



## **How to Establish a SURF Student Chapter**

The Sustainable Remediation Forum, SURF, is a professional organization committed to encouraging the use of principles and concepts of sustainable remediation through education, research, and dissemination of information. SURF believes that the goals of the profession can be achieved in part by encouraging the consideration, study, and application of sustainable remediation fundamentals, principles, and concepts at colleges and universities. To aid this effort, SURF welcomes the establishment of Student Chapters at institutions of higher education and will endeavor to assist their creation and activities.

The basic requirements to establish a Student Chapter are not complex; essentially there must be a faculty advisor and at least five student members, all of whom are members of SURF. The proposed chapter must qualify as a recognized student organization at the parent academic institution, or meet a few requirements if the academic institution does not recognize student groups. The proposed student chapter must have a constitution and a sample constitution is part of this document. More details of the requirements appear later in this document.

The SURF organization is eager to work with student chapters to assist in providing meaningful experiences for the student members, to work with them as they develop their Student Chapter programs, and to help with their eventual transition into careers. As a new organization, current examples of student chapters is limited, but expected to grow in the near future. However, the Board of Trustees is committed to working for the success of Student Chapters and will provide assistance and guidance to all interested and applicable student groups.

If there are questions about Student Chapters and the process for establishing one, please contact Daniel Watts, [wattbush@gmail.com](mailto:wattbush@gmail.com) or 732-939-9426.

## **Sustainable Remediation Forum (SURF)**

### **Policy Guidelines for Student Chapters**

**Approved July 2, 2010**

The Sustainable Remediation Forum, SURF, is a professional organization committed to encouraging the use of principles and concepts of sustainable remediation through education, research, and dissemination of information. As such, SURF believes that the goals of the profession can be achieved in part by promoting the consideration, study, and application of sustainable remediation fundamentals, principles, and concepts at colleges and universities. In keeping with this effort, SURF welcomes the establishment of Student Chapters at institutions of higher education and will endeavor to assist their creation and activities.

In order to receive and retain recognition by the SURF Board of Trustees as an official student chapter, each student group must adhere to the following requirements.

1. Each group applying for official recognition must have an advisor who is a member of SURF. The advisor must meet the requirements of the college or university to be an advisor of a student organization. Usually this means that the advisor must be a member of the faculty or a professional staff member.
2. At the time of the application to SURF for official recognition, there must be at least five student members of the chapter applying for official recognition. Each student member of the prospective chapter must be a member of SURF, having paid for any of the regularly established membership categories. The SURF Secretary or Membership Committee chair will confirm that at least five of the student members have paid dues.
3. The applicant student chapter shall submit to SURF a constitution or set of by-laws that describes how the chapter will operate and describes the nature of the programs the chapter will carry out. The by-laws must be acceptable to the academic institution that is home to the student chapter, allowing recognition by the institution as a student organization. An example of a constitution/set of by-laws is attached. These are to be seen only as an example.
4. In keeping with the membership requirements of SURF, the student chapter is expected to operate as a multi-disciplinary organization. Typical disciplines include any basic science or engineering area. However, areas including economics, sociology, law, medical sciences, social sciences, and humanities may be appropriate as well.
5. Each student chapter shall have as a minimum a president, a vice-president, a secretary, and a treasurer. The chapter by-laws may provide for other officers as determined locally.
6. The programs of student chapters typically consist of a combination of professional development events, social events, and campus or community service events. The planning and frequency of these events is at the discretion of the local chapter and the advisor. SURF requires in order to maintain official recognition that during each academic year at least two professional development events will take place. Such professional development can include,

among other possibilities, lectures or case studies, site visits, or design competitions or similar events.

7. Each local chapter shall have the right to levy local membership dues as well as to receive funds from the college or university or units thereof. In addition receipt of funds from other sources is permissible, provided that it is in keeping with the rules of the academic institution. The academic institution's rules and regulations for accounting and auditing of funds must be followed. In the absence of any such local rules, SURF will provide appropriate fund management procedures and reporting rules to the student chapter.
8. Each chapter shall submit to SURF an annual report prior to the end of June of each calendar year that details at a minimum, the name of the advisor, the names of the student members, their college enrollment, major, graduate or undergraduate student status, and year in school, as well as a description of the activities of student chapter during the period July to June of the years being reported
9. If at any time, the number of student members of a particular student chapter falls below 5, the chapter will begin a one-year probationary status. If at the conclusion of the one-year probationary period, the membership remains below five, the chapter will be considered inactive. Whenever, membership increases to at least five, the chapter may be reinstated as an officially recognized chapter, upon submittal of an application listing the student membership, the name of the chapter advisor, a listing of the chapter officers, and an acknowledgement that the original chapter constitution/by-laws remain in effect. Continued recognition by the academic institution that the chapter is a recognized student group is also required.
10. SURF shall endeavor to provide resources to the student chapters to assist in the development of professional development events. SURF will also undertake to facilitate communication among student chapters to provide recognition of successful practices and outstanding accomplishments.
11. Multi-institutional chapters are acceptable where geographic proximity makes such cooperation possible. For a multi-institutional chapter, recognition as an official student organization by at least one of the academic institutions involved is required. If rules of the individual institutions conflict in some way with these SURF guidelines, the prospective student chapter is encouraged to consult with SURF to attempt to resolve the conflict.

