

The logo for the Association for Information Science and Technology (asis&t) is displayed in a red, italicized serif font.

Association for Information Science and 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 the Student Chapter organization and its relationship to area Chapters and ASIS&T Headquarters, suggests activities, and describes the 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 ASIS&T 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

Date/Time	Responsible Officer	Task
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
July 1	Student Chapter Officers (and Advisor)	Submit annual report as self-nomination for annual award(s) (Section F.2, and Appendices B & D)
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 ASIS&T Annual Meeting (Manual, Section C.2)
October 30	Student Chapter Officers (and Advisor)	Submit annual report (if not submitted as part of award(s) self-nomination) to 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. (ASIS&T Bylaws, Section 7.2 “Student Chapters,” as amended September 3, 2013)

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. (ASIS&T Bylaws, Section 7.21, as amended September 3, 2013)

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 Association 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. (ASIS&T Bylaws, Section 1.4, as amended September 3, 2013)

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 Association and the Association’s programs” (ASIS&T Bylaws, Section 7.11, “Purpose of Chapters,” as amended September 3, 2013). Student Chapters are intended to provide an organization through which Student Members of ASIS&T 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 ASIS&T members, and to contribute to personal growth and career development. Through liaison with local ASIS&T 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 Association. 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 ASIS&T Board of Directors has approved the “Model Bylaws for ASIS&T 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 Association. To facilitate review of the Bylaws by the ASIS&T 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 the 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 ASIS&T Board of Directors. If so certified, it shall take effect immediately.

B.4. Relationship to ASIS&T 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. (ASIS&T Bylaws, Section 72, as amended September 3, 2013)

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 (ASIS&T Bylaws, Section 7.23, as amended September 3, 2013).

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 (ASIS&T Bylaws, Section 7.24, as amended September 3, 2013).

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 ASIS&T Annual Meeting, or to send a representative in his/her place. Student Chapter Advisors must be Regular Members of ASIS&T in good standing. (ASIS&T Bylaws, Section 7.2, as amended September 3, 2013)

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 Programs. 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 ASIS&T 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 ASIS&T Annual Meeting.

D. Finances of Student Chapters

An appropriation of \$100.00 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 ASIS&T Fiscal Year (September 30), whereupon a new appropriation of \$100.00 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 ASIS&T, 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 ASIS&T 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 ASIS&T 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 sections 7.14 and 7.2 of the ASIS&T Bylaws (as amended September 3, 2013). Student Chapter Financial reports should indicate sources of revenue other than the \$50 given to them by the Association. (ASIS&T Bylaws, as amended September 3, 2013)

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 newsletter, 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 ASIS&T officers or representatives;
- workshops addressing topics such as career planning, interviewing, and resume writing and posting resumes online;
- workshops teaching students practical technical skills;
- sponsorship of student members to local or national ASIS&T meetings, or at least car-pooling and hospitality arrangements;
- workshops, institutes, or seminars addressed to a general audience (at which registration fees might be a possible source of funds);
- fund-raising activities (such as raffles, t-shirt sales, sale of a cookbook prepared by the student chapter, among other activities);
- 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);
- recruiting new students at the beginning of each semester (through brochures, announcements, etc.);
- joint activities with the Student Chapters of other organizations;
- hosting or attending training sessions held by database, equipment, or software vendors; and
- informal social activities.

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 a social media site 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 other 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 Association. 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 July 1st (if as self-nomination for the annual awards) or by October 30 (if not) of each year (see Appendices B & D). Note that student Chapter Annual Activities Reports submitted electronically by the July 1st early deadline (with or without nomination for Student Chapter-of-the-Year award) will also be used for the Student Chapter Membership Competition Award. When Student Chapter Officers change, the Advisor or the Chair should inform the Chapter Assembly Representative.

APPENDIX A

MODEL BYLAWS FOR ASIS&T 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 Association for Information Science and Technology (ASIS&T).

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 ASIS&T. The Student Chapter shall promote the interests of the Association 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 ASIS&T 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 ASIS&T 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 ASIS&T has been terminated shall no longer be a Student Chapter Member. Upon reinstatement to ASIS&T membership, such terminated Member shall immediately regain full privileges of membership in the Student Chapter. The Executive Director of ASIS&T shall inform the Chapter Advisor or other appropriate officer when any member is not in good standing in ASIS&T, 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 which shall coincide with the ASIS&T administrative year. [Please indicate above which, if any, of the officers are to be appointed/elected.] 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 ASIS&T 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 ASIS&T 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 Association 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 7. 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 ASIS&T 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 ASIS&T.

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 ASIS&T 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 ASIS&T Board of Directors as being in harmony with the Charter, Constitution, and Bylaws of ASIS&T. If so certified, the amendment shall be effective as of the date of the next regularly scheduled meeting of the Student Chapter.

APPENDIX B



Association for Information Science and Technology

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

Submissions to this web form serve as the student chapter annual report. If this report is submitted by the **July 1st deadline**, it will also serve as the nomination for the Chapter of the Year award (regional and student) and other chapter awards. Feel free to attach any supplemental files in the space provided below.

This Package is being submitted as:

required activities report only

self-nomination for the Student Chapter-of-the-Year Award

Name of Student Chapter:

Year covered: July 1, 20____ to June 30, 20____

Your name and office held:

Student Chapter Advisor, with contact information:

List all current elected chapter officers, with contact information:

1. Activities (25 points)

Describe or provide links to the events, activities, meetings, projects, or services provided by your chapter. Items of interest include, but are not limited to:

- What was the total number of events and meetings organized this year?
- What types of activities did you have (social, business, conference, presentations, workshops, continuing education, etc.)?
- What is the target audience of your major events?
- What worked well, or what didn't work well?
- What were the costs and financial gains associated with your events?
- Were the activities attended in-person, online, or both?
- Did you provide a service to the community (ex., career guidance or consulting service)?

