 1 Determine Schedule

- A) Roundtable fundraisers, which can be held over breakfast or lunch, are proven to be productive and lucrative for members and ABC PAC alike.
- B) Legislative roundtables can be held frequently with a small group of ABC members and political leaders.
- C) Legislative Roundtables are great fundraisers because they are both effective and low cost.

### 2 Define Goals and Event Specifics

- A) After determining the event specifics (time, date, etc.), then event goals should be defined. Ideally, it would be best to charge \$500 to \$1,000 for the breakfast series.
- B) Develop a flyer or invitation with the appropriate solicitation language and disclaimers. ABC National staff can assist with this process.

### 3 Confirm Sponsors

Sponsors are a great way to offset overall costs for an event. The host committee should find event sponsors for the legislative series. A member's corporate funds can pay for the cost of ABC PAC events, but cannot directly contribute to PAC. If chapter or company pays for the expenses, there is no limit to the expenses such as those for food, beverage and site rental. No reporting is required. However, if an individual covers the expenses, then he or she is limited to \$5,000 and all costs are considered in-kind and ABC PAC must be notified of these expenditures, so they can be reported to the FEC.

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### 5 Follow Up and Thank Contributors

- A) As previously mentioned, a key to fundraising is follow-up! Once invitations are sent, be sure to follow up with members a potential guests to confirm attendance and contributions.
- B) Be sure to thank your members for their generous support.

### 6 Don't Forget

ABC National is here to help. Reach out with any questions.

# Fundraising for ABC PAC



## I Auction/Raffle

→ **An auction or raffle** is a creative way to get members engaged. Auctions or raffles can be a big undertaking but can be fun and interactive way to raise funds. Tips for hosting an auction or raffle.

### 1 Choose the Event

There are essentially two types of auctions: a live auction with bidding, and a silent auction with written bids taken over a longer period. It is important to remember that in both instances, there are specific guidelines with which to adhere.

### 2 Create a Host Committee

**A)** The first thing to do is form a host committee. This is probably your PAC committee or your legislative government affairs committee.

**B)** The host committee will be critical in the vision and planning of the event.

- When planning an auction or raffle host committee engagement is very helpful in finding and confirming sponsors.
- The key to a successful auction is to recruit and motivate a host committee that truly knows the membership outside the monthly meetings. The committee needs to be committed to making the calls to secure items for the auction.

### 3 Auction Advice

**A)** Soliciting Items to Auction: There are rules and regulations that must be adhered to when soliciting items for an auction or raffle that will be used to benefit ABC PAC.

- If the item being auctioned is donated by an ABC member company, it must raise a dollar amount three times the value of the fair market value of the item, not exceeding \$5,000. For example, if you are auctioning off a \$1,000 fishing trip, it must raise no less than \$3,000. If this amount is not reached, ABC PAC must reimburse the company for the difference. If an individual of an ABC member company donates an item for auction his or her donation is treated as an in-kind contribution to ABC PAC. The donation may not exceed \$5,000.

**B)** The adage still applies with regards to prior authorization. If the auction money is going to ABC PAC, only those eligible ABC members who gave prior authorization can participate.

# Fundraising for ABC PAC



## I Auction/Raffle (Continued)

### 4 Confirm Event Specifics

#### A) Find a Location

- The auction should be held at a convenient and fun location. Food and beverages should also be served but try to keep these costs at a minimum.
- Determine Ticket Costs: The traditional live auction can be used in a variety of ways to raise money. Several chapters raise a significant amount at the event using an entry fee which is directly sent to ABC PAC. Some do not charge an admission fee but raise funds solely from the auction items. Others do both.

#### B) Remember to keep cost down.

- Whenever planning a big event like an auction or raffle, it is easy to overspend on décor, food, etc. The goal of the event is to keep costs to a minimum and raise funds. A simple cocktail hour at someone's house can be a great way to host an intimate event while keeping costs to a minimum.

### 5 Set a Goal

A) When setting a fundraising goal, be sure to keep in mind all event costs. Event costs should account for 10% of the total budget. For example, if the fundraising goal of an event is \$10,000 then the total cost of the event should not exceed \$1,000.

B) Event costs can be offset by obtaining sponsors who are ABC member companies.

# Fundraising for ABC PAC



## I Auction/Raffle (Continued)

### 5 Finding Auction Items

A) The most effective auctions use items that ABC members have readily available, such as a condo on the beach, yacht for a fishing trip, ski chalet, lake house, hunting camp, tickets to sporting events, political memorabilia and artwork/collectables.

B) Remember, ABC members know the price of construction equipment therefore those types of items are typically not successful!

C) As a reminder, there should be a minimum first bid on cash value items of three times the amount. According to the FEC, all items donated must raise at least three times their value for the PAC to keep all the money raised. The cash value of an item must be its fair-market value.