## **SURF Membership Requirements**

The Sustainable Remediation Forum, SURF, is a professional organization with membership open to all individuals who are committed to supporting SURF's mission and who will commit to participate in the activities of the organization. The SURF mission includes encouraging the use of principles and concepts of sustainable remediation through education, research, and dissemination of information. SURF recognizes that a range of professional and academic backgrounds can prepare individuals to contribute to the development of the field of sustainable remediation and to allow them to benefit from learning about the work of others in the area.

Therefore, the requirement for membership in the Sustainable Remediation Forum, SURF, is an undergraduate degree from an accredited college or university in an academic field related to sustainable remediation. As example, appropriate academic fields may include any basic science or engineering area. However, areas including economics, sociology, law, medical sciences, social sciences, and humanities may be appropriate as well.

The requirement for student membership in the Sustainable Remediation Forum, SURF, is the pursuit of an undergraduate degree from an accredited college or university in an academic field related to sustainable remediation. As examples, appropriate academic fields may include any basic science or engineering area. In addition, areas including economics, sociology, law, medical sciences, social sciences, and humanities may be appropriate as well. Fulltime students in graduate programs or professional schools in related academic fields meet the requirements for student membership as well.

For individuals who desire membership in SURF, but who do not have this academic credential, , the SURF membership committee may waive the academic degree requirement providing that such membership applicants have at least three years of career experience in an area closely related to sustainable remediation.

The Membership Committee reserves the right to verify any statements made by applicants in the membership application.

**Sustainable Remediation Forum (SURF)  
Student Chapter at Sustainable State University (SSU)  
EXAMPLE CONSTITUTION  
August 16, 2010**

**ARTICLE I – Organization Title**

**Section 1. Title:** Sustainable Remediation Forum (SURF) Student Chapter at Sustainable State University (SSU)

**Section 2. Authorization (if applicable):** SURF Student Chapter at SSU shall obtain a Statement of Affiliation letter from SURF once per school year, and submit that letter to Sustainable State University, as a part of the recognition process. [Note: The purpose of this section is to facilitate any regulations or requirements of the college or university in order to allow recognition of an official student group. If such a letter is not a requirement of a particular university, this section may be omitted. If there are other requirements in order to achieve recognition by the academic institution, they may be written in this place.]

**ARTICLE II – PURPOSE**

The purpose of this student group is to extend the Sustainable Remediation Forum (SURF) professional organization to students at SSU interested in sustainable remediation.

SURF promotes the use of sustainable practices during implementation of remedial action activities with the objective of balancing economic viability, conservation of natural resources and biodiversity, and the enhancement of the quality of life in surrounding communities.

The SURF Student Chapter at SSU will focus on development of new sustainable remediation practices, and innovative methods to optimize current practices to meet the objectives stated above. In addition to remediation technology and remedial system design, topics may also include discussion of methods and sustainability of soil and groundwater investigation and site characterization. The SURF Student Chapter at SSU's mission is to increase understanding, and promote forward thinking and sustainable practices in the remediation of contaminated soil and groundwater.

**ARTICLE III – MEMBERSHIP**

**Section 1. Active Members :** Active membership is **open to all SSU students; active members have the right to vote and hold office.**

**Section 2. Associate Members:** Associate membership is open to faculty and interested people outside the University setting, for example, the local community; **they may not vote or hold office.**

**Section 3. Alumni Members:** Alumni membership is open to former SSU students who were members of the organization; **they may not vote or hold office.**

**Section 4. Membership Rules of Order:** SURF members must have a general interest in applied remediation of soil and groundwater contamination and/or sustainable environmental practices, must be open-minded, willing to learn and able to follow SSU's code of conduct. **Sustainable State University's recognized student organizations shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability.**

**Section 5. Duties of Members:** Members are expected to attend meetings, contribute ideas and support the progress of the SURF organization.

**Section 6. Dues:** Dues will be established by a majority vote of the officers during an officer meeting. Dues will be re-evaluated by the officers once per school year or as necessary. Decision process and vote results will be recorded in meeting minutes, and a statement of current dues will be included in the organization bylaws, which will be updated accordingly.

