



The “Tool Kit” for Forming a Student Chapter

A WEF® Students and Young Professionals Committee (SYPC) program

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Why And How To Begin

WEF® and Students

WEF®'s Student Membership program has been operational for over 25 years and has over 2,200 participants. The program was created for those students who are regularly enrolled in colleges or universities and spend at least one-half of their time on academic course work or equivalent. Over the years, WEF® has expanded and improved upon the services offered to its Student Members in an effort to enhance and facilitate both their current studies and their transition into the working environment.

Benefits and Advantages to Students

To students in the “learning” phase of water quality, it is essential that they attain information and data, which are both current and relevant to their studies. Through WEF® and participating Member Associations, student find the assistance they require to establish themselves in the water quality field.

Student members receive information on the latest technologies and trends through the WEF® periodicals of their choice (either Water Environment & Technology/Operations Forum or Water Environment Research and Federation Highlights.) Activities undertaken by Student Chapters include, meeting and interacting with professionals in the industry, taking tours, entering contests, winning scholarships, hosting career nights, receiving employment guidance, and more.

Benefits and Advantages to MA's

The most visible advantage for an MA forming student chapters is an increase in membership. This membership increase is important because a student member who has been involved with an MA will often pay his membership dues throughout a career in the water quality field. Student members are an investment in your future as well as a pool of future MA Officers.

An increase in the activities undertaken by your MA is another advantage. Career nights, student/employer interviews, tours, and student paper contests are all activities that involve not only your student members, but also your entire Member Association.

How to Form a Student Chapter

1. –Go through your Member Association membership roster and look for professors, instructors and students at local/state universities and vocational/industrial schools. Chances are you will find at least one of these members on your lists. These people should form your first core group of recruiters/coordinators or at least be able to refer you to colleagues who would be better qualified.
2. – Contact the engineering departments of your local universities and colleges that have an environmental engineering program or an operations training program. The people in charge of these programs would make good points of contact for you.

3. Meet with the appropriate faculty and students, review the WEF Constitution and ByLaws and set up a plan of action. Ensure that each member of your group knows what they are expected to do and put the plan into action. It may take some time and effort, but the results will be worthwhile.

Don't forget to contact the WEF® Customer Services Center at 1-800-666-0206 to get any materials you may need (i.e., Student Brochures, Membership Applications, sample publications, etc...)

People Who Can Help You

There are a number of people, both WEF® Headquarters and around the country, who can give you guidance in getting your student program off the ground. It is important to note that there is a WEF® Students and Young Professionals Committee that develops programs for MA's to use to encourage student participation and membership in the organization. We encourage you to have a member of your Member Association apply for membership in the WEF® Students and Young Professionals Committee. Student Chapter formation is a Member Association process that is supported and facilitated by WEF®. Take a moment to contact your Member Association for guiding you through the formation process.

Below are the names and telephone numbers of some people who can help you get started:

WEF®:

Dianne Crilley

Phone: 703/684-2445
Email: dcrilley@wef.org

Fax: 703/684-2475

WEF® Students and Young Professionals Committee:

Dale Richwine, Chair

Phone: 800/231-2572
Email: dale.richwine@mwhglobal.com

Fax: 503/226-0023

Mickal Witwer, Student Chapter Sub-Committee Chair

Email: mawwit@ufl.edu

Member Association Contacts:

Visit the WEF® Web Site for the most up to date Member Association contacts at:
<http://www.wef.org/memberassoc/memberassoc/index.jhtml>

The Nitty Gritty – WEF® Constitution and ByLaws

- 1.118 Student Chapter Memberships
- 1.5. Student Chapters
 - 1.51. Student Chapter Memberships
 - 1.511. Qualifications
 - 1.5111. Any Student Chapter, consisting of at least five persons, may be granted charter membership in the Federation by majority vote of the Member Association serving the geographical area in which the Student Chapter is located provided:
 - a. Its objectives are in harmony with the purposes of the Federation;
 - b. The Constitution and ByLaws of the applicant chapter have been certified by the Member Association and of the Federation;
 - c. The Student Chapter has been recommended for membership by the Member Association.
 - 1.512. Organization and Privileges
 - 1.5121. The Student Chapter will be issued a WEF® charter following recommendation by the Member Association and approval by the WEF® Board of Directors.
 - 1.5122. The Student Chapter shall govern the number and character of its meetings. At least one meeting shall be held each school year.
 - 1.5123. A Counselor for the Student Chapter shall be appointed or elected by the Member Association. The Counselor shall be an Active or Professional Wastewater Operations Division Member of the Member Association and of the Federation and shall be an advisor to the Student Chapter.
 - 1.5124. All Officers and members of the Student Chapter shall be Student Members of the Member Association and of the Federation.
 - 1.5125. The Student Chapter shall submit an annual report to the Student Activities Committee by May 1 of each year.
 - 1.513. Authority
 - 1.5131. A Student Chapter shall have authority to only act on its own behalf and shall have authority to incur obligations for the Student Chapter only.
 - 1.514. Withdrawal and Termination
 - 1.5141. A Student Chapter may withdraw from the Federation at the end of any school year after giving appropriate written notice of its intentions to both the Member Association and the Federation.
 - 1.5142. The Member Association may revoke the charter of any Student Chapter, if, after the Chapter has been afforded the opportunity to be heard, the Member Association judges it to be in the best interest of the Member Association and the Federation to do so.

