



## 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](mailto: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 is a member of ARMA (or willing to become one), and who agrees to serve as faculty advisor?

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](mailto: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](mailto:studentchapters@armarocks.org)
- 4) Register your student group with your university and remain in good standing as a student organization of your 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, noting that by-laws may vary depending on university requirements but must be consistent with the guidelines described in Maintaining Status as an ARMA Student Chapter.
- 6) Develop a communications plan to promote and publish your activities.

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

### Questions?

Contact [studentchapters@armarocks.org](mailto:studentchapters@armarocks.org) about starting a Student Chapter.