2. Membership (20 points)

Describe your membership base, net increase (decrease) and average attendance at meetings and events. Items of interest include, but are not limited to:

- Student Chapter Membership count (membership counts based on Facebook likes and Twitter followers should be avoided):
 - What is the total number of current chapter membership (as of June)?
 - What was the total number of chapter membership at the beginning of the year (July last year)?
 - How many new chapter members were added this year?
- ASIS&T Student Membership count (student chapter members who are also members of ASIS&T):
 - What is the total number of current (as of June) ASIS&T student members?
 - What was the total number of ASIS&T student members at the beginning of the year (July last year)?
 - How many new ASIS&T student members were added this year?
- How many people are involved in planning programs or on working groups?
- What do you do to retain current ASIS&T members or to gain new ones?
- What is the average attendance at your events and meetings (total attendance, members/non-members, doctoral/masters students, other attendees)?

3. Communication (20 points)

Describe or provide links to show how your chapter communicates with members. Items of interest include, but are not limited to:

- What media do you use to communicate with your members?
- How do you advertise your chapter's events?
- Do you use social media (Twitter, Facebook, etc.)?
- What worked well, or what didn't work well, for reaching your members?

4. Administrative (15 points)

Describe how you have administrated chapter business:

- Was your Chapter data shared and submitted in a timely manner to headquarters and Assembly Director?
- If you received funding, have all financial reports been sent to ASIST HQ for the fiscal year so far?
- Minutes may be required for some chapter business and committee meetings. Have you documented minutes of your meetings?

5. Financial (10 points)

Describe any financial changes in this year (for example, money received from events, money received from HQ, money spent on events, current balance). Please itemize as best as you are able.

6. Awards and Honors (5 points)

Describe any awards or honors received by the chapter this year (date given; purpose; nature of award). Please also list the nominations you will make this year.

7. Collaboration (5 points)

Describe your chapter's collaboration with any SIG, Regional Chapter, other Student Chapter, or other body within or outside ASIS&T this year.

8. Other (0 points - This section is excluded from awards judging.)

Is there anything else you would like to share about your chapter? Is there anything ASIS&T can do to help your student chapter be more effective and sustainable?

Please submit the Student Chapter Annual Report and attachments by July 1st (or by October 30th if not submitted as part of award(s) self-nomination) at:
<http://www.softconf.com/asist2/StudChapYear/submit.html>

APPENDIX C

PROCEDURES FOR FORMING AN ASIS&T STUDENT CHAPTER

1. A group of ASIS&T Student Members must sign a petition, or separate petitions, and submit it to the ASIS&T 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 ASIS&T must be prepared to be the Student Chapter Advisor.
2. Tentative Bylaws must be adopted. A copy of the “Model Bylaws for Student Chapters” (Appendix A and accessible at <https://www.asis.org/Chapters/chapters-student.html>) may be used as a guide. Deviations from the “Model Bylaws” should be highlighted and explained when submitted to the Constitution and 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 ASIS&T 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 ASIS&T 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 ASIS&T 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 Association for Information Science and Technology

DATE: _____

We, the undersigned Student Members of the Association for Information Science and Technology, hereby petition the ASIS&T Board of Directors for approval of a Student Chapter of ASIS&T, to be known as the: _____
Student Chapter.

SIGNATURE

PRINTED VERSION OF SIGNATURE

APPENDIX D

STUDENT CHAPTER MEMBERSHIP COMPETITION GUIDELINES

The Student Chapter membership competition was established in 2014. It is administered by the Student Chapter Representative to the Chapter Assembly. The purpose of the annual competition is to foster student engagement in ASIS&T by encouraging student chapters to recruit ASIS&T members.

The award is based on ASIS&T student membership growth over the previous year. The general guidelines for the award are:

- All ASIS&T student chapters that existed at least for a year (or started before the month of June of the previous year) are qualified for the competition. There is no limit on the number of times a student chapter may win the award, and up to three student chapters may win in a given year.
- The Student Chapter Annual Activities Report must be submitted no later than **July 1st** (with or without nomination for Student Chapter-of-the-Year award). There is no need for any other submission—the annual chapter report (due July 1st) will be used to extract the ASIS&T student membership information.
- Competition winners will be determined by computing the **percentage (%) increase** (only positive growth) in **ASIS&T student membership** during the year. Basing the awards on percentage increases rather than absolute values gives each chapter an equal, fair chance irrespective of their size or geographic location.
- The percentage (%) change will be calculated based on the chapter's ASIS&T student membership count at the beginning of the reporting year and at the end of the reporting year (for example, the ASIS&T student membership counts on July 1, 2015 and June 30, 2016).
- The award will consist of certificates for the three student chapters. In addition to recognition certificates, the awards include six students registrations to the ASIST Annual Meeting:

First Prize	Three Annual Meeting Registrations
Second Prize	Two Annual Meeting Registrations
Third Prize	One Annual Meeting Registration

- Awards must be used for attendance at the next scheduled ASIS&T Annual Meeting. Awards not exercised during the next scheduled ASIS&T Annual Meeting will be forfeited.
- Award winning student chapters will nominate or identify their ASIS&T student members who are to receive free full conference student registrations and send their names and email addresses to the ASIS&T Student Chapter Representative. Once the individual student members are sent to the Student

Chapter Representative, he or she will forward the students the instructions for conference registration.

- The award does not cover the registration fee(s) for Annual Meeting workshops or pre-conferences.