



**American Society Information Science & Technology
Student Chapter Officer's Manual**

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Introduction

The purpose of the Student Chapter Officers' Manual is to guide and alert Student Chapter Advisors and Officers as to certain procedures regarding Student Chapter organization and administration, and to remind Officers of certain responsibilities. The Manual explains Student Chapter organization and relationship to area Chapters and Headquarters, suggests activities, and describes support that Student Chapters receive from Headquarters.

Section A is a checklist of things Student Chapters should do, and when. It is the responsibility of the Student Chapter Advisor and the Officers to see that these tasks are completed.

The Student Chapter Advisor receives two copies of the Manual whenever it is revised. The Advisor should retain one copy, and pass the other on to the current Student Chapter Chair. An electronic copy of the Manual is also available at the ASIST website. All Student Chapter Officers should be familiar with the contents of the Manual.

Headquarters and the Chapter Assembly Representative for Student Chapters are responsible for keeping the Manual up to date on a regular basis. The Student Chapter Advisor and Chair should also keep the Manual up to date by incorporating a) revised sections as they become available, b) appropriate sections of Chapter and Student Chapter memoranda, and c) other documents considered important to the administration of the Student Chapter (such as the Bylaws adopted by the student Chapter).

A. Checklist of Things Student Chapters Should do, and When

<u>Date/Time</u>	<u>Responsible Officer</u>	<u>Task</u>
End of each semester	Student Chapter Advisor	Send list of graduates to Local Chapter Membership Chair (Manual, Section F.1)
End of each semester when necessary	Student Chapter Officers	Hold elections for coming semester (Bylaws)
After each election	Student Chapter Advisor	Send list of officers to Chapter Assembly Representative for Student Chapters
May 31	Student Chapter Officers (and Advisor)	Submit annual report as self-nomination for annual award (Section F.2, and Appendix B)
September 30	Student Chapter Chair	Submit request for funds (Section D)
Late October, early November (varies)	Student Chapter Advisor (others welcome)	Attend meeting of Student Chapter Advisors at the ASIST Annual Meeting (Manual, Section C.2)
October 30	Student Chapter Officers (and Advisor)	Submit annual report (if not submitted as part of award self-nomination) to the Headquarters (Section F.2, and Appendix B)

B. Organization of Student Chapters

B.1. What is a Student Chapter?

A Student Chapter consists of a group of Student Members and at least one Regular Member in good standing as an Advisor, chartered by the Board of Directors. Student Chapters shall retain their charters at the discretion of the Board of Directors. (ASIST Bylaws, Section 7.2 "Student Chapters," as amended June 22, 2000)

A Student Chapter need not be limited to a single campus, a single institution, a single geographic location, or a minimum number of student Members. Multiple Student Chapters may be chartered in any given area. (ASIST Bylaws, Section 7.21, as amended June 22, 2000)

Student Membership shall be available to any individual who is regularly enrolled as a full-time or part-time student as defined by his/her institution and certified annually to the Society by the Student Member's faculty advisor, in a degree granting program at a college or university, and who has completed an application form and met such other qualifications as may be prescribed by the Board of Directors, and has paid the currently stipulated Student Membership dues. A Student Member in good standing shall have privileges of Regular Membership as established by the Board of Directors. Student

Membership shall be available only for a period of two years. (ASIST Bylaws, Section 1.4, as amended June 22, 2000)

B.2. Purpose of Student Chapters

Presumably, the overall purpose of a Student Chapter is the same as that of a Chapter, that is to "promote the interests of the Society and the Society's program" (ASIST Bylaws, Section 7. 11, "Purpose of Chapters", as amended June 22, 2000). Student Chapters are intended to provide an organization through which Student Members of ASIST may share their special concerns and run programs for students and other members of the community with an interest in information science. Student Chapter Participation is also intended to provide students with experience in being active ASIST members, and to contribute to personal growth and career development. Through liaison with local ASIST groups, students may develop informal contacts and gain exposure to the professional environment. The Student Chapter increases the student's sense of fellowship with the Society. Student Chapters should also promote the advancement of information science within academic curricula, and provide liaison between the academic community and local organizations, agencies, firms, or groups.

