



PMI Chapter Student Clubs Handbook

A Two-Part Guide for Chapter Leaders and Students

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Introduction

This handbook serves as a comprehensive guide for **academic outreach chapter leaders**, providing valuable information for organizational structure and steps for creating sustainable relationships with academic institutions and students through the PMI Chapter Student Clubs program.



PMI Chapter Student Clubs includes any group of university/higher education students working together with the chapter to **develop project skills, explore career opportunities, build community, and drive meaningful impact.**

The material within this handbook contains high-level steps for establishing a PMI Chapter Student Club. It provides a framework for building effective communication channels, fostering collaboration between the students, the academic institution, and the PMI chapter, and leveraging the resources and support available through the PMI community.

It is essential for PMI chapters to expand on the information provided in this handbook to suit their unique circumstances and goals. By doing so, they can create a vibrant and dynamic community for aspiring project managers that actively contributes to the advancement and learning of project management principles and practices.

PMI encourages all academic outreach chapter leaders who are initiating a PMI Chapter Student Club to utilize this handbook as a foundation for their operations and to take full advantage of the support, mentorship and networking opportunities offered through the PMI academic community.

This handbook is particularly valuable for chapters seeking to formalize their existing engagement activities and align with the global standards set by PMI.



Summary

In today's competitive world, students need real skills, real experience, and real connections. PMI Chapter Student Clubs help meet that need by giving chapters a framework to partner with schools, support student growth, and build a strong project community.

Student Club Definition

Any society, association, organization, or club formed by students and faculty at the college or university level, whose membership consists of enrolled students with a mission or goal.

PMI Chapter Student Club (program)

Any college or university student club that has a partnership or memorandum of understanding (MOU) with their local PMI chapter. To be a PMI Chapter Student Club, the chapter must submit their request to PMI via the PMI Chapter Student Club roadmap.

Student Club Leadership

The governing body of students (assigned or elected according to the bylaws) responsible for leading the club, communicating with their PMI chapter, planning, and executing projects, and reporting to their PMI chapter partner. Student Club Leadership must be registered through the PMI Volunteer Engagement Platform (VEP) to ensure recognition and reception of benefits associated with their leadership role.





Program Purpose and Objectives

The Student Club program exists to formalize how chapters, students, and faculty collaborate — and to provide support, structure, and recognition.

KEY OBJECTIVES OF PMI CHAPTER STUDENT CLUBS:

- Drive interest in and exploration of potential project management career paths
- Foster the development and application of professional project management knowledge and skills
- Build connections between students, the PMI community, and other technical societies on campus to share knowledge, spark innovation, and work towards common goals
- Support the employability of higher education students by guiding them on the path to professional status as project managers through certification

Successful PMI Chapter Student Clubs give students an achievable purpose that teaches and utilizes project management skills and creates a sense of community and friendship. PMI Chapter Student Clubs serve as platforms for chapters to share their experiences with students, fostering a culture of knowledge-sharing and promoting best practices. The clubs contribute to the long-term sustainability of chapters by acting as a source for potential future members and leaders, nurturing a continuous cycle of growth and development. PMI Chapter Student Clubs enhance the chapters' social impact initiatives and contribute to PMI's mission of maximizing project success to elevate our world.

PMI Chapter Student Clubs Framework

For the sustainability of PMI Chapter Student Clubs, chapters must fulfill specific requirements that have been validated by previous chapter academic outreach experiences. These requirements ensure transition planning, clear roles and responsibilities, appropriate support for students and activities, and stakeholder identification.

CHAPTERS INTERESTED IN ESTABLISHING A PMI CHAPTER STUDENT CLUB MUST:

- Have a chapter board member in the academic outreach role ([Role Delineation Study](#)) or similar, responsible for academic outreach and student clubs. This board role can be supported by additional volunteers in a committee structure.
- Have supporting faculty member(s) interested in supporting the club.
- Have interested student leaders in undergraduate and graduate-level degrees.
- Include academic outreach/student club programs as part of their annual planning.

