

The Society for the Advancement of Material and Process Engineering

STUDENT CHAPTER TRAINING MODULE

YOUR BRIDGE TO PROFESSIONAL SUCCESS



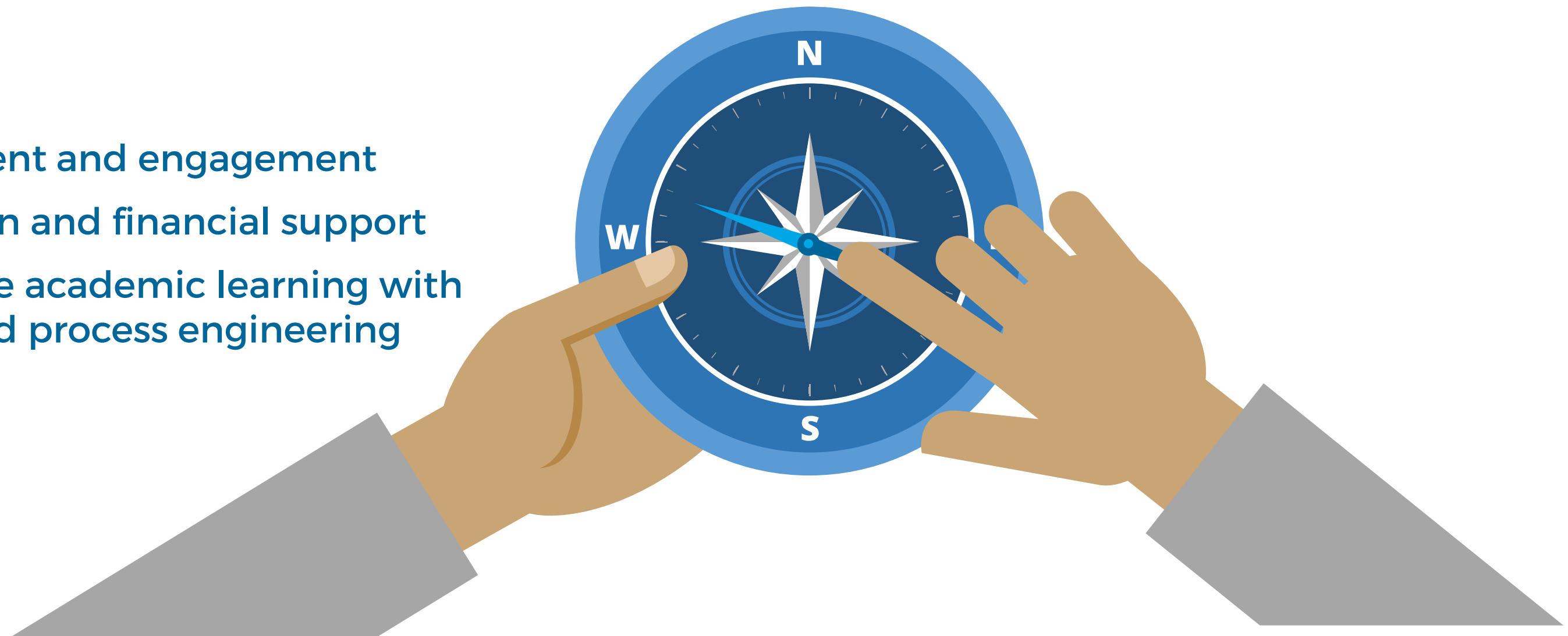
Overview



The SAMPE Student Chapter Training Module provides a comprehensive guide for establishing and managing successful student chapters.

Topics covered include:

1. Benefits of SAMPE Student Membership
2. How to start a student chapter
3. Officer duties
4. Calendar of annual SAMPE activities
5. Best practices for member recruitment and engagement
6. Opportunities for chapter recognition and financial support
7. Support resources available to bridge academic learning with professional practice in materials and process engineering



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About SAMPE



The Society for the Advancement of Material and Process Engineering is a globally connected community of 12,000+ engineers, scientists, and researchers driving technology adoption across aerospace, automotive, energy, and defense.

For 80+ years, SAMPE members have been the global authorities on advanced materials and processes. We catalyze breakthroughs through the collision of people and ideas—creating opportunities to engage with both established industry leaders and tomorrow’s talent, through our student chapters and emerging professional programs.

SAMPE is the only technical society encompassing all fields of endeavor in materials and processes. This is the community unlocking tomorrow’s opportunities in advanced materials.

MISSION

Advance the materials and process engineering community and field through a global forum that provides education, technical resources and professional fellowship.

VISION

SAMPE North America is pivotal to every new material innovation and process solution.

CORE VALUES

Knowledge Transfer
Creativity & Innovation
Engagement & Inclusion
Absolute Integrity

Why Student Chapters Matter



Student chapters serve as vital bridges between academic learning and professional practice, creating communities around materials and process engineering while developing future industry leaders.

