



## Forming a SEHA Student Chapter

Lead the way for a new EH Community at your college or university by setting-up a local Student Environmental Health Association (SEHA) Chapter. College and universities that are current with AEHAP dues are eligible to start a local SEHA chapter.

### What to Do:

In order to set-up a SEHA Student Chapter the following should be done:

- Secure a faculty member of the college/university willing to serve as a faculty advisor to the student chapter (faculty member/advisor must be from an AEHAP member program and we strongly recommend that s/he be a NEHA member in good standing).
- Using a copy of the model SEHA chapter bylaws, draft a set of bylaws for the prospective student chapter. Send a copy of the completed bylaws to [seha@aehap.org](mailto:seha@aehap.org).
- If necessary, seek appropriate approval from the college/university for the establishment of a new student organization.
- Upon receiving the a copy of the local student chapter draft bylaws, AEHAP will review the materials to ensure all requirements are fulfilled. If fulfilled, AEHAP will contact the local student chapter's advisor so they may begin their organizational activities (organization meetings, membership drives, officer elections, dues collection, and regularly scheduled monthly meetings).
- Once officer elections have been completed, student chapter bylaws are to be signed by the new chapter president and faculty advisor, and the appropriate chapter officer should forward copies of fully signed bylaws to AEHAP.
- The student chapter should also include in their correspondences a completed local student chapter "officer roster". The "officer roster" will be used for all future correspondences from the sponsoring Affiliate and/or AEHAP.
- Proposed bylaws amendments must be forward to AEHAP for review, approval, and signoff prior to adoption by the student chapter.