B.3. Bylaws of Student Chapters

The ASIST Board of Directors has approved "Model Bylaws for ASIST Student Chapters" (see Appendix A). Each Student Chapter must submit a set of Bylaws before the Board of Directors grants a charter to that Student Chapter. Student Chapter Officers are urged to become familiar with their Bylaws. The model Bylaws are guidelines, and Student Chapters may enact their own Bylaws, provided only that all Bylaws are in harmony with those of the Society. To facilitate review of Bylaws by the ASIST Constitution and Bylaws Committee and the Board, each variation from the model should be noted, along with the reasons for the proposed change. Amendments to Bylaws must follow the procedures specified in the Bylaws of the Student Chapter. No approved amendment shall take effect unless and until certified by the ASIST Board of Directors. If so certified, it shall take effect immediately.

B.4. Relationship to ASIST Committees and Chapters

Student Chapters are represented at the Chapter Assembly by an Assembly Representative for Student Chapters, or in his/her absence, by an Alternate, elected from among the various Student Chapter Advisors in even-numbered years for a two-year term. (ASIST Bylaws, Section 7.2, as amended June 22, 2000)

A Student Chapter need not have formal affiliation with a local Chapter, although such may be beneficial to both groups. In some cases a Student Chapter may exist in an area which has no designated geographic Chapter. In the presence of a local Chapter or Chapters, the Student Chapter should attempt to coordinate programs with the local Chapter (s) and to ensure that student interests are of concern to the local Chapter (s). A Student Chapter may elect to work closely with a Special Interest Group which is well represented in the local area.

C. Officers of Student Chapters

C.1. Student Chapter Advisor

A Student Chapter Advisor shall be selected by the involved academic officers, the Chapter Assembly Director, and the Assembly Representative for Student Chapters. The Advisor's term of office shall be three years. Advisors may serve multiple terms. (ASIST Bylaws, Section 7.23, as amended June 22, 2000)

If a Student Chapter Advisor office should become vacant during the three-year term, the involved academic officers, the Chapter Assembly Director, and the Assembly Representative for Student Chapters shall appoint an Advisor to fulfill the unexpired term or to fill an interim vacancy such as would occur due to sabbatical. (ASIST Bylaws, Section 7.24, as amended June 22, 2000)

The Student Chapter Advisor is responsible for ensuring that the Student Chapter Officers fulfill their responsibilities, particularly with regard to annual reporting. The Advisor should endeavor to maintain a high level of interest among Student Chapter members. The Advisor should also make every effort to attend the meeting of Student Chapter Advisors at the ASIST Annual Meeting, or to send a representative in his/her place. Student Chapter Advisors must be Regular Members of ASIST in good standing. (ASIST Bylaws, Section 7.2, as amended June 22, 2000)

The Student Chapter Advisor should be in communication with local Chapter officers with regard to student membership (see Section F.1).

C.2. Student Chapter Chair

The Chair of the Student Chapter is the driving force behind Student Chapter activities. The Chair has the responsibility for ensuring that the members of the Student Chapter derive the anticipated benefits from their membership. The Chair should hold regular meetings, and direct plans for activities and recruitment. The Chair must also ensure that an annual report is filed with the Assembly Director and the Assembly Representative for Student Chapters.

C.3. Student Chapter Chair-Elect

The Chair-Elect should work closely with the Chair in planning and executing Student Chapter programs. The Chair-Elect assumes the duties of the Chair in the event of the Chair's absence. In many groups the Chair-Elect may also serve as Program Director.

C.4. Other Officers

As set out in their Bylaws, Student Chapters may have other Officers. A Secretary and a Treasurer (or a Secretary-Treasurer) play an invaluable role in keeping the minutes and financial records of the Student Chapter in order. Other useful positions and appointments might include a webmaster to oversee creation, maintenance and enhancements to the Student Chapter website and Chairs of Publicity/Membership, Email/Listserv and/or Newsletter, and Program. Every attempt should be made to involve as many student members as possible in an active role within the Student Chapter.

