

Your Toolbox for Forming a Student Chapter

Everything you need to know to get a Student Chapter going from creation to Water Environment Federation (WEF®) charter is in this packet.

Table of Contents

Section	Page
Why WEF?	1
10-Step Creation Process	2
Additional Resources	5
Constitution and Bylaws	6
WEFTEC	9

Supplemental Material

SYPC Regional Liaison Table and Map
List of Current Student Chapters and Contacts
Annual Student Chapter Report
Student Chapter Website Guidelines

Contact Dianne Crilley at (dcrilley@wef.org) or 703/684-2445 if you need any of the supplemental information listed above.



Why WEF?

WEF and Students

WEF's Student Membership program has been operational for over 25 years and has over 1,000 participants. The program was created for those students who are regularly enrolled in colleges, universities, or other technical programs and spend at least one-half of their time on academic course work or equivalent. Over the years, WEF has expanded and improved upon the services offered to its Student Members in an effort to enhance and facilitate both their current studies and their transition into the working environment.



University of Florida Student Chapter Zero-Waste Tailgate, Fall 2006

Benefits and Advantages to Students

To students in the “learning” phase of water quality, it is essential that they attain information and data, which are both current and relevant to their studies. Through WEF and participating Member Associations (MA's), students get:

- ◆ Resources to establish themselves in the water quality field
- ◆ Information through the WEF periodicals and seminars
- ◆ Meeting and interacting with professionals in the industry
- ◆ Recognition in competition, scholarships, leadership
- ◆ Mentoring and employment guidance
- ◆ Low membership costs
- ◆ Free registration to WEFTEC®



There are 4 easy ways to join WEF. Visit this link for more

information: <http://www.wef.org/MembershipCareers/MembershipInformation/JoinWEF/>

Benefits and Advantages to MA's

- ◆ Increase in membership throughout career
- ◆ Pool of future MA officers
- ◆ Career nights, student/employer interviews, tours, and student paper contests

Useful Literature for Students and MA's

A series of articles have been written that address the benefits and challenges with the formation of student chapters and keeping them engaged. Access these articles with the following link:

<http://www.wef.org/LearnAboutWater/ForStudents/UniversityCenter/>

So let's get started!

This page gives you all the information and resources you need to get a Student Chapter set up for your MA as a 10-step process.

1. Contact WEF, your SYPC Liaison, *and* your Member Association

Let us know that you are ready to form a student chapter so that *WE CAN HELP YOU!* Please contact either of us listed below to make sure you get started in the right direction.

WEF: Dianne Crilley (dcrilley@wef.org) **Phone:** 703/684-2445 **Fax:** 703/684-2475

WEF Students and Young Professionals Committee (SYPC) Liaison:

Your liaison is here to help you not only with the creation of your chapter, but also with everything that comes afterwards! You can find your liaison by contacting Dianne or following this link:

<http://www.wef.org/MembershipCareers/MembershipInformation/CommitteeList/StudentsandYoungProfessionals/RegionalLiaisons.htm>

A table and map with the regional liaisons is also included with this toolbox.



What is a *Member Association*?

Member Associations of WEF are simply the smaller, more local, affiliations with WEF. Basically, each state, or a group of states, has their own Member Association. They are one of your connections to WEF on the national level.

Your Member Association may also have resources to help you get started. They will also work with you on your Constitution and Bylaws (see steps 5 and 6). They may be able to provide you with names and contact information for others that are interested. You can use this link to find the Member Association for your state:

<http://www.wef.org/MembershipCareers/MembershipInformation/MAInfoContacts/>

2. Identify a Faculty Advisor/Counselor

Your next step is to find a faculty advisor for official recognition with your school. This advisor can also serve as an advocate for your group for when you run into challenges or need advice. As discussed later, you will need WEF Constitution and Bylaws. Your Faculty Advisor may be a tremendous help when you are ready to make new ones or adapt WEF's.