These organizations provide invaluable opportunities for students to apply classroom knowledge to real-world challenges, transforming theoretical concepts into practical skills. Through student chapters, emerging engineers establish early professional connections and build networks that prove instrumental throughout their careers.

What do student chapters do?

- Introduce students on campus to SAMPE and encourage them to join
- Host chapter meetings and events
- Connect student members with local professional members
- Assemble teams to participate in SAMPE Student Contests
- Coordinate trips to regional events or national conferences
- Support local K-12 STEM initiatives

View the current [List of SAMPE Student Chapters](#) to find one near you!

What's in it for Student Members?



Professional Development

- Resume building
- Interview skills
- Networking opportunities
- SAMPE [MentorMatch](#)

Technical Resources

- [SAMPE Journal](#) access
- [SAMPE Connex](#) webinars & content
- [Technical Committees](#)
- [SAMPE Digital Library](#)
- [State of the Technology Industry Report](#)
(Member Login Required)

Leadership Advantages

- Enhanced leadership credentials
- Direct interaction with industry leaders
- Professional network development
- Project and team management experience
- Distinction on resumes and applications

Be Part of Something Bigger

- Connect with peers across institutions
- Share best practices and ideas
- Collaborate on projects and competitions
- Build a global professional network
- Attend national and international conferences

Showcase Your Skills

SAMPE provides numerous platforms for students to demonstrate their technical expertise, present research findings, and gain recognition within the materials and process engineering community, while building portfolios that enhance their professional credentials.

SAMPE National Student Competitions

- **Bridge Contest**
Test composite engineering principles with lightweight, high-strength designs
- **Additive Manufacturing Contest**
Manufacture a load-bearing structure using innovative 3D printing design practices
- **Composite Fuselage Contest**
Apply aerospace engineering concepts to structural design challenges
- **Student Poster Contest**
Present research findings and technical innovations
- **Student Chapter of the Year**
Showcase your chapter's activities and achievements

Research Presentation Opportunities

- **Present papers or posters**
at SAMPE conferences and CAMX
(The Composites and Advanced Materials Expo)
- Participate in the **University Research Symposium** and undergraduate showcases
- Create **technical presentations** for local professional chapter meetings



Getting Started: It's simpler than you think!



Basic Requirements

- Four registered student members of SAMPE (can be from different schools)
- Faculty advisor or professional SAMPE member (industry advisor)
- Petition sponsorship by a [professional chapter](#)

That's it! No complex process or fees.

Timeline

- Can be completed in as little as 4 - 6 weeks!
- New Chapter petitions are typically reviewed by the SAMPE North America Board of Directors during the annual SAMPE (spring) and CAMX (fall) conferences.
 - Plan to [submit petition online](#) **30 days ahead of these conferences**

The four students listed on the petition will be the founding officers:

- President
- Vice President
- Treasurer
- Secretary

The Path Forward



Officer Duties

President: Lead meetings, external communication

- Plan and lead student chapter meetings
- Communicate with the sponsoring professional chapter and SAMPE office on behalf of the student chapter

