



# Templates

# Student Membership Form

## Become a PCMA Student Member Today!

Just complete the membership application below or visit [www.pcma.org](http://www.pcma.org) for an online version.

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

School Name \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

City/State/Province \_\_\_\_\_ Zip/Postal Code/Country \_\_\_\_\_

Campus Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Student Membership Categories

Student (\$40): Individuals enrolled in a post-secondary academic program directly related to meetings management for at least six quarter or semester credit hours. Verification of enrollment is required. See below. (Note: Students with less than six months before graduation are not eligible for Student membership.)

Name of School you attend \_\_\_\_\_

Major \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_ Credits taken this term \_\_\_\_\_

Note: The following must be completed and signed by your advisor / faculty member:

I certify that the person named on this application meets the student membership criteria listed above.

Program Director Signature \_\_\_\_\_

Program Director Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

I am interested in receiving PCMA student updates via e-mail  
 Yes  No

Method of Payment  Visa  Mastercard  American Express

Cardholder name \_\_\_\_\_ Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City/State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

### How did you hear about PCMA?

- Convene* Magazine
- Trade Show
- Direct Mail Brochure
- Personal Referral \_\_\_\_\_
- PCMA Web site
- Other \_\_\_\_\_

### PCMA Chapter Memberships

Your PCMA membership dues include ONE complimentary membership to the PCMA chapter of your choice.

- Canada East (ON, QB, NS, NB, PEI, NF)
- Canada West (BC, AB, SK, MB)
- Capital (DC, MD, VA)
- Chesapeake (MD, DE)
- Greater Midwest (IL, IN, MI, MN, ND, OH, SD, WI)
- Greater Philadelphia (PA, DE, southern NJ)
- Gulf States (TX, LA, MS)
- Heartland (AR, IA, KS, MO, NE, OK )
- International (not Canada)
- New England (MA, ME, NH, RI, VT )
- New York Area(NY, northern NJ, CT)
- Northern California (northern CA, northern NV)
- Pacific Northwest (WA, OR, ID, AK, MT)
- POWER (Pittsburgh, Ohio, West Virginia, Erie Region)
- Rocky Mountain (CO, UT, NM, WY)
- Southeast (AL, FL, GA, KY, TN, NC, SC)
- Southwest & Pacific (southern CA, AZ, southern NV, HI)

Please mail completed application to:

### PCMA Student Membership

2301 South Lake Shore Drive, Suite 1001  
Chicago, Illinois 60616-1419

Or fax to: 312.423.7222



# Professional Convention Management Association Student Chapter Bylaws

## Section I

### Article I: Chapter Name

1.01 The name given to this chapter is the \_\_\_\_\_  
Student Chapter of the Professional Convention Management Association

### Article II: Object or Purpose

2.01 The principle purpose of a Student Chapter shall be to familiarize its members with the basic aspects of the meetings and conventions field through educational and networking opportunities supported or developed by the Professional Convention Management Association and its members.

2.02 Chapter goals of the year 2006-2007 are: (please include separately)

### Article III: Membership

3.01 APPLICATION: Membership is open, without discrimination, to all Hospitality, Tourism, Meeting, or Convention Management (major, minor, or graduate) students who are attending full time and are in good standing. Applications for membership must be in writing on the official forms provided by PCMA headquarters office. All Student Chapter members must be members of national PCMA.

3.02 OBLIGATION: Every student member shall subscribe to, and be bound by, the laws and the ethical and professional standards of this university as well as the Professional Convention Management Association.

3.03 PRIVILEGES: Every student member whose national dues are paid shall receive all benefits and privileges that they are entitled under the bylaws of the Professional Convention Management Association.

3.04 TERMINATION: Membership in a Student Chapter shall be terminated immediately upon resignation or death of the student, non-payment of dues, or failure to abide by the ethical and professional standards of the university or the Professional Convention Management Association.