D) Notes for Silent Auctions

- For silent auctions, the items are typically less valuable, such as a flag flown over the capitol, autographed football/baseball, jewelry, collectables, etc.
- Items could be displayed in a creative manner and bid sheets should be placed near the item that asks for names, company and bid price.
- Remember to have a specific cut-off time for making the last bids. Keep in mind that attendees need to be reminded often of the closing time. It is also a good idea to have some of the board members bid first on items to help motivate other members.

### 6 Using an Auctioneer

A) The use of a professional auctioneer can be done but is often not necessary. An ABC Member, chapter chair and even the chapter president can serve as an auctioneer for a night.

- It is important to have someone who can motivate and excite members so that they bid on items. It is also helpful to have a few individuals serve as spotters to alert the auctioneer of interested parties.

B) Remember, PAC donors should use the ABC PAC portal ABC PAC donation form to pay for the auction item by personal credit card or check the day of the auction.

### 7 VIP Guests and Speakers

Speakers can be invited to the event to motivate your members to give to PAC. Event speakers have included the ABC National president and chief executive officer, national chairman, past chairmen, or ABC National staff. Elected officials are also good guests of honor. However, many successful fundraising events do not feature a celebrity speaker. Under FEC regulations, Members of Congress can attend an ABC PAC fundraising event. Federal elected officials can thank ABC for support and talk about politics.

# Fundraising for ABC PAC



## ABC PAC Sample Event Timeline

DAY  
90

Contact ABC National staff to discuss plans and begin to establish fundraising concepts. Pull from DDC or request a list of all ABC PAC donors from your chapter from past years. Also pull from DDC or request a list of all chapter members who have given prior authorization. ABC National staff members often attend PAC events and appreciate early invitations.

DAY  
85

The host committee visits by phone with the chapter president, chapter chairman and chapter PAC champion and regional ABC PAC trustee asking for their input on potential fundraising plans. Try to direct the conversation to holding a specific fundraising event on a set date. Invite them to attend a planning meeting on Day 60.

DAY  
80

Send an email or mailing to chapter members to have additional members sign the ABC PAC prior authorization form or direct them to visit the online submission form at: [www.abc.org/PAC](http://www.abc.org/PAC).

DAY  
75

Invite specific chapter leaders via email to help with the PAC fundraiser, and to attend a planning committee meeting on day 60.

DAY  
65

Prepare paperwork and handouts for day 60 meeting.

DAY  
60

In a discussion with chapter leaders, establish the location, date, guest of honor, price and goals for a PAC fundraising event. Those at the meeting are asked to commit to sell tickets, as well as, serve on the host committee. One member of the chapter is designated the event chairman. All logistical details are finalized.

DAY  
55

Additional members of the host committee are recruited by the Event Chairman to help sell tickets for the event. Chapter staff prepares an invitation and it is submitted to ABC National staff for legal review. A location is reserved for the event, and all food / beverage / entertainment is arranged. Reserve a location for the event, and begin to arrange food, beverage, and event entertainment. Invite a guest speaker if applicable.

DAY  
50

Chapter members who gave prior authorization are emailed an invitation to the event and members of the chapter who have not signed a prior authorization form, are emailed the location to the online ABC PAC prior authorization form.

DAY  
45

As new authorization forms are returned; these new individuals are emailed invitations. Reminder that prior authorizations can be tracked in DDC.

DAY  
30

At the next ABC chapter meeting, authorization forms are circulated to all in attendance. Only if all members are attending the ABC meeting have signed the form, can the PAC event be publicly discussed at the meeting. Host committee members are recognized and called upon to talk about the event.

DAY  
20

Ticket sales continue to those who have given prior authorization. Reminder to track RSVPs and their contribution amounts.

DAY  
14

The host committee meets to review the progress and encourage increased participation.

DAY  
10

Ticket sales continue to those who have given prior authorization.

DAY  
7

All PAC event logistics are finalized. Those who have RSVP'd are sent a reminder of the event with directions, via email. Meal counts, if appropriate, are finalized. Program and speaker details are finalized.

DAY  
★

**Day of event:** No one may donate until they have signed an ABC PAC prior authorization form. Therefore, each participant is again asked to sign the form, if they have not done so. After the event, the ABC PAC prior authorization and donation forms along with any monies collected are sent to ABC National. The FEC requires that this be done within 10 days of receipt of the contribution(s).

# Fundraising for ABC PAC



## ABC Talking Points

### What is ABC PAC?

- Founded in 1978, Associated Builders and Contractors Political Action Committee is one of the nation's largest, most principled PACs. ABC PAC's sole purpose is to collect voluntary contributions from the executive and administrative personnel of ABC member companies for the purpose of electing champions of the merit shop legislative agenda to the White house, U.S. Senate, and U.S. House of Representatives.
- ABC PAC is overseen by ABC contractor members that make up the Board of Trustees, who make final policy and direction decisions and approve all donations.
- Candidates must agree with ABC on key issues such as project labor agreements, the PRO Act and the Davis-Bacon Act. Candidates demonstrate their positions on these issues through a voting record or by filling out a candidate questionnaire.
- ABC PAC does not contribute to debt retirement believing that campaigns should exemplify fiscal responsibility and operate within available resources.
- ABC PAC is bipartisan, however, the importance of having House and Senate leadership that shares ABC's philosophy is also recognized.