If the PMI chapter does not have all these elements yet, work with your chapter engagement partner to evaluate your academic engagement plan and build relationships with academic institutions.



Pathways to Joining the PMI Chapter Student Club Program

The PMI Chapter Student Club program formalizes student club partnerships that PMI chapters have established with their academic institutions or created within the chapter itself. There are two pathways to formalizing a PMI chapter's engagement with students based on best practices and sustainability.

1 Support an Existing Project Management Club

Partner with an existing club and provide support, knowledge sharing, communication, mentorship, group student membership and access to events and the PMI community.

DIFFICULTY:

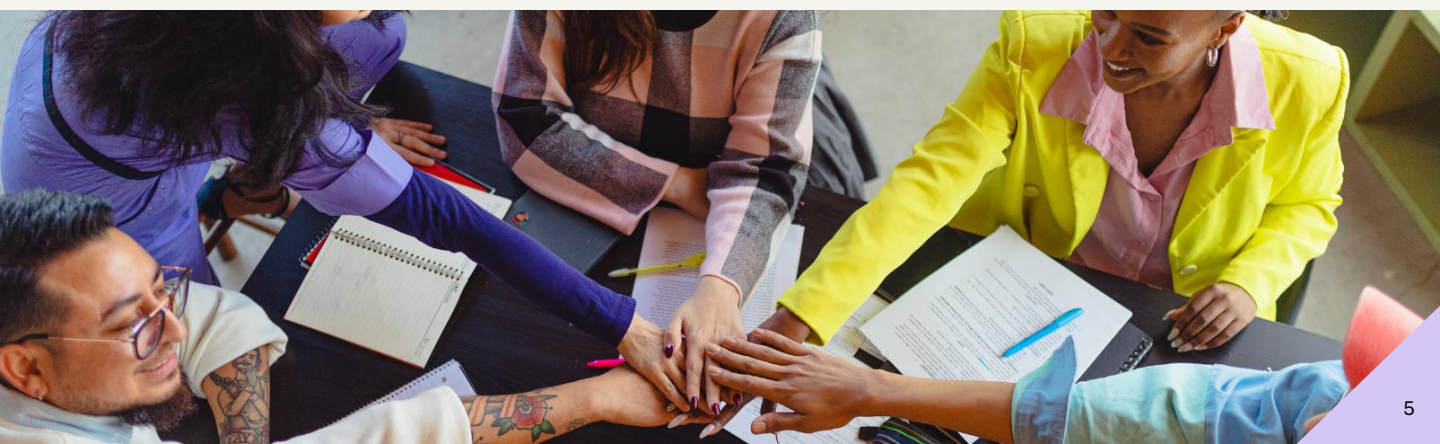
EASY — highest possibility of Success.

2 Create a PMI Chapter Student Club

Launch a new club within the chapter by inviting students from one or more academic institutions to form a club within the chapter. The PMI chapter is the owner of the club.

DIFFICULTY:

MEDIUM — requires strict governance and transition planning.



How to Start a PMI Chapter Student Club

1. ENSURE THAT YOUR PMI CHAPTER IS READY TO SUPPORT THE REQUIREMENTS AND NEEDS OF A PMI CHAPTER STUDENT CLUB.

Sustainability is key for the success of recruiting members to the club and to the chapter. A chapter board member in the role of vice president of outreach or similar, responsible for academic outreach and PMI Chapter Student Clubs, is required. Use the [Chapter Leaders Guide to Academic Outreach](#) to determine the maturity of your academic outreach approach and ensure your goals are captured in your annual planning.

2. COORDINATE WITH A FACULTY ADVISOR:

Establish a strong relationship with a faculty advisor who can provide guidance and support. Faculty advisors play a crucial role in connecting the student club with the academic institution, offering insights, and facilitating collaboration.

3. ESTABLISH VOLUNTEER STUDENT LEADERSHIP:

Identify and recruit passionate students to serve as club leaders, including a president, vice president, secretary, and treasurer. Assign roles and responsibilities to ensure effective club management. Depending on the requirements of the university bylaws, these roles may be assigned or elected. Volunteer student leaders must then be accepted to their role through the Volunteer Engagement Platform (VEP).

