



# STARTING AN AWS STUDENT CHAPTER: A Quick and Easy Guide



**American Welding Society**



Welcome

## To form a new Student Chapter, follow these steps:

- 1 Meet with other students to gauge interest and discuss the reasons for forming a Student Chapter at your school.
- 2 Seek the support of an AWS Member, over the age of 21, who will agree to act as the Chapter Advisor. The Advisor will assist Chapter members in selecting Officers, schedule meetings, obtain material and information from AWS, and provide guidance at meetings and other Chapter activities.
- 3 Form an Activation Committee consisting of a Chairman, Vice Chairman, Secretary, Treasurer, the Advisor and two members-at-large. The Committee will oversee the necessary steps in the formation of the Chapter.
- 4 Complete and submit the following documentation to AWS National:
  - Letter of support from your school's administration
  - Copy of the Chapter's bylaws
  - List of students
  - List of elected Officers
  - Name and contact information of the Chapter Advisor
- 5 Copies of the above documentation will be forwarded to your District Director for District approval. Once approved, the following will be mailed to the Chapter Advisor:
  - Student Chapter Charter certificate
  - \$100 to kick off the Chapter treasury
  - Student Chapter library consisting of 10 AWS publications derived from a survey conducted with welding educators

*A handsome AWS Student Chapter banner, displaying the name of your Chapter, may be ordered from AWS for a minimal fee.*

### LEADERSHIP ROLES

The affairs of the Student Chapter are managed by an Executive Committee consisting of the Advisor and the Chapter Chairman, Vice Chairman, Secretary, and Treasurer. Generally, this Committee's duties are:

- Manage the affairs of Student Chapter, except as otherwise provided by laws, or by the Chapter bylaws.
- Approve proposed activities and appointments to Student Chapter committees.
- Determine who shall be authorized to sign, on behalf of the Student Chapter, notes, receipts, acceptances, endorsements, checks, releases, contracts and other documents, and make such authorization.
- Perform such other acts as may be necessary to carry out the purposes of the Student Chapter and the American Welding Society.

### ADVISOR

The Advisor shall be at least 21 years old and a member of the American Welding Society. It is his/her responsibility to establish and maintain the continuity of the Chapter, and to be an enthusiastic supporter of students' efforts. The Advisor provides advice, guidance and encouragement to the Student Chapter in all its activities.

The Advisor can be of great assistance in utilizing his/her contacts with the local Section, various companies in industry and the AWS national office to gain support and assistance for the Student Chapter activities. He/she is an Ex Officio member of all Committees within the Student Chapter.



## CHAPTER CHAIRMAN

The Chairman is chief executive of the Student Chapter. Generally, the Chairman's duties are:

- 1 Works closely with the Advisor to ensure ongoing communication
- 2 Supervise and promote the affairs of the Student Chapter with the help of the Executive Committee.
- 3 Preside at meetings of the Student Chapter, of the Executive Committee and be an Ex Officio member (with voting rights) of all committees.
- 4 Call meetings of the Executive Committee as needed.
- 5 Maintains the records and correspondence of the office and turns over all records to his/her successor.
- 6 Delegates committee responsibilities and makes committee appointments as outlined in the Chapter's bylaws.
- 7 Coordinates and assures Chapter reporting and record keeping functions.
- 8 Appoints a nominating committee to select a slate of candidates, at least one month prior to the annual meeting, to serve as officers for the following year.

## CHAPTER VICE CHAIRMAN

The Vice Chairman is the second chief executive of the Student Chapter. In the absence or disability of the Chairman, all duties of the "chair" fall upon him/her. Generally, the Vice Chairman's duties are:

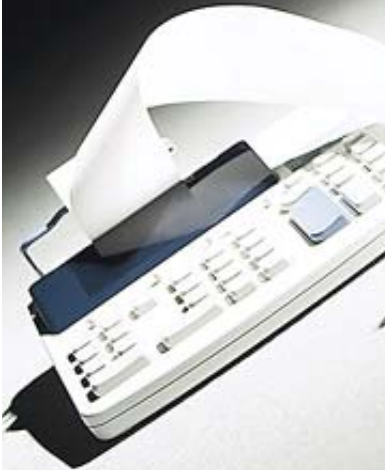
- a) Assume all duties of the Chairman in his/her absence or disability.
- b) Serve as first assistance to the Chairman.
- c) At the Chairman's direction, accept the responsibility for specific Student Chapter activities.
- d) Serve as Ex Officio member (with voting rights) of all committees.

### SECRETARY

- Serves as the official correspondent for the Chapter
- Maintains correspondence and Chapter records
- Serves as Secretary for all Executive Committee meetings and prepares Minutes for each
- Submits Chapter news and activities to AWS National for publication in the *Welding Journal*
- Prepares and submits the Chapter's Annual Report to AWS National

### TREASURER

- Serves as the official custodian of the Chapter's funds
- Receives and deposits all funds paid to the Chapter
- Disburses funds as approved by the Executive Committee
- Maintains Chapter's financial records
- Prepares financial reports for Chapter meetings
- Prepares financial information for inclusion in the Chapter's Annual Report



A close-up, black and white photograph of a person's face, focusing on the forehead and eye area. The skin texture is clearly visible. The image is positioned on the left side of the page.

More

## OTHER

It may be beneficial to appoint a committee to oversee various projects. Suggested duties for Membership, Publicity and Program Committee Chairmen may be found in the Student Chapter Manual, Organization and Operation.

## BYLAWS

Sample bylaws may be found in the Chapter Manual. These bylaws may be photocopied and submitted with the necessary documentation required to petition for charter.

FOR MORE INFORMATION ON STARTING A STUDENT  
CHAPTER, PLEASE CALL (800) 443-9353



**American Welding Society**