



# SOCIETY OF ECONOMIC GEOLOGISTS, INC.

7811 Shaffer Parkway • Littleton, CO 80127-3732 USA

Tel: 1.720.981.7882 • Fax: 1.720.981.7874

E-mail: [studentprograms@segweb.org](mailto:studentprograms@segweb.org)

## Student Chapter Checklist

### Checklist to organize and establish a new or reactivate a dormant SEG Student Chapter

#### To establish or reactivate a dormant SEG Student Chapter:

- Determine your Student Chapter's Executive Committee (President, Vice President, Treasurer, and Secretary). The four students selected to be officers are required to be SEG student members and they are responsible for the management of the student chapter. The online SEG student membership application form can be found at [www.segweb.org/join](http://www.segweb.org/join).

Once the student officers are selected, prepare a list of their names and which positions they will hold.

- Please compile a list of students that are committed to joining your chapter. While it is suggested that the chapter have at least 10 student chapter members, there is no definite minimum requirement. All chapter members are encouraged to be SEG student members, but it is not a requirement.
- Prepare a letter addressed to the SEG Student Affairs Committee (SAC) requesting permission to establish a new student chapter at your university. If you are reactivating a dormant chapter, please explain the reason(s) why the chapter went dormant and what procedures will be implemented to encourage longevity of the chapter.
- Download and complete the Student Chapter Membership Information Form (SCMIF) at: [www.segweb.org/pdf/forms/Student-Chapter-Membership-Information-Form.pdf](http://www.segweb.org/pdf/forms/Student-Chapter-Membership-Information-Form.pdf)
- Download and print out the Student Chapter Bylaws form at: [www.segweb.org/pdf/society-documents/Student-Chapter-Bylaws.pdf](http://www.segweb.org/pdf/society-documents/Student-Chapter-Bylaws.pdf)

*The only line you need to fill in on the Bylaws is the name of your chapter (usually the university or institution) at the top of the page.*

- Select a Faculty Advisor/Sponsor. This person must be an SEG Fellow Member of the Society willing to be actively involved and provide guidance and advice to the Student Chapter. Have the Faculty Advisor write a letter on university letterhead stating that they have accepted the responsibility of Student Chapter Advisor.
- A local SEG Industry Sponsor/Advisor not affiliated with your university is requested. This person must be an SEG Fellow Member and work directly with your Faculty Advisor/Sponsor. A letter of support from the Industry representative is requested.

- Compile all of the documents described above and listed below:
  - Letter to the SEG Student Affairs Committee (SAC)
  - A list of Executive Committee Members and other student members via the [Student Membership Information Form](#) (SCMIF)
  - Student Chapter Bylaws
  - Letters from Faculty and Industry Advisor/Sponsors.
- Please submit all documents/files to Vicky Sternicki at [studentprograms@segweb.org](mailto:studentprograms@segweb.org).

For more detailed information, please visit [www.segweb.org/pdf/students/Student-Chapter-Operations-Guidelines.pdf](http://www.segweb.org/pdf/students/Student-Chapter-Operations-Guidelines.pdf)

Once all of the documentation has been received it will be reviewed by the SEG Student Affairs Committee (SAC); upon SAC endorsement and approval by the SEG Executive Director the request will be submitted to the SEG Council for final approval at the next scheduled Council meeting. The entire process may take several weeks.