



ARMA Student Chapters: Formation

Forming an ARMA Student Chapter is easy! Simply follow the steps below. If you need help, you can always contact the studentchapters@armarocks.org to get useful tips and assistance.

If there isn't a Student Chapter at your university, why not start one?

The Process

- Does your Institution have a Civil, Petroleum, Mining, or Geological Engineering program?
- Does your institution have at least one full-time faculty member who agrees to serve as faculty adviser?

If your answer is **YES** to the above questions, then

- 1) Write a petition letter to the ARMA Executive Director (Peter Smeallie, smeallie@armarocks.org) requesting to form a chapter.
- 2) Ask the chair of the department head (or equivalent) to endorse your application; confirm appointment of a chapter advisor.
- 3) Send your request to studentchapters@armarocks.org
- 4) Register your student group with the university.
- 5) Conduct an organizational meeting to elect officers, to consider a set of governing by-laws, policies, and procedures, and to discuss and adopt a set of chapter activities. (See sample by-laws on the ARMA website)
- 6) Build a small website or blog and publish your activities.

Applications are considered by the Membership Committee and the ARMA Board of Directors

Questions?

Contact studentchapters@armarocks.org about starting a Student Chapter.