## **Article IV: Membership Meetings and Voting**

4.01 MEETINGS: A PCMA Student Chapter must hold a meeting at least once a month throughout the school year at a time and place as determined by the Student Chapter Executive Committee. Special meetings may be called at any time by the President or upon written request of two-thirds (2/3) of the membership. Chapter meetings may be formal, informal, open, or closed. Formal chapter meetings are closed to the public. Informal chapter meetings are open to anyone.

4.02 VOTING: At all meetings of the membership, each member in good standing shall have one (1) vote. Two-thirds (2/3) of membership must be present to vote (for quorum). Student Members must vote in person only. A majority vote of those members present shall reign.

## **Article V: Officers**

5.01 OFFICERS: The officers of an official PCMA Student Chapter shall be the President, Vice- President, Secretary, Treasurer or the combined office of Secretary/Treasurer and Student Chapter Representative.

5.02 ELECTION: After establishment of the chapter, all officers shall be elected during the last membership meeting of the spring semester. The election shall be by ballot and a majority vote of the membership present is required.

5.03 TENURE: Officers shall assume positions on the first day of the fall semester and will hold office until the following fall semester. If elected, any officer may serve more than one term.

5.04 REMOVAL: Any officer may be removed from office by the membership if he/she is found guilty by that body of neglect of duty, improper conduct, violation of university or PCMA Bylaws, dismissal from school, or other causes. Removal of an officer shall require a two-thirds (2/3) vote of all members, except in the event of leaving school, then the officer is automatically removed from office. PCMA must be notified of any removal from office.

5.05 VACANCIES: In the event of a vacancy in the office of President, the Vice-President shall automatically succeed to the Presidency. Any member upon majority vote of the Executive Committee may fill vacancies in any other office. An officer selected to fill a vacancy shall serve until expiration of that term.

## **Article VI: Duties**

6.01 PRESIDENT: The President shall serve as the chief executive officer and spokesperson for the Student Chapter and shall preside at all meetings of the membership. The President shall appoint such committees as may be required and may propose courses of action or suggest such procedures to be followed as, in the President's opinion, will promote the general welfare of the Student Chapter. The

President shall be responsible for updating the PCMA Headquarter Office at least once a semester with information on the chapter, such as number of members and any newsworthy events to include in the student newsletter and, if appropriate, PCMA's official journal, *Convene*. Duties of the President include notifying PCMA Headquarters of the Chapter's intention to attend the PCMA Annual Meeting. The President shall be responsible for overseeing that all reports are sent to PCMA Headquarters.

6.02 VICE-PRESIDENT: In the absence of the President, the Vice-President shall be the presiding officer. The Vice-President must enforce rules to maintain order while a chapter meeting is in session. The Vice-President shall have such powers, and perform such other duties, as the President may prescribe.

6.03 SECRETARY/TREASURER: The Secretary/Treasurer shall be responsible for keeping accurate records of all members, keeping minutes of each meeting, and making contact with other people or organizations. The Secretary/Treasurer also shall have charge of and be responsible for all funds and shall present reports at each chapter meeting as needed.

6.04 STUDENT CHAPTER REPRESENTATIVE: The Student Chapter Representative shall represent the student chapter in the \_\_\_\_\_ PCMA Regional Chapter and keep the student members informed of any relevant material.

6.05 EXECUTIVE COMMITTEE: The Executive Committee of the Student Chapter shall consist of the President, Vice-President, Secretary/Treasurer, and the Student Chapter Representative.

### **Article VIII: Faculty Advisor**

8.01 All PCMA student chapters should have a faculty advisor. PCMA should have an address and phone number for the faculty advisor. If fax numbers are available, PCMA should have this information so that chapters can receive time-sensitive materials.



## Section II

This form must be filled out completely and return to PCMA.