Vice President: Activity planning, support president

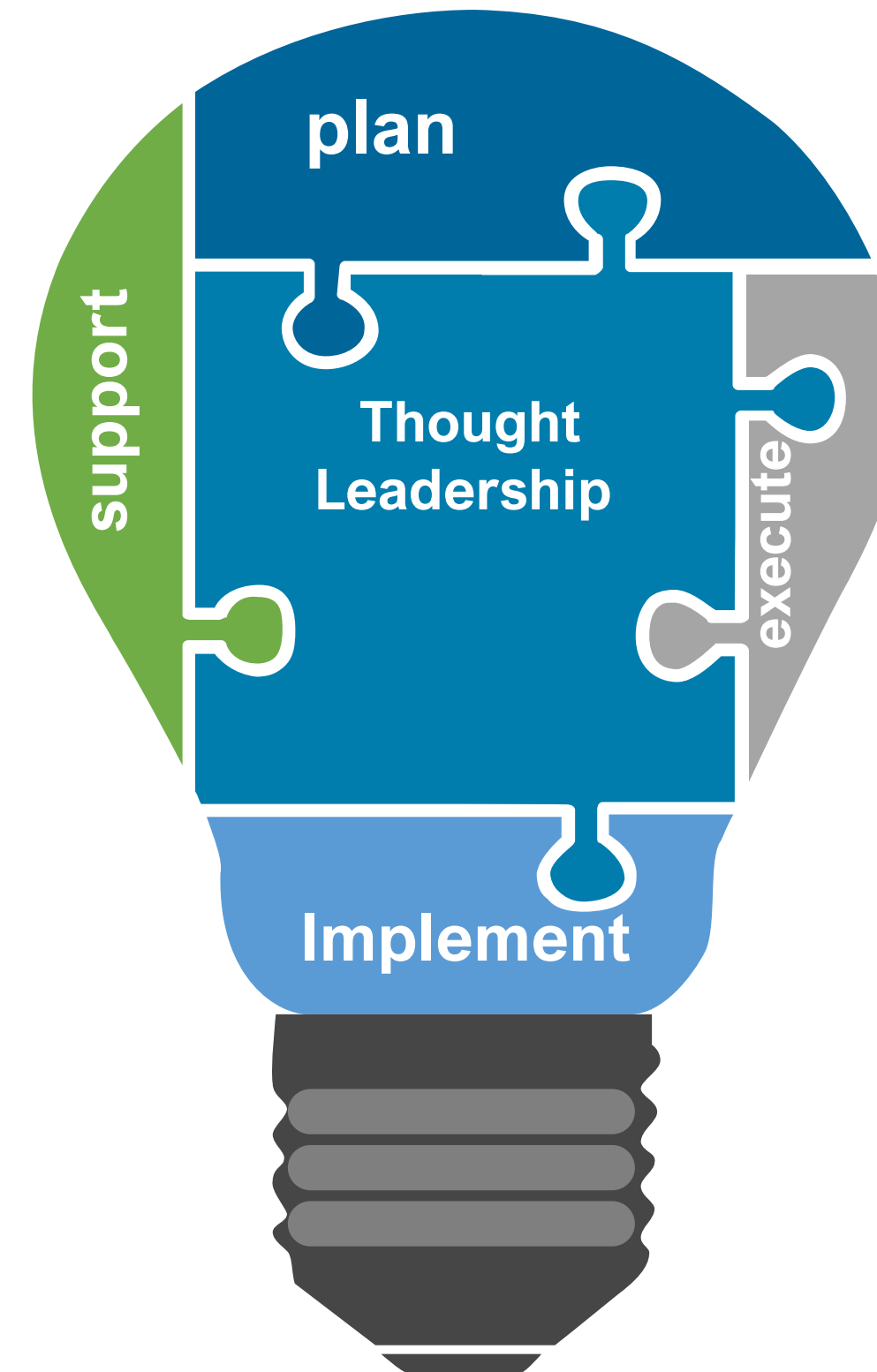
- Organize and advertise chapter activities
- Chair meetings in the absence of the President

Treasurer: Financial management and records

- Keep and maintain current records of the chapter finances
- Disperse money for chapter expenses

Secretary: Documentation, member records

- Take minutes of the chapter meetings
- Maintain current records of members, voting rights, and elected officers, committee members, and chairs



Full details on officer duties available here:



[North America Practice \(NAP\) 4.2](#)

Financial Responsibility



Running a chapter takes more than great ideas—it takes smart budgeting to make them happen. A treasurer keeps your chapter financially healthy, so you can fund events, travel, and big goals. With clear records and transparent spending, you build trust with members, advisors, and sponsors—plus you'll be ready when new opportunities pop up.

Treasurer Responsibilities:

- Maintain accurate records
- Plan annual budget with leadership team
- Track expenses and receipts
- Regular financial reporting at meetings
- Transparent allocation of resources
- Succession planning for financial records

Elections

Guidelines for elections

- Any student member is eligible to be an officer or committee chair of the student chapter
- Three officers and the voting members present at a meeting define a quorum
- All elections are open, whether by show of hands or by count of verbal vote
- The term of office for all officers is one calendar year, beginning July 1 until June 30

Best practices

- After initial chartering, the President should have at least one academic year of active student chapter participation
- Elections should be conducted before the end of the Spring semester
- Consider a succession plan to ensure continuity when changing officers
 - Outgoing officers should share any relevant files or SAMPE contact information with incoming officers
 - It may be beneficial for student members to hold one or more lower offices prior to running for President



Full details on election procedures available here:



[North America Practice \(NAP\) 4.2](#)

Planning Your Year



Effective chapter planning requires a structured approach that aligns with SAMPE's annual calendar and maximizes opportunities for member engagement, funding, and recognition.

