

How to Start a Criminal Justice Student Chapter of ACA at Your School

Ask Around To Discover Interest

Talk to fellow criminal justice students and ask if they would be interested in establishing a student organization within the criminal justice department or, if one already exists, to affiliate that current organization with ACA. One requirement of becoming a student chapter of ACA is that you have at least 10 members of the organization be active members of the ACA. People can apply online [here](#) and students can select the \$15 student Associate membership.

Talk to Potential Faculty Advisors

Student organizations will need to secure a faculty advisor to oversee the affairs of the chapter (most schools require this of recognized student groups and the ACA student chapter bylaws require this as well.) If you are starting a new organization or thinking of affiliating your current one, ACA can send materials and information to your potential or current advisor to guide them on the process. You can also download the necessary forms and information [here](#).

Contact the State Chapter (where applicable)

If you are in a Dual-Membership chapter state ([check here](#)), not only will you be members of ACA, but also members of that state chapter. Contact ACA for contact information on state chapter officers so that you may coordinate efforts.

Begin the Process to Get Your Student Chapter Recognized By Your School

Once you have gained enough interest and set up a potential advisor, you should contact your dean and/or student council, forum, or senate to discover the rules in which your group can be recognized by your school. As different schools have different rules we cannot get too specific here, but it is advised that, in addition to the above, you also speak with officers of other on-campus student organizations to get their advice on the best way to get a student group running. Also you can contact current ACA student chapters for their experience in having gone through the process

You will have to decide from your pool of interested students who will become president, vice president, secretary, treasurer and secure the faculty advisor. At the same time, you will have to write and pattern your group's Constitution & Bylaws to reflect the requirements of your school and the requirements of ACA (the sample Student Chapter Bylaws can be downloaded [here](#).)

Contact ACA

Once you have established your organization on campus and it has been recognized by the appropriate school governing bodies, contact ACA and we will advise you on what needs to be done:

- Download and complete the student chapter application form
- Submit a roster of your members, your constitution and bylaws at least one month prior an upcoming conference. (ACA national conferences are held in January and August. Find out about upcoming conferences by going [here](#).) And Mail to:
ACA Membership Services
206 N. Washington Street, Suite 200
Alexandria, VA 22314
- Send one representative to the ACA conference to present for your chapter at the Committee on Membership

If you have any questions, please contact Membership Services at (800) 222-5646 or members@aca.org