



Society of Manufacturing Engineers

**Establishing a
Student Unit or Chapter**

TABLE OF CONTENTS

Introduction.....	1
Membership Qualifications.....	2
Establishing a Student Chapter	2
Student Chapter Chartering Policy	3
Student Chapter Criteria.....	3
Student Chapter Application Materials	4
Student Chapter Application Evaluation Process.....	4
Granting of a Student Chapter Charter.....	5
SME Student Chapter Recommendation Form	
Sponsoring Chapter	Attachment I
Student Chapter Formation Petition	Attachment II
Student Chapter Application	Attachment III

INTRODUCTION

The Society of Manufacturing Engineers is an organization of engineering, technical and management professionals who represent the manufacturing enterprise. The Society engages its members to provide the networking and knowledge that enables their professional growth in the manufacturing community. Success in that endeavor has earned SME an international reputation for providing outstanding service to manufacturing.

Recognizing that students of today are tomorrow's manufacturing professionals, SME has shown a special interest in student members since its earliest years. In 1953, SME began chartering student chapters in institutions offering degrees or extensive coursework in manufacturing engineering and technology. More than 400 chapters globally have been chartered since that time.

Educational institutions offering manufacturing-related programs are encouraged to form an SME chapter. The Society is committed to supporting the student member program.

MEMBERSHIP QUALIFICATIONS

An SME student member is an individual who is registered in a program of study at an educational institution. This individual should satisfy the following to qualify for student membership:

- 1) Working towards the completion of an academic credential in good standing;
- 2) Registered with full or part time status based on the institution's regulations (Minimum 6-credits per semester required to qualify for part-time status);
- 3) The delivery of the educational program may be in any format (includes traditional and non-traditional {e.g. distance learning} learning formats);
- 4) Student membership may apply to students who are on co-op work terms, practicum, and/or thesis research terms.

Membership standing of any SME student member is reviewed on annual basis. Senior SME members or students that have graduated are no longer eligible to retain, or revert to, student membership status.

ESTABLISHING A STUDENT CHAPTER

Recognition as a student chapter starts by completing and submitting to SME Headquarters the Student Chapter Petition, signed by at least 10 students and one faculty advisor, all of whom are SME members or are applying for membership.

A student chapter begins as a student unit and is required to operate for six months before applying for charter status. During the six month student unit process:

- Student officers must be elected.
- Meetings must be held on a regular basis.
- Student membership must be increased to at least 10 members.
(note: only student members count toward the 10 member minimum for the chapter)
- Required forms such as Officer Listing, Chapter Planning & Assessment Guide and Financial Report need to be submitted. Forms can be found at: www.sme.org/chapterforms

Once these criteria are met, the student unit is ready for official chartering. NOTE: If these criteria are not met within the six month time frame, the student unit will be dissolved and formation will have to resume in the future when criteria can be met.

STUDENT CHAPTER CHARTERING POLICY

SME policy with regard to the chartering of student chapters is covered in the SME Governance Document:

Ten or more student members may request a student chapter charter by proper application. The application must be reviewed and approved by the SME Member Council.

SME shall charter only one student chapter per campus and it shall serve all SME members.

Student members shall only be designated as members of the student chapter at the institution that they are enrolled.

Offshore student chapters (defined as institutions outside of the continental United States and Canada) may be chartered under the same policy listed above. The application and supporting documentation must be submitted in English.

STUDENT CHAPTER CRITERIA

The following criteria apply in the evaluation of student chapter applications:

- A student chapter shall maintain a minimum of 10 **student** members of the Society.
- The faculty advisor must be an SME member.
- A student chapter must function for a minimum of six months in every calendar year.
- The academic programs from which student chapter members are drawn should provide a balanced, contemporary emphasis on manufacturing.
- The institution must be accredited by at least a state or regional accrediting body.
- The student chapter should be sponsored by an SME senior or forming chapter. Members may be from one school or may be from several different institutions but functioning together under the direction of an SME chapter.

- The student chapter **must** use their sponsoring Senior Chapter's Federal Tax ID # when establishing bank accounts and reporting financial activity. If there is no sponsoring Senior Chapter, SME Headquarters will become the "sponsor." The Federal ID number may be obtained by contacting a Senior Chapter Representative or the SME Finance Department.

STUDENT CHAPTER APPLICATION MATERIALS

The following materials need to be completed and submitted to the Member Services Department for consideration for a unit to become a student chapter:

- Unit has been operating for at least 6 months.
- Unit has at least 10 student members.
- Completed student chapter application form.
- One or two page report highlighting programs and activities the student group has conducted during the forming period.
- Completed recommendation form from sponsoring chapter.

