



SMTA Student Chapter Guidelines

The mission of SMTA Student Chapters is to create learning opportunities for networks of post secondary students to develop professional skills and the knowledge necessary for work in the electronic assembly technologies and related business operations.

STUDENT CHAPTER PROGRAM ORGANIZATION

The Student Chapter Committee Chair, a position that reports to the SMTA Vice President of Membership, is responsible for the overall student chapter program. The Committee Chair establishes, implements, and directs developing programs with the help of the members of the Student Chapter Committee.

STUDENT CHAPTER OVERVIEW

A student chapter may be established at any post secondary school that supports SMT, microelectronics, electronic packaging or related subjects, where a minimum of five student members hold active SMTA memberships. The Student Chapter Start-Up Application form must be filled out and returned to SMTA Headquarters.

Student members receive the benefits of regular SMTA members, with the exception of voting privileges. Student membership is \$5.00 per year. Student members may join on-line at http://www.smta.org/membership/membership_step_1.cfm

To assist the Student Chapter financially, the SMTA rebates one-half of each new student membership fee (\$2.50) back to the chapter. The SMTA will also provide a \$100 per year Activity Grant to the student chapter for operating expenses providing the student chapter meets the required criteria for an active chapter.

Each Student Chapter needs an Advisor (faculty member) who provides continuity and direction to the chapter and who serves as the link to the Student Chapter Committee and SMTA Headquarters. The Advisor must be a current SMTA member.

Student members are encouraged to participate in local SMTA chapter meetings, facility tours, lectures, and other SMTA activities.

Local SMTA chapters are encouraged to support the establishment and enhancement of student chapter activities.

STUDENT CHAPTER BENEFITS & OPPORTUNITIES

Leadership Skills:

Develop leadership skills by serving as a student chapter officer.

Hutchins Educational Grant:

Students pursuing an advanced degree have an opportunity, on a yearly basis, to apply for the \$5,000 Hutchins Grant if they meet requirements. Previous winners and Application Process is available at <http://www.smta.org/hutchins/hutchins.cfm>

Employment Opportunities:

Students have the opportunity to post their resume on the SMTA web site as they begin looking for job opportunities.

Finances:

Each Student Chapter will receive a rebate (1/2) of each new student member recruited. The Chapter may also receive an Annual Grant for operating expenses (see Responsibilities).

Publications:

Each chapter will be sent copies of the Proceedings CD-ROM of all SMTA Technical Conferences. These should be retained in a school location determined by the Faculty Advisor for general student use. Students may also purchase SMTA publications from the SMTA BookStore http://www.smta.org/store/book_store.cfm at discounted rates.

Technical Information:

Student Members will have access to the Knowledge Base on the SMTA Web site. This provides access to over 1,000 technical articles, all searchable by key word.

Conference and Education Event Fees:

Each Student Member will be allowed a substantial discount on registration fees for any SMTA Technical Program.

SMTA Identification:

Each Student Member will receive an SMTA membership certificate and membership card.

STUDENT CHAPTER RESPONSIBILITIES

- ❖ Chapter meetings shall be held at least three times during an academic year.
- ❖ Each chapter must hold an election at the start-up of the chapter and the end of the spring term, to elect their chapter officers who will direct the activities of the chapter.
- ❖ One member of the Student Chapter is responsible for submitting Chapter News to the SMTA Headquarters for the SMTANews, Journal of SMTA, and the SMTA Web site.
- ❖ Each Student Chapter must submit an Annual Chapter Report, including a financial report for past year. These reports must be submitted to SMTA Headquarters by May 30 of each year. Funding will be sent to the chapter on a yearly basis following submission of this report confirming active chapter status.

STUDENT CHAPTER MEETINGS/PROGRAMS

Suggestions for meetings might include:

- ❖ Develop a familiarity with SMTA-its mission, goals, and overall programs.
- ❖ Prepare a poster or display of university information for SMTA International.
- ❖ Discuss SMTA publications or specific articles.
- ❖ Visit manufacturing facilities in the geographic area of the chapter.
- ❖ Attend local SMTA chapter meetings.
- ❖ Invite speakers to make technical presentations at your meetings several times a year.
- ❖ Attend SMTA International as a group.

STUDENT & ADVISOR ATTENDANCE AT SMTA INTERNATIONAL

SMTA encourages all students to attend SMTA International. We also encourage students to submit papers for acceptance in the conference program. If accepted the paper will be presented in a technical session and will also be published in the SMTA International Conference Proceedings. If a student paper is accepted, a portion of the travel expenses for the student and/or advisor may be reimbursed if the following criteria are met.

All travel arrangements must be made through SMTA Headquarters at least 30 days in advance of SMTAI.

SMTA will reimburse actual travel expenses for the first author and Faculty Advisor, with a maximum of \$1,000 each, not to exceed \$2,000 per Student Chapter. Reimbursement will be made upon receipt of an itemized report of actual expenses.

Two students from a Student Chapter may receive reimbursement for travel expenses, to a maximum of \$2,000 per Student Chapter, provided that both students are presenting papers at SMTAI, and further provided that Faculty Advisor travel expense is not requested.

These travel expenses for student and advisor or two students will be limited to three Student Chapters per year totaling not more than \$6000.

Funds may also be available from local SMTA chapters.

Conference registration for both the student(s) presenting the paper and the advisor shall be complimentary.

All expenses must be submitted within 14 days of the conclusion of SMTAI.