

**SAME Student  
Chapters:  
Growing Our Future  
Leaders**

**GUIDANCE  
MANUAL**



## Table of Contents

<b>Introduction</b>	<b>3</b>
<b>Initiating a Student Chapter</b>	<b>4</b>
<b>Sponsoring Post Guidelines</b>	<b>5</b>
<b>Chapter Mentor Guidelines</b>	<b>6</b>
<b>Faculty Advisor Guidelines</b>	<b>8</b>
<b>Student Chapter Officers Guidelines</b>	<b>9</b>
<b>Best Practices and Examples</b>	<b>10</b>
<b>Primers for Success</b>	<b>12</b>
<b>Key Contacts</b>	<b>12</b>
<b>Charter Template</b>	<b>14</b>

## **Introduction**

The Society of American Military Engineers (SAME) College Outreach Community of Interest (CO COI) supports Post's efforts to mentor and develop future STEM professionals at collegiate SAME Student Chapters (SC) and leads collaborative efforts between SAME, academia, public sector, and industry to identify and address the nation's grand challenges.

Student chapters leverage SAME's culture of service to ensure the Society continues to produce the STEM professionals needed to secure the nation. They contribute to the professional development and personal growth of student members by providing tailored opportunities to gain skills, establish networks, and develop a post-academic plan.

Sponsoring Posts are key to the success of Student Chapters. Posts build relationships with Student Chapter members to provide personal and professional mentoring opportunities to develop our nation's future engineers and grow prospective members of the Society. Posts help Student Chapters promote the mission and values of SAME through the networking of college students with industry and government professionals.

The intent is that the Chapters are student-led with direction provided by both mentors from the sponsoring Posts and faculty advisers.

The College Outreach Community of Interest is committed to the mentoring and professional development of its student membership. Our goal with this guidance manual is to serve as a reference for existing Student Chapters and foster the development of new Chapters.

Information on the latest developments within the College Outreach Community of Interest can be found in the College Outreach Community of Interest webpage at <https://www.same.org/membership-communities/communities-of-interest-list/college-outreach-community/>

## Initiating a Student Chapter

A highly functioning Student Chapter consists of a driven student membership body, an engaged faculty adviser, and a sponsoring Post committed to providing mentorship and support on a consistent basis. The Chapter application must identify each of the required roles (faculty advisor, Post mentor, Chapter president, etc.) by name and must be submitted by the sponsoring Post mentor to Jeannine Finton, College Outreach Program Manager, at [jfinton@same.org](mailto:jfinton@same.org).

By submitting an application, the sponsoring Post commits to provide the time and effort to maintain an active Student Chapter.

The application is available on the College Outreach Community of Interest page at [www.same.org/college-outreach](http://www.same.org/college-outreach).

### **New Chapter Formation Process**

1. Post cultivates a new student chapter relationship with a local school (2-year, 4-year, trade, military academy, etc.).
2. Post fills out a new Student Chapter application and drafts a charter.
3. Post submits application and charter to the SAME National Office, Jeannine Finton, College Outreach Program Manager, at [jfinton@same.org](mailto:jfinton@same.org).
4. Staff will confirm the paperwork is complete.
  - Officers
  - Supporting Post Mentor/POC
  - Faculty Advisor/POC
5. Application forwarded to CO COI Chair.
6. CO COI Chair Approves new Chapter and sends Welcome Letter detailing Roles and Responsibilities and Best Practices for the Post/SC relationship.
7. SAME Staff adds Student Chapter to Find-a-Post List and enters POCs into member database.
8. Post adds details of the new Student Chapter to their Post webpage.
9. The College Outreach Community of Interest and CO COI Program Manager provide continued support to Posts and Student Chapters.
10. Posts submit semi-annual Student Chapter reports due on December 1<sup>st</sup> (as part of the Post annual report) and June 1<sup>st</sup>.
11. Student Chapters should submit POCs changes Jeannine Finton, [jfinton@same.org](mailto:jfinton@same.org).

