

Guide to Organizing a
Student Chapter
Of the Florida Engineering Society



Qualifications to Establish and Operate FES Student Chapters

It is the desire of the Florida Engineering Society to establish and support student chapter programs of which members of FES, members of engineering faculties and engineering students will be proud and that are recognized as being truly professional. Therefore, the Board of Directors of FES developed qualifications for the establishment and operation of FES Student Chapters.

Types of Student Chapters

Alpha: Shall be in a college of engineering having a curriculum or curricula of at least four years duration accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology leading to an engineering degree.

Beta: Shall be in a school or college of engineering having a curriculum of at least four years duration leading to an engineering degree.

Delta: Shall be in a school, college or junior college having a curriculum or curricula of at least two years duration designated as being preparatory for entrance into an ABET-accredited engineering or engineering technology program.

Minimum Number of Students

An FES Student Chapter may be organized at any college, university or junior college that has a minimum of ten interested students. Thereafter, the student chapter shall maintain at least ten student members in good standing.

Why start a FES Student Chapter?

The Florida Engineering Society values Florida's Engineering Students. Our board of directors allots funds to assist engineering students gain valuable experiences, become better leaders, and be prepared for life after college.

The Student Chapter is a peer group consisting of fellow engineering students and a faculty advisor from your college. The chapter meets regularly where guest speakers educate students on engineering topics and ideas. The FES parent chapter, student officers, and members work together as a team on various fundraisers and activities.

Benefits of Student Membership

- ❖ **Get Connected** to local engineering professionals through their correspondence with their local parent chapter.
- ❖ Have first hand knowledge of FES **Scholarships**
- ❖ **Get Involved** in your community through assisting your local FES parent chapter with fundraisers and community activities such as MATHCOUNTS.
- ❖ **Get Recognized!** Student members are awarded for outstanding efforts by FES at the Annual Summer Conference and Exposition.
- ❖ **It's All in Who You Know....Network** with state engineering leaders through participation at FES state functions such as PE Legislative Days, the FES Leadership Conference, and the FES/FICE Annual Summer Conference and Exposition.
 - ◆ Students are offered assistance in funding participation at these events.
 - ◆ Special sessions geared toward students are a part of conference programs.
 - ◆ Students get a chance to meet potential employers and to showcase their leadership abilities.
- ❖ **Stay Informed and up to Date** with trends affecting your future profession. Student chapters receive our award winning *FES Journal* delivered monthly (box of 25 per school).

Why start a FES Student Chapter?

Meet other Engineering Students from Across the State!



FES Students have opportunities to volunteer and become active in their community, in coordination with members from their Parent Chapter. *Pictured Above:* FES Students work together with members from their Parent Chapter at a local MATHCOUNTS Competition. *Below:* Students hold an Engineering Day at their University to encourage Engineering.



To Learn about FES Student life, please visit <https://www.fleng.org/chapters-student.cfm>

or contact

Anne Wilson, Member Services
 Coordinator at 850-224-7121 or
awilson@fleng.org.

Student Members are encouraged to attend Conferences and Seminars held by FES throughout the year, such as PE Legislative Days in Tallahassee, the Leadership Conference, and the FES/FICE Annual Summer Conference. FES provides funding for students to attend these events, and often times Parent Chapters are able to assist as well.



Students are always welcome at Parent Chapter meetings and events. Whether it is a golf tournament, holiday party, or monthly meeting, student members are encouraged to attend events held by the local and state level. *Pictured below:* Students attend their parent chapter holiday party



Tips for a Successful Student Chapter

Sample Calendar of Events

<p style="text-align: center;">August</p> <ul style="list-style-type: none"> ◆ Attend FES Annual Meeting ◆ Get officers together to plan the semester ◆ Establish meeting dates and times ◆ Plan guest speakers for at least one meeting 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> ◆ Have first meeting – invite Dean of College to attend ◆ Membership recruitment – attend open house ◆ Talk to membership about Fall events ◆ Send in new Membership Applications and roster to headquarters
<p style="text-align: center;">October / November</p> <ul style="list-style-type: none"> ◆ Collect canned goods for Thanksgiving charity ◆ Invite guest speaker to speak on resumes/interviews for Fall graduates ◆ Hold officer elections, if needed 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> ◆ Collect Toys for Tots ◆ Limit meetings and activities due to finals ◆ Sign up for FES PE Days
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> ◆ Confirm attendees for FES PE Days ◆ Officers plan the semester ◆ Have Kick-Off meeting ◆ Membership recruitment open house ◆ Send new member applications and current roster to headquarters 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> ◆ Attend FES PE Days in Tallahassee ◆ Sign up volunteers for MATHCOUNTS at local competition ◆ Plan activities for E-week with parent chapter
<p style="text-align: center;">March</p> <ul style="list-style-type: none"> ◆ Complete Annual Report for FES State and email to headquarters by April 1 	<p style="text-align: center;">April</p> <ul style="list-style-type: none"> ◆ Annual Reports due! ◆ Sign up for FES Leadership Conference ◆ Find guest speaker on resumes/interviews for graduates ◆ Hold officer elections, if needed
<p style="text-align: center;">May</p> <ul style="list-style-type: none"> ◆ No meetings or activities due to semester finals ◆ Turn in Award Nominations to FES HQ 	<p style="text-align: center;">June/July</p> <ul style="list-style-type: none"> ◆ Finalize Sign-up for FES Annual Conference attendees ◆ Confirm FES Annual Conference attendees with Headquarters



Tips for a Successful Student Chapter...