Student Chapter Name: \_\_\_\_\_

Chapter President: \_\_\_\_\_

Chapter Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Student Chapter Representative: \_\_\_\_\_

Mailing Address for Chapter: \_\_\_\_\_

Faculty Advisor's name: \_\_\_\_\_

I acknowledge the \_\_\_\_\_ PCMA Student Chapter, and approve that this student chapter is recognized by the \_\_\_\_\_.  
(Name of college/university)

\_\_\_\_\_  
(Faculty Advisor Signature)

\_\_\_\_\_  
(Date)

I have signed this via electronic signature.

## **How to get an Industry Liaison involved with your Student Chapter**

The University of New Orleans student chapter has developed a role within the chapter of Industry Liaison. The Industry Liaison is a local industry professional who agrees to assist the student chapter by attending meetings and working with the student chapter to get them involved in the local industry. This role can be a tremendous help to your student chapter!

Kirk Landry, Director of Sales of the Wyndham New Orleans serves as the Industry Liaison for the University of New Orleans Chapter. Below is how the UNO 2005 President, Freida Reed describes the role of the Industry Liaison:

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We are very fortunate to have Kirk Landry as our industry liaison. Here are some steps we used in selecting our industry liaison's roles and responsibilities.

First, we looked at how our industry liaison could help us accomplish our goals and objectives with industry. We created a Strategic Plan and Roles/Responsibilities for each position.

Secondly, we needed someone to provide the chapter with resources and information as needed. Kirk bought in periodicals, industry news, and a gift certificate for Wyndham for our door prize during our membership drive.

Third, we needed someone who was as dedicated and excited about the UNO PCMA Student Chapter as the rest of the Board members.

Kirk was very active in our programs and meetings. He attended our Board meetings, offered his experiences and insight, and hosted our December Strategic Meeting and Pre-Con Meeting for the 2005 PCMA Annual Meeting.

Kirk was truly committed to our overall success! Kirk helped with ideas for our website, promoting and marketing our chapter, and connecting with industry professional, even outside of our area.

### **Best Practices for Selecting an Industry Liaison:**

1. Use the PCMA Directory. Identify people to meet at local meetings and functions. Talk to them about their availability to serve on the Board. It's best to have their roles prepared prior to asking them to serve.
2. Find someone who is committed and motivated about PCMA. Kirk was very excited about PCMA. I met Kirk during the 2004 PCMA meeting in Indianapolis. We asked him to be a guest speaker at one of our monthly meetings, and then we invited him to be on the Board.
3. Find someone who will take action. They can be someone who is new to the industry or someone who has tons of experience within the industry. The main factor is their contributions to the overall success of the chapter. Kirk has come through for us each

and every time. He is a great promoter for the UNO PCMA Student Chapter. He understood what we were trying to do and always supported us 100%.

Kirk has worked with the leadership team to outline steps for our objectives as well as met with me on a one-on-one basis to discuss the chapter's direction.

UNO PCMA--"Commitment to Excellence!"

**Freida Reed**  
**University of New Orleans Chapter**

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For more information or ideas on how to get an Industry Liaison involved with your student chapter, please contact PCMA Student Relations at 312.423.7233 or [students@pcma.org](mailto:students@pcma.org).





# PCMA Student Chapter Event Report

Chapter: \_\_\_\_\_

Date: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

**Brief Description of Event:**

**Speaker(s):**

**Suggestions for Future:**

**Follow-up Steps:**

**Additional Comments:**

Form Completed By: \_\_\_\_\_

## **Team Builders and Ice Breakers**

Incorporating team builders or ice breakers into chapter meetings regularly is a great way to encourage members to get to know each other and incorporate some fun into your meetings! Below you can find some examples of great team builders and ice breakers, as well as links for additional resources.

### **Balloon Name Game:**

Stand in a circle. Toss a balloon in the air and call someone's name. That person must catch the balloon before it touches the ground. If the person succeeds he/she then tosses the balloon up and calls the next name.

