

# 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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Discord Join Link: <https://discord.com/invite/djNDGkw>

Facebook Group: <https://www.facebook.com/groups/aseeSD>

Twitter Join Link: [https://twitter.com/asee\\_sd](https://twitter.com/asee_sd)