3. Get University Approval

Many universities and colleges require applications and other forms to be completed upon organization recognition. Make sure you contact the appropriate faculty, staff, and advisors to get you on the right track for recognition. Contact the engineering departments of your local universities and colleges that have an environmental engineering program or an operations training program. The people in charge of these programs would make good points of contact for you **and could also serve as your organization's Advisor(s)/Counselor(s)!**

This page gives you all the information and resources you need to get a Student Chapter set up for your MA as a 10-step process.

4. Designate Officers of the Chapter and Identify a Chapter Name

Most likely you will have to do this as part of the official recognition process within your university or college. Make sure you have defined the roles of the officers in your chapter and that each person understands their obligations. Visit this link to see what other student chapters have done:

http://www.wef.org/LearnAboutWater/ForStudents/UniversityCenter/University_Student_Chapters_List.htm.

5. Develop Constitution & Bylaws (C&B)

This is another part of the process that is often required by universities or colleges for official recognition. These just describe how your organization will be run, how decisions will be made, and how people can be members. It also describes how your organization will work with your MA and WEF. The officers should meet with the faculty advisor to discuss how the chapter will be run. There are many successful Student Chapters already out there – so don't reinvent the wheel! Contact us so we can send you some examples. *Some C&B areas that WEF suggests are included at the end of this toolbox.*

6. Send Constitution and Bylaws to MA for Approval

Your MA may have some modifications for you to incorporate before they accept your C&B. Work closely with them to make the process as smooth as possible. This step is very important if your Student Chapter is to be recognized by the Water Environment Federation. If you do not want Federation recognition, you are done!

7. MA to Send Approval Letter to WEF

Upon approval of your C&B, your MA will send a letter of approval to WEF so that you begin the chartering (official recognition) process by the Federation. **YOU NEED AT LEAST 5 MEMBERS TO CHARTER.**

Letter Details: It should acknowledge MA approval of your chapter along with a list of the chapter members and counselor/advisor to WEF and request that the chapter be nominated to receive an official Charter from WEF.

Send in request to: WEF, 601 Wythe Street, Alexandria, VA 22314-1994, ATTN: Dianne Crilley. To ensure that your request goes before the House of Delegates, requests must be submitted no later than August 15th annually.



So what is a charter anyway?

The WEF Charter is a framed document signed by the President and Executive Director of WEF officially recognizing your student chapter

This page gives you all the information and resources you need to get a Student Chapter set up for your MA as a 10-step process.

8. WEF to approve Charter at WEFTEC

WEF Charters are issued on an annual basis following recommendation by the MA and approval by the WEF House of Delegates. The reason that Charters will only be issued annually is that the WEF House of Delegates, WEF's governing body, only meets once a year in October in conjunction with WEFTEC. Now you just wait for approval!



What is WEFTEC?

WEFTEC (Water Environment Federation Technical Exhibition and Conference) is WEF's annual conference and exposition. There are so many exciting opportunities for students. **More information about this exciting event is included at the end of this toolbox.**

9. WEF to Send Charter Plaque to MA (occurs 6 weeks after WEFTEC)

Once the student chapter is approved, the charters will be sent to the chapters Member Association in late October/early November.

Congratulations! You've already accomplished one of the toughest challenges with getting a group going. One more step until you are officially established.

10. MA to Present Charter to the Student Chapter

This step is more ceremonial than anything else. WEF recommends you incorporate the presentation of the charter as part of a chapter meeting, or at your MA's annual conference. With the right planning, you can use the charter presentation as a way to solicit more participation in your new Student Chapter.



Do we need to reapply every year for this thing?

No, once your student chapter has been approved, you do not have to reapply. Your student chapter is officially recognized until either you or your Member Association makes a formal request to end your chapter's affiliation with WEF. **Keep in mind that one of the terms of official recognition is that you must submit a written summation report of your activities each year to your WEF SYPC Regional Liaison and your Local Member Association.** Relax – it's only a 2-page form and we included it at the end of this toolbox!

Other Helpful Resources:

Looking for things like brochures, membership applications, sample publications? Call the **WEF Customer Services Center** at **1-800-666-0206** to get any material you might need.