### **Nametag swap:**

Participants share three facts about self with someone in the group that they have never met, then swap nametags. When meeting next person, introduce self as person on nametag, sharing the three facts. Then swap again. After 3-4 swaps, everyone introduces self with current nametag, with real owner correcting any mistakes.

### **Two Truths and a Lie:**

People write down two truths about themselves and a lie. Then introduce the three "facts" to the rest of the group, which then tries to guess which one is a lie.

### **Toilet Paper Game**

Pass around a roll of toilet paper to the group and ask them to take what they need. No further explanation. When done, tell the group that as they go around the room, each person must tell a fact or something about themselves for each square of TP they took.

### **Birthday Game**

Have the group stand and line up in a straight line.

After they are in line, ask them to rearrange the line so that they are in line by their birthday. January 1 on one end and December 31 at the other end without talking or writing anything down.

### **Famous People/Cities Game**

As each participant arrives, tape a 3 x 5 index card on their back with the name of a famous person or city. Ask each participant to circulate the room and ask questions that can only be answered with a yes or no to identify clues that will help them find out the name of the person or city on their index card. Examples: Paris, Madonna, Daffy Duck, John Wayne, Rio de Janeiro

### **Human Knot Game**

Divide into groups of 6-10 people. Ask each group to stand in a tight circle facing each other. Have everyone extend their hands into the circle and by intermingling their arms, grasp hands with other members of the group. Instruct people to "be sure that the two hands you are holding do not belong to the same person". The groups' goal: untie the knot which results. Members of the group physically climb over/ under/ through each other's arms to untie the knot of bodies. Note: It's RARE but it is possible for a knot to be unsolvable or end in two separate circles.

### **Straw & Paperclip Game**

Divide the group into smaller groups of 3-6 people. Provide each group with a box of straws (not flexible straws) and a box of paperclips. Check that the paperclips can fit snugly into the end of the straws. Give each group a task (you can use the same one for each group if you want) and let them go. Sample tasks: Build the structure as a group -tallest, strongest, longest, most creative, most functional, etc. Debriefing included describing teamwork and situational leadership skills used as well as how different models are needed to accomplish different tasks.

(continued...)

### **Balloon Balancing Game:**

Try balancing a balloon on the end of your finger. Have a competition to see who can do it for the longest. The balloon must not be held, only balanced, and it must not be tapped. The finger must be in direct contact with the balloon at all times. This can be good for focus, concentration and physical movement.

### **Clothespin Samurai:**

Instruct your group to stand in circle, with one person in the middle with blindfold and "sword" (inflatable or foam). Attach several clothespins to the clothing of the middle person (back, arms, legs, shoes, etc.). Group members must remove pins without getting whacked by sword. If whacked, you're out.

### **Name Memory:**

Instruct group to sit in a circle. The 1st person says his/her name; 2nd person says his/her name and also says the 1st person's name over again, and so on all the way around the circle. The last person has to repeat everyone's name. As a variation, have each person say her name AND what animal she would be, if she could be an animal. This way there is more to remember than simply people's names, which makes it more interesting. OR, have everyone say an adjective plus her name, but the adjective must begin with the same letter...for example, Daring David, Ridiculous Rick, Wonderful Wendy, etc.

### **Additional Links:**

A great Ice Breaker resource with additional useful links:

<http://www.wilderdom.com/games/Icebreakers.html>

Top 10 Icebreakers for Meetings & Training Seminars:

<http://www.topten.org/content/tt.AU20.htm>

Ice Breaker Games:

[http://www.funattic.com/game\\_icebreaker.htm](http://www.funattic.com/game_icebreaker.htm)

Team Builders and Ice Breakers:

<http://www.residentassistant.com/games/icebreakers.htm>

Ice Breakers, Brain Teasers, and Energizers

<http://www.mwls.co.uk/icebreakers/>



## Student Membership FAQ's

### 1. Am I eligible for student membership?

Individuals currently enrolled in a post-secondary academic program directly related to meetings management for at least six quarter or semester hours are eligible for a student membership. Students are required to provide the name of a faculty member to verify enrollment. Students with less than six months before graduation are not eligible.