STUDENT CHAPTER APPLICATION EVALUATION PROCESS

- Submit application materials to the Member Services Department for review.
- If all requirements for a student chapter are met, within six weeks after the Headquarters staff completes its evaluation, a recommendation will be submitted and reviewed by the SME Member Council for approval.
- After final approvals have been made, each institution and its sponsoring chapter will be notified.

GRANTING OF A STUDENT CHAPTER CHARTER

An approved institution will be presented with its SME student chapter charter. The item will be mailed to the faculty advisor for presentation to the new chapter. In addition, the institution is granted a complimentary one-year membership for the faculty advisor which must be re-activated annually.

STUDENT CHAPTER FUNDING

Once a student chapter is approved, the student chapter becomes eligible for financial funding from SME Headquarters. Funding is released annually in January/February each year provided the student chapter has met these requirements:

- Student membership at a minimum of 10
- Completion of the Student Financial Report by January 31st
- Chapter Planning & Assessment Guide by April 15th
- Student Officer Listing by October 31st

Please contact Member Services Department for the current funding rates.



SME STUDENT CHAPTER RECOMMENDATION FORM SPONSORING CHAPTER

Approval of an SME student chapter requires the involvement of a sponsoring chapter. To show your chapter's involvement in and endorsement of the student group applying for recognition from SME, please complete the following information and submit it to:

**Society of Manufacturing Engineers
Member Services Department
One SME Drive, P.O. Box 930
Dearborn, Michigan 48121-0930
(313) 271-1500
Fax (313) 425-3415
Email: service@sme.org**

Sponsoring Chapter Name _____ No. _____

Institution submitting application _____

Length of Sponsoring Chapter involvement with Student Group: _____ yrs. _____ mos.

We endorse this student organization and pledge continued support of its officers and members.

Signature _____ Date: _____
Chapter Chair



STUDENT CHAPTER FORMATION PETITION

I believe that an SME Student Chapter should be formed at the following institution:

Student Chapter Faculty Advisor Information:

Name	_____	Member No:	_____
Job Title	_____		
School Address	_____		

School Phone	_____	School Fax	_____
Email Address	_____		

If you are not currently a member, please complete the Faculty Advisor application.

My signature below indicates that I agree to commit the necessary time and effort to assure the success of this new chapter.

Signature _____ Date _____

This petition is two pages in length. Both pages must be completed and submitted in order to be considered for SME Student Chapter Formation.

MEMBER SERVICES STAFF USE ONLY

Number assigned to student unit	_____
Staff initials	_____

Attachment II-2

My signature below indicates that I agree to commit the necessary time and effort to assure the success of this new chapter. (At least 10 signatures are required)

	STUDENT NAME (print)	SIGNATURE	MEMBER #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

Revised 2008

Please return both pages of this petition to:

Society of Manufacturing Engineers
Member Services Department
One SME Drive, P.O. Box 930
Dearborn, Michigan 48121-0930
(313) 271-1500
Fax (313) 425-3415
Email: service@sme.org



STUDENT CHAPTER APPLICATION

Instructions: To be considered for Official SME Student Chapter status, complete this application and return with all required supporting documentation after six months of operation as a Student Unit.

**Society of Manufacturing Engineers
Member Services Department
One SME Drive, P.O. Box 930
Dearborn, Michigan 48121-0930
Fax (313) 425-3415
Email: service@sme.org**

1. Date SME Student Unit first formed _____

2. Name of Institution _____ Unit No. _____
Faculty Advisor _____ Member # _____
Faculty Title _____
Department _____

3. Sponsoring SME Chapter
Name _____ No. _____

4. The institution applying for an SME Student Chapter is a (check one):
 Five year institution
 Four year institution
 Two year institution
 Other, explain _____

5. Program from which student members will be drawn:
 Manufacturing Engineering Mfg. Engineering Technology
 Manufacturing Technology Industrial Technology
 Other _____

Attachment III-2

6. Accreditation

A. The institution has been approved by the following State/Regional accrediting body:

_____ Year _____

B. If the institution has not been accredited, indicate whether application has been made for such accreditation:

Yes No

Agency applied to _____

C. If the curriculum from which the student members will be drawn is accredited, list the discipline(s), accrediting body, and date of accreditation (ABET, NAIT, NATTS, etc.)

Discipline	Accrediting Body	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. List other professional and/or technical student organizations currently represented at the institution.

Society or Organization	Date Chartered	Approximate Membership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. The following supplemental material is required in order for the application to be complete. Please indicate enclosure of these items.

Item	Yes	No
A. One to two (1-2) page summary of programs and activities the student group has conducted during the forming period.	<input type="checkbox"/>	<input type="checkbox"/>
B. Completed recommendation form from sponsoring chapter.	<input type="checkbox"/>	<input type="checkbox"/>

9. We, the undersigned, endorse the proposed SME Student Chapter and pledge continued support to its student officers and members.

Dean of the School

Department Chair