# Fundraising for ABC PAC



## ABC PAC vs. The Free Enterprise Alliance

→ ABC PAC vs FEA side-by-side document can be downloaded [here](#).



### WHAT IS ABC PAC?

Associated Builders Contractors Political Action Committee (ABC PAC) was founded in 1978 and is the merit shop construction industry's voice in elective politics. The purpose of ABC PAC is to work within the federal election process to further the goals of the association through direct involvement in supporting and opposing candidates for the U.S. House of Representatives, U.S. Senate and the Office of the President by collecting voluntary contributions from the executive and administrative personnel of ABC Members.

### WHO CAN GIVE TO ABC PAC?

FEC regulation restrict the solicitation of individuals employed by corporate members of ABC. Per FEC regulations, only individuals in the "restricted class" of ABC member companies who have given Prior Authorization are eligible to be solicited to contribute to ABC PAC.

### WHAT CAN BE GIVEN TO ABC PAC?

The FEC has placed strict regulations on the types and amounts of contributions that can be given to ABC PAC. **Contributions to ABC PAC MUST be from personal accounts and are not tax deductible.** For ABC PAC, contributions can only be accepted up to \$5,000 per individual per year whether through a one time or monthly contribution.

### HOW TO LEARN MORE:

In 2019, ABC PAC launched a brand new ABC PAC portal. To learn more about ABC PAC and sign a prior authorization please visit the online portal:

<https://pac.abc.org>  
(password: ABCPAC).



### WHAT IS FEA?

The Free Enterprise Alliance (FEA) is an entity of Associated Builders and Contractors, and acts as the issue advocacy arm of ABC. The purpose of FEA is to advocate for the voice of small business and fair and open competition and provides funding to issue advocacy campaigns around the country. FEA's mission is to educate ABC members and their employees, elected officials, and the public about the issues important to open competition in America.

### WHO CAN GIVE TO FEA?

FEA can accept contributions from ABC Members. FEA does not have a Prior Authorization requirement. Any individual or corporation who supports the merit shop philosophy can contribute to FEA.

### WHAT CAN BE GIVEN TO FEA?

FEA may accept unlimited corporate and personal donations. All contributions are voluntary and are not tax deductible for federal income tax purposes.

### HOW TO CONTRIBUTE TO FEA:

FEA contributions can be given online at <https://freeenterprisealliance.org/> or through check mailed to FEA's attention at ABC National. ABC Chapters can also give to FEA through the dues check off process.

### WHY GIVE TO FEA?

FEA utilizes intensive research, digital campaigns, media outreach, television advertisements, radio spots, etcetera to advocacy for free enterprise at the federal, state and local level. Over the past few years, FEA's issue advocacy efforts included:

- voter education across all 50 states;
- media outreach including television advertisements and radio segments;
- intensive issue-based research and polling;
- digital campaigns at the federal, state, and local level; and
- in-state events and rallies, as well as door to door education visits to ABC members.



# Fundraising for ABC PAC



## Sample Letter to Potential Contributor

Date XX

Dear ABC PAC Supporter,

Thank you for supporting Associated Builders and Contractors Political Action Committee. It strongly confirms once again your commitment to advancing the merit shop philosophy.

Because of your tireless efforts in helping fundraise for ABC PAC, we were able to help elect defenders of free enterprise and open competition in the construction industry.

With these funds, ABC PAC contributed to candidates running for the House and Senate, Leadership PACs, national party committees and state parties. Of the candidates that ABC PAC supported, ABC PAC-supported candidates have historically been victorious in their relative elections. Thank you for your support — we could not do it without you!

ABC will continue to face new challenges in promoting its agenda in Congress. ABC PAC will continue to fight for candidates who believe in free enterprise. However, ABC PAC cannot take this fight to the ballot box alone. We need your help!

As you know, ABC PAC must have a signed prior authorization form from you before it can seek or accept your financial support. Please visit and submit the Prior Authorization Form online form at [www.abc.org/PAC](http://www.abc.org/PAC). Please note that you can grant prior authorization for multiple years by signing on the line next to the appropriate year at the bottom of the form, or by checking the appropriate boxes on the online form.

If you have any questions about the prior authorization form, ABC PAC, or would like more information on asking your colleagues to support ABC PAC, please contact ABC PAC, at [ABCPAC@abc.org](mailto:ABCPAC@abc.org).

Your continued support is greatly appreciated. Thank you again for your support of ABC PAC.

