

NORTH AMERICAN SOCIETY *for* TRENCHLESS TECHNOLOGY

To Continuously Improve Infrastructure Management Through Trenchless Technology



How to Establish a NASTT Student Chapter

North American Society for Trenchless Technology
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Dear Students & Faculty Advisors,

I am delighted to learn that you are interested in establishing an NASTT Student Chapter on your campus. On behalf of the Board of Directors, we applaud your initiative and are ready to assist you in any way possible.

There is a defined process you will need to follow in order to organize a student chapter. In this manual, you will find instructions and guidelines along with a model charter and other materials that you will help you get started.

How to Start an NASTT Student Chapter

A discussion of what the minimum requirements are to start a Student Chapter is enclosed including: the identification of ten or more interested students; the development of a chapter charter; and the procedure for formal approval by NASTT.

Organizational Checklist

This checklist includes a detailed outline of each step in the organizational procedure listed in chronological order to facilitate the new student chapter process.

Model Charter

The model charter provides standard provisions that address an overall definition of the chapter, its purpose and aims. Chapters are free to incorporate their own verbiage as long as it is compatible with the NASTT bylaws, policies and mission.

Student Chapter Grant Program

The aim of these financial assistance programs is to aid in furthering the educational efforts in trenchless technology at institutes of higher education. There are eligibility requirements for both programs that focus on exposing students to trenchless methods and opportunities.

Student Activities Program at the annual NASTT No-Dig Show

To make the most of the NASTT No-Dig Show experience, we strive to sponsor a fun, informative student program that includes exciting competitions and opportunities to network with industry professionals and fellow students. This is in addition to the quality technical paper sessions, the exhibit hall and our social events.

Benefits

As you can see, there are many benefits associated with establishing an NASTT Student Chapter on your campus – scholarships, networking opportunities, education, learning and growth, career opportunities and much more! At the NASTT leadership level, we're looking for even more ways to provide you with great opportunities. Our Student Chapters provide a logical avenue for educating and training the future of our industry!

Thank you again for your interest and enthusiasm. NASTT staff are pleased to assist you in any way possible. I look forward to welcoming you as a new NASTT Student Chapter!

Sincerely,

Matthew Izzard

Matthew Izzard, NASTT Executive Director

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ABOUT THE NORTH AMERICAN SOCIETY FOR TRENCHLESS TECHNOLOGY (NASTT)

MISSION

Founded in 1990, NASTT's mission is to continuously improve infrastructure management through trenchless technology. NASTT provides a representative voice for all sectors of the trenchless technology industry. It is affiliated with the International Society for Trenchless Technology (ISTT), and periodically co-sponsors with ISTT's International No-Dig Show.

STUDENT MEMBERSHIP

Student membership is free and open to any individual who is a full-time student currently enrolled in a two or four-year undergraduate or graduate program of a nationally or regionally accredited educational institution of trade school or enrolled in a recognized apprentice program. The major interest must be related to the field of trenchless technology. Please note that student membership is available only to those students who are members of a current student chapter of NASTT.

REGIONAL CHAPTERS

NASTT has eleven Regional Chapters throughout the United States and Canada:

1. British Columbia
2. Great Lakes, St. Lawrence & Atlantic
3. Mid Atlantic
4. Midwest
5. Northeast
6. Northwest
7. Pacific Northwest
8. Rocky Mountain
9. South Central
10. Southeast
11. Western

Like the Regional Chapters, NASTT's Student Chapters promote education, encourage networking and provide an avenue for growing NASTT and raising awareness of trenchless technology at the grassroots level. Please feel free to visit nastt.org for more information on our Regional Chapters.

EDUCATION & TRAINING

NASTT offers eight training courses covering an Introduction to Trenchless Technology for Rehabilitation and New Installations; Horizontal Directional Drilling (HDD), Pipe Bursting, Cured-in-Place-Pipe (CIPP), Gas, Laterals and New Installation methods such as auger boring, pipe ramming, pipe jacking and the pilot tube method. The annual No-Dig Show is NASTT's education flagship event, offering an impressive collection of quality papers, an exhibition hall with more than 200 trenchless companies displaying their products and services, a series of specialized training courses and many entertaining networking events and special awards.

