



APG STUDENT CHAPTER

Guidelines

December 2022

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Introduction:

The Association of Petroleum Geologists (APG) considers Student Member participation an integral part of the association. It plays a critical role by providing an avenue where graduate and undergraduate geology students can engage in effective knowledge-sharing and meaningful networking opportunities with professional Geologists. Student chapters bring together a group of like-minded individuals who share a common interest in applied geology. Providing opportunities for leadership, achievement, and cultivation of innovative ideas, APG Student Chapters open the door for students to participate in activities that promote applied geology and bring synergy to the much-needed Industry-Academia relationship.



How to form the APG Student Chapter:

The following guidelines are to be followed in case of **opening a new APG Student Chapter in an Indian University (Government Accredited)**:

If a Student or Faculty Advisor is interested in opening a new APG Student Chapter at their University, a **New Chapter Application** can be completed online at **APG Website (Link being developed at APG Website)**. In the absence of the Web Link, Offline documents may be invited from respective Universities.

Initially, the group would need to fulfill the following two criteria-

- At least Twenty (20) APG Student Members with Five (5) Executive Body Members within your geoscience department.
- A Faculty Advisor who is a 'Member' of APG and a Professor at the respective University willing to serve as Faculty Advisor.

Gather the following information and submit it either through the [website link/the Student Activity Tab \(under preparation\)](#) to start your chapter:

- List of Student Names along with APG Membership Numbers and contact information (i.e.- address, mobile, email).
- Name of Faculty Advisor with APG Membership Number and contact information (i.e.- address, mobile, email).
- The official name of the chapter (*like- Pune University APG Student Chapter*) with a complete mailing address of the University.
- List the Executive Committee with email addresses. (Vice-President, Secretary, Joint Secretary, and Treasurer; *see in the next section, "APG Student Chapter Operations," for details*) and contact information (i.e.- address, mobile, email).

Note: The applicant must be a full-time undergraduate or postgraduate student in good standing at a recognized university or college to be eligible for student membership. Eligibility for student membership shall terminate at the close of the calendar year in which the member ceases to be a postgraduate or undergraduate student in good standing at a recognized university or college. All students will be requested to provide an email address of a current professor to validate their student status.

- **Membership Fees for Students and Faculty Advisor: As per APG Bylaws** (*mentioned in APG Website Student Chapter Application Tab*)



APG Student Chapter Operations:

APG Student chapter is expected to form the Executive body in the following format for better coordination and learning to exercise team spirit. The officers of this chapter shall be **Vice-President, Secretary, Joint Secretary, Treasurer, and Executive Member (1 Member for each post)**. These officers and Faculty Advisor shall compose the **Executive Committee. Faculty Advisor will be the President**. Their position description is stated below.

Vice-President:

The Vice-President shall preside at all meetings and administer the chapter's affairs. He/She shall carry out the correspondence and business of the chapter in conjunction with the Secretary. He/She shall have the authority to act for the chapter within the framework of the Constitution.

Secretary:

The Secretary is the principal support to the President and provides administrative and other support services. He/she will record the proceedings of the meetings and furnish members with notifications and agendas of meetings.

Joint Secretary:

The Joint Secretary shall be responsible for all the arrangement of programs and assist the Secretary in the chapter's business. He/She shall promote the APG membership drive in the chapter.

Treasurer:

The treasurer shall maintain all the finances and records of the chapter.

Executive Member:

The Executive Member shall be responsible for all the arrangements of the program, per the Secretary's advice.

Faculty Advisor:

Faculty Advisor will be the President of the Executive Committee. Choosing a Faculty Advisor who is committed to helping and maintaining a Student Chapter will ensure the continuity of a Student Chapter. The Faculty Advisor will be the liaison between APG and the Student Chapter and should be of the rank of Assistant Professor. Additional duties of the Faculty Advisor are to be aware of the Constitution, Bylaws, and Rules of APG and ensure the chapter's adherence to them, and to ensure that the chapter prepares and delivers their annual reports to the APG Executive body/ APG Student and Early Career Department as per the schedule, and to be a repository for the Chapters' records.

The majority of correspondence will be emailed to the Faculty Advisor.

Note:

1. To change Faculty Advisors of an active Student Chapter, the APG Central Executive Body (CEB) will require an email from the outgoing Advisor expressing his/her decision to step down and an email from the new Advisor expressing his/her willingness to serve in the role.

Election of the Executive Body:

The Student Executive Body is expected to conduct Election Annually (maybe during July-Aug, after submitting Annual Activity Reports in June of that Financial Year) or nominate the next Executive Body with the permission of the Faculty Advisor.



Responsibilities of the APG Student Chapter:

Yearly Chapter Reporting:

Chapter procedures require an annual Student Chapter Report for that F.Y. submitted ([website link under Student Activities Tab is being developed](#)) by 15th June, detailing the chapter activities of that F.Y.

These reports are vital to APG, as they provide current Chapter data. The Faculty Advisor or a Student Officer can complete reports. Timely submission of the Student Chapter Report will qualify the chapter at the Base level. Chapters not submitting a Student Chapter Report will be placed on **Inactive Status**. Once placed on inactive status, chapters will no longer receive any benefits from APG until the chapter takes the necessary steps to become active again. **Chapters that remain inactive for three consecutive years will be deactivated** and must contact the APG Central Executive Body (CEB) to request information on how to re-activate the chapter. The Annual Report must contain the following aspects in their Report.

- Student Chapter officer/Member Roster/ Annual Membership Growth
- Participation in APG Student programs or Activities
- Volunteering for APG either in workshops or on Field Trips

- Chapter outreach programs or activities (spreading Geoscience awareness in Society)
- Collaborating with other APG Chapters or Universities
- Extra-curricular activities
- Next F.Y. Outlay with Provisional Budget

The APG Student Chapter Program recognizes existing APG Student Chapters for their engagement. Active participation in the Student Chapter allows students to develop much-needed leadership and management skills. Additionally, a sense of professionalism is developed by actively running an organization and networking with professionals.



What Facilities APG will offer to Students:

1. Access to APG Website Resources and online Journals published by APG.
2. One International Journal Access for Institutional purposes only to each chapter (**Secretary APG is in communication with Springer Nature India**).
3. Sponsorship of Travel Grants to Shortlisted Students (Max. 2 per University in an F.Y.) in Geoscientific Workshops.
4. **APG Grant for Educational Field Trips:** Local APG Chapters may be held responsible for selecting UG-3/ PG-1 Students. CEB will Financially support field Trips.
5. APG Visiting Geoscientist Program, APG Distinguished & Honorary Lectures, and Distinguished Instructor Short Courses for the benefit of the students.
6. Through association with fellow APG Members, the benefit of developing professional contacts, industry ties, increased networking opportunities, and, most importantly, **Guidance in Career Planning and Development** is ensured.

Student Chapter Contact Information

Student and Early Career Advisor (Nominated Executive Member of CEB)

Association of Petroleum Geologists (APG)
Kaulagarh Road, Dehradun- 248001, UK

➤ **N.B:**

1. *A dedicated "Student Activities" Tab is being included on APG Website so that students can Register their Chapters, Pay dues and get all the necessary information from there only, like- Guidelines, Uploading Reports, and Communication Tab.*
2. *A dedicated post as "Student and Early Career Advisor" to cater to the student program activities more effectively is being created in APG CEB.*