For Your Information – A Sample Constitution and ByLaws for Student Chapters

WEF® suggests that the Student Chapter contact their Member Association for a copy of their Constitution and ByLaws. Use this as a guide in the development of the Student Chapters Constitution and ByLaws. The following are the Constitution and ByLaws areas suggested by the Water Environment Federation that should be included in the Student Chapters Constitution and ByLaws. Minor changes may be made to conform with particular college/university requirements, but not such as to change the intent of, or interfere with the specific requirements of the WEF®.

Constitution

Article I – Purpose

The purpose of this chapter shall be (1) to promote student interest in the environment, and (2) to provide an avenue for the exchange of information and ideas between students and members of both the Member Association serving their geographical area and the Water Environment Federation.

In addition, we adopt by reference, the objectives as stated in the Water Environment Federation Constitution and ByLaws.

Article II – Affiliation

This organization is a student chapter of the (Association name) Member Association. The (Association name) Member Association is a member of the Water Environment Federation.

Article III – Membership

Any student enrolled at (name of college/university), with an interest in the environment, shall be eligible for membership. At least one faculty member, and all student members, must be members of the WEF®.

Article IV – Management

The organization shall be managed by officers and counselors elected by the voting members at regular intervals.

Article V – Academic Status

Each student member must be in good academic standing with the institution.

Article VI – Amendments to the Constitution

Amendments to the constitution may be proposed at any regular meeting by any member of the chapter.

Adoption of an amendment shall be by three-fourths vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half of the members of the chapter.

Article VII – Annual Report

A report listing the activities of the chapter during the prior year must be submitted to the Chairman of the WEF® Student Activities Committee by May 1 of each year.

Article VIII – ByLaws

ByLaws that are consistent with WEF® Constitution shall be adopted at the time this Constitution is ratified and may be amended as needed.

Getting a WEF® Charter...What to Submit

While your student chapter may be officially recognized by your Member Association, it is also helpful to get official recognition from the Federation. Below is the information you need to submit a charter.

What is a Charter?

The WEF® Charter is a framed document signed by the President and Executive Director of WEF® officially recognizing your student chapter.

When do we get the WEF® Charter?

WEF® Charters are issued on an annual basis following recommendation by the Member Association and approval by the WEF® Board of Director. The reason that Charters will only be issued annually is that the WEF® Board of Directors, WEF®'s governing body, only meets once a year in October in conjunction with WEFTEC®, WEF®'s annual conference and exposition. Once the student chapter is approved, the charters will be sent to the chapters Member Association in late October/early November.

Do we have to reapply every year?

No, once your student chapter has been approved, you do not have to reapply. Your student chapter is officially recognized until either you or your Member Association makes a formal request to end your chapter's affiliation with WEF®. Keep in mind that one of the terms of official recognition is that you must submit a written summation report of your activities each year to the Student Activities Committee.

How do we apply?

To apply to receive a WEF® Charter, we need you to do the following things:

1. Select a name for your chapter
2. Choose a counselor/Advisor. You may also wish to elect student chapter officers, such as a President and Secretary/Treasurer.
3. Recruit members. A minimum of five members is required to form a student chapter.

* You should plan to have at least ten members to make sure your chapter will continue to exist if some members do not renew their memberships.

4. Develop a constitution & ByLaws. You may wish to model your Constitution & ByLaws after the sample provided you in section "C".
5. Receive chapter approval by the Member Association serving the geographical area in which the chapter is located (see WEF® Constitution & ByLaws).
6. Have an officer from you MA send in a letter acknowledging their approval of your chapter along with a list of the chapter members and

counselor/advisor to WEF® and request that the chapter be nominated to receive an official Charter form WEF®. Send in request to:

WEF, 601 Wythe Street, Alexandria, VA 22314-1994, ATTN: Dianne Crilley

To ensure that your request goes before the Board of Directors, requests must be submitted no later than August 15th annually.