SOCIETY NEWS

Available free to student members, is NASTT's weekly E-newsletter featuring education opportunities, and international and regional chapter news. NASTT's E-newsletter is packed with up-to-the minute reporting and articles and e-mailed on a weekly basis.

PUBLICATIONS

Student members receive discounted pricing on all NASTT publications for sale on the NASTT website: nastt.org.

COMPLIMENTARY RESOURCES

Student members receive complimentary access to thousands of technical papers presented and published at past NASTT No-Dig Shows available at nastt.org.

CONTINUING EDUCATION

NASTT's Good Practices Training Courses offer members a range of trenchless topics to choose from and the opportunity to earn valuable Continuing Education Units (CEUs) for their participation in class work held in various locations across North America.

CAREER ADVANCEMENT

NASTT's online job board allows employers to post – and job-seekers to search – top employment opportunities throughout North America on nastt.org.

NETWORKING OPPORTUNITIES

Each year, the annual NASTT No-Dig Show brings together the trenchless industry to make important connections at vibrant locations throughout North America. Student members of NASTT Student Chapters are eligible to participate. Visit the conference website at nodigshow.com for all the latest No-Dig Show details!

NASTT'S ARGENT MEMORIAL SCHOLARSHIP PROGRAM

Each year, NASTT awards up to five scholarships in the amount of \$5,000 each to eligible students who are members in good standing of a current student chapter of NASTT. The applicants must be enrolled as a full-time student in an accredited college, university or trade school for the current academic school year. The winners are formally recognized at the annual No-Dig Show Kickoff Breakfast. (See page 16)

A BRIEF STORY OF TRENCHLESS CONSTRUCTION & NASTT

The extensive use of trenchless technology for the installation, replacement or renovation of underground utility services is a relatively recent development. However, the theory and the recorded use of trenchless techniques go back to early Roman times.

There is recorded use of isolated pipe jacking projects by railroads in the United States and Canada as early as 1860. Significant usage in North America began in the 1890s. Possibly the earliest documented use of pipe jacking was found in the 1892 Minutes of the 10th Annual Convention of the New England Roadmasters Association. The minutes refer to " ... putting a wrought iron pipe through an earth embankment by means of hydraulic jacks ... " Between 1860 and 1890 the Northern Pacific Railroad Company pioneered the use of pipe jacking utilizing cast iron pipe. This same company, by 1930, had jacked reinforced concrete pipe ranging in size from 42 in. to 72 in. in diameter.

One of the early uses of horizontal boring was by Fred Melsheimer in 1946 in California for installing electric utility cables. Based on technology from the oil drilling industry, his machine was a wet-boring device with a drill rig to rotate hollow-stem drill rods and a cutting head. Water or bentonite slurry was fed to the head under pressure and cuttings flowed back. In some ways, Melsheimer's technique may be considered the first use of trenchless methods for line installation.

A new wave of trenchless development around 1960 was stimulated by the changing needs and economics of the utilities and of society. In the 1960s and 1970s, a national effort was made to provide all unserved communities with utilities. By the 1980s, higher standards of living and increasing industrial and commercial demands resulted in the reinforcement, replacement and rehabilitation of many existing systems. Competition for limited underground space, compounded by the great increase in automobile traffic and the need to minimize traffic disruption, logically focused on trenchless technology as a possible solution.

The development of new processes for the rehabilitation of existing pipelines to extend their operational life began in the 1970s. Sliplining, the pulling or pushing of a smaller pipe inside the old one, had been used for some time. The new methods involved (a) the use of bursting devices to remove the old pipe and simultaneously replace it with a new one, and (b) forming a lining "in place" by inserting a resin impregnated sock into the existing pipe and subsequently curing it to provide a structural material. Several methods for spot repair of local defects, such as cracking or joint failure, have been developed. Systems are available for remote control resin injection, as well as grouting with urethane and other materials, to seal local defects.

