



Establishing a Student Chapter

sme.org | 313.425.3000 | chapters@sme.org

INTRODUCTION

SME connects manufacturing professionals, academia, and communities, sharing knowledge and resources to build inspired, educated, and prosperous manufacturers and enterprises. With more than 90 years of experience and expertise in events, media, membership, training, and development, and through the SME Education Foundation, SME is committed to promoting manufacturing technology, developing a skilled workforce, and attracting future generations to advance manufacturing. Learn more at sme.org, and follow us on [Twitter](#), [Facebook](#), or [LinkedIn](#).

MEMBERSHIP BENEFITS FOR STUDENTS

SME Membership connects students with educators and industry professionals, preparing them for success with their educational and career goals. Along with these networking opportunities, some other SME Membership benefits for students include:

- *Scholarships* that prioritize active SME members.
- *Research assistance* that provides access to articles/research behind paywalls.
- *Industry certifications* to develop your skills and build your resume. SME members receive up to 50% off SME certifications.
- *Career Services and an SME Job Board* with early job postings specifically for SME Members.

To learn more about the many benefits of SME Membership, visit our website [here](#).

SME CHAPTER BENEFITS

SME is dedicated to serving our student members in their career, educational, and personal development. SME Chapter participation provides several benefits, including but not limited to:

- Leadership opportunities to help build your career and reach your educational and personal goals.
- An avenue to exchange information and gain knowledge in a wide variety of manufacturing areas.
- Members may pursue projects of professional or educational interest, network, exchange ideas, and develop management skills through active participation in their local chapter.
- SME Chapters can connect professionals and retired members with students and emerging professionals, impacting the next generation of manufacturers, and giving students advice and tips to achieve their career/educational goals.

MEMBERSHIP QUALIFICATIONS

An SME student member is an individual who is registered in a program of study at an educational institution. This individual should satisfy the following to qualify for student membership:

- Working toward the completion of an academic credential in **good standing**.
- Registered with **full or part-time status** based on the institution's regulations (Minimum six credits per semester required to qualify for part-time status).
- The delivery of the educational program may be in **any format** (formats in-person, hybrid, and/or online).
- Qualified students **include atypical students**, like those on co-op work terms, apprenticeships, practicum, and/or thesis research terms.

The membership standing of any SME student member is reviewed on an annual basis. Professional SME members and/or students that have graduated are no longer eligible to retain, or revert to, student membership status, unless they are pursuing a graduate degree.

ESTABLISHING A STUDENT CHAPTER

Establishing an SME Student Chapter can be broken down into **four main steps**.

[Step One: Find Members](#)

[Step Two: Hold Meetings](#)

[Step three: Select Officers](#)

[Step four: Submit Paperwork](#)

STEP ONE: FIND MEMBERS

The first step is to **find active members** at your institution, as well as any potential student members. SME requires the signatures of at least 10 active student members on the Student Chapter Petition. This number is the minimum, but the more active members from the beginning will help make the chapter successful.

There are many different approaches you can take to find current and potential members at your institution. Your faculty advisor will be a great resource, as they can help you reach more students. Some outreach methods include:

- Department-wide emails to students in manufacturing or related fields, majors, minors, schools, etc.
- Open-door events at your institution for SME members and non-members to socialize and discuss SME chapter involvement.
- Ask engineering/manufacturing professors to mention SME membership and chapter participation to their students.
- Tabling events in high-traffic areas on campus.

- Contact the sponsoring professional chapter, if applicable, for help with the spreading word.

If you're interested in a list of active student members currently enrolled at your institution, SME may be able to help. Please contact chapters@sme.org to set up a virtual meeting. The SME Chapter Development Team can answer any questions you may have about the chapter development process and provide important insight regarding best practices.

STEP TWO: HOLD MEETINGS

Once you have student members interested in starting a chapter, the next step is to **hold regular meetings**. To hold effective, impactful meetings with large turnout, we recommend the following:

- Scheduling meetings **at least a month in advance**.
- Following a **consistent meeting pattern** (third Tuesday of each month, for example).
- Survey members to find easy, **accessible meeting sites and times**. [Calendly](#) and [Doodle](#) are effective tools to help with this.
- Speak with and/or survey members to **determine meeting topics** that appeal to them.
- Consider **joint meetings**. Many SME Chapters hold joint meetings with other chapters to meet other members, network, and brainstorm chapter activities. Meeting with your professional chapter is always a great idea!

Communication is key when planning meetings, especially as your chapter continues to grow and develop. Continually talk with members to determine ideal meeting times and locations, especially as a student chapter, where schedules change multiple times a year. The SME Chapter Development Team and other chapter leaders are great resources when looking for advice on scheduling and holding meetings.