In addition to the application, SAME requires each Student Chapter to have a signed charter on file with the SAME National Office. The charter outlines the basic operating procedures agreed upon by all parties (school, Post, student leaders). This charter does not require annual updating unless required by the hosting university. A sample charter template is available at the end of this guidance manual and can be downloaded on the College Outreach Community of Interest page on [www.same.org/college-outreach](http://www.same.org/college-outreach). If the school requires their own charter, it can be used in place of the SAME version.

## **Sponsoring Post Guidelines**

A Student Chapter is only as strong as its sponsoring Post. Student chapters experience high turnover in student leaders and their duties on top of their studies may seem overwhelming at times, the Post should serve as a source of continuity and stability. It is crucial that the sponsoring Post take an active role in their Student Chapters and devote adequate resources in the form of active leadership, mentoring and funding. For this reason, applications for new Chapters must be submitted by the sponsoring Post president.

### **Financial Support**

The sponsoring Post is responsible for supplying sufficient resources to its Student Chapter according to an agreed upon budget presented by the student members. The exact amount of financial assistance is at the discretion of the Post. The amount should be enough to sustain Student Chapter operations such as meetings, social/networking events, K-12 outreach, and field trips. The Post should also consider setting aside sponsorship for travel expenses to attend the Joint Engineer and Training Conference (JETC) or other nationally or regionally sponsored events. Student Chapter members should also be encouraged to apply for available Post scholarships. Scholarship recipients should be encouraged to participate in a local Student Chapter at their school, if one exists. Student Chapters may supplement the Post-supplied resources through fundraising events, especially if they can catalyze new members. Posts should assist the Chapter in managing any raised funds. Chapters should work with their Post to ensure they follow all rules for legally managing their funds.

The Student Chapter should submit a budget proposal to the sponsoring Post during the Post's budget planning cycle for any Chapter activities needing financial support.

### **Appointing Chapter Mentor**

The leadership body of the Post shall appoint a Student Chapter Mentor to serve as the main conduit between the Post and the Chapter. Any current SAME member may serve as the Chapter Mentor. The Chapter Mentor position is a perfect leadership role for a Young Professional (YP) looking to be involved in the Post. If a YP is chosen to fill this role, it is recommended that a senior Post member be paired with the YP as a mentor. Information about the Student Chapter Mentor shall be submitted to the SAME National Office as part of the application process, updated through the Student Chapter annual report, or emailed to Jeannine Finton, College Outreach Program Manager, at [jfinton@same.org](mailto:jfinton@same.org).

When this role is vacated, the Post must appoint a replacement and update the SAME National Office with the new information to stay in compliance. It is highly recommended that the Chapter Mentor sit on the Post Board of Direction.

## Student Chapter Mentor Guidelines

Student Chapter Mentors serve as a liaison between the Faculty Adviser, students, and the sponsoring Post. Support includes (but is not limited to) assistance in financial planning, operations and programs, events, and recognition, and providing guidance during the school-to-workforce transition. The SAME Senior Student Chapter Mentor, a member of the CO COI leadership team, will be the Chapter mentor's main point of contact to the College Outreach Community of Interest.

Student Chapter Mentors should join the College Outreach COI, where they can share best practices and obtain guidance from other mentors across the country.

### Operations

SAME Student Chapters are intended to be student-led organizations. The Chapter Mentors exist to make sure that the Chapters operate in support of the SAME mission, vision, and values. A regular review of the Chapter charter can ensure it continues to present a coherent plan for how the Chapter will operate. Accompanying the charter should be a budget proposal from the Chapter to the sponsoring Post establishing the financial resources available to the Chapter. Finally, the Chapter Mentor should maintain a healthy relationship with the Faculty Adviser to ensure that all academic requirements are being met and the Chapter is staying within any school parameters.

### Working with the Faculty Adviser

Student Chapter Mentors should meet regularly with the Faculty Adviser. It is recommended that there be at least two meetings per school year, but more is even better. These meetings provide an opportunity to deepen the relationship between the university and the Post.

