



# How to **Establish** a POLY Student Chapter

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## Formulate Chapter Bylaws

Bylaws should include:

- Name of Organization
- Purpose/Objectives
- Membership Eligibility
- Executive Officers & Duties of Officers
- Financing Organization (dues, departmental or/and industrial sponsorship)
- Annual Report (to be submitted to the POLY membership committee)
- Amendments (procedure for making changes to bylaws)

## Select a Faculty Advisor

Each POLY Student Chapter must have a Faculty Advisor who is a POLY member.

Characteristics of an ideal faculty advisor include:

- Act as a spokesperson for the Division, encouraging students to become members or affiliates of POLY.
- Desire to work with students.
- Assist chapter to identify and secure funding (department, industry, professional organizations).
- Attend executive officers' and chapter meetings.

## Who May Join?

Any graduate or undergraduate student who is working towards a degree in a polymer-related discipline at a two- or four-year college or university in the United States or abroad. Post-doctoral associates working in a polymer-related field may also join a POLY Student Chapter.

## How to Become a POLY Student Member?

To join the POLY Division as a Student Member, a student must be a member of the American Chemical Society (ACS). As an ACS member, POLY membership dues are \$20.00/year. If the student is not a member of ACS, he/she may join POLY as an Affiliate at a rate of \$50.00/year. A Membership Form is available at: <http://www.polyacs.org/28.html>

## Who Can Start a Chapter?

Interested students in any two- or four-year college or university, offering a degree in a polymer-related field may establish a Student Chapter.

Students or faculty members interested in forming a chapter should contact the POLY Membership Committee. Information regarding POLY Student Chapter Start-up can be found at [www.polyacs.org/833.html](http://www.polyacs.org/833.html)

The new POLY student chapter must be set up as a new campus organization. Procedures for this are unique to each college or university. Existing campus organizations can also apply for POLY Student Chapter Status.

## Chapter Officers

Procedures for electing officers should be stated explicitly in the Chapter Bylaws. Chapter officers should include (but are not limited to) President, Vice President, Secretary, and Treasurer.

## Running a meeting

Typically the first meeting of the year is dedicated to revisiting the benefits of the student organization, introducing the new executive board, selecting committee members, and detailing the calendar of events for the academic year.

### **Before the meeting:**

- Invite speakers.
- Ask for vitae.
- Prepare speaker introduction.
- Publicize event via email and fliers.
- Purchase gift for speaker.
- Reserve the room and ensure room has appropriate AV equipment.
- Order refreshments/lunch and have delivered to venue.
- Provide speaker with visitor parking information and direction to venue.

### **After the meeting:**

- Have POLY members volunteer to cleanup room.
- Send "Thank You" card/email to speaker.

## Expected Goals of POLY Chapter

1. Recruitment of students into POLY and ACS.
2. Participation at local levels (poster sessions, social events, invited speakers).
3. Career development activities.
4. Organization of activities such as peer judging of National Meeting Best posters.
5. Participation at POLY booth during National Meetings.
6. Participate in organization of Hospitality Suite at National Meetings.
7. Polymer education and outreach.
8. Mentorship of undergraduates in polymer science.
9. POLY blog online.

## Annual Report

Submit an annual report of chapter activities as well as an updated membership roster to the POLY membership committee.

## POLY Student Chapter committee

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