July 1	Officer terms begin
September	Membership drive
September/October	CAMX and University Research Symposium
October 1	Student Chapter Annual Report due
December 15	Student Chapter Grant application deadline
January - March	Review Student Contest application dates (timing varies)
February 15	Student Chapter of the Year Award application deadline
April/May	SAMPE Conference and Student Contests
April/May	Officer elections



Building Your Membership: Recruiting Ideas



- Set up engaging presentations at **campus club fairs**, new student welcome events, or freshman engineering orientations
- Create a compelling **social media presence**
- **Hands-on workshops** - Organize composite layup demonstrations, materials testing sessions, or 3D printing activities
- Host **open meetings** with refreshments
- Leverage **department communications** – newsletter, intranet, social media
- Highlight SAMPE **competitions and conferences**
- **Study groups and tutoring** - Help underclassmen with materials science coursework while introducing SAMPE
- **Professor endorsements** - Ask faculty to announce meetings and opportunities during relevant classes
- **Peer referral incentives** - Create friendly competitions or small rewards for members who bring friends
- **Co-host activities** with engineering honor societies, professional fraternities, or other technical clubs



Keeping Members Engaged: Make it Interesting



Varied Meeting Formats

- Host dinner meetings with guest speakers from industry or academia
- Stream live [SAMPE webinars](#), followed by a group discussion
- Organize hybrid in-person/virtual meetings to accommodate all schedules
- Create themed meeting series (e.g., "Materials Monday" or "Career Connect")

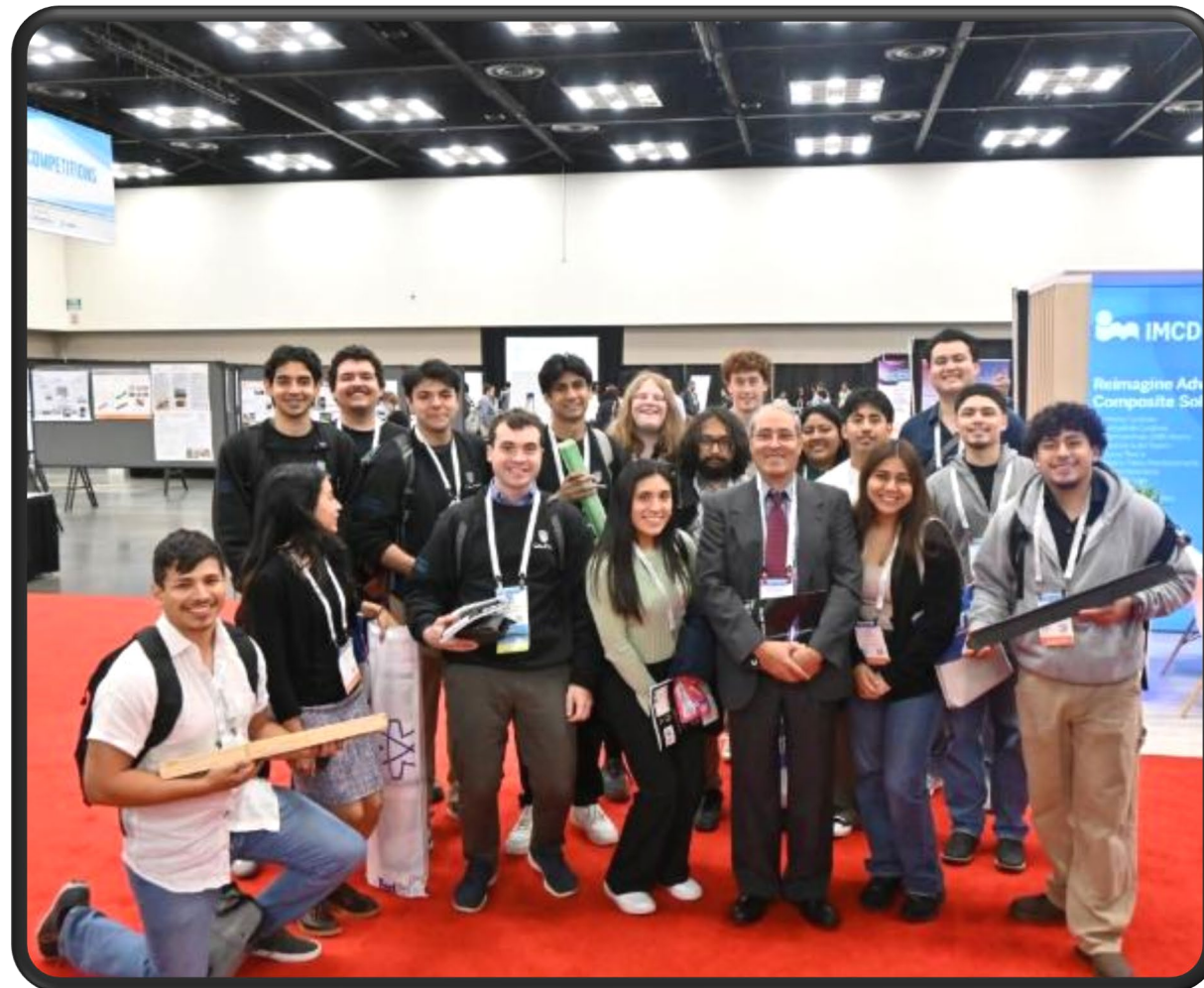
Hands-On Learning and Skills Development