Research sponsored by the Electric Power Research Institute (EPRI) and the Gas Research Institute (GRI) in the mid-1980s resulted in the development of monitoring equipment and a number of guided and steerable methods for the installation or replacement of pressure pipe and cable.

Microtunneling, one of the newer applications of trenchless construction, was developed in Japan in 1973. By 1980 the technology had spread to the rest of the world, and to Germany in particular, where continued development took place. By the 1980s, pipe jacking and microtunneling technology and experiences enabled the user to install permanent, high-quality pipe by trenchless methods as efficiently and often more efficiently than could be accomplished with open-trench methods. Trenchless construction provides an opportunity to help solve our huge, complex underground infrastructure

problems economically, safely and with a minimum of inconvenience to the public and damage to the environment. Ongoing research to further develop and refine high-tech trenchless equipment and processes will ensure that our industry continues to represent the cutting edge of construction technology.

In 1986, the International Society for Trenchless Technology (ISTT) was formed in the United Kingdom and two years later held its first International No-Dig conference and exhibition in Washington, D.C. Clearly this was a bellwether event and it would prove to be an impetus for millions of dollars being invested over the next 20 years in the trenchless industry in the form of education and training.

In 1990, the North American Society for Trenchless Technology (NASTT) was founded by a group of five individuals who formed the Organizational Committee:

1. Richard Thomasson with the Washington Suburban Sanitary Commission;
2. Norm Sirna with Specialty Sewer Services, Inc.;
3. Tom Iseley, Assistant Professor at Louisiana Tech University;
4. Mike Argent with Pittsburgh Pipe; and
5. Stephen Cordes with Garney Companies Inc.

The first official discussions regarding the formation of a North American society took place in 1989 in San Francisco. With the approval of the ISTT, the North American Society was incorporated as a not-for-profit corporation in the State of Illinois on the 27th June 1990.

Since its inception, NASTT has commissioned the development of professional and peer-reviewed educational courses, and supplies experts to teach these classes. NASTT currently supports nine regional chapters and 14 university-based student chapters, plus owns and manages the annual No-Dig Show.

Attendees of the NASTT No-Dig Show are associated in some way with the trenchless industry either as contractors, manufacturers, municipal or public utility employees, engineers, or academics. Untold opportunities have been created to showcase new and emerging trenchless technologies, and education remains the keystone of our Society.

STUDENT CHAPTERS & FACULTY ADVISORS

Arizona State University – Tempe, Arizona
Advisor: Dr. Samuel T. Ariaratnam,
samuel.ariaratnam@asu.edu

Bowling Green State University – Bowling
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Advisor: Dr. Alan Atalah, aatalah@bgsu.edu

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HOW TO START AN NASTT STUDENT CHAPTER

The rapidly developing field of trenchless underground methodology represents the leading edge of construction technology today. Students enrolled full-time in a construction management and other related professional programs are seeking opportunities to keep abreast of these developments. One of the most effective ways of accomplishing this is by combining these individual efforts in the form of a student chapter. The process for establishing an NASTT Student Chapter to pursue these opportunities is described below.

INTRODUCTION

The successful formation of an NASTT Student Chapter requires (a) the leadership of a dedicated individual and a group of interested students to launch the effort and to follow through initial contacts to a conclusion, and (b) the guidance of a resident faculty member willing to act as an advisor to the chapter. NASTT will grant a charter to a group of ten or more students enrolled in an engineering degree program at a college or university upon their meeting the requirements outlined below.

INITIAL STEPS

A "Student Chapter Organization Checklist" has been prepared which summarizes the following information. By carefully reading this document, many questions regarding organizing and operating a student chapter can be answered. However, do not hesitate to contact NASTT staff for additional information.

The group of interested prospective student members, with guidance from a faculty advisor, should hold a meeting to organize future activities. In serving as a Steering Committee, the group should elect a temporary Chair who will coordinate the activities of the Steering Committee and its relationship with NASTT staff.

The Steering Committee should carefully review the model charter (including a "mission statement") for NASTT Student Chapters and determine what they want to present to the students attending the first student chapter organization meeting as to meeting dates, etc.