WEF: Dianne Crilley (dcrilley@wef.org) **Phone:** 703/684-2445 **Fax:** 703/684-2475

You can also contact anybody listed in this link to the SYPC page for more information:

<http://www.wef.org/MembershipCareers/MembershipInformation/CommitteeList/StudentsandYoungProfessionals.htm>.

WEF Constitution and Bylaws (aka "The Nitty Gritty")

This is straight from the Constitution and simply says that you are allowed to have a student chapter.

6.1.1.1.3 A Member Association may affiliate with or establish other associated groups or local sections as an adjunct to its overall coverage of the water environment field provided its classification of membership for such associated groups or local sections shall be determined by the Member Association and provided such classifications do not include those reserved for the Federation.

WEF has some suggestions to help you with writing your new Chapter's Constitution and Bylaws (C&B):

- ◆ Check with your MA to obtain a copy of their C&B and use theirs as an example.
- ◆ Check out other Student Chapters' C&Bs on their websites with this link: http://www.wef.org/LearnAboutWater/ForStudents/UniversityCenter/University_Student_Chapters_List.htm.
- ◆ Use the suggestions on this page and the next page!



POP QUIZ! What's the Difference Between A Constitution and Bylaws?

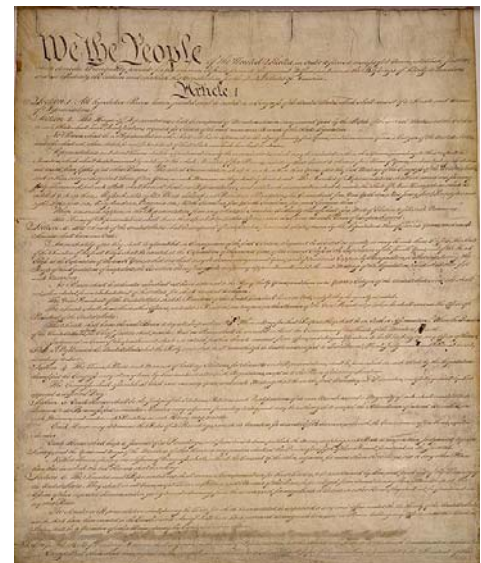
A Constitution:

- Is concise
- Clarifies the group's purpose
- Explains the fundamental purposes of the group
- Provides the basic framework for the group's processes
- Provides historical perspective
- Is rarely revised

Bylaws:

- Outline specific procedures for the group's functioning
- Help groups conduct business in an orderly manner
- Provide further definition to the constitution
- Easily revised, and revised regularly as procedures change

Source: <http://www.unm.edu/~sac/c&b.html>.



WEF Constitution and Bylaws (aka “The Nitty Gritty”)

The following are the Constitution areas suggested by the Water Environment Federation that should be included in the Student Chapters Constitution and Bylaws. **Minor changes may be made to conform with particular college/university requirements, but not such as to change the intent of, or interfere with the specific requirements of the WEF.**

Article I – Purpose

The purpose of this chapter shall be (1) to promote student interest in the environment, and (2) to provide an avenue for the exchange of information and ideas between students and members of both the Member Association serving their geographical area and the Water Environment Federation. In addition, we adopt by reference, the objectives as stated in the Water Environment Federation Constitution and Bylaws.

Article II – Affiliation

This organization is a student chapter of the (Association name) Member Association. The (Association name) Member Association is a member of the Water Environment Federation.

Article III – Membership

Any student enrolled at (name of college/university), with an interest in the environment, shall be eligible for membership. At least one faculty member, and a minimum of 5 students, must be members of the WEF.

Article IV – Management

The organization shall be managed by officers and counselors elected by the voting members at regular intervals.

Article V – Academic Status

Each student member must be in good academic standing with the institution.

Article VI – Amendments to the Constitution

Amendments to the constitution may be proposed at any regular meeting by any member of the chapter.

Adoption of an amendment shall be by three-fourths vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half of the members of the chapter.

Article VII – Annual Report

A report listing the activities of the chapter during the prior year must be submitted to the WEF Students and Young Professionals Committee and to the local Member Association Contact by May 1 of each year.