C.5. Assembly Representative for Student Chapters

The Assembly Representative for Student Chapters represents the interests of Student Chapters at the Chapter Assembly (see Section B.4). The Representative is also responsible for calling a meeting of Student Chapter Advisors at the ASIST Annual Meeting. The Representative works closely with the Assembly Director in soliciting annual reports from Student Chapters, in recommending formation and dissolution of Student Chapters, in revising the Student Chapter Officers' Manual, and in planning activities of interest to students at the ASIST Annual Meeting.

D. Finances of Student Chapters

An appropriation of \$50.00 per year is available to each Student Chapter, upon request by the Student Chapter. An accounting of this appropriation must be made at the end of each ASIST Fiscal Year (September 30), whereupon a new appropriation of \$50.00 will be issued if all the funds have been expended. If only a portion of the funds were expended, the amount expended will be replenished.

In addition to the allotment from ASIST, Student Chapters are advised to seek funds from other sources. Many Student Chapters have received funding from general student associations, and others have been granted financial assistance from local Chapters. Some Student Chapters have raised money from the sale of ASIST items, t-shirts, cookbooks, and so on, or through charging for attendance at programs. The annual financial report should include sources of funding so that other Student Chapters may benefit from innovative ideas.

All funds over \$200 must be accounted for. If a student chapter fails to file its Annual Financial Report within 30 days after the close of the ASIST fiscal year (September 30) a letter will be sent to the advisor the first year, the dean the second year and on the third year the chapter may be placed on inactive status according to section 7.14 and 7.2 of the ASIST Bylaws (June 22, 2000). Student Chapter Financial reports should indicate sources of revenue other than the \$50 given to them by the Society. (ASIST Bylaws, as amended June 22, 2000)

E. Activities of Student Chapters

Student Chapters should endeavor to hold regular meetings for transacting the business of the Chapter. The principal function of the Student Chapter is to schedule events and activities of interest to student members and students at large. Examples of such activities include:

- a website with links to appropriate resources for those interested in information science
- a listserv or email or hard-copy newsletter, or a column in a student newsletter, or a column in a Chapter newsletter
- visits to local area libraries; information centers, corporations, and institutions, or guest speakers from these organizations
- guest speakers who are ASIST officers or representatives
- workshops addressing topics such as career planning, interviewing, and resume writing and posting resumes online
- workshops teaching students multimedia skills and website construction and management skills
- workshops teaching practical computer skills such as use of word processing, spreadsheets and data analysis software, file and database creation and management software, use of electronic services such as listservs, email, file transfer protocols
- sponsorship of Student Members to local or national ASIST meetings, or at least car-pooling and hospitality arrangements
- workshops, institutes, seminars etc. addressed to a general audience (at which registration fees might be a possible source of funds)
- fund-raising activities (raffles, t-shirt sales, sale of a cookbook prepared by the student chapter and so on)
- creation of a Student Member database and/or website with student resumes or links to student resumes to aid in bringing job hunters to the attention of employers
- displays related to information science topics, perhaps tied into a Student Chapter or a local Chapter program
- involvement in a local Chapter or Special Interest Group program (some Student Chapters host one Chapter program a year)
- recruitment into ASIST of new students at the beginning of each semester (through brochures, announcements, etc.)
- joint activities with Student Chapters of other organizations
- hosting or attending training sessions held by database or equipment or software vendors
- picnics or movie festivals (taken perhaps from the films shown at the ASIST Annual Meeting)

F. Administration of Student Chapters

F. 1. Member Record System

Most Student Chapters find it advisable to maintain not only a Chapter web site and email list to which students may subscribe but also maintain an electronic bulletin board or listserv to which students and faculty can post messages. Even when Student Chapters find it infeasible to set up a formal member record system, they can use an email list as an informal record of their members. The local Chapter should have a copy of the current email list, in which students are easily identified.. The local Chapter may have its own email or hard copy mailing list which the Student Chapter could use. The Student Chapter Advisor and the Chair should each have a current list of all student members. At the end of each graduating semester, the Advisor should send a list of graduated student members to the local Chapter Membership Chair, asking the Chair to contact each graduate, remind them of the reduced membership rate for new graduates, and urging them to remain members of the Society. In the absence of a local Chapter, the Advisor should endeavor to take on this task.

