

How to Form a Student Chapter

Initially your group would need...

- At least **nine** AAPG student members within your geoscience department.
(Note: The chapter now may start with 6 members, but must have 9 by the end of one year.)
- A **faculty advisor** who is a 'Member' or 'Associate' of AAPG and a professor at the university willing to serve as faculty advisor.

Gather the following information and submit it to the Student Affairs Coordinator (see below) at AAPG headquarters to start your chapter:

- List of **student names** with membership numbers.
- Name of **Faculty Advisor** with membership number and email address.
- **Official name** of your chapter with complete mailing address
(Examples: *University of Aberdeen Chapter of the AAPG, Muckers Coterie-University of California at Santa Barbara, or Kansas State University AAPG Student Chapter*).
- **Affiliated sponsor society** and name of the society liaison.
(This is now a recommendation only. It is no longer a requirement.)
- List of your **Executive Committee** with email addresses.
(President, Vice-President, Secretary, and Treasurer)

For additional details on the program contact:

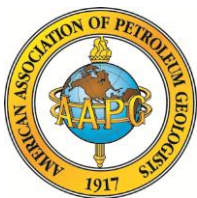
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Student Focus

<http://students.aapg.org>

All items contained in this document are available at the above link.



AAPG Student Chapter Program OPERATIONS MANUAL



INTRODUCTION

This manual is a guide to the operation of student chapters of The American Association of Petroleum Geologists (AAPG). The purpose of this Association is to advance the science of geology, especially as it relates to petroleum, natural gas, and other energy mineral resources; to promote the technology of exploring for, finding, and producing these materials from the earth; to foster the spirit of scientific research throughout its membership; to disseminate information relating to the geology and the associated technology of petroleum, natural gas, and other energy mineral resources; to inspire and maintain a high standard of professional conduct on the part of its membership; to provide the public with means of recognition of adequately trained and professionally responsible petroleum geologists; and to advance the professional wellbeing of its membership. A strong student program, both graduate and undergraduate is a vital part of the Association. Additionally, student chapters also provide a means of contact with the geological profession both inside and outside of academia. That contact, facilitated through the Student Chapter Program, is of benefit to the AAPG, to the university and to students.

MEMBERSHIP

Members of the Student Chapter must be a part of the AAPG. In applying for membership, the applicant must list an advisor, preferably a professor. The Student status shall terminate twenty-four (24) months after termination of academic enrollment according to the latest graduation year (*BSc, MSc, or PhD*) indicated on the student application. The membership will then automatically move to Associate status unless otherwise designated. If the expected graduation date changes, the student member must notify AAPG to extend student status.

BENEFITS OF MEMBERSHIP

1. *AAPG Bulletin*--the *AAPG Bulletin* is internationally recognized as a leading geologic publication for geology, petroleum, natural gas, and other energy mineral resources. Every student member receives online access (plus annual CD-ROM) to the AAPG Bulletin in lieu of a paper copy.
2. The *AAPG Explorer*—is the monthly newspaper, which covers news and association information. It is distributed to AAPG membership (online access for Students) and encompasses the widest reading audience.
3. Student Chapter members have the opportunity for meeting and networking with experienced geologists through activities with local affiliated societies, through section and regional meetings, at the AAPG annual and sectional meetings.
4. Active participation in the Student Chapter provides the student an opportunity to develop leadership and management skills. A sense of professionalism is developed by actively running an organization and networking with professionals.
5. Student Chapter members can participate in the student paper contest at the annual meeting. The cash awards are significant for both the student and the university.
6. 'Students' can participate in the AAPG insurance program.
7. AAPG membership receives discounts on AAPG publications.
8. GRADUATE STUDENTS are eligible for grants-in-aid for special research projects. Each year the AAPG Foundation awards grants ranging from \$500-\$3000 to support graduate students in geology, with a special emphasis on support of fieldwork. To download an application, go to:
<http://foundation.aapg.org/gia/>
9. For UNDERGRADUATE STUDENTS the L. Austin Weeks Undergraduate Grant supports undergraduate geoscience students and departments through the AAPG Student Chapter Program. The disbursement of the grant each year consists of \$1,000 per qualified student chapter. \$500 is to be given to a selected undergraduate student, with the remaining \$500 to be issued directly to the AAPG Student Chapter and the funds used to support the Student Chapter's activities. *Application forms are released in September with the deadline date in December.* To learn about L. Austin Weeks, go to:
<http://students.aapg.org/chaptergrant.cfm>
10. Discounts on short courses (\$90 fee for student members/ \$50 fee for chapter members) with a limited number of reserved slots.
11. Access to the Visiting Geoscientist and Distinguished Lecture Programs.
12. Opportunity to participate in Student Expo's (Job Fairs)
13. Access to AAPG's Career Center.
14. Student Outlook blog and Facebook pages covering the Student Chapter Program activities and updates.
15. The opportunity to work the General Store during the annual convention to raise money for chapter.
16. Eligibility for AAPG Student Chapter Book Gift Program.