Article VIII – Bylaws

Bylaws that are consistent with WEF Constitution shall be adopted at the time this Constitution is ratified and may be amended as needed.

WEF Constitution and Bylaws (aka “The Nitty Gritty”)

The following are suggestions of topics for your Chapter’s Bylaws. These were gratefully taken from: <http://www.unm.edu/~sac/c&b.html>. Don’t forget to check with your University/College for their requirement.

- ◆ Membership Selection - requirements, resignations, expulsion, rights and responsibilities
- ◆ Dues - Amount, how collected, special fees, when payable, and to whom
- ◆ Executive Board - Structure, membership, powers, responsibilities
- ◆ Responsibilities of Officers - Powers, responsibilities, specific job descriptions
- ◆ Committees - Standing, special, how formed, chairpersons, meetings, powers, responsibilities, how dissolved
- ◆ Responsibilities of Advisor(s)
- ◆ Elections - Include when, voter eligibility, winning vote margin, procedures for filling unexpired or unfilled terms of office, removal from office, and the appeal process.
- ◆ Parliamentary Authority - Authority used, such as Robert’s Rules of Order
- ◆ Amendments - How to propose, notice required, voting procedures

WEF has some suggestions for specific bylaws you may want to adopt for your Chapter:

- ◆ At a minimum, 5 members of the Student Chapter to be members of WEF.
- ◆ All Officers of the Student Chapter to be members of WEF.
- ◆ The Constitution and Bylaws of the applicant chapter have been certified by the Member Association and of the Federation;
- ◆ The Student Chapter has been recommended for membership by the Member Association.
- ◆ The Student Chapter will be issued a WEF charter following recommendation by the Member Association and approval by the WEF House of Delegates.
- ◆ The Student Chapter shall govern the number and character of its meetings. At least one meeting shall be held each school year.
- ◆ A Counselor for the Student Chapter shall be appointed or elected by the Member Association. The Counselor shall be an Active or Professional Wastewater Operations Division Member of the Member Association and of the Federation and shall be an advisor to the Student Chapter.
- ◆ The Student Chapter shall submit an annual report to the WEF Students and Young Professionals Committee by May 1 of each year
- ◆ A Student Chapter shall have authority to only act on its own behalf and shall have authority to incur obligations for the Student Chapter only.
- ◆ A Student Chapter may withdraw from the Federation at the end of any school year after giving appropriate written notice of its intentions to both the Member Association and the Federation.
- ◆ The Member Association may revoke the charter of any Student Chapter, if, after the Chapter has been afforded the opportunity to be heard, the Member Association judges it to be in the best interest of the Member Association and the Federation to do so.

What is WEFTEC

Since its formation in 1928, the Water Environment Federation (WEF) has been holding annual meetings to provide a forum for knowledge and technology exchange within the water and wastewater fields.

WEFTEC – WEF's Annual Technical Exhibition and Conference - offers the best water quality education and training available and is a leading source for water quality developments, research, regulations, solutions, and cutting-edge technologies.

The WEFTEC Experience

WEFTEC offers an unparalleled educational and training experience for anyone committed to water, sanitation, public health and the environment.

The latest advances in water quality technology and solutions; largest water quality exhibition in North America; peer-to-peer networking; global business opportunities; a new utility partnership program; and numerous special events and programs all make WEFTEC the must-attend event of the year.

This year, the WEFTEC Conference takes place at the San Diego Convention Center in San Diego, California, from October 13-17, 2007.

WEFTEC for Students and Young Professionals (SYP)

Every year there is a special technical session devoted to students and young professionals showcasing research, projects, and general SYP membership issues. Participating in this session serves as a great way for students to get their foot in the door! First time submitters are guaranteed a poster spot.



Just for Students

FREE registration!

University Student Lounge – free lunch and refreshments, everyday!

Student Design Competition and Student Paper Competition (for more information visit the following link:

http://www.wef.org/LearnAboutWater/ForStudents/UniversityCenter/Student_Programs_Services.htm)

Poster Symposium

Career Fair and Networking Opportunities

Student Appreciation Reception

Annual Student Chapter Meeting

For more information visit <http://www.weftec.org>.