- [SAMPE Student Contest](#) preparation workshops
- Technical skills workshops (e.g., composites, testing, CAD, data analysis)
- Campus lab tours showcasing cutting-edge research
- Facility tours at local aerospace, automotive, or materials companies
- Maker-space sessions for prototyping and experimentation

Professional Development and Career Support

- Resume reviews conducted by industry professionals and alumni
- Mock interview sessions with constructive feedback
- Career path panels featuring diverse industry representatives
- Networking skills training and etiquette workshops
- Internship and job opportunity sharing sessions
- LinkedIn profile optimization workshops

Keeping Members Engaged: Make it Interesting



Community Building and Recognition

- Social events and team-building activities outside of formal meetings
- Member spotlight features in newsletters and on social media
- Chapter leadership development pathways with defined progression
- Achievement recognition ceremonies and awards
- Mentorship program pairing upperclassmen with newcomers

Leverage Your Local Professional Chapter

- Attend regional SAMPE meetings and conferences together
- Participate in professional chapter committees as students
- Apply for local and national scholarships and grants
- Volunteer at professional chapter events to build relationships

Beyond Your Chapter



Expanding your chapter's impact beyond campus boundaries creates meaningful connections with the broader community while demonstrating the real-world relevance of materials science and engineering. These outreach activities not only fulfill SAMPE's mission of advancing the industry but also provide students with leadership experience, public speaking opportunities, and the chance to inspire the next generation of engineers and scientists.

Community Outreach and Education

- K-12 STEM demonstrations showcasing materials science principles with support from the [SAMPE Foundation](#)
- Campus-wide materials science showcases during engineering weeks or open houses
- Sustainability initiatives addressing environmental challenges and green technology
- Collaborative events with engineering societies, honor societies, and professional organizations
- Support for local industry needs through consulting projects or technical assistance
- Alumni connection programs linking current students with professional mentors

Regional and National Volunteer Activities

- Serve as session moderators at SAMPE conferences
- Join SAMPE North America [committees](#) to shape the organization's direction:
 - Technical Committees - Advance industry standards and best practices
 - Young Professionals - Support career development for emerging engineers
 - Student Chapter Development - Mentor other chapters and improve student programs

Partnership and Collaboration Opportunities

- Coordinate with local professional chapters on joint educational events
- Support regional engineering competitions and science fairs as judges or mentors
- Participate in university-wide service learning and community engagement initiatives
- Partner with museums, science centers, and maker-spaces for public demonstrations

Student Chapter of the Year Award



This annual award recognizes the achievements and efforts of **ONE** exemplary SAMPE North America student chapter in demonstrating the ideals and core values of SAMPE within their local communities.

Prize: \$1,500 and a physical award

Eligibility

- SAMPE student chapter must be in good standing:
 - Minimum of 4 students with active SAMPE membership
 - Faculty Advisor has submitted the [Student Chapter Annual Report](#) between July 1 and October 1

Process

- Student leaders submit online [application form](#) by **February 15**

Criteria

- Student Engagement and Member Support
- Knowledge transfer and education
 - Local STEM outreach (K-12 and post-secondary)
 - Broader SAMPE engagement (professional chapter and/or national level)



Financial Support: SAMPE Grants



The SAMPE Student Chapter Grant Program helps student chapters across North America grow by providing funds for educational programs, events, and outreach activities. This funding is designed to specifically support SAMPE North America student chapters in creating impactful events at their school, engaging new members, and interacting with the larger SAMPE community.

Available Funds: Up to \$1,000 per chapter each year

Eligibility

- Student chapter must be chartered on or before **November 1** of the application year
- Student chapter must be in good standing:
 - Minimum of 4 students with active SAMPE membership
 - Faculty Advisor has submitted [Student Chapter Annual Report](#) between July 1 and October 1

Process

- Student leaders prepare a 2-page proposal, including funding request (up to \$1,000 per chapter)
 - Obtain 3 signatures: Student Chapter President, Faculty Advisor, Professional Sponsoring Chapter
- Include a report on the activities supported by the most recent Student Chapter Grant Award
- Submit [online application form](#) by **December 15**

Full details on Student Chapter Grants available here:



[North America Practice \(NAP\) 4.3](#)



Financial Support: Other Ideas



Diversifying your funding sources ensures financial stability and enables ambitious programming that goes beyond basic chapter operations. Successful chapters cultivate multiple revenue streams and build lasting relationships with supporters who understand the value of investing in future materials engineers and the advancement of the industry.