- ◆ Always keep an eye out for potential officers.
- ◆ Elect underclassman to Secretary and Treasurer position, since they have the potential to become Vice President or President the following year.
- ◆ Team up with other engineering clubs for better turnouts for guest speakers/events.
- ◆ Utilize your parent chapter liaison and faculty advisor to help obtain guest speakers and plan trips.
- ◆ Hold resume and interview workshops for graduating seniors.
- ◆ Attend the parent chapter meeting; They are excellent for networking and fun!

Florida Engineering Society Student Chapter Funding

Student membership dues vary for each chapter, and are based on what each chapter feels is appropriate to operate adequately. All monies received from Student Chapter Dues stay with the student chapter. Fundraisers may supplement chapter dues in gaining revenue for various activities. Parent chapter support is also available to help the student chapter.

Student membership in FES at the state level is complimentary; there are no state dues for joining. Beginning July 1, 2008 membership in NSPE will be free for student members. For FES Student members to join NSPE, they would need to indicate it on their application.

In accordance with current FES bylaws, Student Chapters are allocated the following funds from the Florida Engineering Society:

- ◆ Upon Board Approval to establish the Student Chapter \$200.00
- ◆ Upon Submitting the Annual Report \$200.00
- ◆ Funds are also provided for students to attend the following FES events:
 - PE Legislative Days
 - Leadership Conference
 - Annual Summer Conference and Exposition

Likewise, the Florida Engineering Society awards two Student Chapters each year with the “Most Active Student Chapter Award”, in which the chapter receives \$200.00. Other awards include the “Student Service Award” and the “Engineering Faculty of the Year Award”.

The Florida Engineering Society
Petition to Start a FES Student Chapter



I. Institution

Name: _____

Address: _____

II. Student Officers

President: _____

Phone: _____ Email: _____

Vice President: _____

Phone: _____ Email: _____

Secretary: _____

Phone: _____ Email: _____

Treasurer: _____

Phone: _____ Email: _____

Terms of Above Officers:

Begin Date: _____

End Date: _____

III. Type of FES Student Chapter Petitioned For
(Please Check One)

- Alpha:** Shall be in a college of engineering having a curriculum or curricula of at least four years duration accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology (ABET) leading to an engineering degree.
- Beta:** Shall be in a school or college of engineering having a curriculum of at least four years duration leading to an engineering degree.
- Delta:** Shall be in a school, college or junior college having a curriculum or curricula of at least two years duration designated as being preparatory for entrance into an ABET-accredited engineering or engineering technology program.

V. Faculty Advisor Endorsement

To be completed by a member of the Faculty who will serve as the FES Student Chapter's Faculty Advisor.

In my opinion, the conditions at this Institution are favorable for the successful operation of a FES Student Chapter and I am willing to serve as the Student Chapter's Faculty Advisor.

Printed Name: _____

Signature: _____

Title: _____

Phone: _____ Email: _____

Address: _____

VI. Dean's Endorsement

To be completed by the supervising academic dean.

I am prepared to encourage and support this Student Chapter.

Signature: _____

Printed Name: _____

Title: _____

VII. Student Chapter Contact Member Endorsement

To be completed by a member of the local FES chapter who will serve as the contact liaison representative between the local chapter and the student chapter. This Endorsement additionally serves as an agreement to serve as the Chapter Liaison on the FES State Committee, the Student Professional Development Committee.

I am willing to serve as the Student Chapter's contact member in which capacity I will assist the Faculty Advisor, provide liaison representation between the local chapter and the Student Chapter, and serve as the chapter representative on the Student Professional Development Committee.

Signature: _____

Printed Name: _____

Phone: _____ Email: _____

VIII Local FES Chapter Endorsement

To be completed by the President of the local FES Chapter in which area the Student Chapter is to be located.

This Chapter is prepared to sponsor, support, and promote the Student Chapter making this petition.

Signature: _____

Name: _____

IX. State Director Endorsement

To be completed by the State Director from the local FES Chapter in which area the Student Chapter is located.

I am satisfied that the Institution and local Chapter will encourage and support this student chapter and I recommend that the petition for the establishment and chartering of a FES Student Chapter be

Approved Disapproved

I further recommend that the appointment of the Student Chapter Faculty Advisor (indicated in item V) and Student Chapter Representative (indicated in item VII) be

Approved Disapproved

Signature: _____

Printed Name: _____

X. Student Professional Development Committee Student Chapter Endorsement

To be completed by the Chair of the FES Student Professional Development Committee.

The Student Professional Development Committee recommends

Approval Disapproval
of the establishment and issuance of a Charter as herein petitioned for.