Sincerely,

XX

# Fundraising for ABC PAC



## Draft Letter to Member of Congress to attend a PAC fundraiser

Date XX

The Honorable (Member of Congress)  
The United State Congress  
Washington, D.C.

Dear Representative,

On behalf of the Associated Builders and Contractors \_\_\_\_\_ Chapter, I would like to invite you to attend ABC's Political Action Committee recognition reception and dinner in honor of our chapter's major donors on \_\_\_\_\_.

The event will be held at the \_\_\_\_\_. The reception will begin at \_\_\_\_\_. Dinner will follow from \_\_\_\_\_ to \_\_\_\_\_. This event is our annual fundraiser for our association's federal PAC.

ABC's PAC recognition dinner is a thank you to our ABC PAC donors who have given in Federal Election Commission allowable personal donations. By attending this event, you will have the opportunity to meet some of our chapter's major donors, including politically active small business owners and executives from around the district and state.

ABC is a national construction industry trade association with 69 chapters representing more than 21,000 members across the United States. We are the leading corporate trade association for commercial and industrial construction companies. and ABC PAC is also one of the largest PAC donors to GOP candidates in the nation.

Our chapter represents [insert relevant membership information here]

Our members would appreciate the opportunity to have you join us at this very important event.

We appreciate your consideration of this invitation and hope that you can join us. Please feel free to contact me at \_\_\_\_\_ if I can provide any further information.

Sincerely,

XX

# Fundraising for ABC PAC



## Sample PAC Fundraising Phone Script

Use this script to phone only those ABC members who have signed the ABC PAC Prior Authorization Form and have already contributed this calendar year.

Hello, may I speak with \_\_\_\_\_:

Hello, \_\_\_\_\_, this is \_\_\_\_\_ and I am calling from the \_\_\_\_\_ chapter of Associated Builders and Contractors.

I am calling on behalf of ABC's Political Action Committee. Our National Chairman \_\_\_\_\_ asked me to call to see if you could help PAC this year by making an additional donation to help elect friends to Congress in this important election cycle.

I know that you have been a major supporter of ABC PAC, and I know that this year you have already donated \$\_\_\_\_\_.

We sincerely appreciate that help and your generosity. We have many worthwhile candidates across the nation who need our financial help. In fact, just our chapter alone is being asked to raise \$ \_\_\_\_ this year to help these candidates.

The donations would be to candidates who recently won primaries, candidates who are under attack by anti-free enterprise organizations, and our friends in Congress who are running against liberal special interest groups.

I am calling to see if you can make another donation of \$\_\_\_\_\_, \$1,000, \$2,000 or even \$2,500. (The maximum a person can donate is \$5,000 per year).

Can I count on you to make a donation to ABC PAC this week?

**✗ If No:** Well, how about any size donation, even another \$500 or \$150 would be a critical help in these closing days of the campaign? Also, please remember, all contributions are voluntary, and you may refuse to contribute without reprisal.

**✓ If Yes:** That's great, I will send you a link where you can safely donate online. I need to remind you that all contributions are voluntary and that you may refuse to contribute without reprisal.

# ABC PAC Disbursements



## Contributions to Candidates and Leadership PACs

ABC PAC is a highly principled, bipartisan organization which has established rules that govern contributions to candidates. These rules and the operations of the PAC are administered by a group of ABC members who serve as PAC trustees and approve all expenditures.

Only if the following guidelines are met can a disbursement be made



### Federal Candidates

Individuals must be an announced candidate for federal office.

The chapter that is in the Member of Congress' district must approve the contribution.

Current elected officials must have a 70% positive ABC voting record.

A first-time candidate must complete the ABC PAC candidate questionnaire and receive 100%.

ABC PAC will only support one candidate for each office.



### For Leadership PACs

The Leadership PAC must be a current member of Congress who meets all other ABC PAC criteria for a donation.

The chapter that is in the member of Congress' district must approve the contribution.

A minimum of 85% of the donations from the leadership PAC must agree with the ABC PAC donation.

ABC PAC does not contribute to debt retirement believing that campaigns should exemplify fiscal responsibility and operate within available resources.

If chapters have members in the same congressional districts, all chapters must be in agreement with the request.

## ABC PAC Questionnaire

The ABC PAC Questionnaire can be found on National Connections or can be sent by ABC National Staff upon request. The questionnaire must be completed with a 100% score by a candidate who doesn't have a voting record so ABC PAC can ensure that their priorities match ABC's.

The 2021-2022 ABC PAC Questionnaire can be downloaded [here](#).

# ABC PAC Disbursements



## ABC PAC Disbursement Process



### Step 1 → The Request

ABC Chapters can contact ABC National staff and formally request that ABC PAC make a disbursement for a specified amount. Federal election law limits the amount to \$5,000 per election (primary, general, run-off, special). Once the request is received and provided all conditions are met, it is forwarded to the trustees on a PAC ballot.