Institutional Funding Sources

- University student organization funding through student government allocations
- Academic department support for equipment, travel, and programming expenses
- College of Engineering discretionary funds and student activity budgets
- Graduate school and research office travel grants for conference participation

External Partnership and Sponsorship

- Industry sponsorships from local aerospace, automotive, and manufacturing companies
- Corporate partnerships offering equipment donations, facility access, or expertise
- Regional business and chamber of commerce small grants for STEM education
- Government and foundation grants focused on engineering education and workforce development

Community-Based Fundraising

- Alumni donation campaigns targeting recent graduates and established professionals
- Crowdfunding campaigns for specific projects or competition participation
- Fundraising events such as technical seminars, networking mixers, or charity drives
- Corporate challenge events where companies sponsor student team competitions
- Sale of chapter-branded merchandise or technical services to the university community **

** There may be restrictions on these types of activities. Consult with your Faculty Advisor for guidance.

Your Network: Chapter Champions



Building strong relationships with key supporters creates a foundation for sustained chapter success and opens doors to resources, opportunities, and expertise that individual students cannot access alone. These champions provide continuity, institutional knowledge, and professional connections that benefit current students and ensure future chapter growth and development.

Faculty Advisor - Your Academic Champion

- Your go-to mentor for advice, connections, and making things happen
- Helps your chapter get noticed by the university and supported with resources
- Keeps things running smoothly when officers graduate or leadership changes
- Makes sure your chapter stays official and connected to SAMPE
- Someone you can count on for guidance, new ideas, and problem-solving
- **Reminder:** Professional SAMPE members may also serve as industry advisor to the Student Chapter

Student Liaison Officer - Your Professional Champion

Many professional chapters designate a Student Liaison Officer who serves as your direct connection to the broader SAMPE community by:

- Acting as your direct link to the local SAMPE professional chapter and broader SAMPE network
- Keeping your chapter informed about upcoming tours, industry speakers, networking events, and competitions
- Advocating for student interests at professional chapter board meetings
- Fostering connections with local companies for internships, facility tours, and material donations
- Sharing opportunities for scholarships, resume reviews, and career-building programs
- Encouraging collaboration between students and professionals to grow your chapter's visibility and impact

Faculty Support is Key



Faculty advisors serve as the cornerstone of successful SAMPE student chapters, providing essential guidance, institutional support, and professional connections that bridge the gap between academic learning and industry practice. Their involvement extends far beyond basic administrative oversight to encompass active mentorship, resource facilitation, and strategic chapter development.

When faculty members fully embrace their advisory role, they create pathways for students to engage with cutting-edge research, participate in meaningful competitions, and build lasting professional networks. The most effective chapters benefit from advisors who integrate SAMPE activities into their broader educational mission and leverage their professional relationships to enhance student opportunities.

Faculty advisors receive complimentary SAMPE membership to facilitate networking activities!

Faculty Advisor Responsibilities

- Maintain chapter good standing with minimum four student members
- Submit annual status reports and officer information to SAMPE North America by October 1

Ways Faculty Can Enhance Chapter Success

- Recruit students from research labs and relevant courses
- Integrate lab projects and class assignments with SAMPE competitions and activities
- Promote student participation in national SAMPE conferences and programs
- Advocate with departments or local professional chapters to sponsor student membership fees

Your Dedicated SAMPE Support Team: The Student Chapter Development Committee



There is a SAMPE North America committee dedicated to supporting student chapters.

Key Objectives

- Support newly formed student chapters (1-3 years)
- Revitalize struggling student chapters
- Establish new student chapters

Activities

- Offer guidance on how to start and keep a student chapter going
- Keep student chapters in contact with their professional chapters
- Provide students with virtual networking opportunities

Reach out to membership@sampe.org to learn how to contact current [Student Chapter Development Committee Leadership](#)

Committee Leadership

- Chair
- First Vice Chair, Faculty Advisor Programs
- Second Vice Chair, Professional Chapter Engagement
- Board and Member Relations Manager
- SAMPE North America Vice President (Student Activities Champion)

Next Steps

- Connect with the Student Chapter Development Committee
- Identify potential faculty advisor
- Gather interested students
- Contact your local Professional Chapter
- Access formation resources online
- Submit your chapter petition

We're here to help every step of the way!

Your Leadership Journey Starts Now!

Thank you for volunteering to lead a SAMPE North America Student Chapter!