F.2. Keeping the Chapter Assembly Director and Student Chapter Representative Informed

The Student Chapter Advisor and the Chair are responsible for ensuring that an annual report is submitted to the Headquarters by May 31 (if as self-nomination for the annual award) or by October 30 (if not) of each year (see Appendix B). When Student Chapter Officers change, the Advisor or the Chair should inform the Chapter Assembly Representative.

APPENDIX A

MODEL BYLAWS FOR ASIST STUDENT CHAPTERS

ARTICLE I	NAME
ARTICLE II	PURPOSE
ARTICLE III	MEMBERSHIP
ARTICLE IV	OFFICERS
ARTICLE V	DUES AND FINANCES
ARTICLE VI	COMMITTEES
ARTICLE VII	DISSOLUTION
ARTICLE VIII	AMENDMENT

ARTICLE I Name

The name of this organization is the _____
Student Chapter of the American Society for Information Science and Technology (ASIST).

ARTICLE II - Purpose

The purpose of the Student Chapter is to provide an organization through which student members within the _____ community may participate in and carry forward the programs and purposes of ASIST. The Student Chapter shall promote the interests of the Society and its programs, including every reasonable effort to involve students of information science who are located within its community.

ARTICLE III - Membership

Section 1. All student members of ASIST whose academic affiliations are within the community established by these Bylaws shall automatically be members of the Student Chapter.

Section 2. In addition to Student Members, the Student Chapter must include one Regular Member of ASIST who shall serve as Advisor, but who shall not hold a vote in the Student Chapter.

Section 3. All members of the Student Chapter shall receive Student Chapter publications and official notice of Student Chapter meetings.

Section 4. Only Student Members may vote on any question submitted to the Student Chapter at a meeting (or by mail/email) and only they may serve as officers.

Section 5. A Student Chapter Member whose membership in ASIST has been terminated shall no longer be a Student Chapter Member. Upon reinstatement to ASIST membership, such terminated Member shall immediately regain full privileges of membership in the Student Chapter. The Executive Director of ASIST shall inform the Chapter Advisor or other appropriate officer when any member is not in good standing in ASIST, or when such member has been reinstated.

ARTICLE IV - Officers

Section 1. The Officers of a Student Chapter shall include a presiding Officer to be known as the Student Chapter Chair, a ()Vice-chair/()Chair-elect, and a ()Secretary-Treasurer/()Secretary/() Treasurer, and a webmaster. Chapter Officers shall serve for an Administrative Year of _____ to _____. The Student Chapter Officers shall constitute the Executive Committee.

Section 2. The Student Chapter Chair shall see that an annual financial report of the Student Chapter, as part of the annual report, is filed with the Headquarters within thirty days of the close of the ASIST fiscal year (September 30).

Section 3. The Student Chapter Chair shall preside over all meetings of the Executive Committee. The Chair shall appoint the Chairs and Officers of all committees, subject to the provisions of these Bylaws, and subject also to the consent of the Executive Committee.

Section 4. The ()Vice-Chair /()Chair-Elect shall actively assist the Chair, shall preside at Executive Committee or Student Chapter meetings in the absence of the Chair, and shall automatically succeed to the Office of Chair upon completion of the Chair's term, or upon the death or resignation of the Chair.

Section 5. The ()Secretary-Treasurer/()Secretary/()Treasurer shall carry out the customary functions of these offices and shall execute the decisions and policies of the Executive Committee.

Section 6. The ()webmaster shall carry out the functions of designing, creating and implementing a Student Chapter website.

Section 7. The Officers of the Student Chapter must be Student Members. They shall be elected by a majority of members present and voting at a Student Meeting or by mail/email ballot. The report and recommendations of the Nominating Committee shall be distributed to all voting members of the Student Chapter with a ballot or with a notice of the Student Chapter meeting at which a vote is taken. Additional nominations may be submitted in writing or via email or made from the floor.

Section 8. In the event of the death or resignation of an elected Student Chapter Officer other than the Chair, the Executive Committee shall appoint a member to serve until the next election.

ARTICLE V - Dues and Finances

Section 1. All Student Chapter dues and assessments shall be set by two-thirds of the members present and voting at an annual meeting or voting by mail/email ballot, becoming effective the next succeeding January 1. Student Chapter dues may be assessed against any ASIST member who is a Student Chapter Member, but non-payment of such dues shall not deny such member the privileges of Student Chapter membership,

() except that the Student Chapter shall withhold the privilege of voting for non-payment of such dues.

