Getting a Chapter Up and Running

➢ Follow the steps for establishing or reactivating a chapter (http://nbs-aerho.org/#Start a Chapter)
➢ Meet school requirements for a student club
➢ Recruit initial group of interested students
➢ Identify and install officers (Chap 3, Sec 2 of Bylaws in National Constitution, under About tab)
➢ Recruit additional members
➢ Purchase membership block (Block Membership under Join/Renew tab)
➢ Determine cost per student, and collect membership dues
➢ Ensure that students complete individual online membership registrations (Membership Registration under Join/Renew tab)
➢ Complete local chapter constitution, obtain campus approval, and submit the constitution to national office (Local Constitution Guidelines under Start a Chapter tab)

Maintaining a Healthy Chapter

➢ Meet regularly with chapter officers
➢ Ensure that there are regularly scheduled and promoted chapter meetings, preferably each week, planned in advance by chapter officers
➢ Encourage a variety of activities to keep members engaged: production projects, on- and off-campus service opportunities, social gatherings, fund-raisers – all of which can be applied toward achieving the Motivated Chapter and Model Chapter awards
➢ Ensure that chapter members engage in planned recruitment efforts, especially at the beginning of fall and spring semesters
➢ Foster pride in NEMA membership by arranging formal new-member initiation ceremonies, with invited participation by family members (New Member Initiation under Chapters tab)
➢ Encourage eligible chapter members to apply for Alpha Epsilon Rho membership to enhance their academic credentials
➢ Have elections for chapter officers in the later part of the spring semester, so that new officers are in place both to participate in the National Convention, and to engage in planning during the summer for the next school year

Engaging the Chapter with the National Organization

➢ Keep the national office updated with current chapter president contact information and any advisor changes (Send message to Jim Wilson under Contacts tab)
➢ Ensure that periodic online reports are completed by a chapter officer
➢ Pass along to chapter officers any information received from the national office, including details regarding the National Convention
➢ Encourage chapter members to consult the national website for details concerning the annual national competitions, National Convention details, annual chapter awards, and other website resources (http://nbs-aerho.org/)
2021-2022 Calendar
As of October 6, 2021
(Changes in pandemic conditions may result in schedule adjustments)

OCTOBER
6   Advisor video conference
11  Chapter leader video conference

NOVEMBER
1   Membership renewal and discounted membership rate deadline
1   Submit signed Chapter Constitution to national office
8   Chapter leader video conference
12  Convention $uper$aver and (1st payment on) Two Payment Option registration deadline
15  Fall Chapter Report submission deadline [Online format]
19  Deadline for discounted Student Competition submissions
23  Deadline for discounted AERho registration

DECEMBER
10  Final deadline for Student Competition submissions
31  Deadline for Academic Professional submissions

JANUARY
10  Chapter leader video conference
24  Chapter leader video conference
29  Convention Earlybird registration deadline

FEBRUARY
7   Chapter leader video conference
10  Winter Chapter Report submission deadline [Online format]
14  Convention Regular Rate and (2nd payment on) Two Payment Option registration deadline
14  Final deadline for AERho registration
14  Model/Motivated Chapter Report deadline
14  NBS-AERho Award nominations deadline
28  Convention Late Rate and Advisor registration deadline

MARCH
7   Chapter leader video conference
Mid 2022 National Convention in Atlanta

APRIL
15  Spring Chapter Report submission deadline [Online format]