### 2. How do I become a Student member of PCMA?

If you qualify for student membership as detailed above, the easiest way to apply for student membership is online. Visit [www.pcma.org](http://www.pcma.org) to access our secure student membership application. You may also mail in our printable application along with payment to PCMA Headquarters.

### 3. What is a PCMA student chapter? Can I start one at my school?

There are many benefits to becoming an official PCMA student chapter. Visit [www.pcma.org/students](http://www.pcma.org/students) to learn more about our student chapters, and how to start one at your college or university.

### 4. What are the benefits of becoming a student member?

Student members receive our monthly magazine *Convene*, are eligible for our 12 scholarships each year, and also have exclusive opportunities to meet and network with local and national industry leaders. However, there are many additional benefits. Visit [www.pcma.org/students](http://www.pcma.org/students) to learn about all of our student member benefits!

### 5. How long does it take to become a Student member?

Applications are usually processed within three weeks. Once an application has reached PCMA Headquarters, an email containing a membership number is sent to acknowledge receipt.

### 6. How long is my student membership valid?

Student memberships are valid for one year, from October 1<sup>st</sup> to September 30<sup>th</sup>.

### 7. What scholarships does PCMA offer to student members?

PCMA offers fantastic opportunities to its Student members through a wide variety of scholarships. There are 12 different scholarships offered each year ONLY to PCMA Student Members. Visit [www.pcma.org/students](http://www.pcma.org/students) for more information and applications for these exceptional opportunities!

### 8. How do students renew their membership?

A student can renew his or her membership by submitting a new student application online, or mailing in a printable version to PCMA Headquarters along with payment. Because of their reduced rates, Student members must verify school enrollment each year.

### 9. What should I do if I am having trouble renewing my membership online?

If you are trying to renew before your student membership expires, our database may recognize you as a current student. If you are a current student and would like to renew before the student membership cycle ends (October 1), simply fill out a new member application, and we will be sure that your record reflects that you are a renewed student.

**10. I have moved, how do I update my information with PCMA?**

Log-in to [www.pcma.org](http://www.pcma.org) to update your membership information online. You may also contact PCMA at 312.423.7262.

**11. I am a part time student; can I be listed as a member by my professional title?**

Because of the nature of student membership, all students must be listed by their school. If you would like to be listed with your company, you may apply for professional membership.

**12. Do graduating Student members receive a discounted first year membership? How do I convert my membership to Professional Status?**

Graduating Student members can join PCMA at the reduced rate of \$100 for their first year. They must apply within three months after student membership expires. To convert their current Student status to Professional status, e-mail [students@pcma.org](mailto:students@pcma.org) to request a printable voucher and instructions.

**13. Is it important for Student members to attend the Annual Meeting?**

Yes! The PCMA Annual Meeting is a great opportunity for you to network with future employers, as well as meet other students. We also offer programs at the Annual Meeting that are designed specifically for students. There are scholarships available, reduced Student registration rates, and reduced hotel rates. Don't miss this chance to enhance your knowledge and make valuable contacts in the meetings industry.

**14. Can Student Chapters use the PCMA logo?**

Yes. Please contact the PCMA Marketing Department at 312.423.7284 or [marketing@pcma.org](mailto:marketing@pcma.org) for more information.

**15. How can I get the most out of my Student membership?**

It is important that you become involved in PCMA to get the most return on your dues investment. If you do not have a PCMA Student Chapter at your university, contact the closest PCMA Chapter or PCMA Student Relations at [Students@pcma.org](mailto:Students@pcma.org) or via phone at 312.423.7233.

**16. Who do I contact at PCMA for more help?**

Please contact PCMA Student Relations at 312.423.7233 or [students@pcma.org](mailto:students@pcma.org).