How to start an ASEE Student Chapter
Requirements to start a Student Chapter

❖ Faculty advisers
❖ Interested and potential members
❖ At least 2 members of student members of ASEE to serve as chapter officers
❖ Chapter constitution & by-laws
❖ Letter from the Dean
Initiate the idea and establish student core

• Identify a few motivated graduate students or those in the EER program.

• Arrange an informational meeting with general graduate students in engineering; especially those who might be interested in academia.

• Find a suitable faculty advisor that would provide adequate mentorship for the growth of the chapter.
Develop Chapter framework

- Create a steering committee that will oversee the creation the student chapter

- Divide members into subcommittees to work on different components of the chapter framework (the constitution)

- Appoint a steering committee head that will monitor the progress of sub-committees and overall direction of the student chapter creation

Chapter framework include constitution, budgeting, membership, informational resources, faculty support and events
Constitution

- Identify primary and secondary focus of the student chapter as relevant to the context-particular institution

- Constitution should include, but not limited to
  - Preamble: Introducing chapter and its mission
  - Purpose: Lists of goals intended
  - Membership: Identifies the members of the chapter (both graduate and undergraduate)
  - Executives: Identifies the executives of the chapter
  - Voting procedures and Rules: Clarifies how voting occurs, including the specific time of the year voting occurs
  - Officer and Duties: States the roles of the officers and their duties
  - Amendments: Clarifies how amendments to the constitution will be handled
  - By-Laws: Establish standing rules that governs chapter internal affairs.

- Complete the required forms as relevant to the institution-including a letter of approval from the dean
Budgeting

- Contact other student chapters for their experience and ideas (ASEE Student Chapter Slack group)

- Contact the EER program at your institution (if any)

- Seek funds from sponsors and University support

- Fundraising ideas
Membership

• The steering committee should ratify the chapter constitution and officer elections with the general members
  
  • Advertise the meeting by sending email announcements to engineering graduate students, posting flyers or promotional flyers.

  • Reaching out to the graduate coordinator of the program might also help in seeking for membership.
Informational Resources

- Create a digital media presence i.e., simple homepage, twitter, Instagram,
- Develop information library that could include links to ASEE Student Division, JEE, Job-hunting, engineering education, graduate fellowships, PRISM etc
Events

• Seek ideas from other chapter executives

• Join the ASEE Student Chapter Social media platforms

• Email the ASEE Student Chapter Chair or the ASEE Student Division Chair.
Social Media Platforms

Discord Join Link: https://discord.com/invite/djNDGkw
Facebook Group: https://www.facebook.com/groups/aseeSD
Twitter Join Link: https://twitter.com/asee_sd