



## Starting a CMAA Student Chapter

### Information and Checklist:

- Student chapters must be formed and maintained by a minimum of (10) student members.
- They are supervised by a faculty member or the Dean of the college/university (Faculty Advisor) and counseled by an active member of CMAA (Liaison manager)
- After at least two calendar years, a petition to form a student chapter is forwarded to the Chapter/Member Services Committee for approval by the CMAA Board of Directors. The petition must include the following:
  - a. Proposed name of Student Chapter and location
  - b. Names, address and designations of proposed officers, pro tempore
  - c. Petition for Charter completed by the Student Chapter President (template will be provided)
  - d. Supporting letter from the CMAA “senior” chapter responsible for the proposed student chapter, to include notification of the designated Liaison Manager stating his/her willingness to serve.
  - e. Supporting letter from the Dean of the College/university or designated Faculty Advisor.
  - f. Bylaws for the proposed student chapter (template will be provided)
- Within three years of chapter status, the university must add a Club Management course to their hospitality curriculum.

It is the practice that student chapters function as a chapter for at least two calendar years before petitioning. This will hopefully allow them time to create a strong foundation on which a chapter can grow. During this pre-petition period, the group is referred to informally as a student “colony”. The colony period begins on the date the National Headquarters receives a minimum of ten (10) completed/signed student membership applications including the annual dues. Dues for this year are \$25 for student members.