### Step 2 → The Approval

When ABC PAC receives several requests for disbursements, it creates a ballot which is sent to the Board of Trustees. All candidates being placed on the ballot are reviewed to ensure that the criteria listed above are met. ABC PAC also ensures that the election is competitive and that there is a chance of victory. While ABC PAC does contribute to underdog candidates, it must take a realistic look at the likelihood of victory to ensure proper fiduciary responsibility to donors. Items that ABC PAC will review when considering the possibility of electoral success include, but are not limited to:

- Demographic profile of the district, such as voter registration figures,
- Previous election results.
- Fundraising capability and campaign cash-on-hand figures.
- Endorsements by local elected officials, political party organizations and media.
- Media accounts of the campaign.
- Polling results.



### Step 3 → The Process

The PAC ballot voting process moved to an online voting system through DDC in 2019. ABC National staff inputs the ballots, and each trustee votes, with a majority of the votes determining the outcome of each check. Only if the request is approved by a majority of the trustees will a disbursement be made. The requests are put through a series of compliance checks by staff and consultants, who will then cut disbursement checks. This process usually takes between two to four days. If applicable, ABC National staff will notify the chapter responsible for the request of the board's decision.



### Step 4 → Delivery

When PAC checks are cut, ABC National staff will notify the chapter responsible for each check of its shipment and expected delivery. From receipt of delivery under regular circumstances, ABC PAC asks chapters to distribute the check to the respective candidate, campaign or leadership PAC within 30 days.

There are often deadlines which are important (primary dates or FEC reporting deadlines). In these instances, ABC PAC may give the check directly to the campaign and schedule an event for another more convenient time.

## **? Why do I need to fill out a Prior Authorization Form?**

According to the FEC, the “primary contact” of your company must grant permission before ABC PAC can ask you or your executive and administrative personnel for a PAC contribution. You are the primary contact of your company if you are the person that has the most contact with ABC. ABC PAC keeps your authorization form on file to show you granted permission for ABC PAC to solicit you and the restricted class of employees at your company for contributions.

## **? Where can I obtain a prior approval form?**

The prior authorization form can be found on the ABC website at [www.abc.org/PAC](http://www.abc.org/PAC). It can also be obtained by contacting ABC National Staff. It is also located on National Connections.

## **? Who is considered restricted class? What type of employee can ABC or I solicit for contributions to ABC PAC?**

If the principal contact has signed a prior approval form, ABC or you can ask certain employees for a PAC contribution. The only employees who can be asked for contributions are the restricted class. The restricted class of a member company is defined as “the company’s executive and administrative personnel or their families.” (Note: Executive and administrative personnel are paid on a salary and who have policymaking, managerial, professional or supervisory responsibilities.) This does not include professionals who are represented by a bargaining unit nor does it include first line supervisors whose primary responsibility is to oversee hourly employees.

## **? If my spouse signs a PAC check, can ABC PAC count that contribution as a contribution from me?**

Legally, if your spouse signs the check, ABC PAC must credit the donation to your spouse. ABC is allowed by law to solicit your spouse when you sign a prior approval form, so you do not need your spouse to sign a form in this case.

## **? Can a partnership give to ABC PAC?**

Yes, a partnership can contribute provided it is not incorporated. A Limited Partnership LP can also contribute. For a limited Liability Corporation LLC to contribute, its IRS designation must be partnership. In all cases, ABC PAC needs to know which partner (or partners are) is making the contribution.

## **? To Whom May ABC and Its Members Announce Political Endorsements?**

A chapter may announce to the press its endorsement of a candidate for federal election provided that the announcement is made to the chapter’s regular press contacts, there is minimal cost involved, and there is no coordination with the candidate. An ABC member company may announce at a press conference or in a press release sent to regular press contacts that it has made a “candidate endorsement” to its restricted class as long as there is minimal cost involved and there is no coordination with the candidate.

## **? When do I need to use a disclaimer?**

Every solicitation needs a disclaimer, and every separate piece in the solicitation needs a disclaimer. However, the disclaimer needed will vary depending on the context of the text.

Please contact ABC National Staff for the appropriate disclaimer.

# Bylaws of ABC PAC



## Bylaws of the Associated Builders & Contractors Political Action Committee (ABC PAC)

### ARTICLE 1: Name and Definition

The name of this committee is the Associated Builders and Contractors Political Action Committee, hereinafter referred to as ABC PAC. ABC PAC is a separate segregated fund of the Associated Builders and Contractors, Inc. (“ABC”) and is an unincorporated multi-candidate committee which is registered with the Federal Election Commission to support federal elections and candidates for federal office. The Committee is not affiliated with any political party.

