

BASIC STUDENT CHAPTER STRUCTURE

Administering a Student Chapter offers an excellent opportunity to develop leadership and organizational abilities. Officers and committee volunteers working together discover that their interest grows as they plan and execute the numerous activities of the group. This opportunity should be offered to as many students as possible. In addition to the Student Chapter officers, as many other members as possible should be appointed to working committees.

Recommended Elected Positions

- President
- Vice President
- Secretary
- Treasurer
- Three members

This organizational structure can be expanded to include appointed positions, and those fillingsuch positions should work closely with the officers under which their positions fall.

ESTABLISHING A NEW STUDENTCHAPTER

- QUALIFICATIONS -

An organized group of engineering students enrolled in any educational institution may submit a **Statement of Intent to Establish** for establishing IGS student chapter if all of the following qualifications have been met:

- Institution has an engineering degree program related to civil engineering or Civil and Environmental Engineering that leads to an engineering degree
- Institution has at least one (1) full-time faculty member who is an IGS member andwho agrees to serve as faculty advisor
- Endorsement by the Civil Engineering department head or equivalent
- Endorsement by the IGS local chapter in whose jurisdiction the institution is located.
- Existing organized group of students has a minimum membership of 12 undergraduateand/or graduate students in Civil Engineering or Civil and Environmental Engineering

Once the **Statement of Intent to Establish is submitted** , and upon completion of **one year** of successful operation according to the plan outlined in the **Statement of Intent**

to Establish the group may submit an **IGS Student Chapter** for consideration by the Committee to become an officially recognized IGS student Chapter.

REVIEW PROCESS

Statements of Intent to Establish and **IGS Student Chapter Applications** will be **reviewed** three times a year by NEC during March, June and September.

ACTIVITIES TO BE ORGANIZED

The following required actions must be taken by the group to be recognized as an official IGS Student Chapter can be considered.

The student group is to prepare a schedule of activities for a 12-month establishment period. At least 2 programs must be organized in collaboration with other local chapters. Ideally, the plan should include a variety of activities, such as:

- a. Professional meetings with an invited speaker
 - b. Meetings with a student talk or student paper presentations
 - c. Field Trips
 - d. Social Events
 - e. Student competitions
 - f. Special Projects (Community Service)
2. The student group to organize **student-planned** meetings and events for student members as planned, for a period of one year.
 3. A record of the **student-planned** meetings and activities of the group is to be maintained. **Note:** Activities that are part of the regular curriculum, do NOT count as **student-planned** activities.

SUBMITTING AN APPLICATION

A completed submission will consist of a **single email** with the following two files and one page report on the Mission, measurable goals and action plan attached:

1. A completed [IGS Student Chapter Application](#) (Appendix A).
2. **Chapter Activities File** (PowerPoint template), which contains information for the previous 12-month period.
3. Student Chapter Annual Dues Rs. 2000+GST

Attach all files to one email and send to admin@igs.org.in and copy to Local chapter chairman and secretary.

THE ROLE OF THE ADVISOR

The Faculty Advisor (FA), an IGS member, is appointed by the Department Head at the Student Chapter's college or university. responsibilities are listed below.

Student Chapter Faculty Advisor

- Help the Student Chapter Officers to initiate, plan, organize, execute and document Student Chapter activities
- Meet regularly (recommended monthly) with the Officers
- Provide and/or facilitate professional contacts
- Encourage students to try a variety of activities
- Be knowledgeable about institutional resources and practices
- Maintain records of Student Chapter activities and membership
- Guide and review the preparation of the Annual Report, and check it for adequacy and accuracy

- Encourage students to become IGS members, and provide the means to do so
- Be a point of contact between the Student Chapter, and IGS Local chapter
- Attend Student Chapter meetings and events

APPENDIX A

STATEMENT OF INTENT TO ESTABLISH

Name of Institution

City and State

Present Student Organization

Name of current student organization: _____

Date founded: _____

Current number of members: _____

Curriculum Information

Name of curriculum: _____

This curriculum leads to the following degree: _____

Current number of students enrolled in this curriculum:

IV year: _____

III year: _____

Master's: _____

II year: _____

Freshmen: _____

Ph.D.: _____

Total graduates with a bachelor's degree from this curriculum during past 12 months: _____

Total graduates with a master's degree and/or Ph.D.
from this curriculum during past 12 months: _____

STATEMENT OF INTENT TO ESTABLISH

Department Head Endorsement

I have reviewed the Statement of Intent to Establish. The department fully supports the establishment of an IGS Student Chapter at our institution.

Signature: _____

Name _____

Title: _____

Date: _____

Identification of Student Chapter Faculty Advisor

Faculty Advisor Name: _____

IGS membership Number: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

STATEMENT OF INTENT TO ESTABLISH

Local Chapter Endorsement

Our Local chapter _____ (Name and Place) endorses the establishment of this IGS Student Chapter. I confirm the Local chapter is prepared to sponsor, promote and direct the Student Chapter as its parent Chapter during the upcoming year as outlined above, and also following establishment.

Chairman's

Signature: _____

Name (please print): _____

Date: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Secretary's

Signature: _____

Name (please print): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

