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

_____   _____