### ARTICLE 2: Purpose

1. To promote and strive for the improvement of government by encouraging and stimulating builders and contractors to take a more active and effective part in government affairs.
2. To encourage builders and contractors to understand the nature and actions of government as to important political issues and as to the records of officeholders and candidates for federal elective office.
3. To assist builders and contractors in organizing themselves for more effective political action and in carrying out their civic responsibilities.
4. To achieve the foregoing purposes by operating exclusively for the purpose of collecting political contributions as the term “political contributions” is defined in section 41 (c) (1)
5. (B) (C) (D) and (E) of the Internal Revenue Code, including the expenditure of such funds to further the candidacy of individuals for nomination or election to federal office, and to do any and all things necessary to accomplish such purpose, all as authorized by the Federal Election Campaign Act.

### ARTICLE 3: Membership and Solicitation Limitations

**Section 1. Membership:** Membership in ABC PAC shall be available to any individual supporting the purposes of ABC PAC. The Board of Trustees is authorized to establish classifications of membership. ABC PAC maintains the right to deny membership or participation to any person by refusing to accept that individual’s contribution.

**Section 2. Limitations on Solicitations:** Membership in ABC PAC and contributions to ABC PAC shall be solicited only from the following individuals:

1. Non-corporate members of the Associated Builders and Contractors, Inc.
2. Stockholders and executive or administrative personnel of corporate members of the Associated Builders and Contractors, Inc. and the families of such stockholders or personnel only where such solicitation of such stockholders and personnel, and their families, has been separately and specifically approved by the member corporation of ABC as required by the Federal Election Campaign Act.
3. Executive or administrative personnel and their families of ABC and its subsidiaries, branches, divisions and affiliates.
4. Other individuals who may be solicited pursuant to federal law.

# Bylaws of ABC PAC



## **ARTICLE 3: Membership and Solicitation Limitations (Continued)**

### **Section 3. Prohibited Contributions:**

1. No corporate contribution shall be accepted by ABC PAC. Any corporate funds, which are inadvertently offered to ABC PAC, shall be refused or returned by ABC PAC. Corporate checks representing personal contributions of individuals shall be accepted only when such checks are accompanied by the required information regarding the contributions and when such checks are submitted in conformity to federal regulations.
2. Only voluntary contributions shall be accepted. No contribution shall be secured by physical force, job discrimination, financial reprisals or the threat of force, job discrimination, or financial reprisal; or by dues, fees or other monies required as a condition of employment, or by monies obtained in any commercial transaction.

## **ARTICLE 4: Board of Trustees**

**Section 1. Selection and Composition:** The ABC PAC Board of Trustees shall be composed of seventeen (17) members appointed by the Chairman of ABC. Trustees shall serve for a term of three (3) years, except the initial Trustees shall be appointed for terms of one, two and three years. At least two Trustees shall be from each of eight ABC regions periodically reviewed for reasonable size and number of member companies.

Three Trustees shall serve in the same ABC region represented by the ABC PAC Chairperson (two Trustees and the Chairperson).

The Chairperson and Vice Chairperson of the ABC PAC Board of Trustees shall be designated by the ABC Chairman from among the Trustees.

**Section 2. Non-Voting Participants:** The Chairman of the Associated Builders and Contractors, Inc. may designate as non-voting participants in meetings of the ABC PAC Board of Trustees, the Chairman or designee of the Chairman of the Chapter Presidents Executive Council, the President & CEO of ABC or his or her designee, and such other non-voting participants as the Chairman of ABC shall determine.

1. Non-corporate members of the Associated Builders and Contractors, Inc.
2. Stockholders and executive or administrative personnel of corporate members of the Associated Builders and Contractors, Inc. and the families of such stockholders or personnel only where such solicitation of such stockholders and personnel, and their families, has been separately and specifically approved by the member corporation of ABC as required by the Federal Election Campaign Act.
3. Executive or administrative personnel and their families of ABC and its subsidiaries, branches, divisions and affiliates.
4. Other individuals who may be solicited pursuant to federal law.

**Section 3. Vacancies:** The Chairman of ABC shall fill vacancies on the Board of Trustees.

**Section 4. Duties:** Except as directed by the ABC Board of Directors or the ABC Executive Committee, the ABC PAC Board of Trustees shall have general supervision and control over the affairs of the funds of ABC PAC and they shall establish and carry out all policies and activities of ABC PAC. Individual Trustees shall be assigned liaison responsibilities with various chapters.

**Section 5. Meetings:** The ABC PAC Board of Trustees shall meet on the call of the Chairperson, the Chairman of ABC, or any four (4) of its members, at a time and all the members of the ABC PAC Board of Trustees at least three (3) days in advance thereof. Four (4) members shall constitute a quorum for the purpose of doing business. A meeting may be conducted by conference telephone call.

# Bylaws of ABC PAC



## ARTICLE 4: Board of Trustees (Continued)

**Section 6. Committees:** The ABC PAC Board of Trustees shall have such committees as the Board of Trustees may determine are necessary and desirable for carrying out the purposes and objectives of ABC PAC. The ABC PAC Chairperson shall appoint the Chairperson and members of such committees, subject to the approval of the ABC PAC Board of Trustees.

