



# Chapter Advisor Quick-Start Guide

## Getting a Chapter Up and Running

- START A CHAPTER! Under CHAPTERS Dropdown on website, choose:
  - Chapter Start-up Information
  - Chapter Reactivation Information
- 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*, in footer on website homepage)
- Recruit additional members
- Purchase Chapter Membership (*NEMA/NBS Member Information* under MEMBERSHIP Dropdown on website)
- Determine cost per student, and collect membership dues
- Ensure that students complete individual online membership registrations (*NEMA/NBS REGISTRATION* under MEMBERSHIP dropdown)
- Complete local chapter constitution, obtain campus approval, and submit the constitution to national office (*Local Constitution Guidelines or Local Constitution Template* under CHAPTERS in footer on website homepage)

## 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
- Check: *Activities and Events, National Calendar, and Chapter Activity Timeline* under the CHAPTERS dropdown on website
- 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* award
- 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 MEMBERSHIP dropdown)
- 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* in CONTACT (found in the header of the home page)
- 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 national competitions, National Convention details, annual chapter awards, and other website resources ([nbs-aerho.org/](http://nbs-aerho.org/))