

Starting an NEW AEI Local Chapter

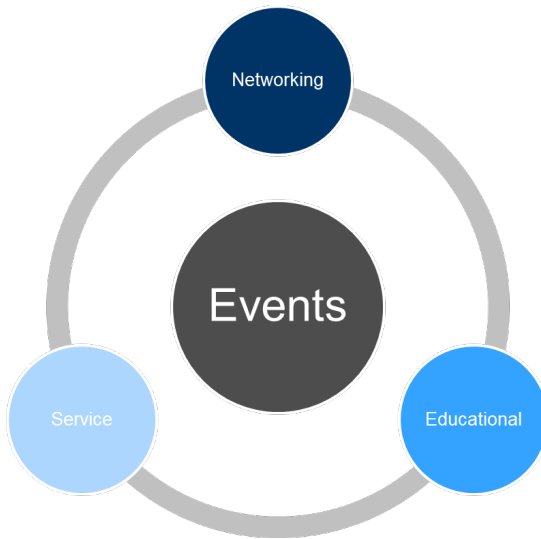
1. Contact the Local ASCE Branch/Section officers to request initial approval and assistance in starting the chapter.
2. Contact AEI to request initial approval and assistance in starting your local chapter.
3. Draft an initial proposal on starting the local chapter to review with both ASCE and AEI.
4. After receiving initial approval, begin to recruit members and host events to show interest and need for the Local Chapter.

[Insert local chapter startup instructions]

Each chapter is different in how it starts depending on the Local ASCE group so it is important to discuss what steps you need to take to become a chapter before moving forward. In some cases you may be granted a chapter title at the beginning, in others they may request that you be a committee first to allow you to recruit members, host events, and show that an AEI Chapter could be sustained in your area if granted.

Event Ideas for AEI Chapters:

- Social
 - Networking Events
 - Intramural Sports Teams
 - Attending Sporting Events
- Educational
 - Project Presentation
 - Panelist Discussions
 - Local Walking Tours of Member Projects
- Service
 - Volunteering at Local Food Pantries
 - Helping with Local Cleanup Groups
 - Outreach with Local Schools for Engineering Presentations



When initially reaching out to ASCE, make sure to have some general questions together regarding how the chapter will operate and where it will get its resources. The following questions are a good starting point for initial discussions:

- Will the new Local Group start as a chapter or a committee under ASCE?
- How will the bylaws be determined for the AEI Chapter?
- Is there initial funding available to start the chapter?
- Once established, what resources are available for the Chapter from ASCE?
- What is the timeline of events for starting a Chapter?
- What can ASCE help us with?
- What can we help ASCE with?
- What are ASCE's goals for this chapter?
- Will members need to join ASCE to be a part of the local chapter?



Initial Proposal to Begin an AEI Chapter

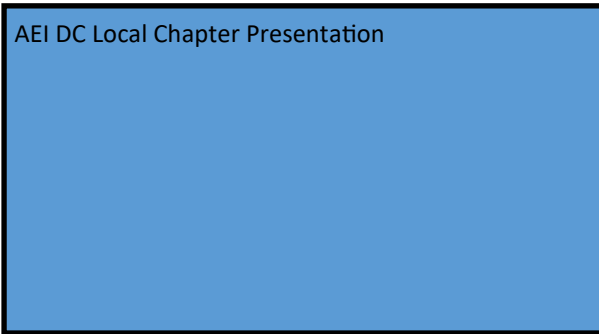
When creating an initial proposal for the AEI Chapter it is important to communicate with both ASCE and AEI to determine what information or steps will be required. As an example, when the AEI DC Committee began, they were asked to demonstrate an interest from local professionals in having an AEI Committee and to give a presentation to propose starting their chapter. They began by hosting a social event with the local professionals to gauge a general interest in starting a chapter. They then took this information to the National Capital Section of ASCE to be granted approval to move towards becoming an AEI Chapter under ASCE. Included in the presentation was:

- Committee Member Information
- Previous Event Information
- Event Attendance Breakdown
- Future Event Information
- Goals of Committee
- Questions for ASCE

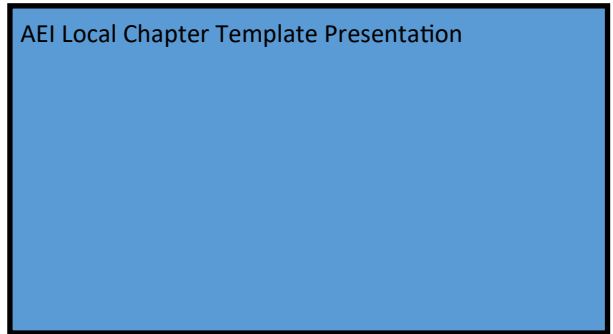


The below template is an example from the AEI DC Committee and is a good place to start when communicating the intentions of your AEI Chapter.

AEI DC Local Chapter Presentation



AEI Local Chapter Template Presentation



AEI Professional Chapters

1. [AEI Nebraska Chapter](#)
2. [AEI Pittsburgh Chapter](#)
3. [ASCE National Capital Section AEI DC Committee](#)
4. [Milwaukee Architectural Engineering \(AE\) Community](#)