**Section 7. Written Consent to Action:** Any action permitted or required to be taken by the ABC PAC Board of Trustees or Committee thereof at a meeting or by resolution may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all members entitled to vote thereon were present and voted. On a motion requiring a majority vote for adoption, in the case of a tie vote among the ABC PAC Board of Trustees, the motion is not adopted.

## ARTICLE 5: Officers

**Section 1. Designation, Terms:** The officers of ABC PAC shall be a Chairperson, a Vice Chairperson, a Treasurer, and an Assistant Treasurer.

**Section 2. Chairperson:** The Chairperson shall be the Chief Executive Officer of ABC PAC. He or she shall preside at meetings of the ABC PAC Board of Trustees, and in his or her absence the Vice Chairperson shall preside. The Chairperson shall be an ex-officio member of all committees.

**Section 3. Vice Chairperson:** The Vice Chairperson shall preside at the meetings of the ABC PAC Board of Trustees in the absence of the Chairperson or at his or her request.

**Section 4. Treasurer:** The Treasurer shall be the custodian of the funds of the Committee. He or she shall collect all funds of the Committee in accordance with the instructions of the ABC PAC Board of Trustees and in accordance with the law. He or she shall keep full and accurate accounts, present financial statements and prepare, sign, and file all reports to governmental authorities required by law or directed to be filed by the ABC PAC Board of Trustees. The Treasurer shall give bond in such sum as may be fixed by the Board of Trustees, the premium on such bond to be paid by ABC. The Treasurer may serve as Secretary of ABC PAC. The Treasurer and Assistant Treasurer are not required to be ABC PAC Trustees.

**Section 5. Other Officers:** The Board of Trustees may create such additional officers as are necessary and desirable for carrying out the purposes and objectives of ABC PAC. Such additional officers shall be appointed by the Chairperson of ABC PAC subject to the approval of the Board of Trustees. Such additional officers need not be members of the Board of Trustees.

**Section 6. Successor to the Chairperson and Treasurer:** If the Chairperson dies, resigns or is otherwise unable to serve, the Vice Chairperson shall automatically become Chairperson and shall serve in such office until such office is filled by the Chairman of ABC. Upon the filling of such office, the former Vice Chairperson shall again assume the office of Vice Chairperson unless he or she shall be appointed to the office of Chairperson, in which case the Chairman of ABC shall appoint a new Vice Chairperson. If the Treasurer dies, resigns or is otherwise unable to serve, the Assistant Treasurer shall automatically serve in such office until such office is filled by the ABC PAC Board of Trustees.

# Bylaws of ABC PAC



## ARTICLE 6: Books, Records and Finances

**Section 1. Books and Records:** ABC PAC shall keep correct books and records of account in accordance with the law. The ABC PAC books of accounts shall be audited at least once a year by auditors designated by the ABC Executive Committee.

**Section 2. Fiscal Year:** The Fiscal Year of ABC PAC shall be from January 1 to December 31.

**Section 3. Depositories:** The funds of ABC PAC shall be deposited to the credit of ABC PAC in such banks or other depositories as the ABC PAC Board of Trustees may select, provided, however, that contributions which are to be utilized for political purposes shall be placed in a segregated account and shall not be commingled with any other funds or assets of ABC PAC or ABC. ABC PAC shall enter into written agreements with chapter or state Political Action Committees providing for escrow depository accounts to be utilized for joint fundraising programs of ABC PAC and the chapter or state Political Action Committees.

**Section 4. Contributions:** No contribution shall be accepted on behalf of ABC PAC when there is a vacancy in either the office of Chairperson or Treasurer.

**Section 5. Expenditures:** Disbursements made from ABC PAC shall follow the following guidelines:

1. No expenditure shall be made on behalf of ABC PAC when there is a vacancy in either the office of Chairperson or Treasurer.
2. For federal candidate campaigns:
  - a) Current elected officials must have a 70% positive ABC voting record.
  - b) A first-time candidate must complete the ABC PAC Candidate Questionnaire and receive a score of 100%.
  - c) ABC PAC will only support one candidate for each office.
  - d) ABC PAC does not contribute to debt retirement.
3. For leadership PACs:
  - a) The leadership PAC must be for a current Member of Congress in the Leadership who meets all other ABC PAC criteria for a donation.
  - b) The chapter that is in the Member of Congress' district must approve the contribution.
  - c) A minimum of 85% of the donations from the leadership PAC must be in agreement with ABC PAC donations.
4. For all federal disbursements:
  - a) If chapters have members in the same congressional districts, all chapters must be in agreement with the request.
  - b) Within ten days of an election, ABC PAC can make expenditures as it sees fit with the approval of the Chairman of ABC and ABC PAC Board of Trustees Chairman. When such expenditure is made, the Board of Trustees must be notified within forty-eight (48) hours.