The Steering Committee should also develop an operational program for the chapter for presentation at the organization meeting. Potential meeting locations, possible programs and student involvement should be presented. Copies of the proposed charter should be given to prospective student members prior to the organization meeting so that they will be prepared to discuss them.

NASTT staff will provide all needed documents such as the model charter, membership application forms and promotional materials to interest students in becoming members of the chapter.

During the meeting, the first order of business should be to elect officers who can then run the meeting. Committees may be appointed at this time to undertake membership promotion, program development, meeting arrangements, etc.

The next step is to present the proposed student charter for adoption by the attendees. While the Charter restricts voting to student members only, it is advisable to informally waive this requirement at the first organization meeting since a majority of the attendees probably will not be members. During

and following the meeting, every effort should be made to recruit them as NASTT student members in order for them to participate in chapter activities.

Following adoption of the charter, a presentation should be made of an effective operational program for the chapter. Benefits of participating in NASTT Student Chapters as well as programs and services available from NASTT staff should be presented.

Immediately following the first chapter meeting, a designated officer should immediately submit to NASTT staff a permanent mailing address for the Student Chapter, the adopted chapter charter and Mission Statement, names of elected officers, the faculty advisor, and other student members, along with a brief write-up on the organization meeting for publication in the NASTT newsletter and magazine.

The adopted chapter charter and mission statement will be submitted to the NASTT Board of Directors for their consideration and approval.

ORGANIZATIONAL CHECKLIST

Here is a brief listing of key points to follow in organizing an NASTT Student Chapter. Please contact NASTT Headquarters for additional information.

Prior to Organization Meeting

- Seek out a resident faculty member who is willing to act as advisor to the student chapter.
- Organize a group of interested students to serve as a Steering Committee.
- Elect a temporary Chair.
- Distribute model charter for NASTT Student Chapters for review and presentation at chapter organization meeting.
- Develop operational program for presentation at the organization meeting – meeting locations, possible programs, member involvement, etc.
- Coordinate organizing efforts with NASTT staff.

First Organization Meeting

- Hold first chapter organization meeting.
- Elect officers.
- Adopt chapter charter, establish chapter name, and designate meeting frequency and/or dates.
- Present operational program for the chapter.
- Appoint committee chairs.

Following Organization Meeting

- Submit to NASTT Headquarters:
 - Chapter charter.
 - Names of elected officers and directors.
 - Name of faculty advisor.
 - List of members, addresses, phone and e-mails.
 - Write-up on the organization meeting for publication.
 - A permanent mailing address for the student chapter.
- NASTT Board of Directors will consider chapter bylaws and mission statement for approval.
- If approved, NASTT staff will notify the faculty advisor and chapter chair.
- On an annual basis, forward to NASTT staff names and addresses of new chapter members.

CHARTER FOR NASTT – STUDENT CHAPTER

ARTICLE I: Name

Section 1. The *[College or University's Name]* Student Chapter shall be affiliated with the North American Society for Trenchless Technology, hereafter referred to as NASTT.

Section 2. The chapter membership will be for students enrolled at *[College or University's Name and location.]* The address for all correspondence will be:

[Insert mailing address here]

ARTICLE II: Mission Statement

Section 1. To advance the science and practice of Trenchless Technology for the public benefit; to promote and participate in education, training, study, and research in said science and practice for the public benefit; and to make available information thereof to all interested and concerned parties.

ARTICLE III: Definitions of the Chapter

Section 1. Trenchless Technology as used herein means that technology for the evaluation, servicing, renovation, and replacement of existing, and the construction of new public utilities and other services underground with minimal digging, including all kinds of sensing and mapping techniques for underground guidance, tunneling devices and specialized machinery, materials, and equipment.

ARTICLE IV: Membership

Section 1. Membership in the Student Chapter shall be available to all registered students at *[College or University's Name]* professing an interest or concern in Trenchless Technology.

Section 2. Student Chapter members should also be student members of NASTT.

ARTICLE V: Faculty Representative

Section 1. A full-time faculty representative will serve to oversee the chapter and provide assistance from a faculty level.

Section 2. The faculty representative must be a current member of NASTT.