The Florida Engineering Society
Petition to Start a FES Student Chapter



Signature: _____

Printed Name: _____

XI. Action by FES Board of Directors

To be completed by the FES Executive Director

Establishment and issuance of a Charter as petitioned for is

- Approved Disapproved
- Other _____

Date of Action by FES Board of Directors: _____



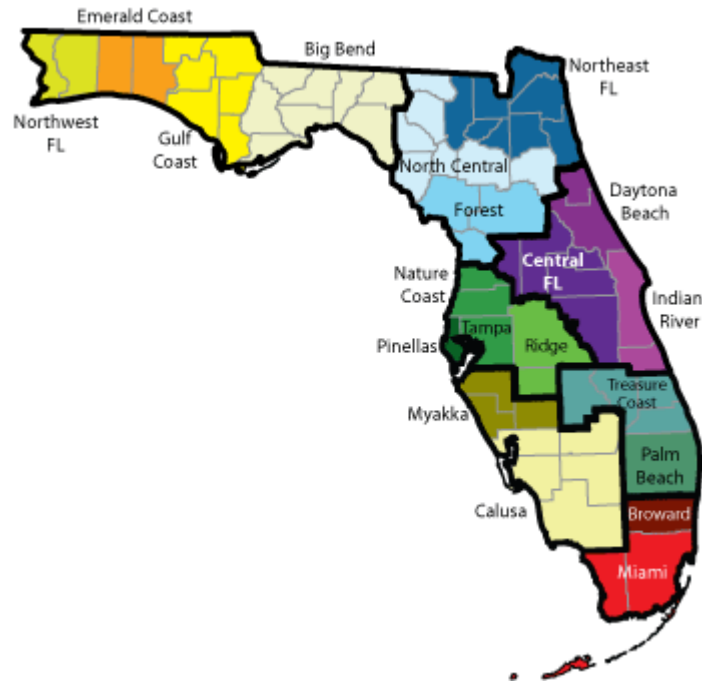
Florida Engineering Society Student Chapter Contacts

The following contacts are your parent chapter liaisons with the Student Professional Development Committee and will gladly assist you. If there is not a representative listed in your area, please contact Committee Chair **Victor Herrera, EI**, or **Anne Wilson** (see below for contact information).

FES Chapter	Chapter Committee Member	FES Student Chapter
Big Bend Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla	J.W. Hunter, PE 850-942-7153 hunterju@pbworld.com	Florida State University Florida A&M University
Calusa Charlotte, Collier, Glades, Hendry, and Lee	Daniel F. Waters, PE danielwaters@wilsonmiller.com	Florida Gulf Coast University
Central Florida Lake, Orange, Osceola, Seminole, and Sumter	Mandee Brandt, PE 407-422-0353 mandee_brandt@urscorp.com	University of Central Florida
Gulf Coast Bay, Calhoun, Gulf, Holmes, Jackson, and Washington	John Alaghemand, PE 850-236-4868 jalaghemand@drmp.com	Gulf Coast Community College
Miami Dade and Monroe	Felix A. Peguero, PE 305-502-3970 felixpeguero@bellsouth.net	Florida International University, Miami Dade College, University of Miami
North Central Alachua, Dixie, Gilchrist, Hamilton, Lafayette, Putnam, and Suwannee	Christopher A. Gmuer, EI 352-331-1976 chrisg@chw-inc.com	University of Florida
Northwest Florida Escambia and Santa Rosa	Patrick Overton, PE 850-484-6011 patrick.overton@hatchmott.com	Pensacola Junior College
Northeast Florida Baker, Bradford, Clay, Columbia, Duval, Nassau, St. Johns and Union Counties	Katrina Myers, EI 904-731-7040 kmyers@taylorengineering.com	Jacksonville University, University of North Florida
Palm Beach Palm Beach County	Bonnie McLeod, PE 561-478-7961 bmcleod@mathewsconsultinginc.com	Florida Atlantic University
Pinellas Pinellas County	Bud Khouri, PE 813-909-8000 bkhouri@earthtech.net	St. Petersburg College
Tampa Hernando, Hillsborough and Pasco counties	Shayne Paynter, PE 813-282-7275 smpaynter@pbsj.com	University of South Florida

The Following Areas currently have no associated Student Chapters.
 Please Contact the Parent Chapter contact provided or Mandee Brandt, PE, or Theresa Norris, PE
 for information on starting a student chapter in any of these areas.

<p>Treasure Coast Highlands, Martin, Okeechobee, and St. Lucie Counties</p>
<p>Emerald Coast Okaloosa, Walton</p>
<p>Forest Levy Marion and Citrus Counties</p>
<p>Daytona Flagler and Volusia Counties</p>
<p>Indian River Brevard, Indian River Counties</p>
<p>Ridge Polk and Hardee Counties</p>
<p>Nature Coast and Tampa Both Serve Hernando, Pasco, and Hillsborough Counties</p>
<p>Myakka Manatee, DeSoto, and Sarasota Counties</p>
<p>Broward Broward County</p>



To begin a student chapter in any of these areas, contact or the FES
 Student Professional Development Committee Chairs:

Chair
 Victor H. Herrera, EI
vhherrera@pbsj.com

Anne Wilson, Member Services Coordinator
 850.224.7121
awilson@fleng.org