



## Instructions on How to Set Up a Student Chapter at Your School

If no local AAWD chapter exists at your school and you would like to help start one, follow these instructions to help get an active chapter up and running.

1. Begin by assessing the level of interest of the students at your school. This can be done via informal survey, phone calls or e-mails.
2. Create an organizing committee. This committee will be responsible for:
  - Drafting a constitution (HQ has a draft you can use)
  - Initiating a membership drive (HQ can help\*)
  - Arrange for a first general membership meeting
3. At your first general membership meeting, you should:
  - Elect the inaugural Board of Directors
  - Vote on the bylaws
  - Set up committees
  - Determine time, time and place of regular membership meetings.
  - Determine amount of Chapter dues (Note: Student dues are \$55/year for national dues + cost of chapter dues. 1<sup>st</sup> year student have the option to join for 4 years at \$180 - \$10 is rebated back to the chapter.) **All chapter members must join AAWD nationally.**
4. Your Treasurer should establish a checking account for the chapter. The account should be set up in the name of the chapter. (See legal guidelines.)
5. Collect membership applications and send them in to the HQ office and keep your officers list updated on a yearly basis.

If you have any further questions, e-mail Dr. Jodi Wing Lee, Director of Student Chapter Development, at [leewm@umkc.edu](mailto:leewm@umkc.edu)

*\*With the help of AAWD Headquarters, the Student chapter should plan a kick-off event or membership drive. It can be a lunch and learn, breakfast meeting, whatever works best for the student population. AAWD HQ will help in securing a sponsor for the event, and arrange for a member of the National Board to be there to give an overview of the benefits of membership in AAWD.*