Appendix

Resource Directory



Governing Documents

North America Bylaws

North America Practice (NAP)

NAP 4.2 - Establishment of Student Chapters

NAP 4.3 - Student Chapter Grants

Technical Resources

[SAMPE Journal](#) (included with membership)

[SAMPE Connex](#)

[SAMPE Digital Library](#)

[Technical Committees](#)

[State of the Technology Industry Report](#)

Professional Development

[SAMPE MentorMatch](#)

[SAMPE Conference & Exhibition](#)

[CAMX, The Composites & Advanced Materials Expo](#)

[International Student Leadership Experience Award](#)

[Young Professionals Committee](#)

Forms and Applications

[Student Chapter Annual Report](#) – Due Oct. 1

[Student Chapter Grant Application](#) – Due Dec. 15

[Student Chapter of the Year Application](#) – Due Feb. 15

[New Student Chapter Petition Form](#)

Student Contests

[Additive Manufacturing Contest](#)

[Bridge Contest](#)

[Fuselage Contest](#)

[Student Poster Contest](#)

[University Research Symposium](#)

Key Contacts

[Student Chapter Development Committee](#)

[SAMPE Staff](#)

[List of Professional & Student Chapters](#)

[SAMPE Foundation \(K-12 STEM Grants\)](#)

Example SAMPE Student Chapter Annual Calendar

This is a framework that can be customized based on your university's academic calendar, local professional chapter activities, and specific chapter goals. Regularly check the SAMPE website for the most current deadlines and opportunities.

July - August: Chapter Planning & Preparation

- **July 1:** New officer terms officially begin
- **July:** Leadership transition meetings
- **July - August:** Develop annual chapter plan and budget
- **August:** Prepare recruitment materials for fall semester
- **August:** Review previous year's activities and set goals for upcoming year

September - October: Member Recruitment & Annual Reports

- **Early September:** Back-to-school membership drive
- **September / October:** Attend CAMX
- **Mid-September:** First chapter meeting of academic year
- **Late September:** Finalize member roster for annual report
- ❑ **October 1: DEADLINE - Student Chapter Annual Report due to SAMPE North America**
- **October:** Begin planning for Student Chapter Grant application
- **October:** Connect with local Professional Chapter for joint activities

November - December: Grant Applications & Fall Wrap-up

- ❑ **November 1:** New Chapters must be chartered by this date to be eligible for grants
- **November:** Prepare Student Chapter Grant proposal (2-page limit)
- ❑ **December 15: DEADLINE - Student Chapter Grant application due**
- **December:** End-of-semester social event
- **December:** Mid-year chapter review and planning session

January - February: Contest Preparation & Awards

- **January:** Review registration deadlines for upcoming SAMPE Student Contests
- **January - February:** Form teams for SAMPE competitions
- ❑ **February 15: DEADLINE - Student Chapter of the Year Award application due**
- **February:** Begin planning for SAMPE Conference participation
- **February:** Mid-year recruitment for new members (especially underclassmen)

March - May: Conference Preparation & Elections

- **March:** Finalize conference travel arrangements and funding
- **March:** Complete and test competition entries
- **March - April:** Nominations for next year's chapter officers
- **April / May:** Attend SAMPE Conference and participate in Student Contests
- **April - May:** Hold officer elections for upcoming year
- **April - May:** Transition planning between outgoing and incoming officers
- **May:** End-of-year chapter celebration and recognition event
- **May:** Compile documentation for incoming officers

June: Transition & Planning

- **June:** Officer transition training
- **June:** Draft preliminary plans for next academic year
- **June 30:** Current officer terms officially end

SAMPE Student Chapter Annual Cadence

Year-Round Activities

Monthly

- Regular chapter meetings

Quarterly

- Budget review and financial reporting to members

Ongoing

- Technical workshops and skills development sessions
- Industry speaker events and facility tours
- K-12 STEM outreach activities
- Networking events with professional chapter
- Website and social media updates

Competition & Conference Timeline

Exact dates vary annually - check SAMPE website for current year's schedule

January - March

- Review Student Contest registration deadlines

April / May

SAMPE Conference

- Student Contests on the exhibit floor
- Student Chapter of the Year Award presented
- Call for technical papers in September / October

September / October

CAMX, The Composites and Advanced Materials Expo

- University Research Symposium
- Poster Contest on the exhibit floor
- Call for technical papers in January / February

FAQs

Getting Started

Q: We're interested in starting a SAMPE chapter but don't have enough members yet. What should we do?

A: Focus on recruiting the minimum four required members. Start by reaching out to students in materials science, mechanical engineering, and aerospace programs. Ask professors to make announcements in relevant classes, and consider hosting an informational session with pizza to attract interest. Remember, your four founding members can be from different schools if necessary.

Q: Do we need a faculty advisor before starting the chapter formation process?

A: Yes, having a faculty advisor is one of the three basic requirements. Look for professors working in materials and process engineering fields who might have industry connections. Faculty advisors receive complimentary SAMPE membership, which can be an attractive benefit to mention when recruiting them.

Q: How do we find our local professional chapter to sponsor us?

A: Contact membership@sampe.org and they will connect you with the Student Chapter Development Committee, as well as the appropriate professional chapter. If there isn't a professional chapter nearby, the committee can help arrange alternative sponsorship.

Membership & Recruitment

Q: Our membership numbers fluctuate throughout the year. How many active members do we need to maintain good standing?

