



Chapter Toolkit

Establishing AMPP Student Chapters

September 2022



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Overview

Congrats on taking the first step in forming your new student chapter! As a student, participating in the activities of the Association for Materials Protection and Performance (AMPP) Student Chapter at your school is one of the best ways for you to expand your knowledge, network with industry professionals, and launch your career. Participating in student chapter activities also allows you to meet other like-minded students – those who want to create a safer, protected, and sustainable world.

The purpose of this toolkit is to outline the process for starting an AMPP Student Chapter at your educational institution and provide guidelines for management and operations.

For any questions regarding this toolkit or help establishing a student chapter, please contact membership@ampp.org.

About AMPP



WHO WE ARE

AMPP is a global community of professionals dedicated to materials protection through the advancement of corrosion control and protective coatings.



WHAT WE DO

AMPP protects infrastructure and assets worldwide through member and workforce education and credentialing, company accreditation, technological innovation, and global standardization.



HOW WE ADVANCE INDUSTRY

AMPP represents the largest global community of corrosion and protective coatings professionals. Our members are dedicated to advancing technical and practical expertise in corrosion prevention and control. AMPP provides members with the knowledge and resources to ensure high performance materials are used to build and maintain sustainable infrastructure.

Student Chapter Structure

AMPP Student Chapters provide an opportunity for future industry leaders to expand their knowledge and take a more active role in their careers. The structure and day-to-day functioning of AMPP Student Chapters is flexible and should accommodate each school's policies and needs.

It is recommended that AMPP Student Chapters have a local AMPP Chapter to partner with and support the mutual success of both regional groups. If there is not a local AMPP Chapter to partner with, a group of students may still establish a Chapter through their educational institution as required for student groups by the institution.

Both Student Chapter structures will be recognized by AMPP Headquarters and provided resources for successful operation and support in delivering value to local students.

Student Chapters are restricted from holding bank accounts and signing any agreements and/or contracts as they are not considered legal divisions of AMPP or have legal standing as an independent entity.

PARTNERING WITH AN AMPP CHAPTER

Student Chapters do not need to be limited to a single educational institution, and if necessary, may be a group of students from several institutions which partner with a single local AMPP Chapter.

The partnering AMPP Chapter must be an "Unincorporated Chapter" or "Incorporated Chapter" per the AMPP Chapter Charter. "Hosted Chapters" are unable to partner with Student Chapters.

The local AMPP Chapter will host funds through their established Chapter account for Student Chapters and provide support and mentoring opportunities as needed. If willing and able, AMPP Chapters may enter into agreements per the Chapter Affiliation Agreement on behalf of Student Chapters in the name of the AMPP Chapter, assuming terms and liability on behalf of the Student Chapter.

ESTABLISHED THROUGH EDUCATIONAL INSTITUTION REQUIREMENTS

If a group of students does not have a local Chapter to support their activities or if their institution requires registration, they may operate through the requirements as established by their educational institution.

AMPP Student Chapters through educational institutions will be allowed to identify publicly as an AMPP Student Chapter. Student Chapters through an educational institution must follow all policies and procedures for student groups, including financial and agreement/contract requirements set by the institution which is sponsoring the Chapter.

Student Chapters cannot host financial accounts or sign contracts in the name of AMPP or the name of the Student Chapter.

Establishing a Student Chapter

The first step to establishing a Student Chapter is finding 10 students with current AMPP membership to complete a New Student Petition Form. This form should indicate if your Student Chapter will be hosted by an AMPP Chapter, or through your educational institution.

Student Chapters that wish to partner with an AMPP Chapter must have that specific Chapter sign off on the petition form. It is recommended that prior to partnering with a local Chapter, the student members engage with the Chapter to discuss interest and available support.

An initial slate of officers must be identified on the New Student Petition Form as well as a proposed Student Chapter name.

Petitions must be submitted to AMPP headquarters for validation and approval.



Student Chapter Administration

OFFICER POSITIONS

To ensure the success of Student Chapter operations, a governing board shall be established to support the execution of activities. Job descriptions for Chapter officers are located [here](#).

The Student Chapter governing board shall consist of the following positions:

- Chair
- Vice-Chair
- Secretary
- Financial Liaison

The positions of Secretary and Financial Liaison may be combined into a single officer role, or remain separate based on the needs of the Student Chapter.

In addition to the governing board, Student Chapters may arrange for additional “activity chair” roles in support of student activities per the job description document.

All student officer positions shall be for a term of 1 year. Governing board positions shall be re-elected each term and students may serve two additional terms per position. Activity Chair positions are appointed by the governing board for each term as needed.

