

ATMAE Chapter Start Up Checklist

- Inquire about your school's Student Organization/Activity Office policies on campus clubs.
- Identify a faculty member (preferably) or graduate student who will be your Chapter Advisor. This person has to be current member of ATMAE during the course of their tenure as Advisor.
- Identify potential members (minimum of 6 members to submit Student Chapter Application)
 - Ask your friends and classmates
 - Post a message on your Social Media, ask others to post
 - Ask Advisor for other potential members
 - Ask other faculty in your department
 - Post flyers with contact information
 - Participate in Campus Activities/Student Organization Fair at the beginning of each semester
 - Host an initial meeting with a guest speaker or company tour
 - [ATMAE National Office](#) can provide a list of members on your campus and a list of faculty ATMAE Members
- Once you have enough members to form a chapter:
 - Fill out the [Student Chapter Affiliation Application](#) and pay \$20 application fee. Application and fee should be sent to info@atmae.org or to ATMAE: 275 N. York Street, Ste 401, Elmhurst, IL 60126.
 - Ensure all members are current ATMAE Student Members. Students can apply and pay for membership directly on [ATMAE's website](#) or send in application and payment to ATMAE, 275 N. York Street, Ste 401, Elmhurst, IL 60126.
 - Once you have submitted all materials and have been approved as an ATMAE Student Chapter, you will receive a confirmation.

- Suggestions for First Student Chapter Meeting
 - Introduce your Advisor and all members in attendance
 - Review/Vote on bylaws. Your student activity office should be able to provide a sample set of bylaws, if not, ask some other organizations on campus.
 - Elect leadership. You should have at least one underclass student, to provide stability to the chapter in the coming years. This includes a President, Vice President, Secretary, and Treasurer. Please notify ATMAE of your election results.
 - Set a regular meeting time/location
 - Create Committees. Some suggestions are Fundraising/Sponsorship, Community Service, Big Project Chairs, ATMAE Robotics, ATMAE Competitions
 - Discuss potential projects:
 - Local business tours
 - Guest speakers
 - ATMAE Competitions in Robotics, Technology Challenge, and Welding
 - ATMAE Conference
 - Equipment demonstrations
 - Recruiting-how to bring additional members/ideas into the chapter
 - Fundraising/Sponsorships
 - Community Service Projects

- Potential Chapter Meeting Agenda Items (keep it to 1 hour or less)
 - Member news: accolades, certifications
 - Chapter news: awards, recognition, new members
 - See [ATMAE Student Chapter website](#) for information on member benefits, certification exams, news, career center, conferences, competitions, access to the [online group discussion board](#).
 - Review current and upcoming projects
 - Report on immediate past projects
 - Financial status update
 - Opportunity to join for potential members
 - Reminder about next meeting
 - Social time

- Follow up after meeting: send thank you notes to guest speakers and potential members (at least a phone call or email)
- Membership Development: Chapters need people to join on a regular basis, to replace people who leave for whatever reason. It is very easy to burn members out who feel that they are the only ones doing anything. Engage lower classmen including sophomores and freshmen. A little encouragement from an upper classman means a lot to an underclassman.
 - Create a Potential Members List (these are people who should join) with contact information and any insight as to why they should join the chapter
 - Ask your faculty and Advisor for names of potential members
 - Create a consistent method for contacting these potential members
 - Monthly phone call from ATMAE Chapter Leadership
 - Email/Text reminders about upcoming events and meetings
- Regularly notify ATMAE of your chapter activities, website or social media sites. We want to highlight our Student Chapters in our publications and on our website. Send us news and photos of your projects, recognition, fundraising and community outreach.

We want to hear from you! Any questions, concerns and/or ideas pertaining to ATMAE Student Chapters or general membership should be directed to info@ATMAE.org or 630.433.4514.