STEP THREE: SUBMIT OFFICERS

You have found members interested in founding a chapter, and you've started meeting, the next step is to **appoint/elect officers**. This step can only be completed **after the Faculty Advisor has submitted the membership application** attached to the bottom of this document. Once the officers are determined, these need to be submitted to SME National. *The required officer positions for student chapters include:*

- Chair
- Co-Chair
- Treasurer
- Secretary

These positions must be held by **different members**, excluding Treasurer and Secretary, which may be held by the same person. Additional officer positions are available for chapters but aren't required.

Members should be made aware of the responsibilities and time commitments of each officer's position **before** they are appointed or elected. To learn more about each officer position, please email [chapters@sme.org](mailto:chapters@ sme.org). Once officers have been selected, email [chapters@sme.org](mailto:chapters@ sme.org) with an update on your progress. An email will be sent with a link to submit the officers electronically. To do this, you will need to know the name, member ID, and position of each officer.

STEP FOUR: SUBMIT PAPERWORK

Recognition of a student chapter begins after the submission, approval, and processing of the attached paperwork. SME requires the following documents be submitted by the prospective chapter:

- **Student Chapter Petition** signed by at least 10 student members and one faculty advisor.
- **Faculty Advisor Application** must be submitted to SME, even if the faculty member is already an active member of SME. Membership for Faculty Advisors is **free**.
- **SME student chapter recommendation form** from the sponsoring professional chapter. If the student chapter does not have a professional chapter sponsor, this form does not apply and is not required.
- **SME Student Chapter Application** to be completed by Faculty Advisor with signature from Department Chair.

Once your petition meets the minimum signature requirements and all the attached forms have been completed, please submit them to [chapters@sme.org](mailto:chapters@ sme.org).

If all requirements for a student chapter are met, **within six weeks** after the SME Membership staff completes its evaluation, a recommendation will be submitted and reviewed by the SME Member Council for approval. After final approvals have been made, each institution and its sponsoring chapter will be notified.

Once your paperwork has been approved and processed, the Faculty Advisor will receive an email from SME to submit officers electronically. Once officers have been submitted, your chapter is officially active! It is now the duty of your chapter to keep the momentum you've built. We recommend surveying your members to see what kinds of activities and events they want to participate in, including but not limited to celebrations, plant tours, museum tours, and/or social events.

STUDENT CHAPTER POLICIES

SME policy regarding the chartering of student chapters is covered in the SME Governance Document. If you'd like a copy of the SME governance document, please contact chapters@sme.org. The document includes, but is not limited to, the following policies regarding student chapters:

- SME shall charter only **one student chapter per campus**, and it shall **serve all SME members**. If you believe that a second student chapter is needed at your institution, please email chapters@sme.org.
- Student members **shall only be designated** as members of the student chapter at the institution that they are enrolled in.
- Offshore student chapters (defined as institutions outside of the continental United States and Canada) **may be chartered** under the same policy listed above. The application and **supporting documentation must be submitted in English**.

STUDENT CHAPTER CRITERIA

The following criteria apply in the evaluation of student chapter applications:

- **Faculty Advisor:** The faculty advisor must be an SME member. **Membership for Faculty Advisors is free** while the faculty member is serving as the faculty advisor. A membership application must be submitted to chapters@sme.org to activate the membership.
- **Retaining Active Status:** A student chapter must function for a **minimum of six months** in every calendar year.
- **Academic Programs:** Student chapter members can come from any academic program, but should provide a balanced, **contemporary emphasis on manufacturing**.
- **Accreditation:** The institution **must be accredited** by a regional, state, or federal accrediting body.
- **Sponsoring Chapters:** The student chapter **should be sponsored** by an SME professional chapter. If there isn't a professional chapter nearby, please let your SME representative know or email chapters@sme.org
- **Joint Student Chapters:** SME allows joint student chapters. Members may be from one school or from two neighboring institutions but **function together** under the direction of one SME student chapter.
- **Federal Tax ID #:** The student chapter **must** use their sponsoring Professional Chapter's Federal Tax ID # when establishing bank accounts and reporting financial activity. However, a student chapter may set up an account with their institution. Contact your business office to decide what is required of student organizations. If the student chapter does not have a professional sponsor, their

academic institution may be able to provide one. If not, the Federal ID number may be obtained by contacting SME Membership.

STUDENT CHAPTER FUNDING

Once a student chapter is approved, the student chapter becomes eligible for financial funding from SME. Funding is released annually, provided the student chapter has met these requirements:

- Completion of the Student Financial Report by March 31.
- Chapter Planning & Assessment Guide by March 31.
- Student Officer Listing by Oct. 31

A chapter funding form and financial report templates are accessible through SME Connect but will also be emailed out to faculty advisors as the due date nears. If you'd like a copy early, or if your chapter never received the email, please contact chapters@sme.org.

FREQUENTLY ASKED QUESTIONS

Q: Does my Chapter need to be registered as a student group on campus?

A: Yes, your chapter will need to be listed as an active student group at your institution. Please work with your institution to make sure you follow all the guidelines when establishing your student group.

Q: How long should this process take?