() except that the Student Chapter shall withhold the privilege of voting and holding office for non-payment of such dues.

() except that the Student Chapter shall withhold the privilege of holding office for non-payment of such dues.

Section 2. The Student Chapter may collect monies from persons and institutions who are not members of the Society to place them on a mailing list for meeting notices and other mailings, but such persons and institutions shall have no vote in Student Chapter meetings or in mail/email balloting.

ARTICLE VI - Committees

Section 1. The Executive Committee of the Student Chapter shall consist of the Chapter Officers. The Executive Committee shall conduct and manage the affairs of the Student Chapter, subject to these Bylaws, and shall possess all powers necessary or incidental to that purpose, including the right to appropriate and expend Student Chapter funds.

Section 2. The standing committees of Student Chapters shall include a () Nominating Committee/() a Nominating Committee and such other standing committees as the Executive Committee or membership shall determine/() such standing committees as the Executive Committee or the membership may determine.

Section 3. The Nominating Committee shall consist of a Chair and two Student Chapter members, designated by the Student Chapter Chair. This Committee shall present a list of nominees to the members of the Chapter, as provided in Article IV, Section 6. The Nominating Committee, at its discretion, may present more than one candidate for any one office.

ARTICLE VII - Dissolution

The Student Chapter retains its charter at the discretion of the ASIST Board of Directors. In the event of dissolution of the Student Chapter, the assets of the Student Chapter shall, after satisfaction of all just liabilities and obligations thereof, be paid into the general treasury of ASIST.

ARTICLE VIII - Amendment

These Bylaws may be amended by an affirmative vote of two-thirds of the members of the Student Chapter voting on the proposed amendment. Such amendment may be proposed by petition of a minimum of ten percent of the Student Chapter members filed with the Chair, or by proposal of the Executive Committee of the Student Chapter or the ASIST Board of Directors. Such amendment shall be voted upon by mail/email ballot within 60 days after receipt by the Chair. The Student Chapter (

)Secretary-Treasurer/()Secretary, shall prepare and distribute via mail/email a copy of the proposed amendment together with an invitation to vote via mail/email ballot to each voting member of the Student Chapter setting forth a date not less than 20 nor more than 30 days from the date of the mailing of the ballot, by which date all ballots which are returned are counted. No amendment to these Bylaws may take effect unless and until it has been certified by the ASIST Board of Directors as being in harmony with the Charter, Constitution, and Bylaws of ASIST. If so certified, the amendment shall be effective as of the date of the next regularly scheduled meeting of the Student Chapter.

APPENDIX B

**STUDENT CHAPTER ANNUAL REPORT
-AND-
STUDENT CHAPTER-OF-THE-YEAR CRITERIA AND CHECKLIST**

STUDENT CHAPTER NAME _____

Please submit six complete sets of documentation to the Headquarters, which must be received by May 31. One digital copy (with six copies of supporting materials which are not available in digital form) must be submitted if email is chosen as the delivery method.

This package is being submitted as

_____ our required activities report only

_____ our report and self-nomination for the Student Chapter-of-the-Year Award*

* You are encouraged to self-nominate – you have nothing to lose and recognition to gain

Year covered: June 1, 200__ to May 31, 200__

Chair

Vice-Chair

Secretary

Treasurer

Assembly Representative

Alternate Assembly Representative

Newsletter Editor/Publications Chair/Web Manager

Membership Chair

Other Officers (please specify)

Faculty Advisor

I. MEMBER -RELATED (20 points)

A. Membership (a list maybe obtained from ASIS headquarters)

Membership at year begin

Current membership

Net increase (decrease)

Retained members

New members

Number of members active locally

Number of members active/visible in state, local, federal affairs

B. Programs for recruitment, techniques of welcome and encouragement of participation

C. Programs for retention, follow-up efforts on non-renewed members

II. CHAPTER ACTIVITIES (40 points)

A. Meetings (list all meetings with dates and number of attendees for each meeting; describe any special welcome to new members, students, or first-time attendees. May indicate benefits to members and varieties of meetings).