FACULTY Advisor AND/OR CO- Advisor

The continuity of a Student Chapter will be ensured by choosing a Faculty Advisor (or Co- advisors) who are committed to helping and maintaining a Student Chapter. The Chapter must chose a faculty advisor; the faculty advisor must be a 'Member' or 'Associate' of AAPG and will serve as the liaison between AAPG and the Student Chapter. Additional duties of the Faculty Advisor are to be aware of the Constitution, Bylaws, and Rules of AAPG and assure the Chapter's adherence to them; to assure that the Chapter prepares and delivers their reports to Headquarters as per the schedule; and to be a repository for the Chapter's records.

The success (or failure) of a Student Chapter is often related to the participation (or lack of) of the faculty advisor. Even the most energetic of Student Chapter Presidents' need the support and encouragement of the faculty advisor. When selecting your advisor(s) we suggest you talk with them beforehand such that they may be aware of, and be willing to accept the responsibility.

LOCAL AAPG AFFILIATED SOCIETY

The nearest local AAPG affiliated Society should be invited to sponsor the Student Chapter and, if it accepts, it should appoint a person to be the Local Society Sponsor for your Student Chapter. The Local Society Sponsor will serve as the liaison between the Society and the Student Chapter. The Chapter may consider asking the sponsoring society's liaison to serve on the Chapter Executive Committee.

Students are encouraged to attend the meetings of the Sponsoring Society. In addition to their monthly meetings, they may provide you with speakers and/or field trip leaders.

Local societies often sponsor short courses, seminars or field trips, which you may participate in, sometimes for greatly reduced rates. The local society may also provide an excellent forum for your Chapter members. Sponsor a one-day seminar of thesis research for the society or put together poster sessions for their monthly meetings.

Members of the Sponsoring Society may be interested in attending your technical programs or field trips.

There may be some universities where the nearest affiliated society is too far away to provide support, in which case the student chapter will operate without a Society Sponsor. If there is no affiliated society to sponsor the student chapter, a local geologist can be asked to be a Professional Affiliate to provide support which normally comes from the affiliated society's Sponsor.

STUDENT CHAPTER OPERATION

In keeping with the purposes of the AAPG, a Student Chapter is encouraged to provide a strong technical program to its membership. We recommend having a monthly speaker at your monthly meetings. These can be faculty members, geologists from the Sponsoring Society, or might be requested from either of AAPG's two speaker programs, the Visiting Geoscientist Program and Distinguished Lecturer programs. Information can be obtained from the AAPG Education Department or the AAPG website.

AAPG has a standing committee for Student Chapters and this committee offers several technical short courses and/or field trips at the annual convention especially for students. For information on, or assistance with, any of these AAPG services contact AAPG headquarters or a member of the Student Chapter Committee.

