

## HOW TO START AN AAJ STUDENT CHAPTER

An American Association for Justice Student Chapter is your best resource for vital networking and educational development. Through your chapter, you can begin establishing solid relationships with colleagues and law school faculty. Each student chapter caters to the specific needs of its members, concentrating on those areas of the law that interest the group.

AAJ will work closely with your chapter in providing lecturers and program ideas. AAJ and its student chapters give you the opportunity to speak to the right people about your career development and facilitate crucial networking for future job placement.

How do I start?

1. Notify Nyounti Tuan, of your interest via email at [Nyounti.tuan@justice.org](mailto:Nyounti.tuan@justice.org). She will provide you with the forms you will need to have AAJ officially recognize your chapter.
2. Notify the dean or the appropriate office at your school. Depending on your school's policies, the school may appoint a faculty advisor. If not, there may be an interested professor and/or one that has already worked with AAJ in some capacity that would serve as an advisor. Nyounti Tuan can provide the names of professors at your school who are affiliated with AAJ.
3. Advertise for interested students. AAJ can provide a list of students who are already AAJ student members.
4. Staff an AAJ table at law school events. If you hold an orientation or a "Career Day" at your school, this is an excellent way to recruit students to your chapter.
5. Schedule your first organizational meeting and notify Nyounti Tuan of the date so she can provide meeting materials, i.e. flyers, membership application, etc.
6. At the meeting:
  - Distribute a sign-up sheet with names, phone numbers, e-mail addresses and class for attendees
  - Each member must complete an AAJ Membership application and submit it to you with payment for dues - \$15 per year
  - Elect officers - a president, vice president, secretary, treasurer, and if desired, a parliamentarian
  - Membership should vote to approve the constitution
  - Make plans for future programs
7. After the meeting, forward the following materials to the Nyounti Tuan:
  - Application forms and payment for each new AAJ member
  - List of members, officers, and the faculty advisor and mailing address for your chapter
  - Chapter constitution and bylaws
  - Proposed schedule of programs and activities
  - Completed Law School Information Sheet

8. Each new AAJ student member will receive an AAJ membership card after AAJ receives their application and dues. In subsequent years, AAJ will bill the students for their membership renewals.

If you have any questions, contact Nyounti Tuan.

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