[Provide details on meetings here]

B. Special events (institutes; seminars; conferences; sponsored programs or events held at ASIST annual or mid-year meetings; activities aimed at attracting student members or in conjunction with any local student chapters; cooperative ventures with other organizations).

[Provide details here]

Summary

Total number of meetings and events

Number of cooperative ventures with other organizations

High attendance

Low attendance

Average attendance

Ratio average attendance to membership

High number of guests (i.e., non-ASIS&T members)

Low number of guests

Average number of guests

C. Projects and Programs

Placement services

Special projects (e.g., career guidance programs, promoting ASIS&T and information science, assisting the community, referral service, etc.). Describe extent of member participation in each.

Public relations (news releases).

Annual and mid-year meetings hosted, cosponsored with other organizations

Other projects

III. COMMUNICATIONS (20 points)

A. Local

Newsletters or regular electronic listserv or blog, etc. (attach copies or URLs)

Any special print or electronic publications, fliers, etc., e.g., publicity for events, reports on events, fliers about Chapter and/or events, etc. (attach copies or URLs).

Minutes kept at meetings (attach copies or URLs)?

Special publications, e.g., Chapter Web site, Chapter directories, proceedings, etc; attach copies or URLs)

B. National

Were reports submitted on time?

Were they in proper format?

IV. FINANCIAL (5 points)

How were programs financed?

Were funds obtained from ASIS&T, and if so, how was funding used?

Were financial reports filed with ASIS&T if ASIS&T funding was used?

V. AWARDS (10 points)

Awards received by the Chapter (date given; purpose; nature of award)

Awards given by the Chapter (date given; purpose; nature of award)

VI. SOCIETY SUPPORT ACTIVITIES (5 points)

Contribution to ASIST Development Fund.

Number of institutional members recruited

Did your chapter provide any volunteer services to headquarters?

Report submitted by (please print): _____

Chapter office held: _____

Signature: _____

Date: _____

Please submit six (6) copies of Checklist with documentation to:
Chair, Student Chapter-of-the-Year Award Jury
American Society for Information Science and Technology (ASIST)
1320 Fenwick Lane, Suite 510
Silver Spring, MD 20910-3602

APPENDIX C

PROCEDURES FOR FORMING AN ASIST STUDENT CHAPTER

1. A group of ASIST Student Members must sign a petition, or separate petitions, and submit it to the ASIST Board of Directors for the approval of the formation of a Student Chapter. There is no minimum number of Student Members required, but a Regular Member of ASIST must be prepared to be the Student Chapter Advisor.
2. Tentative Bylaws must be adopted. A copy of the "Model Bylaws for Student Chapters" (http://www.asis.org/AboutASIS/asis_chapter_model_bylaws.html) may be used as a guide. Deviations from the "Model Bylaws" should be highlighted and explained when submitted to the Bylaws Committee for approval.
3. Temporary Officers must be appointed, and plans for programs and activities for the coming two semesters must be provided.
4. The petition(s), Bylaws, name of the Advisor and names of temporary Officers, forthcoming plans, and an appropriate cover letter must be submitted to the ASIST Executive Director, the Chapter Assembly Director, and the Chapter Assembly Representative for Student Chapters.

Upon verification of the membership of the petitioners, and of the tentative Bylaws as being in harmony with the ASIST Bylaws, the petition for a Student Chapter is presented to the Chapter Assembly. Once approved by the Chapter Assembly, it is submitted to the Board of Directors for official chartering.

An appropriation of \$50.00 per year is available to each Student Chapter, upon request by the Student Chapter. An accounting of this appropriation must be made at the end of each ASIST fiscal year (September 30), whereupon a new appropriation of \$50.00 will be issued if all of the funds have been expended. If only a portion of the funds were expended, the amount expended will be replenished.

SAMPLE PETITION FORMAT

TO: The Board of Directors of the American Society for Information Science and Technology

DATE: _____

We, the undersigned Student Members of the American Society for Information Science and Technology, hereby petition the ASIST Board of Directors for approval of a Student Chapter of ASIST, to be known as the: Student Chapter.

SIGNATURE

PRINTED VERSION OF SIGNATURE
