



PMSE / POLY

ESTABLISHING A STUDENT CHAPTER



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 or PMSE Student Member?

To join the POLY or PMSE Division as a Student Member, a student must be a member of the American Chemical Society (ACS). Yearly dues are required for each division (officers must only be a member of one of the Divisions, but joining both are welcome).

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 can submit the POLY/PMSE Student Chapter Enrollment Form and the POLY/PMSE Student Chapter Bylaws to the POLY/PMSE Student Chapter Coordinator(s) (see the POLY and/or PMSE webpages for their contact information).

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/PMSE 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. Additional officers are not required but may be helpful, such as a Public Relations Coordinator, Event Manager, etc. If adding additional officers, include those positions in the POLY/PMSE Student Chapter Enrollment Form by adding additional lines before the list of required officers.

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 (Suggestions):

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

After the meeting (Suggestions):

- Have Student Chapter members volunteer to cleanup room.
- Send "Thank You" card/email to speaker(s).

Expected Goals of POLY/ PMSE Student Chapter

1. Recruit students into POLY and or PMSE Division and ACS.
2. Participate, when possible, at local levels (poster sessions, social events, invited speakers).
3. Engage or organize career development activities.
4. Organize activities such as peer judging of National Meeting Best posters.
5. Participate at the POLY or PMSE booths during National Meetings.
6. Engage in polymer education and outreach.
7. Mentor undergraduates in polymer science and/ or engineering.
8. Establish and maintain an online presence for the Chapter.

Annual Report

Submit an annual report of chapter activities as well as an updated membership roster to the POLY membership committee. The top 3 reports will be selected each year as the year's *Best POLY/PMSE Student Chapter*. Those Chapters will receive additional funding for the following academic year, and their reports will be advertised online.

Officer and Membership Roster

Submit name and email address changes of the Chapter's officers immediately following elections and/or role changes. The changes can be emailed to the Student Chapter Coordinator(s). An annual list of officers and members will also be requested when the Annual Report is due. It is the responsibility of each Student Chapter to ensure that the listed officers are correct and up to date.