4. DEFINE CLUB GOALS AND OBJECTIVES:

Collaborate with club members and stakeholders to establish clear goals and objectives for the student club. Align these goals with both the broader mission of PMI and the specific needs and aspirations of the student community.

5. DEVELOP A CLUB CHARTER:

Create a formal document outlining the purpose, structure, and activities of the club. A template charter adapted to local requirements will be available with the PMI chapter. This charter should articulate the club's commitment to the PMI core values and serve as a guiding document for members and stakeholders.

6. FORMALIZE THE PARTNERSHIP:

This confirms support from the school and outlines how the chapter and club will collaborate. If partnering with an existing PM-related club, a proof of collaboration (such as a signed letter or MOU) is required to move forward.

7. REGISTER YOUR PMI CHAPTER STUDENT CLUB WITH PMI:

This step is to [formalize your PMI Chapter Student Club](#) as part of a global program and welcomes you into a community of chapter and student leaders. Exclusive benefits will be offered to chapters and students who are part of a formal PMI Chapter Student Club.



Suggested Student Club Activities

PROMOTE CLUB MEMBERSHIP: Develop a strategy to attract and retain club members. Utilize various communication channels to raise awareness about the club and its activities. Showcase the benefits of joining, such as networking opportunities, skill development and access to valuable resources. PMI student membership is encouraged, but not mandatory. Should the chapter wish to make PMI membership mandatory, they are free to do so, and group student membership rates are available to the college or university.

PLAN INAUGURAL EVENTS: Organize kickoff events to introduce the PMI Chapter Student Club to the chapter and recruit participants from the student body. Host information sessions, workshops, or networking events to generate interest and enthusiasm among potential members.

PROJECT PLANNING: PMI Chapter Student Clubs are encouraged to identify and execute an annual project, under the mentorship of the chapter. Social good and entrepreneurship projects are highly encouraged and may sometimes be credit-bearing. As a student-led initiative, the volunteer student leaders should be leading the discussions and planning. PMI chapter volunteers are to support, mentor and coach the students toward success in their projects.

LEVERAGE PMI RESOURCES: Explore the various resources offered by PMI, such as educational materials, webinars, and networking opportunities. Encourage club members to engage with these resources to enhance their understanding of project management principles.

SUBMIT TO THE PMI CHAPTER STUDENT CLUB GLOBAL EXPERIENCE PROGRAM: The [Global Experience Program](#) serves as a reporting mechanism for sharing your activities with other PMI Chapter Student Clubs and the PMI Academic Programs department.

REGULARLY ASSESS AND ADJUST: Implement a feedback loop to regularly assess the club's activities and adjust based on member input and changing circumstances. This adaptive approach ensures that the club remains responsive to the evolving needs of its members. A formal annual report is encouraged.

By following these steps, aspiring PMI Chapter Student Clubs can lay a solid foundation for their operations, align with PMI global standards, and contribute meaningfully to the development of future project professionals within their academic community.

Together, let us continue to inspire, empower, and shape the future of project management.





Section 2

For Volunteer Student Leadership of PMI Chapter Student Clubs

This section of the guide is for you — the students taking initiative to shape your community and your career.

Student Clubs give you the chance to lead, learn, and connect with a global network of professionals. Whether you're just exploring project management or preparing for certification, this club is a space to grow.

For starting a new club or student-led organization on campus, contact student services or the equivalent office. Your institution's guidelines and regulations take precedence in case of variation from what is proposed in this handbook.



What it means to be a PMI Chapter Student Club Leader



As a Student Club leader, you help organize events, build your team, and serve as a bridge between your school, your faculty advisor, and your local PMI chapter. You don't need to be an expert. You just need to be curious, reliable, and ready to grow.