**Section 7. Removal of Members:** All removal procedures will follow due process, including adequate written notice (**7 days minimum**), the right to speak on one's behalf, and right to an appeal. Removal shall be based solely on one or more of the following: violation of university, local, state or federal law during a SURF sponsored activity, violation of SURF policies, or repeated non-attendance at mandatory meetings as defined in the organization bylaws. The process can take place at a regular meeting unless a special meeting (hearing) is deemed necessary, any removal meeting shall be open to all members, to ensure transparency of the actions. Decisions shall be recorded in meeting minutes for organization records. The detailed procedures for removal of members shall be provided in a set of by-laws approved each year by the membership.

#### **ARTICLE IV. – ELECTED OFFICERS**

**Section 1. Officers:** President, vice-president, treasurer, secretary, student/industry liaison, and web master. This executive board will consist of only active SSU student members. **A minimum of two officers is required in order to conduct an official Officer's meeting.** No additional criteria.

**Section 2. Duties of Officers:** *President* will oversee organization progress (i.e. meetings and events), communicate with advisor and the national SURF organization. *Vice president* will assist president in overseeing, planning events, organization, and act as President in the absence of the President. *Treasurer* will be in charge of organizing the budget, which shall be decided by majority vote in an officer meeting, accounting for funds and tracking organization expenditures and reporting financial issues as required to the appropriate office at SSU, and suggesting budget modifications as necessary. *Secretary* shall be responsible for recording meeting minutes, and organizing/distributing publicity information. *Student/industry liaison* shall work with the president, vice president, and advisor to establish communication

with appropriate industry and regulatory contacts and request speakers/interaction from appropriate industry (e.g. environmental consultants, state regulators, etc...). **Web Master** will be responsible for updating and maintaining the student organization webpage at SSU and for maintaining the SSU student chapter information on the SURF website.

**Section 3. Election of Officers:** Officers will be elected once per academic year by public group majority vote. Officer elections shall be held in the fall semester, and shall be well publicized ahead of time. All students eligible to be active members shall be eligible for officer position.

**Section 4. Removal of Officers:** It is possible to remove officers for discipline or lack of performance. All removal procedures will follow due process, including adequate written notice (**7 days minimum**), the right to speak on one's behalf, and right to an appeal. The process can take place at a regular meeting unless a special meeting (hearing) is deemed necessary. Removal of officers shall proceed as outlined in Article III Section 7 for general club members. The detailed procedures for removal of officers shall be provided in a set of by-laws approved each year by the membership.

## **ARTICLE V – MEETINGS**

**Section 1. Business Meetings: In general terms, business meetings will be held biweekly.**

The officers will arrange the most convenient time and place for the majority of the group members. General club members shall not be required to attend business meeting; however, the meetings shall be open to any member who wants to attend to ensure transparency. General members may raise business issues; however, only officers shall vote on business issues. Decisions shall be recorded in meeting minutes for organization records.

**Section 2. Executive Board Meetings:** In general terms, executive board meetings will be held weekly unless otherwise decided depending on upcoming events, meetings, etc. The time and place will be collaboratively decided by the officers. General club members shall not be required to attend Executive Board Meetings; however, the meetings shall be open to any member who wants to attend to ensure transparency. Only officers shall vote on Executive Board issues. Decisions shall be recorded in meeting minutes for organization records.

**Section 3. General Meetings:** General meetings shall be held monthly, the format shall be variable as shall be defined in the organization bylaws. Meetings will be held in a location accessible to all members, and shall be appropriately publicly advertised in advance. General meeting proceedings shall be recorded in meeting minutes for organization records.

## **ARTICLE VI – ADVISOR**

**Section 1. Election:** Election will be held once per academic year by means of a public group majority vote.

**Section 2. Qualifications:** The advisor must be a SSU faculty/staff member or graduate student (with a consent form from their academic advisor) who has an interest in serving as an advisor. Additionally, the advisor must be an active member of the SURF professional organization.

**Section 3. Duties:** The advisor may not vote but can offer advice to the organization.

## **ARTICLE VII – AMENDMENTS**

**This constitution may be amended at any regular business meeting of the organization by two-thirds vote of the active membership, provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.**

## **ARTICLE VIII – FINANCIAL STRUCTURE**

Record keeping, signature authorization, etc, will be in compliance with university policy and state law on appropriate use of funds, etc. The executive board (specifically the treasurer) will be responsible for financial structure.