### Programming

As an experienced member of the engineering community, the Chapter Mentor can provide suggestions for programs, events, speakers, and field trips that are conducive to Chapter members' education and professional development. Programming suggestions include:

- **Post Resources:** Mentors should keep the Faculty Adviser and Chapter members abreast of Post events. These events include monthly meetings and social/networking gatherings. These are great opportunities to introduce Student Chapter members to Post members, mutually benefiting each party. The Post can also serve as a resource for guest speakers and industry contacts.
- **SAME National Resources:** Mentors should stay up to date on national SAME events while being watchful for opportunities to connect students and Faculty Advisers with SAME members regionally and across the country. Mentors, Faculty Advisers, and students are encouraged to attend the JETC and take advantage of the offerings available. Mentors should encourage Student Chapter participation in and suggest topics for SAME

Student Chapter programs that would supplement Student Chapter events and be beneficial to Chapter members.

- **External Resources:** Mentors should promote the networking, inter-club collaboration, and professional development available through other academic and professional organizations. This may include internship opportunities, cooperative outreach/fundraising, and external conference attendance. Students should be encouraged to organize and conduct such events. The Mentor should assist with identifying non-SAME speakers from across the public and private engineering, financial, business and government sectors.

**Multidisciplinary Engineering Challenges:** Student Chapters can organize teams to participate in an existing engineering competition relevant to the A/E/C industry.

### **Semi-annual Reporting**

A key duty of the Chapter Mentor is to keep the SAME National Office aware of any changes to the Chapter points of contact (faculty advisors, student leaders, Chapter mentor) through the semi-annual report. Posts sponsoring Student Chapter are required to submit a [Student Chapter Status Report](#) by May 1<sup>st</sup> and December 1<sup>st</sup> of each year.

Chapter mentors should also pass on any success stories and anecdotes about Chapter members to the SAME National Office and the Senior Chapter Mentor. These “touchpoints” help the Community of Interest understand how to better serve the Chapters and report to the Society on the impact of the Community of Interest’s college outreach efforts.

If you have any questions about the reporting process, please contact Jeannine Finton, College Outreach Program Manager, at [jfinton@same.org](mailto:jfinton@same.org).

### **Recognition**

Post Mentors and Faculty Advisers are encouraged to devise a system of recognition for achievement within the Student Chapter and at Post events. Best practices include establishing a local annual “Student Member of the Year” award and nominating students for the national SAME Student Leadership Medal to allow the Chapter Mentor and Faculty Adviser to recognize student contributions and achievements at local and national levels. Awareness that such nominations are possible is an excellent way to encourage the pursuit of excellence in leadership and outreach among students. Post should also consider, as funding allows, sponsoring outstanding Student Chapter members to the SAME Joint Engineer Training Conference (JETC), Small Business Conference (SBC) and other national events and encourage them to submit for available Post scholarships.”

### **Member Transition**

The Chapter Mentor should assist students in their transition into the workforce as well as into the SAME Young Professionals Community of Interest (YP COI). Mentors are in a unique

position to help students secure employment, mentoring, and career guidance. Mentors should encourage continued involvement in SAME upon graduation. Remaining in contact with Student Chapter alumni is an excellent way for Chapters and Posts to create networking pools that may prove mutually beneficial.

### **Faculty Adviser Guidelines**

The Chapter Mentor should work with the student members to identify a Faculty Adviser willing to serve as the liaison to the college/university for the sponsoring Post and student members. They are effective assets in encouraging student leadership and assessing student professional development. Support includes (but is not limited to) assistance in financial planning, operations and programs, participation in events, and recognition.

### **Operations**

SAME Student Chapters are intended to be student-led organizations. However, the Faculty Adviser's main role is to serve as the campus liaison to make sure that all institution requirements for clubs/organization are met and that all rules are followed. Advisers serve the role of facilitator, guide, and (sometimes) taskmaster, with the goal of helping students make informed professional development and networking decisions, while concurrently helping them develop as leaders. The Faculty Adviser also serves as the main continuity of the Chapter's election cycle, ensuring that there is a leadership succession plan in place.

The Faculty Adviser should work with the Student Chapter Mentor and Student Chapter Officers to develop a working budget and determine the financial needs of the Chapter.

### **Programming**

Faculty Advisors are important liaison between the Post and the university. Some are dedicated allies to the Student Chapters, while others may be less engaged. Faculty Advisors will assist Student Chapters in meeting any university requirement for on-campus activities.