REQUIREMENTS

To be eligible for the PMI Chapter Student Club program, the existing club or organization must have:

- | | |
|---|---|
| ● SELF-GOVERNANCE | The club is self-governed by a student club leadership team. |
| ● INTEGRATION WITH PMI CHAPTER PLANNING | Student club activities are part of the PMI chapter's annual planning. |
| ● MEMBERSHIP CRITERIA | All student club members are 18+ years old. Membership to PMI is encouraged, but not mandatory. |
| ● UNIVERSITY SUPPORT | The club is supported by faculty or staff at the university. The dean or the head of the department must indicate that conditions at the school are favorable for the successful operation of a PMI Chapter Student Club. |
| ● FACULTY ADVISOR SUPPORT | The faculty advisor must indicate support and willingness to coach and support the student club leadership for the growth of the club. |
| ● PMI CHAPTER BOARD SUPPORT | The board of the PMI chapter must approve and be willing to endorse, support and promote the club. |

Once these requirements are met and the Chapter is ready, either the chapter or student club can draft the partnership agreement. After both parties approve and sign, the chapter [applies for recognition](#) through PMI's Student Club program. Upon approval, a co-branded logo is issued, and the chapter works with student leaders to submit their semester plan via the [Global Experience Program](#).



Governance and Administration

Organizational Structure

The organizational structure consists of officers, committees, the broader membership, a faculty advisor and the PMI chapter.

Officers and committees will vary based on size and specific needs. However, it is strongly recommended that every club, regardless of size, have four key officer positions:

1 President

3 Program Coordinator

2 Vice President

4 Vice President of Finance/Treasurer

More information about the suggested club officers and duties for each can be found in the **Appendix**.

Registering Officers as Volunteers

Leadership terms and election cadence are determined at the discretion of the club. Regardless of the chosen timeframe for officer changes, the student club should follow an election structure involving nominations in the meeting preceding the election, posting of nominations, and holding the election before the current semester or quarter concludes.

After officer elections, the faculty advisor should inform the local PMI chapter of the new officers' names and their service duration for onboarding on the Volunteer Engagement Platform as the student leadership team, enabling them to benefit from PMI Chapter Student Club offerings.

For details on accessing the VEP, refer to the provided guidelines in the **Appendix**.

Committees

Committees, which are small working groups within the club, offer members a chance to participate in club activities and share operational tasks. Chairpersons, appointed by the president with officer approval, lead committees and select their members.

Examples of Committees Include:

PUBLICITY

- Collaborates on campus-wide activity promotion.
- Provides samples to the program coordinator for club records.
- Submits noteworthy event materials to the faculty advisor for potential publication

MEMBER

- Conducts membership campaigns.
- Creates and distributes membership brochures and applications.

SPECIAL

- Organizes and executes special events or projects, sometimes in collaboration with the local chapter.

PROGRAMS AND MEETINGS

- Plans meeting programs catering to the professional and social needs of student members.





Recruiting Members on Campus

To motivate students to become members, emphasize the following points:

- **Explore career opportunities:** Discover a diverse range of project management career paths and get guidance on how to meet your goals.
- **Build in-demand skills:** Develop a highly desirable project management skillset that can transfer to a variety of exciting careers.
- **Learn from industry experts:** Gain cutting-edge industry knowledge and insights from experienced professionals.
- **Expand your professional network:** Connect with students across various project management disciplines and local project leaders in the community.
- **Gain real-world working experience:** Collaborate on meaningful projects and demonstrate your ability to apply skills and make an impact.

Meetings

Types of Meetings:

Meetings are categorized as general, officer and committee, each playing a vital role in club planning and activities.

General Membership Meetings

- Recommended monthly schedule, except during special program preparations.
- Open to all members, presided over by the president.
- Focus on reviewing past events, organizing new ones and discussing plans.
- Routine business items such as finances or membership should be on the agenda.
- Local chapter representative and faculty advisor must be informed seven days in advance.

Officer Meetings

- Held just before general meetings, attended by club officers and committee chairpersons.
- President presides, ensuring officers are informed about general meeting topics and progress.
- Faculty advisor attendance is essential.

Committee Meetings

- Conducted once every two months by committee chairpersons to plan and discuss events.
- Vice president, or another club officer if needed, should attend along with committee members.

Planning for Meetings

For many club officers, club meetings mark their initial exposure to business-like gatherings.