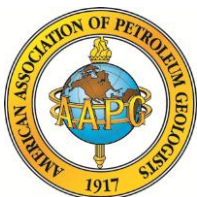
Appoint someone to serve as a program chair and another student to serve as a field trip chair. Assign the duties for writing reports to the President or Secretary.

REPORTS

The bylaws require the student chapter to submit two reports, one mid-year (January-June activities) and another at the end of the calendar year (July-December activities). These reports are vital to AAPG in that they provide AAPG with its only tangible data regarding the success of the program. The Chapter's reports keep the AAPG Student Chapter eligible for many benefits and are what the Student Chapter Committee references in order to decide the Outstanding Student Chapters each year. It is preferable that the Chapter's reports be emailed to students@aapg.org as a Word or PDF attachment. However reports may also be mailed or faxed to AAPG HQ. A report is defined as a document containing:

1. A listing of the officers of the chapter (AAPG member number, name and email addresses)
2. Faculty advisor and any co-advisors (AAPG member number, name and email addresses)
3. A member list for the Chapter (AAPG member number and name)
4. A report on activities the chapter has engaged in since their last report was filed (mid-year or end of year).
5. A brief financial summary of the Chapter's usage of funds.

PLEASE REFERENCE THE **AAPG STUDENT CHAPTER WEB-SITE** FOR ADDITIONAL DETAILS ON THE PROGRAM. THIS SITE HAS AN ONLINE STUDENT APPLICATION. <http://students.aapg.org/>



AAPG Student Chapter Program



BYLAWS

SECTION I: AFFILIATION

ARTICLE 1

In order to be affiliated, a chapter must have at least 6 members provided that within the first year the chapter reaches 9 members and continues to maintain or exceed this number thereafter.

ARTICLE 2

The name of this organization shall be the _____ Student Chapter of the American Association of Petroleum Geologists.

SECTION II: MEMBERSHIP

ARTICLE 1

Any student in good standing at a college of acceptable academic standards shall be eligible for membership. Membership shall remain in force as long as the member is enrolled in the school and pays the annual dues.

ARTICLE 2

Members of the student chapter must be a part of AAPG. There shall be three classes of membership:

AAPG Students

Any student majoring in geology or in a field of study related to or generally associated with geology at a college of acceptable academic standards may apply for Student membership. Student membership shall terminate twenty-four (24) months after termination of academic enrollment.

AAPG Members

Any AAPG Member may be enrolled in the student chapter provided that:

- (a) Member is a registered student actively pursuing a degree, or
- (b) Member is engaged in teaching geology or geophysics at the university level.

AAPG Associates

An AAPG Associate may be enrolled in the student chapter provided that:

- (a) Member is a registered student actively pursuing a degree, or
- (b) Member is engaged in teaching geology or geophysics at the university level.

ARTICLE 3

A joint chapter may be established with students from neighboring colleges, which do not have existing chapters, provided that:

- (a) Student Chapter members meet the requirements for membership in Article 2.
- (b) Student Chapter members attend at least one regularly scheduled chapter meeting every three months during the school year.

ARTICLE 4

Two Chapters may exist at a single institution if a petition (consisting of an email or letter) is received and approved by the Student Chapter Committee: (a) Members meet the requirements for membership in Article 2.

SECTION III: DUES

ARTICLE 1

Dues shall be established annually by the AAPG in accordance with the Bylaws and are payable July 1 of each year.

ARTICLE 2

If a student is in arrears in dues payment for one semester, the student shall be ineligible to vote in Chapter matters. After one year the student shall be dropped from the rolls.

ARTICLE 3

Upon approval by the AAPG Student Chapter Committee a Student Chapter can levy special assessments to its members provided that any Chapter assessments were previously approved internally by a majority vote of the Chapter membership.

SECTION IV: FACULTY ADVISOR

ARTICLE 1

The chapter shall have at least one faculty advisor.

ARTICLE 2

The faculty advisor or co-advisor must be a 'Member' or 'Associate' of the AAPG.

