



ARCA Guidelines for Starting a Student Chapter

1. The student who is interested in starting the chapter must find a faculty member who is willing to serve as the advisor for the ARCA student chapter.
2. Both the student and the advisor must be or become ARCA members.
3. The student and the faculty advisor must work together to develop by-laws that govern the ARCA student chapter.
 - Contact ARCA Student Representative for sample bylaws
4. The established student chapter must be recognized as a student organization on their campus.
5. Submit your ARCA student chapter by-laws to the ARCA Student Representative for review, Alexis Duggan – duggan138@gmail.com and copy ARCA Office Manager arcaoffice@arcaweb.org for record-keeping purposes.
6. The by-laws will then be passed ARCA Executive Council to be voted on.
7. The faculty and student will be contacted once the by-laws have been approved.