To ensure success:

- Speedy chairperson appointments:** Promptly appoint chairpersons at the start of the year, providing clear direction and encouraging member involvement in projects.
- Meeting planning:** Plan well in advance for successful meetings. Complete preparations early, including room reservations, speaker notifications and refreshment purchases.
- Publicize meetings:** Effectively publicize meetings using various channels such as posters, handouts, school newspaper ads, emails, campus radio and word of mouth.
- Provide incentives:** Increase meeting attendance by offering refreshments, having guest speakers, and incorporating audiovisual displays.
- Use written agendas:** Always establish a meeting agenda with a clear start and end time. Distribute copies to attendees for an orderly and timely meeting
- Follow-up:** Address questions or discussion points promptly.
- Assign actions:** Give members tasks with timely deadlines for reporting.
- Discuss future meetings:** Inform members about upcoming discussions and seek agenda suggestions. Highlight any special programs briefly.
- Encourage active involvement:** Actively involve all members in meetings to foster a sense of welcome and importance, promoting continued participation



Financial Management

Student clubs, irrespective of their size, must carefully plan their annual budget. The level of effort put into this process depends on the club's activity

Consider the following steps:

1 TIMELY PREPARATION

- Develop the budget promptly after appointing officers.
- Involve a finance or budget committee, including key members like the president, a programs chairperson, and treasurer.

2 THOROUGH PLANNING

- Determine club priorities, discussing programs and travel plans with relevant stakeholders.
- Include all potential expenses related to programs, conferences, workshops, and conventions.

3 ACCURACY IN ESTIMATES

- Strive for accurate estimates of income and expenses.
- Review past records to ensure all likely expenses are considered.

4 ALIGNMENT WITH PROGRAM PLANS

- Prepare budgets in coordination with annual program/project plans.
- Adopt the budget in an early meeting of club officers.

5 FLEXIBILITY AND REVISION

- Allow for budget revisions during the year in case of unexpected changes in income or expenditures.

6 VICE PRESIDENT OF FINANCE OVERSIGHT

- The vice president of finance is responsible for the club's financial health, ensuring adherence to budget allocations.
- All expenditures should be supported by receipts to maintain financial accountability.
- Maintaining accurate records is crucial for effective financial management.

Documentation and Compliance

A student club should maintain a comprehensive **Student Club Yearbook**, which should include the following key components:

CLUB CALENDAR:

- A one-page summary of planned activities for the reporting year, subject to updates throughout the year.

ROSTER OF STUDENT CLUB MEMBERS:

- A comprehensive list of potential and active members, obtained through membership checks with the local PMI chapter.
- Recommended information includes student name, registered course, year of study, phone number and email address.

MINUTES:

- Formal records of officer meetings and organizational gatherings.
- Prepared by the program coordinator, minutes should be distributed to the membership and faculty advisor.

ATTENDANCE RECORDS:

- Records reflecting involvement and interest in various events, useful for reporting impact and engagement to PMI.
- Capture current contact details, reasons for attendance and membership status.

RECORD OF ACTIVITIES:

- A formal record of special club activities, aiding future officers in planning and improvement.
- Include project descriptions, required resources, evaluations and attendance lists.

PRESIDENT'S REPORT:

- A brief report prepared by the outgoing president, providing insights for the successor and inclusion in the annual report.

SUCCESSION PLAN:

- Brief reports from all officers on ongoing activities within their portfolios to ensure smooth transitions.

ANNUAL REPORT:

- The formal report submitted to the chapter, crucial for maintaining active status.
- Include information on club activities and officer details, to serve as a record of club achievements.

MINIMUM REQUIREMENTS FOR ANNUAL REPORT:

- Simple to meet, officers can obtain an example annual report and standard form from the faculty advisor.
- Officers are encouraged to review the report format early in their term for effective planning and documentation.



