



ARMA Student Chapters: Maintaining Status

Just as student chapters must meet certain requirements to establish, it is expected they meet certain requirements to maintain their status.

1. Membership

- ▶ The **Faculty Advisor** shall be engaged with the activities of the chapter, actively guiding and mentoring the Officers. The Faculty Advisor shall remain an active member of ARMA in good standing.
- ▶ The **Student Chapter Officers** shall maintain their status as ARMA student members. The students need to register as members, but the membership fee is waived for all Officers.
- ▶ The **Student Chapter Members** are strongly encouraged to be ARMA student members. The students will need to register as members, but the ARMA membership fee will be waived for registered members of a Student Chapter. At a minimum, 50% of the members of each Student Chapter should be ARMA members.

2. Officers and Governance

- ▶ The chapter shall remain a student group in good standing with their university. For international groups, the requirements for forming and remaining a student group at their university should be supplied along with their annual report. If there is not a student organization at the international university, a letter of endorsement from the Dean (or equivalent) of the unit within the university responsible for the student chapter shall be provided.
- ▶ Student chapters shall have at least three unique individuals as executive officers. Executive officers include President, Vice President, Membership Chair, Communications Chair, Secretary, and Treasurer.
- ▶ Student chapters shall have a faculty advisor.

- ▶ Student chapters shall submit an annual report including: 1) summary of activities, 2) membership roster identifying ARMA members, 3) financial information, 4) summary of initiatives that promote diversity and gender equity, and 5) verification of good standing as a student organization at their university. The reporting period is for a calendar year and the reports shall be completed and submitted to ARMA by the end of February of every year.

At any time, ARMA Board of Directors (BoD) may decide to cease the operation of a student chapter. There may also be times when the leaders of a student chapter find it necessary to cease operations. Examples of circumstances in which the ARMA BoD would initiate cessation of a student chapter include:

- ▶ A chapter fails reporting requirements for two (2) consecutive years.
- ▶ A chapter no longer satisfies leadership requirements; for example, is unable to retain a faculty advisor or student president, both of whom are ARMA members.
- ▶ A chapter fails to satisfy the requirements to remain a student organization in good standing at their university.
- ▶ A chapter does not hold any student events for an entire year.
- ▶ A chapter brings ARMA into disrepute or is deemed a liability to ARMA due to unlawful, negligent, irresponsible, or vilifying actions, communications, or handling of finances.

If cessation is initiated by the student chapter, at least two-thirds of the current officers must agree. If no current officers are on file, confirmation by the faculty advisor shall be deemed appropriate. The student chapter must also confirm that all members have been notified regarding the decision in accordance with the procedures indicated in the operating regulations.

Student chapters requesting to re-establish should submit a plan for improvement to outline any actions undertaken or due to be undertaken to reduce the risk of future cessation.

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