The Faculty Adviser should remain engaged with the student members and inquire about upcoming programs, events, and speakers. Advisers should encourage student ownership of the organization by facilitating discussions among the students on what they feel would be helpful or interesting to them as professionals. The Advisers may use all networks available to inject relevant content into the student proposed programs. Available resources include: Post contacts, other faculty, industry connections, Chapter alumni, and local military populations.

The Faculty Adviser is also encouraged to promote cross-organizational collaboration. The Advisers should work with other professional societies to develop joint events and foster an environment of idea exchange.

The Faculty Advisor is encouraged to join the College Outreach COI. The Adviser should stay abreast to national SAME events and promote attendance to the annual JETC. As a reminder, registration is free for SAME student members at all national conferences and workshops. The



Senior Faculty Adviser, a member of the CO COI leadership team, will be the Chapter faculty adviser's main point of contact to the Community of Interest.

### **Recognition**

Post Mentors and Faculty Advisers are encouraged to devise a system of recognition for achievement within the Student Chapter. Establishing an annual "Member of the Year" award and nominating students for the SAME Student Leadership Medal allow the Chapter Mentor and Faculty Adviser to recognize student contributions and achievements at local and national levels. Awareness that such nominations are possible is an excellent way to encourage the pursuit of excellence in leadership and outreach among students. It is also encouraged to send students worthy of recognition to the JETC, SBC, other national events as local funding allows. As a reminder, student registration is free at national events.

### **Student Chapter Officers Guidelines**

The lifeblood of the Student Chapter is its student members. The success of the Chapter depends on the dedication and effort displayed by the student leaders. Each Chapter will have its own personality due a unique mix of student backgrounds, the institutional culture, and the local population. Because of these inherent differences, each Chapter is free to organize and operate as agreed upon by the sponsoring Post, the Faculty Adviser and the student members. With that in mind, each academic institution and Post will have its own unique requirements and objectives. Institutions may require Student Chapters to submit a constitution or similar document for review each academic year to apply for official recognition. This recognition will allow the Student Chapter to apply for funds from their student government and participate in official university events.

### **SAME National Office Requirements**

Though much autonomy is granted to each Chapter, there are a few requirements that each chapter must meet to remain recognized by the SAME National Office:

- **Charter:** Each Student Chapter must have an updated charter on file. Though an annual review is not required, it is encouraged that the document is reviewed on a regular basis to make sure the content is/remains relevant and accurate. The charter outlines the operation of the Chapter. Because of this, the charter should include: meeting structure and decision-making processes, officer positions, responsibilities, elections, and term lengths. Additionally, it may include election schedule, term lengths, type of meeting procedures used, funding sources, and charter review cycle. Each Student Chapter should tailor its charter to meets its individual needs. A template can be found on the College Outreach COI's webpage at [www.same.org/college-outreach](http://www.same.org/college-outreach)
- **Semi-annual Reporting:** A Chapter Status Report is due by May 1<sup>st</sup> and December 1<sup>st</sup> of each year to Jeannine Finton, College Outreach Program Manager, at [jfinton@same.org](mailto:jfinton@same.org).

- **Continuity of Leadership.** Student Chapters must keep the leadership positions defined in their charter filled to be considered an active Chapter. The Chapter should institute an election cycle to choose and/or replace leadership positions. The College Outreach Community of Interest **HIGHLY SUGGESTS** that officers are spread across the class years to provide a succession plan for leadership. Chapters should take care that their officers don't graduate all at once.
- **Maintaining SAME and Post Membership Status.** Student chapter members should be members of SAME and their sponsoring Post.

