

EERI STUDENT CHAPTERS

Authorization and Regulations

1. **Authorization of Student Chapters.** Student Chapters affiliated with the Institute may be established upon approval of the Board of Directors. The name of the Student Chapter shall be “EERI (insert school) Student Chapter. “ The Student Chapter shall be deemed inactive automatically if the chapter does not continue to meet the Student Chapter Qualifications.

2. **Student Chapter Qualifications.** The required qualifications of a student chapter shall include:
 - a. An organization of students in any university:
 1. having a program related to earthquake engineering or a related discipline contributing to earthquake hazard reduction;
 2. having at least one full-time faculty member who is an active member of EERI and who agrees to serve as Faculty Advisor.
 - b. The endorsement of the application by the chairman of the department in which the advisor is appointed, or an equivalent official of the university.
 - c. A minimum membership of six (6) undergraduate or graduate students who are active student members of the Institute.

3. **Student Chapter Advisory Personnel**
 - a. Advisory personnel for each student chapter affiliated with the Institute shall consist of:
 1. At least one Faculty Advisor who is a full-time faculty member at the school where the Student Chapter is established and be an active member of EERI and;
 2. At least one Contact Member. Contact members shall not be a full-time faculty members and shall preferably be engaged in active professional practice. Contact members shall provide liaison between the Student Chapters and the EERI members in the geographical region of the Chapter and be an active member of EERI.

- b. The appointment of the Faculty Advisors and Contact Members shall be approved by the Board of Directors. The Board of Directors may delegate its power to approve appointments to EERI staff or other Institute Committees .
 - c. Terms of such Faculty Advisors and Contact Members shall be for three years, commencing on July 1 of the year of appointment. Vacancies shall be filled by interim appointments for the balance of the unexpired terms by the remaining chapter advisory personnel or if necessary, by the EERI Board of Directors, EERI Staff or another Institute Committee identified by the Board.
4. **Student Chapter Procedure.** Each Student Chapter shall establish its own rules of procedure and shall conform to the regulations of the Institute. Each Student Chapter shall control the occurrence and character of its meetings, but the Institute or its regional professional chapters may aid in promoting the success and value of Student Chapters by frequent consultations and advice as well as, upon request, by arranging for speakers whose addresses will supplement the class work or the professional interests of the members. Any Student Chapter is authorized to communicate directly with local members or with national offices of the Institute in order to arrange for speakers and other cooperation. The Student Chapter Rules of Procedure should be finalized and submitted to EERI staff within one year of establishment of the Chapter.
5. **Student Chapter Reports.** A brief annual report shall be submitted by each Student Chapter no later than May 1 of each year. The report shall follow the template posted on the EERI website.
6. **Disestablishment.** A Student Chapter may be disestablished by action of the Board of Directors. The Board of Directors may disestablish a Student Chapter if it becomes inactive or if its continuance is considered not to be in the best interest of the Institute.
7. **Application for Student Chapters.** To form a chapter, it is recommended that the organizers follow the steps listed on the website. These include submission of a cover letter to EERI stating their chapter qualifications (as noted in Section 2) and listing the proposed Faculty Advisor and Contact Member, a list of their proposed chapter officers, and a letter confirming institutional endorsement (as noted in Section 2). The application will be reviewed by EERI staff and forwarded to the Board for approval. Upon approval, a letter will be issued by EERI that establishes the chapter.