Any student with an officer position (governing board member or activity chair) shall have a vote on Student Chapter business.

ELECTIONS

Student Chapters must follow established procedures for student elections if required by your educational institution. If your institution does not have established guidelines for student elections, the Student Chapter shall establish an open and transparent process for elections which provides all members with a vote.

Ballot results must be reported to AMPP headquarters on the Student Election Result Form at least two weeks prior to the new term start.

To accommodate different educational institution schedules, the Student Chapter may determine if student officer positions have a January 1 – December 31 term or a July 1 – June 30 term. Any other officer terms must be submitted to AMPP headquarters for approval.

FINANCES

Student Chapters shall not have established bank accounts in the name of AMPP or the Student Chapter. Financial requirements depend on the Student Chapter structure.

1. Chapters in partnership with an AMPP Chapter

The local AMPP Chapter shall support Student Chapters by holding and distributing funds on behalf of the Student Chapter. The Chapter Treasurer and Student Chapter’s Financial Liaison shall work in partnership to deposit and disburse funds on behalf of the student chapter.

The AMPP Chapter must report any student funds as part of their financial requirements per the AMPP affiliation agreement. AMPP Chapters have the responsibility to ensure that student funds follow the same guidelines for appropriate use of funds as the Chapter.

2. Chapters established through educational institution requirements

Student chapters shall follow the guidelines and requirements as established by their educational institution. No accounts shall be established in the name of AMPP or the Student Chapter. All financial reporting shall be governed by the educational institution which is holding funds on behalf of the students.

IDEAS FOR STUDENT MEETINGS

Freshman Recruitment Campaigns and Contests

- Hold an annual activity where freshmen (and other students) are invited to learn about the industry.
- Share some of the fun and educational activities your chapter hosts and how joining will be an invaluable experience.

Invite Speakers

- Identify potential speakers to visit your campus for a “lunch and learn” or round table discussion.
- Organize for speakers monthly and aim for experts on a variety of topics.
- Providing lunch, dinner, or snacks will certainly make this a hit!



Host Socials and Mixers

- Early in the academic year, host a barbeque, picnic, or a bowling night.
- Create an informal atmosphere so students can mingle comfortably with each other and remember to supply food and a fun activity.
- Even a friendly competition like a soccer game or ultimate frisbee can be a great way to build bonds!

Assist with Outreach Projects

- Community involvement can lead to an increased interest in your group and work towards a positive change.
- Visiting a local high school, teaching a lesson on electrochemistry, or tutoring students in math and science can be a great way to gain community service hours and will certainly be a rewarding experience.

Schedule Field Trips

- With a few phone calls and a little planning, many companies will be more than happy to give tours of their facilities to interested students.
- Visiting asset owners in the field is a great way to gain practical knowledge and learn in a real-world situation.



Enter the AMPP Student Poster Competition

- Share what you are working on with students in other chapters and professionals during the AMPP student poster competition. Each year, AMPP awards cash prizes to outstanding students for their work.
- Build key connections to leaders in both academia and industry.

EMERG

AMPP's EMERG Student Outreach Program is excited to provide resources specific to student members and Chapters.

These include:

- Academic Scholarships
- Travel Assistance Program for AMPP's Annual Conference + Expo
- Rising Leaders Award

For more information, please contact emerg@ampp.org.

New Student Chapter Petition

Date of Petition: _____

We, the undersigned AMPP student members, do hereby petition the Membership Program Committee of AMPP to form a new Student Chapter.

Proposed name of new Chapter: _____

Student Chapter Structure:

- ☐ Partnering with an AMPP Chapter: _____
- ☐ Established through educational institution: _____

MEMBER NAME	AMPP MEMBER NUMBER
1. _____ (Chair)	_____
2. _____ (Vice Chair)	_____
3. _____ (Secretary and/or Financial Liaison)	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Send completed petitions to membership@ampp.org

Student Election Results

Student Chapter: _____

Officer Term:

☐ January 1 – December 31

☐ July 1 – June 30

☐ Other: _____ (additional proposed terms must be approved)

Please describe the nomination and election process: (500 character limit)

Please answer the following questions regarding your nomination and election process:

Does your educational institution have requirements for elections of student groups? YES ☐ NO ☐

Did your chapter encourage an open self-nomination process for candidates? YES ☐ NO ☐

Please explain:

Did your chapter have a clear process for balloting? YES ☐ NO ☐

Please explain:

Student Election Results

Were all chapter members invited to cast their vote during the election? YES ☐ NO ☐

Number of ballots sent: _____

Number of votes received: _____

Provide election results in the chart below:

Name	Position	Membership Number
	Chair	
	Vice Chair	