ARTICLE 3

The faculty advisor or co-advisor shall be appointed by the current membership of the Student Chapter and may be replaced at their discretion by 2/3 vote of Chapter membership.

ARTICLE 4

The faculty advisor or co-advisor must consent to accepting the position and its attendant responsibilities prior to being placed in nomination for election.

SECTION V: OFFICERS

ARTICLE 1

The officers of a Chapter shall be president, vice-president, secretary, treasurer, and shall comprise an executive committee of the chapter. Other positions may be created at the Chapter's discretion.

ARTICLE 2

Officers shall be elected at a meeting once within the academic year, at a date set by the Student Chapter and shall serve for a one-year term.

ARTICLE 3

While it is not preferred, officers can serve in the same position on the executive committee for up to two years if so elected, after which they are eligible to hold another office.

ARTICLE 4

Vacancies, except for that of president, occurring during the year shall be filled at a regularly scheduled meeting.

SECTION VI: DUTIES OF THE OFFICERS

ARTICLE 1

The president shall preside at all meetings of the chapter and the executive committee. The president shall appoint all committees subject to approval of the executive committee. All other executive duties not herein delegated shall be the president's responsibility.

ARTICLE 2

The vice-president shall assume the duties of the president in the president's absence and shall succeed to the presidency in case of a vacancy.

ARTICLE 3

The secretary shall keep in the official minute book a record of all chapter and executive committee meetings.

ARTICLE 4

The treasurer shall maintain a complete record of all income and expenses of the chapter and shall pay all bills as authorized by the president or the executive committee. The treasurer shall submit an annual report to the executive committee for audit and approval.

SECTION VII: OPERATIONS

ARTICLE 1

The chapter shall hold at least one meeting per month throughout the school year.

ARTICLE 2

The operations of the student chapter are under the control of the chapter executive committee. The executive committee shall consist of the elected officers, the immediate past president (if available) and the faculty sponsor. The executive committee shall meet once a month, prior to chapter meetings, throughout the school year.

ARTICLE 3

Standing committees may include but are not limited to: program/publicity, field trip, and membership. The committee heads shall be appointed by the president and should attend the executive committee meetings.

ARTICLE 4

The president as needed may establish special committees.

ARTICLE 5

All books, records, and funds shall be left in the possession of the faculty advisor/co-advisor or other agreed upon designated authority when classes are not in session. Funds should be retained within the Student Chapter account (either at a bank or within the Universities accounting system) when applicable.

SECTION VIII: QUORUM

ARTICLE 1

A quorum at any meeting of the membership shall be one-third of the members of the chapter with at least one of the elected officers being present.

ARTICLE 2

A quorum of the executive committee shall be three.

SECTION IX: REPORTS

ARTICLE 1

The student chapter shall file two reports with AAPG Headquarters. One report is to be filed by July and shall list the required information detailed in the Student Chapter Operations Manual. The second report, due early December, shall list the required information detailed in the Student Chapter Operations Manual.

ARTICLE 2

Failure to provide both reports to Headquarters by the end of December will place the chapter in Suspended status and will result in ineligibility for Chapter benefits.

SECTION X: AMENDMENTS

ARTICLE 1

Any chapter may petition the AAPG Headquarters for a change in the Bylaws by submitting in writing the proposed changes.

ARTICLE 2

These Bylaws may be amended by a vote of two-thirds of the Student Chapter Committee members attending and voting at a regularly scheduled annual meeting, provided the amendment as proposed (Section X, Article 1) was submitted in writing to those attending at least two weeks prior to the meeting.

ARTICLE 3

Proposed changes to the By-laws may be submitted by discussion of the Student Chapter Committee during a regularly scheduled Annual meeting, they may be voted upon and implemented by a 2/3 vote of the Student Chapter Committee.

ARTICLE 4

AAPG Headquarters and/or the AAPG Executive Committee must approve amendments.