



Memorandum

TO: College Students Interested in Starting a Student Chapter in Florida
FROM: Fawn Bergen, P.E.; FL AWMA Vice Chair & Student Program Chair
DATE: October 30, 2006
SUBJECT: Steps & Requirements to Start an A&WMA Student Chapter in Florida

The following are the steps that are necessary/required to start an A&WMA Student Chapter in Florida. These steps are taken from the Student Chapter Guidebook and use several parts of the guidebook as a reference.

1. Must have **at least 10 student members** to form a student chapter. These members must be full-time college students at the designated college. The 10 members must sign a petition (sample in Appendix G).
2. Notify Florida AWMA and local chapter through Fawn Bergen (FBergen@kooglerassociates.com).
3. Form a committee—this committee can be the proposed slate of officers. It is suggested to form at least a president, vice president, secretary, and treasurer.
4. Have committee draft chapter bylaws (model bylaws are in Appendix H).
5. Develop **slate of officers** (may have already been done in step 3 above). A **faculty advisor** is also required.
6. Develop tentative plan of activities (see Appendix A).
7. Hold organizational meeting. **You must vote on bylaws on slate of officers at**

- this meeting.** Keep a printout of the agenda and sign-in sheet in file.
8. Submit the required paperwork as listed below to Florida AWMA & local chapter (through Fawn Bergen). Paperwork must be received at least 30 days before the Sections & Chapters council meeting (see Fawn for date), where Chapter is proposed.
- Petition signed by 10 members
 - Listing of officers and faculty advisor
 - Name & mailing address of student chapter
 - Copy of bylaws
 - Written endorsement included by FL AWMA & local chapter (Fawn Bergen will coordinate this once paperwork is submitted to her)

FWB