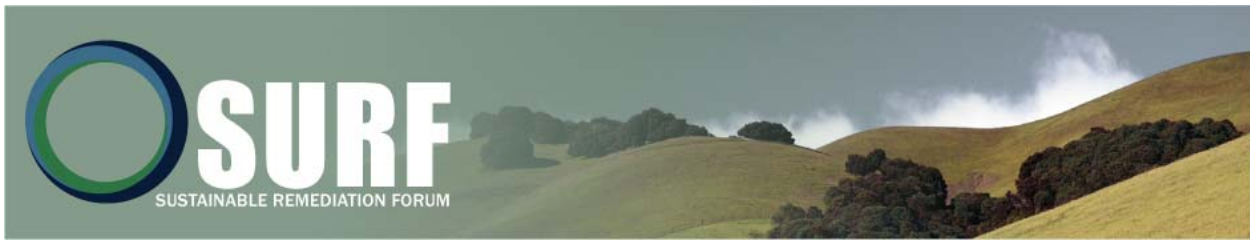
## **ARTICLE VI – BYLAWS**

Sections of bylaws deal with more detailed issues concerning the organization for the given year. Examples include actual dues assessed and details regarding delinquencies, provision for some accepted rules of order, specific meeting and election times, method of amending bylaws, etc. Amending a constitution should not be a simple process; for the sake of stability of the group, it should be possible to amend the bylaws with greater ease, i.e. majority vote. Note: Organizations with national affiliation that submit the national organization's constitution should submit bylaws reflecting specifics to the organization's function at SSU. Please follow this constitutional model and submit this as the organization's bylaws along with the national constitution. Any required items not covered in the national constitution must be addressed in the chapter's constitution or bylaws.

## **ARTICLE X – COMMITTEES**

Committees will be formed and chairpersons decided upon when applicable





## Application for Recognition of a Student Chapter

The Sustainable Remediation Forum, SURF, is a professional organization committed to encouraging the use of principles and concepts of sustainable remediation through education, research, and dissemination of information. As such, SURF believes that the goals of the profession can be achieved in part by promoting the consideration, study, and application of sustainable remediation fundamentals, principles, and concepts at colleges and universities. In keeping with this effort, SURF welcomes the establishment of Student Chapters at institutions of higher education and will endeavor to assist their creation and activities.

SURF welcomes applications from student groups at colleges and universities for the establishment of SURF student chapters. SURF needs some information from interested groups in order to complete the application process and to award official student chapter status. If there are any questions about how to complete this application form, or about the application process as a whole, please contact Daniel Watts, [wattbush@gmail.com](mailto:wattbush@gmail.com) or 732-939-9426.

1. College or University where the applicant Student Chapter is located:  
\_\_\_\_\_
2. Date of Application: \_\_\_\_\_
3. Name of the Chapter advisor: \_\_\_\_\_
4. Contact Information for the Chapter Advisor:
  - a. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Telephone: \_\_\_\_\_
  - c. E-mail: \_\_\_\_\_
5. Is the proposed Chapter Advisor a faculty member or professional staff member of the college/university? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Is the proposed Chapter Advisor a member of SURF? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Who are the initial student members of the proposed chapter? There must be at least five (5) student members who are members of SURF. Please provide a list of the names and indicate those who are currently members of SURF.
  - i. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - ii. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - iii. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_

- iv. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - v. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - vi. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - vii. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - viii. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - ix. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
  - x. \_\_\_\_\_ SURF member? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Please attach (or submit along with this application) a copy of the constitution or by-laws of your student organization.
9. Has the student organization received official approval by the college or university?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
10. Please provide either a copy of the document granting approval, or contact information for a college or university official who can confirm the approval.
11. University Official Contact information, if required:
- a. Name: \_\_\_\_\_
  - b. Title: \_\_\_\_\_
  - c. Phone: \_\_\_\_\_
  - d. E-mail: \_\_\_\_\_
12. Provide the names of the following officers of the organization for the current year.
- a. President: \_\_\_\_\_
  - b. Vice-President: \_\_\_\_\_
  - c. Secretary: \_\_\_\_\_
  - d. Treasurer: \_\_\_\_\_
13. Are students from all applicable disciplinary areas welcome to become members of the organization? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Does the organization plan to hold at least two professional development events each academic year? Yes \_\_\_\_\_ No \_\_\_\_\_
15. Does the college or university provide an oversight mechanism for accounting and tracking funds of student organizations? Yes \_\_\_\_\_ No \_\_\_\_\_
16. Does the organization agree to submit an annual report of membership and activities to the SURF Board of Trustees no later than June 30 of each year? Yes \_\_\_\_\_ No \_\_\_\_\_
17. Do you have any comments or requests from SURF for assistance in the establishment of your student chapter?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_