# Bylaws of ABC PAC



## **ARTICLE 7: Amendments**

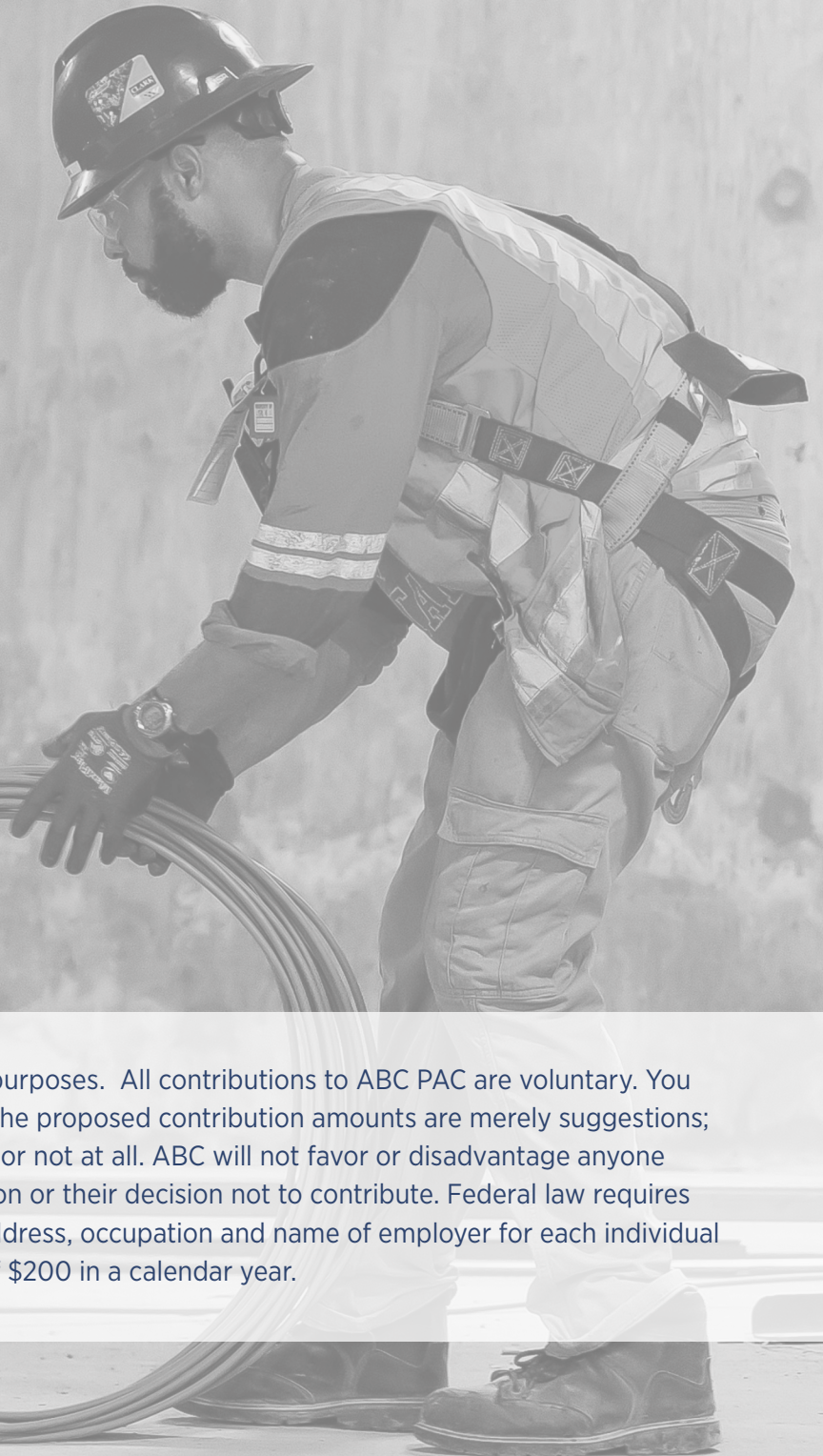
These bylaws may be amended by the Board of Directors or the Executive Committee of the Associated Builders and Contractors, Inc. upon recommendation of the Board of Trustees of ABC PAC.

## **ARTICLE 8: Dissolution**

ABC PAC may be dissolved by the Board of Directors or the Executive Committee of the Associated Builders and Contractors, Inc. at any regular or special meeting where notice of such proposed dissolution has been issued. If the Committee is dissolved, the payment of all debts and liabilities and the distribution of all remaining funds shall be in accordance with the provisions of Federal Law as directed by the Board of Directors of ABC.

Contributions to ABC PAC are not tax deductible for federal income tax purposes. Contributions to ABC PAC are for political purposes. All contributions to ABC PAC are voluntary. You may refuse to contribute without reprisal. The proposed contribution amounts are merely suggestions; you may choose to contribute more or less or not at all. ABC will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute. Federal law requires political committees to report the name, address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year.

Confidential - for ABC staff and ABC member primary contacts only.



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