A: To remain in good standing, your chapter must maintain at least four active student SAMPE members at all times. Chapters with fewer than four members are classified as "evolving chapters" and are welcome to request support from the Student Chapter Development Committee.

Q: What strategies work best for recruiting new members?

A: The most effective recruitment comes from personal invitations and demonstrating clear value. Host engaging hands-on activities like composite layup workshops, invite compelling industry speakers, or organize facility tours. Emphasize both technical skills and professional networking benefits. Collaborating with other engineering organizations for joint events can also help raise visibility.

Q: How do we engage both undergraduate and graduate students?

A: Create different value propositions for each group. Undergraduates often benefit from mentorship, basic skills workshops, and contest participation. Graduate students may be more interested in research presentation opportunities, industry connections, and technical committee involvement. Try to have representation from both groups among your chapter officers.

FAQs

Chapter Activities & Events

Q: How often should our chapter meet?

A: Most successful chapters hold regular meetings at least monthly during the academic year. However, quality is more important than quantity. It's better to have fewer, well-planned meetings with good attendance than frequent meetings with poor participation. Consider your members' schedules when planning—some chapters find bi-weekly meetings work well, while others supplement monthly general meetings with additional activity-specific gatherings.

Q: What types of events generate the most student interest?

A: Hands-on technical activities, industry facility tours, and events with clear career benefits typically attract the most participation. Competitions also drive engagement, especially when they connect to coursework or provide resume-building experiences. Always provide food at events when possible—it significantly increases attendance.

Q: How do we get industry professionals involved with our chapter?

A: Start with your faculty advisor's connections and alumni working in relevant industries. Your sponsoring Professional Chapter is also an excellent resource. Reach out to local companies in aerospace, automotive, or materials fields with specific requests like facility tours, guest speakers, or project sponsorship. Be professional in your communication and clearly explain the mutual benefits of engagement.

Contests & Conferences

Q: How do we fund travel to SAMPE conferences and contests?

A: Combine multiple funding sources: SAMPE Student Chapter Grants, university engineering department funds, college travel grants, student government allocations, and industry sponsorships. Start fundraising early and consider group transportation and shared accommodations to reduce costs. Some chapters also organize fundraising events specifically for conference travel.

Q: Are there any tips for first-time contest participants?

A: Start preparing early and reach out to previous participants for advice. Many chapters maintain documentation from prior years' entries. Contact the contest organizers with any rule clarification questions. Schedule regular team meetings with clear milestones, and involve your faculty advisor for technical guidance. Consider partnering with other student organizations to share resources and expertise.

Q: Can freshmen and sophomores participate in SAMPE contests?

A: Absolutely! While upperclassmen often lead contest teams, involving younger students is crucial for knowledge transfer and chapter continuity. Create mentorship pairings between experienced and new team members. Many chapters find that involving students early in their academic careers leads to improved performance in college classes.

FAQs

Leadership & Continuity

Q: How do we handle leadership transition when officers graduate?

A: Plan for succession throughout the year by identifying and mentoring potential future leaders. Create detailed documentation of processes, contacts, and resources. Schedule formal transition meetings where outgoing and incoming officers can review responsibilities and outstanding projects. Consider having "shadow" or assistant positions where younger students can learn from current officers before taking leadership roles.

Q: What should we do if an officer position becomes vacant mid-year?

A: Your chapter bylaws should specify the process, but typically the remaining officers can appoint an interim replacement until the next regular election. For presidential vacancies, the Vice President usually steps up. Ensure the chapter maintains at least three officers at all times to maintain a quorum for decisions.

Q: Our chapter was active but has declined recently. How do we revitalize it?

A: Contact the Student Chapter Development Committee for support—revitalizing chapters is one of their key objectives. Focus on recruiting a small core of committed students rather than trying to immediately rebuild a large membership. Survey current and former members about what would make the chapter valuable to them. Consider rebranding with new activities that address current student interests.

Financial Management

Q: Can we use the Student Chapter Grant for any purpose?

A: While the grant provides flexibility, funds should be used for activities that advance SAMPE's mission and benefit your members. Common uses include SAMPE contest materials, travel to SAMPE-sponsored conferences, hosting industry speakers, outreach activities, and technical workshops. Your grant proposal should clearly explain how funds will be used.

Q: What if we don't use all our grant money in one year?

A: Typically, you should plan to use the grant funds within the fiscal year they are awarded. However, if you have a specific longer-term project, contact the Student Chapter Development Committee to discuss your situation. Remember that your chapter will need to report on how previous grant funds were used when applying for new grants.

Q: Our university has specific rules about student organization finances. How do we manage this?

A: Many universities have requirements for handling student organization funds. Work with your faculty advisor and campus student activities office to understand your university's policies. Some chapters establish a dedicated university account for SAMPE Chapter funds to simplify tracking and reporting.