STARTING A STUDENT CHAPTER IN THE AIR AND WASTE MANAGEMENT ASSOCIATION

In order for a new Student Chapter to be created there must be at least ten (10) International Members of the Association attending the institution with the goal of reaching 50 members within five years of operation.

A petition requesting that a new Student Chapter be formed must be signed by at least 10 active full-time student members of A&WMA who attend the academic institution at which the Student Chapter will be located and a faculty advisor who is also a current A&WMA member.

The Section, under whose auspices the Student Chapter is to be chartered, is responsible for the Student Chapter's definition, activities, status and reporting of its annual activities.

A Student Chapter can be recognized only after review by the Section, Sections & Chapters Council and the Board of Directors of the Association. The Board of Directors shall, in consultation with Sections & Chapters Council, approve the name of the new Student Chapter and any subsequent re-alignments. No petition will be approved if it adversely affects delivery of services in or around the geographical area in question, i.e., effectively gutting an existing Student Chapter. The name of the new Student Chapter shall be descriptive of its academic institution.

All members of the Student Chapter must be Student Members of the International Association.

Considerable time, planning and communication must occur to ensure the success of a new Student Chapter. The following are some helpful suggestions.
Step #1: Take Initial Poll

Take a poll of some of the existing Student members at the institution of the proposed new Student Chapter to determine if there is general interest and desire to start a Student Chapter.

Step #2: Notify A&WMA of Your Intent

If you find that there is enough interest, notify A&WMA Headquarters and advise them that you are pursuing the creation of a new Student Chapter. It may be wise to do this in a written proposal form stating your reasons and how you intend to go about the process. Some of the most common reasons for starting a new Student Chapter are:

- to increase member involvement by making it more convenient for members to participate in A&WMA activities

- to allow the development of a local forum among A&WMA members and the public at large for the purpose of discussing air and waste issues which may be unique to the area of the new Student Chapter

- to give the Association and members more exposure and recognition at the academic institution by making it easier for members to get involved in community activities such as high school science fairs and area scholarship programs.

Step #3: Hold an Organizational Meeting

To better ascertain whether you have support for starting a new Student Chapter, it is advisable to hold an organizational meeting. A&WMA can help you in this matter by providing you with a mailing list and/or labels for current A&WMA Student members residing in the proposed new Student Chapter.

Include an agenda with the announcement of your organizational meeting and give the reasons why you are suggesting a new Student Chapter be formed. At this meeting, it is a good idea to state goals and objectives for and expected activities of the new Student Chapter. Also at this meeting, you may wish to circulate the petition form asking for signatures of active A&WMA International members who are in favor of starting this Student Chapter.
Step #4: Form an Ad Hoc Steering Committee

If you have had a good response at your organizational meeting and you have 10 active A&WMA International Student members in good standing in the area who have signed the petition, you are now ready to begin the formal process of starting a new Student Chapter. This process should be a joint effort by a group of founding Student Chapter members. Acceptance of the new Student Chapter by the membership at large will likely be greater if there is a consensus building process used throughout the Student Chapter formation process. The main objective of the Steering Committee is to draft the Bylaws. A nominating committee should be formed consisting of a group of members assigned with the task of arriving at a slate of officers. A tentative plan of Student Chapter activities should be discussed so the nominated officers have some idea of what they are committing to should they be elected.

Step #5: Plan Ahead for Endorsements and Required Approvals

Before a charter is granted to a new Student Chapter, approval must be given by the Section, Sections & Chapters Council and the A&WMA International Board of Directors. Written endorsements should be passed on from one group to the next and the new Chapter representative should track this process. All paperwork must be received at Headquarters at least 30 days in advance of the Sections & Chapters Council meeting at which the Chapter will be proposed. Required paperwork includes:

- a petition signed by 10 Student Members of the International Association who are registered as full-time students at the academic institution for which the Student Chapter is being proposed

- a listing of Student Chapter Officers (Chair, Vice Chair, Secretary, Treasurer, Board Members) who must all be Student members of the International Association

- the name of the Student Chapter advisor who must be a member of the International Association

- the Institution's name/address to be used for mailings

- a copy of the Student Chapter Bylaws based on the model bylaws including the provision that the fiscal year of the Chapter runs from January 1 - December 31st
Step #6: Membership Adoption of Bylaws and Election of Officers & Directors

Once you have received your charter from the International Board, you should then send out a ballot to all of the Student members asking them to vote for their choice of Officers and Directors and for or against the adoption of the Bylaws. Elections may be done by mail, at a general meeting or a combination of both. The next step would be to setup a bank account and file for tax-exempt status with the IRS if the Chapter is in the US.

Step #7: Plan Your First General Membership Meeting

To help maintain and hopefully increase the momentum, plan a general membership meeting shortly after you receive your charter. Make this a combination business meeting/technical session and social event if at all possible. This event is not just your first meeting.....it is a celebration of the beginning of a new organization which was created to serve its members and the community. There should be discussions at this meeting for specific activities planned for the Student Chapter during the upcoming year. Sign-up sheets for committees should be made available. You should issue an invitation for a representative of the Section or local Chapter to attend.
PETITION FOR STUDENT CHAPTER CHARTER

We the undersigned, on behalf of the members of our local group, with the approval of the Section, petition the Association for a Charter under the name of

________________________________ (Student Chapter name/institution ) of the
  __________________________Section. The Chapter will be governed by and will receive all privileges guaranteed by the Constitution and Bylaws of the Association. We understand that to qualify as a Student Chapter, we are required to have at least 10 International Members of A&WMA as fulltime students at our institution and a faculty advisor who is also an International Member of A&WMA. We petition for Student Chapter status with the following 10 signatures of current A&WMA International Student Members:

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Please forward all Student Chapter Correspondence, until otherwise advised, to

________________________________________________________________________
  (Name)                                                              (Address)

NAMES OF CHAPTER OFFICERS:

CHAIR _____________________     VICE CHAIR ____________________
SECRETARY _________________    TREASURER ____________________

FACULTY ADVISOR: ________________________________

APPROVAL:

SECTION CHAIR: ________________________________ DATE:
SECTIONS & CHAPTERS COUNCIL CHAIR _______________ DATE:
PRESIDENT, A&WMA BOARD OF DIRECTORS: ___________________ DATE:
10 STEP CHECKLIST
FOR SECTION/CHAPTER/STUDENT CHAPTER AFFILIATION

1. [ ] Take initial poll to determine interest.

2. [ ] Notify A&WMA Headquarters of your intentions.

3. [ ] Hold an organizational meeting.

4. [ ] Form an Ad Hoc Steering Committee.

5. [ ] Circulate the petition and obtain the appropriate number of signatures.

6. [ ] Obtain the appropriate endorsements.

7. [ ] Prepare a draft of Bylaws.

8. [ ] Develop a slate of Officers.

9. [ ] Submit petition w/endorsements, Bylaws and slate of Officers to Headquarters at least 30 days prior to the Sections & Chapters Council Meeting.

10. [ ] Obtain your charter, adopt Bylaws, elect Officers.

Send materials to: Section and Chapter Relations Coordinator
A&WMA
One Gateway Center, Third Floor
420 Ft. Duquesne Blvd.
Pittsburgh, PA  15222

Questions?? 1-800-270-3444

HOLD YOUR FIRST OFFICIAL MEETING AS A STUDENT CHAPTER OF A&WMA!!!!!!!!!!!