

HOW TO ESTABLISH A STUDENT CHAPTER OF NABE

Once interest in establishing a student chapter of the National Association for Business Economics at a college or university has been evidenced, the following steps are suggested for getting it under way:

1. Identify a local faculty member who will serve as the primary contact during the organization process.
2. Obtain the active approval and cooperation of the administrators and faculty members of the university, as well as any on-campus groups that might serve as a nucleus for membership.
3. Enlist the support of the local NABE chapter, if one exists.
4. Publicize the intention to establish a chapter and invite students to participate in several informal meetings to determine how much interest there is in the chapter and the general activities it would undertake. To a considerable extent these activities would parallel those of any other NABE chapter with whatever special adaptations might be required to fit it into an academic environment.
5. Convene and organize a local student economics club with the clear intent of becoming a student chapter of NABE. Elect officers, determine a name and draft bylaws. Determine who will be the continuing chapter adviser.
6. Submit to the Board of Directors of NABE a formal request to be recognized as a student chapter of the National Association for Business Economics. This request should include:
 - a. The formal name of the student chapter, assuming NABE chapter status is approved.
 - b. A copy of the adopted bylaws of the organization.
 - c. A list of officers of the organization.
 - d. A list of members of the organization.
 - e. The name, title, address, phone and fax numbers of the ongoing faculty adviser.
 - f. A statement that the necessary university/college approval for the establishment of the student chapter has been obtained.

Send the request to:

Executive Director
National Association for Business Economics
1233 20th Street NW, Suite 505
Washington, DC 20036
Phone: 202-463-6223
Nabe@nabe.com

7. Organize, once NABE Board approval is received, an inaugural meeting with, where possible, officials of your school, faculty and staff, student leaders, officials from NABE and the local chapter, and business leaders with an interest in economic education.

8. Explore the possibility of joint meetings with the local NABE chapter.
9. Seek to establish supportive links with other organizations on campus.
10. Make sure the president, vice president, and faculty adviser are members of NABE; keep the NABE office informed as to changes in chapter presidents and faculty advisers, as their names are published in a special section of the annual NABE Membership Directory and they are the direct communication link with the NABE office and board of directors.