

## MODEL BYLAWS FOR ASIS&T STUDENT CHAPTERS

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### ARTICLE I Name

The name of this organization is the \_\_\_\_\_  
Student Chapter of the American Society 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 of ASIS&T 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 Society and its programs, including every reasonable effort  
to involve students of information science and related disciplines 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 are entitled to receive  
Student Chapter publications. Official notice of Student Chapter meetings and  
programs shall be distributed to all members prior to the event.

Section 4. Only Student Chapter members may vote on any question  
submitted to the Student Chapter at a meeting, or by formal ballot, 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 a 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 a member has been reinstated.

### ARTICLE IV Officers

Section 1. The officers of a Student Chapter shall include, inter alia, a presiding officer to be known as the Student Chapter Chair, a ( ) Vice-chair/( )Chair-elect, and a ( ) Secretary-Treasurer/( ) Secretary and a Treasurer. 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.]**

Section 2. The Student Chapter Chair shall see that an annual financial report of the Student Chapter is filed with the Executive Director of ASIS&T within thirty days of the close of the ASIS&T fiscal year.

Section 3. The Student Chapter Chair shall preside over all meetings of the Student Chapter and the Executive Committee. The Chair shall appoint the Chairs and members 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, incapacity, or resignation of the Chair.

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

Section 6. The officers of the Student Chapter must be Student members of ASIS&T. They shall be elected by a majority of members present and voting at a Student Meeting or by formal 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 written in on the ballot or made from the floor.

Section 7. 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 formal ballot, becoming effective at the start of the next administrative year. 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.

**[Please indicate above which, if any, of the options are to be selected.]**

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 formal 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.

**[Please indicate above which, if any, of the options are to be selected.]**

Section 3. The Nominating Committee should consist of a chair and two Student Chapter members, appointed 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 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. Other For matters not covered under these bylaws, the ASIS&T&T Bylaws will be followed."

#### ARTICLE IX- 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 formal ballot within 60 days after receipt by the Chair. The Student Chapter ( ) Secretary-Treasurer/( ) Secretary, shall prepare and distribute a copy of the proposed amendment together with a 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 valid 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.

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**Sample Petition**

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, 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