### **Positions**

Student Chapter officer positions and duties should be tailored to the unique needs of the Chapter and be outlined in the Student Chapter charter. Succession planning should be a key consideration in the nomination process, ensuring continuity of leadership between academic years. In general, most Student Chapters elect or appoint officers to perform the following duties:

- **President:** Oversees Chapter activities and delegation of officer responsibilities; serves as liaison between the Student Chapter, Chapter Mentor and Faculty Adviser; facilitates Chapter meetings; ensures Charter is adhered to; appoints Community of Interest chairs as necessary and works with other student officers to develop their positions; represents Student Chapter to the sponsoring Post and ensures communication of information between Post and Student Chapter.
- **Vice President:** Assists the President with their duties; assumes responsibilities of President in event of absence; coordinates and plans Student Chapter activities and meetings; works with the Treasurer and Secretary in their duties; may serve as a successor to backfill the Chapter President.
- **Secretary:** Publishes Student Chapter communications; documents minutes of Chapter meetings; ensures required paperwork is filed and kept up to date with the institution and Chapter Mentor; maintains up-to-date membership roster and contact information.
- **Treasurer:** Maintains financial records; develops a working budget in conjunction with Student Chapter Mentor and Faculty Adviser; communicates with the Chapter Mentor regarding funding for Student Chapter activities; obtains estimates for Student Chapter materials (t-shirts, advertising materials, etc.); obtains funding from the institution's Student Government Association for Student Chapter activities or materials.

### **Best Practices and Examples**

Recruiting, advertising, networking, and conducting quality programs add to the success and sustainability of SAME Student Chapters. This section contains a few ideas Student Chapters can use to successfully build and maintain their organizations.

### **Recruiting and Advertising**

- Recruit from university freshman seminar classes. Some schools require freshmen to attend College of Engineering events. Personally inviting freshmen to a meeting can be an effective incentive.
- Advertise in classes. SAME programs and field trips are frequently relevant to particular academic classes. Chapters may be able to enlist the support of professors and encourage them to support their students' attendance. Some schools may allow excused absences for SAME student organization sponsored trips.
- Encourage cooperation with other engineering societies. Plan a field trip and invite members of other student groups. They can see firsthand the opportunities SAME can offer. It is also recommended to invite professionals from the mentoring Post to attend and network with the students.
- Attend meetings held by other student activities and ask for an opportunity to return the invitation to attend a scheduled SAME Chapter meeting. Coordinate your visit and talk in advance with the leadership of the visited group.
- Post meeting flyers with the SAME logo throughout the school's engineering/science buildings at least 1-2 days before a meeting.
- Send a mass e-mail to the Chapter's membership. This may be done through the school's outreach coordinator or the Chapter's membership database of e-mail addresses.
- Communicate with the school's outreach coordinator and faculty regarding Student Chapter events and meetings.
- Add Student Chapter events to the campus event calendar. This may be done through the school's office of campus activities or Student Government Association.
- Display your Chapter's banner at school sponsored events or hand out flyers that list some of your past and upcoming events, speakers, trips, and benefits of SAME student membership.
- Use of social networking to announce Chapter, Post and other SAME news and events.

### **Possible Speakers**

- Military engineers, especially those from the local U.S. Army Corps of Engineers, U.S. Air Force Civil Engineers, or Naval Facilities Engineering Command offices and installations.
- Professionals that are working "outside the box" of what is typically considered to be the field of engineering. An example is a Quality Control Director from a commercial construction company.
- Professor and Faculty Adviser industry connections.
- Student Chapter and institution alumni.
- Anyone who has an exciting story to tell about a unique project.
- A local engineer who may discuss his/her projects in the surrounding area. Engineers who can offer a presentation about on-campus construction are typically very popular.
- On-site speaker field trips to local construction projects. Professionals from the mentoring Post can be very helpful in planning and coordinating these events.

### **Successful Outreach Programs**

- Engineers Week (E-Week)

- Project Lead the Way—provide mentors to high school students
- MATHCOUNTS
- Science Fairs
- Can Structures
- Best Robotics
- Give-Away Free SAME Merchandise (e.g. Frisbees)
- Mentoring Post K-12 Outreach
- High-school Student Mentoring and Shadow Day
- Habitat for Humanity
- Veteran’s Outreach
- Wounded Warrior Project

**Primers for Success**

**Relationships with Post Student Chapters**

*(An example provided by the New York City Post in support of the West Point Student Chapter)*