ARTICLE VI: Meetings

Section 1. A minimum of one (1) meeting shall be held each month at a time and place to be determined by the executive and faculty representative.

Section 2. Notice of the time and place of all meetings shall be distributed by mail or other suitable means to each member not less than thirty (30) days prior to the date of such meeting.

ARTICLE VII: Student Chapter Officers

Section 1. The officers of the chapter shall be at least three (3) and not to exceed six (5) and shall consist of:

President
Vice President
Secretary
Treasurer

The offices shall be filled by eligible members through an annual ballot to be held by May 1 of the previous academic school year or by appointment of the faculty representative.

Section 2. The term of office for all chapter officers shall be one year, from May 1 to April 30.

ARTICLE VIII: Duties of Officers

Section 1. Chapter President shall preside at all meetings of the chapter. It shall be the President's duty to exercise general supervision over the activities and welfare of the chapter and maintain liaison with NASTT.

Section 2. Vice President shall perform such duties that may be assigned by the President.

Section 3. Secretary shall record and maintain records of all chapter business including keeping minutes for all meetings. Additional duties include notification of upcoming chapter activities to all eligible members.

Section 4. Treasurer shall be the custodian of all chapter funds and shall approve and make all disbursements properly allocated to chapter business, with the disbursements being approved by the faculty representative. In addition, the Treasurer shall maintain chapter financial records.

ARTICLE IX: Fiscal Year Annual Report

Section 1. The fiscal year shall be the same as that of NASTT, the calendar year.

Section 2. At the conclusion of each year, the Chapter shall submit a brief report to NASTT stating its activities and accomplishments for the year.

ARTICLE X: Amendments

Section 1. Amendments(s) to the Charter must be by special resolution.

NASTT Student Chapter Grant Program

Background

The North American Society for Trenchless Technology (NASTT) Student Chapters are partners in NASTT's vision to be the premier resource for knowledge and education in the trenchless technology industry. The NASTT Student Chapter Grant Program is intended to provide funding or supplemental funding for student activities that promote education; skill development; and networking in the trenchless technology industry and shall focus of the following areas:

- a. Education activities related to the trenchless technology industry (job site visits, webinars, training);
- b. Activities promoting the interaction between student chapters and local (regionally based) trenchless technology firms (factory tours, guest speakers);
- c. Activities promoting the interaction between student chapters and their local Regional NASTT Chapter (attending regional conference, meetings, guest speakers);
- d. Support growth and promotion of the student chapter (chapter lead events to attract additional members).

Grants provided by NASTT under this program are not intended to provide all of the necessary operating and activity funds for a student chapter. All student chapters are expected to conduct fundraising activities to augment operating and activity expenses.

This policy document outlines the requirements and guidelines for the two available grants:

Student Chapter Operating Grant

Student chapters in good standing with NASTT are entitled receive an annual grant of \$1,000 (US).

To be in good standing, a student chapter representative must submit their membership roster on the NASTT provided template; their annual activity report; and their chapter activity spreadsheet all no later than a deadline specified by NASTT each calendar year. Failure to meet the submission deadline will result in funding being withheld until the next academic year.

NASTT Education Committee will review the submitted documents within five (5) business days of the deadline and funding approval will be processed within five (5) business days after committee review.

Subject to NASTT Board of Directors approval, new student chapters may receive \$1,000 (US) in seed money to assist in the initial chapter start-up in the academic year of their establishment. New student chapters are subject to the same annual submission requirements, as noted above, to obtain grants for the following academic years.

Subject to NASTT Board of Directors approval of the annual budget, the NASTT Education Committee will have the final authority in determining if a student chapter is in good standing, and if the student chapter is entitled to receive the Student Chapter Operating Grant.

Student Chapter Supplemental Activity Grant

Student chapters in good standing with NASTT are entitled to submit a Supplemental Activity Grant application to obtain additional funding for their activities and events. Supplemental activities are defined as any activity that meets any one of the requirements as stated above in the Background section of this policy.

Supplemental Activity Grants will be considered by the NASTT Education Committee on the basis of a merit based application review. Student chapters must submit their applications using the Supplemental Activity Grant Application form available at nastt.org.

