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 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) 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 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 about starting a Student Chapter.