- The Student Chapter is represented on the NYC Post Board of Direction, with a Committee dedicated to working with the Student Post.
- The Post Young Professionals are natural partners on Student Chapter activities to foster connections between the two communities.
- The Post provides regular opportunities for Student Chapter Members to participate in and attend NYC Post Regular Meetings and events held locally.
- An annual special event, the West Point Cadet Engineering Dinner, is cohosted by the NYC Post Young Professionals and the Student Chapter members. This increases opportunities for the young professionals to engage and guide student members.
- Take advantage of natural relationships with agency and sustaining member firms. NYC is represented by the US Army Corps of Engineers.
- Visit the Student Chapter and provide mentoring. The NYC Post visits at least annually for a guest lecture and speed mentoring.
- Assist the Student Chapter in serving as an integrator in bringing together the different STEM groups at the school (i.e. Joint activities with other Societies).
- Provide financial support to the Student Chapter to allow students to attend National SAME events.
- Use the above as a general guide and adjust for your Post’s locale and nearby relationships.

## CHARTER FOR SAME STUDENT CHAPTER

### **[School Name] Student Chapter of the [NAME] Post Society of American Military Engineers**

#### **Article I: Name and Chapter Activities**

1. The name of the Chapter shall be the [College or University Name] Chapter of the [Post Name] Post, Society of American Military Engineers.
2. Meetings and other activities such as field trips, mentoring programs and internships shall be developed between the [Post Name] Post and the [College or University Name] Chapter to accomplish the objectives set forth below.

#### **Article II: Objectives**

The objectives of the [College or University Name] Student Chapter of the [Post Name] Post are to:

1. Jointly achieve the Society's goals and objectives as prescribed in its Strategic Plan;
2. Link students with Architecture, Engineering and Construction (AEC) professionals;
3. Advance scientific and engineering education and assist in the professional development of Student members;
4. Respond to the needs of student members;
5. Conduct high quality, professionally oriented programs and activities that engender camaraderie, and facilitate and improve communication among students and SAME members
6. Have members of the [Post Name] Post mentor [College or University Name] Student Chapter members;
7. Recognize the accomplishments of student members by the [Post Name] Post.

#### **Article III: Membership**

1. **Classification:** Students are a class of membership in the Society. The category is limited to undergraduate students 25 and under. Students join a local Post when becoming a member of the Society. Upon graduation, student members may become Young Professionals of The Society and join a SAME Post in the area where they begin their careers.

2. **Dues.** Student Members age 25 and under do not pay National or Post dues. The Chapter may collect fees for activities as approved by the Chapter leadership and local Post. Such fees must be in compliance with any regulations of the college or university.
3. **Eligibility:** Though student membership is restricted to undergraduates, membership in a Student Chapter is open to all currently enrolled full-time undergraduate or graduate students (if professional members of SAME) of the [College or University Name].
4. **Discrimination Policy:** No one may be denied membership on the basis of race, color, age, disability, religion, gender, national origin, marital status, political affiliation, sexual orientation or any other unlawful reason.

#### **Article IV: Government**

1. The government of the [College or University Name] Student Chapter of the Post Name Post shall be vested in a Leadership Team, which shall consist of student officers, a faculty advisor from the [College Name] and a mentor from the [Post Name] Post. The faculty advisor and mentor will be appointed by the [Post Name] Post Board of Direction. The Student Officers shall be nominated by the faculty advisor and approved by an election of the student members from any year group of the college.
2. The officers shall consist of a Student President, a Vice President/Program Chair, and a Secretary/Treasurer. They shall hold office for one year or until their successors have been duly nominated and elected. The officers may be reappointed without regard to term limits.
3. The [Post Name] Post should maintain the financial accounts of the Student Chapter as a support service. The Secretary/Treasurer of the Chapter will request funds from the [Post Name] Post, and collect fees from student members, as required to support Student Chapter activities. The [Post Name] Post will provide some funding for student activities.

#### **Article VII: Charter Approval and Amendments**

The Charter may be initially approved or amended by the [Post Name] Post President, following review of the charter or amendments by appropriate parties at the [College or University Name], as required to meet the requirements of student activities at the [College or University Name].

---

Post President, [Post Name] - (Please Print Name & Sign/Date)

---

Post Student Chapter Mentor, [Post Name] - (Please Print Name & Sign/Date)

---

Faculty Advisor, [School Name] - (Please Print Name & Sign/Date)