Supplemental Activity Grant Applications must be submitted by deadline stipulated by NASTT each year. Grant applications will be reviewed by the NASTT Education Committee, with recommendations for award provided to the NASTT Board of Directors at the first board meeting of the year. Notice of award will be provided to the student chapters in the first week of February or at the soonest possible date.

The maximum Student Chapter Supplemental Activity Grant funding per student chapter is \$3,000 (US) per year.

As the available funding for this program will vary on a year to year basis, student chapters are encouraged to submit multiple applications for consideration. However, the total funding request may not exceed the \$3,000 (US) application limit.

These grants will be awarded based upon the activities proposed in the application; and as such, all funding received must be utilized for only those activities. Student chapter representatives will report to NASTT all unused Supplemental Activity Grant funds. Supplemental activities may occur anytime during the academic year.

Student chapters may propose to attend the NASTT's No-Dig Show as a supplemental activity. Priority in the allocations of funds to cover travel expenses may be given to those student chapters with the longest distance to travel.

The NASTT Education Committee will have the final authority in determining the suitability of proposed supplemental activities and the amount of funding to be provided; as identified in the annual NASTT Budget. Each student chapter is entitled to a debriefing to discuss their application(s).

NASTT'S ARGENT MEMORIAL SCHOLARSHIP PROGRAM

NASTT is pleased to offer a student scholarship program established in the memory of Michael E. Argent, who is recognized as one of the industry's true visionaries and a motivating force behind the growth of trenchless technology in the United States. In 1990, Michael was one of five persons who founded NASTT. Through this scholarship program established in his memory, it is hoped that Michael's contributions to the industry will continue to inspire young trenchless professionals.

Since 2010, NASTT has awarded up to five scholarships each year in the amount of \$5,000 US each to eligible students who are members in good standing of a current student chapter of NASTT. The applicants must be enrolled as a full-time student in an accredited college, university or trade school for the academic school year. North American citizens are eligible to apply.

The scholarship winners will be formally recognized in a special awards presentation during the Kickoff Opening Breakfast at NASTT's No-Dig Show.

Interested students must submit an electronic application for consideration. Application forms are available online at nastt.org in the fall.

STUDENT ACTIVITIES PROGRAM AT NASTT's NO-DIG SHOW

To make the most of the No-Dig Show experience, NASTT strives to sponsor a fun, informative student program that includes exciting competitions and opportunities to network with industry professionals and fellow students. This is in addition to the quality technical paper sessions and exhibition.

In exchange for complimentary registration and room accommodations, students are assigned tasks at the conference, such as monitoring session room doors and assisting with the auction set-up. For more information about the No-Dig Show visit nodigshow.com.

NASTT STUDENT CHAPTER ACTIVITIES PRESENTATIONS – SUNDAY

For future continuation of funding each student chapter is required to participate in the student chapter presentation – a 2 minute video presentation highlighting activities for the fall and spring semesters. These videos are also reviewed by a panel of judges and the top three chapters will be recognized at the Closing Luncheon with an award.

STUDENT DINNER - SUNDAY

Students will be able to socialize with the other students from the different NASTT Student Chapters.

NASTT'S EDUCATIONAL FUND AUCTION & RECEPTION - MONDAY

NASTT asks the students and faculty advisors to help us make the auction a success - by selling 50/50 raffle tickets during the reception, participating in the costume contest, displaying auction items, and encouraging bidders to bid on great items.

STUDENT RESEARCH POSTER COMPETITION – WEDNESDAY

All Student Chapters are invited to participate in the student research poster competition. Posters may focus on the research undertaken by the student chapter and will be on display in the No-Dig Show exhibition hall. From 10:00am to 12:00pm, students will station themselves at their posters to discuss their poster and to answer judges' questions. Winners of the student poster competition will be announced at Wednesday afternoon's Closing Luncheon. Cash prizes are awarded.

CONTACT NASTT STAFF

NASTT staff members are available for any assistance you may need. Please do not hesitate to contact staff at the address and phone listed below:

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