A: There isn't a specific timeline. Starting an SME Student Chapter is very different for everyone. Some chapters take a few weeks, some take several months. Just remember that progress of any kind is still progress. SME is always available to help you with any questions and point you in the right direction.

Q: Do we need to write a governance document or group constitution?

A: Many student chapters choose to write their own governance document or constitution, but writing a unique governance document is not required by SME. Some institutions require student groups to have their own founding document, so be sure to check in with your administrative office to find out more about their policy. SME can also provide the organizational governance document for you to use as a guide, or to use as your chapters' founding document. If your chapter does choose to write its own document, please send a copy to chapters@sme.org for recordkeeping purposes.

Q: Do we need a chapter bank account?

A: Student Chapters must have a bank account or some other way to receive chapter funds. Check with your business officer to determine what your institution allows, since some schools are stricter than others when it comes to handling funds.

Q: How can a sponsoring chapter help my chapter grow and develop?

A: Sponsoring chapters can help you with event planning and outreach, assist in finding speakers and venues, and can help provide your chapter with financial support while your chapter develops. As a student chapter, having a sponsoring professional chapter can also help by connecting students with industry professionals in their field, assisting with job searches and networking.



SME STUDENT CHAPTER RECOMMENDATION FORM SPONSORING CHAPTER

Approval of an SME student chapter requires the involvement of a sponsoring chapter. To show your chapter's involvement in and endorsement of the student group applying for recognition from SME, please complete the following information and submit it to:

SME Membership
1000 Town Center, Suite 1910, Southfield, MI 48075
313.425.3000 | Fax 313.425.3415 | Email: chapters@sme.org

Sponsoring Chapter Name and Number:

Institution Submitting Application:

Length of Sponsoring Chapter involvement with Student Group (month and years):

We endorse this student organization and pledge continued support of its officers and members.

Chapter Chair Signature

Date



STUDENT CHAPTER FORMATION PETITION

I believe that an SME Student Chapter should be formed at the following institution:

Student Chapter Faculty Advisor Information:

Name	_____	Member No:	_____
Job Title	_____		
School Address	_____		
School Address	_____		
School Phone	_____	School Fax	_____
Email Address	_____		

If you are not currently a member, please email chapters@sme.org for a Faculty Advisor application.

My signature below indicates that I agree to commit the necessary time and effort to assure the success of this new chapter.

Signature	_____	Date	_____
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This petition is two pages in length. Both pages must be completed and submitted to be considered for SME Student Chapter Formation.



MEMBER SERVICES STAFF USE ONLY

Number assigned to student unit	_____
Staff initials	_____

My signature below indicates that I agree to commit the necessary time and effort to assure the success of this new chapter. (At least 10 signatures are required.)

STUDENT NAME (print)	SIGNATURE	MEMBER #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Revised 2019

Please return both pages of this petition to:

SME Membership
1000 Town Center, Suite 1910, Southfield, MI 48075 313.425.3000 |
Fax 313.425.3415 | Email: chapters@sme.org



Instructions: To be considered for Official SME Student Chapter status, please complete this application and return with all required supporting documentation after six months of operation as a Student Unit.

SME Membership

1000 Town Center, Suite 1910, Southfield, MI 48075 313.425.3000 |

Fax 313.425.3415 | Email: chapters@sme.org

1. Date SME Student Unit first formed _____

2. Name of Institution _____ Unit No. _____
 Faculty Advisor _____ Member # _____
 Faculty Title _____
 Department _____

3. Sponsoring SME Chapter
 Name _____ No. _____

4. The institution applying for an SME Student Chapter is a (check one):
 - Five-year institution
 - Four-year institution
 - Two-year institution
 - Other, explain _____

5. Program from which student members will be drawn:

<input type="checkbox"/> Manufacturing Engineering	<input type="checkbox"/> Mfg. Engineering Technology
<input type="checkbox"/> Manufacturing Technology	<input type="checkbox"/> Industrial Technology
<input type="checkbox"/> Other _____	

6. Accreditation

A. The institution has been approved by the following state/regional accrediting body:

Year

B. If the institution has not been accredited, indicate whether application has been made for such accreditation:

Yes No

Agency applied to _____

C. If the curriculum from which the student members will be drawn is accredited, list the discipline(s), accrediting body and date of accreditation (ABET, ATMAE, NATTS, etc.)

Discipline	Accrediting Body	Date
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7. List other professional and/or technical student organizations currently represented at the institution.

SME or Organization	Date Chartered	Approximate Membership
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8. The following supplemental material is required for the application to be complete. Please indicate enclosure of these items.

Item	Yes	No
A. One to two (1-2) page summary of programs and activities the student group has conducted during the forming period.	<input type="checkbox"/>	<input type="checkbox"/>
B. Completed recommendation form from sponsoring chapter.	<input type="checkbox"/>	<input type="checkbox"/>

9. We, the undersigned, endorse the proposed SME Student Chapter and pledge continued support to its student officers and members.

Dean of the School

Department Chair