

Guidelines for Starting a Student Chapter

1. The student who is interested in starting the chapter must find a faculty member who is willing to serve as the advisor for the ARCA student chapter.
2. Both the student and the advisor must be or become ARCA members.
3. The student and the faculty advisor must work together to develop by-laws that govern the ARCA student chapter. *Contact Student Task Force Rep for sample bylaws.*
4. The established student chapter must be recognized as a student organization on their campus.
5. Submit your ARCA student chapter by-laws to the Student Task Force Rep, Taryn Richardson- taryn-richardson@uiowa.edu.
6. The by-laws will then be passed to the Chair of Public Relations and Awareness for review.
7. The by-laws will then be passed ARCA Executive Council to be voted on.
8. The faculty and student will be contacted once the by-laws have been approved.