Planning and Execution

ASSIGN DUTIES

1. Identify tasks with goals in mind.
2. Set priorities.
3. Delegate tasks according to members' interests, if possible, and their authority to complete the task(s).
4. Allocate any necessary resources.
5. Set clear deadlines for task completion.
6. Listen to group members and constructively channel their enthusiasm.
7. Make certain each person understands which goals are expected of them and set firm commitments for accountability purposes.
8. For large projects (fundraising, etc.), an organizational chart might prove useful.
9. Sense what members need to know to complete their tasks.

FOLLOW UP AND TRACK PROGRESS

1. Offer encouragement.
2. Ask if additional information or help is needed. Do not overmanage.
3. There is a narrow band of adequate supervision. Too much supervision stifles initiative, breeds resentment and lowers morale and motivation. Inadequate supervision can lead to miscommunication.
4. Evaluate feedback from members for indications that the plans need to be modified or policies need to be revised.
5. Allow flexibility at the task-completion level.
6. Use a checklist to organize and prioritize tasks.

WRAP-UP AND FINAL PRESENTATION

1. Strive to include efforts from all participants.
2. Present results in a positive light (e.g., increase in sales over last year versus shortfall of goal).
3. Thank each member for participating, no matter how small their contribution.
4. Letters of appreciation should be provided for larger tasks.



Glossary of Terms

ACRONYMS AND TERMS	MEANING/DEFINITION
PMI Chapter Student Club (student club)	A student club that has a partnership agreement with their local PMI chapter and for which the chapter has applied to be included in the PMI Chapter Student Club program.
PMI Chapter Student Club program	PMI chapters may have multiple partnerships with various universities that are all part of their larger PMI Chapter Student Club program.
Global Experience Program	Details the types of activities that are supported by the chapter. The reporting document is to be completed by the Chapter and submitted to academicprograms@pmi.org twice annually.
Student Club Yearbook	A comprehensive document that details meetings, activities, decisions, planning and measurables.
Student club officer	A student who holds a specific leadership position within the club's governance structure. This individual is part of the student club leadership.
Student club leadership team or committee	The governing body of student officers (assigned or elected according to the bylaws) responsible for leading the club, communicating with their PMI chapter, planning and executing projects, and reporting to their PMI chapter partner. Student club leadership should be registered through the PMI Volunteer Engagement Platform (VEP) to ensure recognition and reception of benefits associated with their leadership role from PMI.
Petition	Documents written by interested students to submit to the faculty officer.
Committee	Additional governing bodies of the PMI Chapter Student Club.
MOU	Memorandum of understanding.



Suggested Club Officers and Their Responsibilities

Provided below are suggested duties for student club officers. These are flexible recommendations, and responsibilities should be tailored to the size and nature of each specific student club.

CLUB OFFICERS	RESPONSIBILITIES
President	<ul style="list-style-type: none"> Leads and manages club affairs. Presides over meetings with a prepared agenda. Appoints committee chairpersons. Provides final approval for club expenditures. Represents the club at non-club functions. Coordinates committee work, holding periodic meetings with chairpersons to review project status.
Vice President	<ul style="list-style-type: none"> Assumes the president's duties in their absence or at their request. Coordinates meeting and program arrangements, including room reservations, equipment bookings, speaker engagements and refreshment orders. Represents club officers at committee meetings.
Program Coordinator	<ul style="list-style-type: none"> Records details of each club activity, including participant names, tasks, date and time. Takes minutes at club meetings and presents them for approval at the following meeting. Manages club records and requests necessary materials from the national office. Holds primary responsibility for completing and filing the club's annual report
Vice President of Finance	<ul style="list-style-type: none"> Maintains an accurate record of club income and expenditures. Prepares an operating budget for club programs. Reports the current balance at each club business meeting

Using the Volunteer Engagement Platform (VEP)

The VEP is the official PMI volunteer recruitment tool and is the primary place interested volunteers can go to get involved. By utilizing the updated platform, your chapter can tap into more than 100,000 volunteers who have already expressed an interest in volunteering. With updated functionality and increased efficiencies, the new platform will provide a more user-friendly and integrated volunteer recruitment experience for chapters. In addition, use of the platform will ensure a chapter's volunteer community is integrated into PMI global volunteer engagement efforts, training support, data collection and recognition programs.