



EARTHQUAKE ENGINEERING RESEARCH INSTITUTE

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EERI Student Chapters Authorization and Regulations

Authorization

- EERI Student Chapters are established after approval by the Board of Directors.
- The name of the Student Chapter will be “EERI (insert school) Student Chapter.”
- The Student Chapter is inactive if they do not continue to meet the Student Chapter Qualifications (see below).

Qualifications

The required qualifications of a student Chapter are:

- An organization of students at a university
 - with a program related to earthquake engineering or a related discipline contributing to earthquake hazard reduction.
 - with at least one full-time faculty member who is an active EERI member who serves as the Chapter’s Faculty Advisor.
- The university department chairman, or an equal official of the university, endorses the student Chapter application.
- A minimum of six (6) undergraduate or graduate students who are active student members of the institute.

Chapter Advisory Personnel

Advisory personnel for each EERI Student Chapter must consist of:

- At least one Faculty Advisor. The advisor is a full-time faculty member at the university of the established EERI Student Chapter. They must be an active member of EERI.
- At least one Contact Member. Contact members should not be full-time faculty members. They should engage in active professional practice. Contact members are liaisons between the Student Chapters and the EERI members in the geographic region of the Chapter. They must be an active member of EERI.

The EERI Board of Directors will approve the Faculty Advisors and Contact Members. The Board of Directors may delegate this power to EERI staff or other Institute Committees.

Chapter Application Process

To form a Chapter you must submit an application using the online [Student Chapter Application Form](#).

Your application must include the following:

- Cover letter to EERI stating the Chapter qualifications (as noted above).
- A letter confirming university endorsement (as noted above).
- A list of the proposed Faculty Advisor(s) and Contact Member(s).
- A list of at least six (6) active EERI student members and proposed Chapter Officers.

EERI Staff will review the application, then send it to the EERI Board for approval. Upon approval, EERI will issue a letter that establishes the Chapter.

Procedures

- Each Student Chapter will establish its own rules and must follow the regulations of the Institute.
- Each Chapter will hold their own meetings. The Chapter decides the format and frequency of their meetings.
- EERI Staff and EERI Regional Chapters will work to support Student Chapters.
- Student Chapters can contact local members to arrange speakers and other activities. By application or request, EERI Staff can arrange speakers from existing EERI programs.

Annual Report

Each Student Chapter will submit a brief annual report no later than May 1 of each year. The report should follow [this template](#).

Disestablishment

The EERI Board of Directors has the power to disestablish a Student Chapter. The EERI Board can disestablish a Chapter if it is inactive or not in the best interest of the Institute.