



SACNAS STUDENT CHAPTER POLICY: GUIDELINES FOR ESTABLISHING A SACNAS CHAPTER

The purpose of the Chapter Policy is to provide students with a general idea of how to begin the process of establishing a SACNAS Chapter. Student chapters are an ideal way to enhance an essential component in the organization's mentorship of young scientists. Chapters offer needed local support for SACNAS students on an ongoing basis, and represent the organizations' mission and goals.

Effective organization and structure are the foundation for chapter success. Please read the following information carefully. If you should have questions at any point, please contact the SACNAS national office for assistance. Suggestions for developing chapter structure, leadership and programming are provided in the SACNAS Chapter Program Guide.

I. Chapter Purpose

- A. The purpose of student chapters is to promote the mission of SACNAS and to offer educational and professional development resources and opportunities to students interested in the sciences.
 - Mission
SACNAS is a society of scientists dedicated to fostering the success of Hispanic/Chicano and Native American scientists-from college students to professionals-to attain advanced degrees, careers, and positions of leadership.
 - SACNAS members are dedicated to giving back through mentorship, peer networks, and professional development, and to engaging in science research and leadership of the highest caliber. The organization, its members, and chapters are committed to encouraging minority students and scientists to advance to their utmost capability
 - Organize campus and community activities to promote the scientific and personal development of its members
- B. Student Chapters shall be responsible to coordinate events and encourage participation in events
 - Organize its members and other interested students to attend the SACNAS National Conference (National members will be eligible to apply for financial assistance for attendance, all guidelines apply) or other SACNAS sponsored events.
 - Participate in outreach and mentorship to peers, as well as middle school and high school students
 - Participate in and encourage community activities
 - Organize and participate in events and activities at their institution where participants learn about SACNAS and how to contribute to the SACNAS mission.

II. Student Chapter Members

- A. SACNAS is an inclusive organization; the student chapter shall be open to any interested students regardless of major, ethnicity, race, religion, economic background, gender, sexual orientation and/or disability.
- B. A minimum of five (5) student members are required in order to establish a chapter. (Once established, the Chapter must maintain a membership of at least five at all times.)



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- At the time of chapter application, at least three (3) student members shall serve as interim (unofficial) officers or leadership team (e.g. President, Secretary and Treasurer)

C. All members of the student chapter must have current SACNAS membership.

- The SACNAS national office provides a one-year free student membership to each new student chapter member. New students without an existing SACNAS membership are eligible. Current student members are ineligible for this opportunity (i.e. renewing an existing or former SACNAS membership).

To take advantage of the one-year free student membership, please follow these steps:

1. Go to MySACNAS at: <https://www.sacnas.org/confNew/confClient/login.asp>
2. Create a new profile under "New Users." You only need a valid email to begin.
3. Submit current contact information, school information, and discipline information.
4. The current chapter advisor or president must submit the list of new students who have completed a SACNAS profile to the national office.
5. The national office processes each new membership and directly informs the student of their membership status.

- Students may renew an existing SACNAS membership by going online via MySACNAS or by calling the national office to renew over the phone. Please note, renewing student members automatically receive two years of membership for the price of one.

D. Membership rosters are required as part of the Chapter Annual Report in order to determine the size of each student chapter. The students' memberships are verified using the national office database to assess official chapter membership. Official chapter membership determines the chapter size.

III. Chapter Advisor

A. Each student chapter is required to recruit a college/university staff member (faculty or administration) willing to serve as **Chapter Advisor**.

- It is highly recommended when choosing an advisor to select someone who demonstrates enthusiasm and commitment to the chapter, its students and SACNAS' mission.
- The Chapter Advisor should be (or be willing to become) a SACNAS member. The SACNAS national office provides a one-year free regular membership to the chapter advisor. To take advantage of this offer, please follow the instructions for waived membership under section II. C.

B. A substantial letter of support from the selected advisor shall be submitted on College/University letterhead. This letter must be submitted with all chapter application materials. The letter must not only state the advisor's consent and commitment to serve as advisor to the student chapter but must thoroughly explain how the advisor will support and foster the development of the chapter.

IV. Chapter Status

A. **Develop Chapter Bylaws (policies and procedures):** SACNAS requires that each student chapter write and follow bylaws. The chapter is encouraged to adopt the bylaws template found on the SACNAS chapter website. The template was created in Adobe Acrobat and includes



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writable fields for your convenience. If amendments are made to meet the specific needs of the chapter, these changes need highlighted in yellow directly in the bylaws document. Chapter Mission needs to reflect that of SACNAS. A copy of the chapter's bylaws shall be submitted as part of the chapter application.

- B. The chapter shall be registered and in compliance with all campus policies relating to student organizations at the home institution or location where the chapter is formed. Proof of recognition of the chapter as an official campus organization must be submitted within the first three months of a chapter being chartered.
- C. Completed chapter application materials shall be submitted to the SACNAS national office for review. The student group will be notified in writing regarding the decision to grant student chapter status. Should the application materials not comply with the Chapter Policy guidelines, the national office will request revisions. The national office may withhold approval until final revisions are submitted and all questions are answered.
- D. The SACNAS national office may revoke SACNAS student chapter status if the chapter violates the SACNAS drug/alcohol policy, chapter policy, or otherwise acts out of accordance with the SACNAS mission, bylaws, etc.
- E. **Joint Chapters** SACNAS student chapters that join other organizations must abide by the chapter policies in addition to the following:
 - The joint organization(s) must have similar mission and goals as SACNAS
 - Chapter bylaws must state that they are a joint chapter and with what organization(s).
 - The chapter name must have "SACNAS" in the title.

V. Relationship with SACNAS National Organization

A. Name and Logo

- The student chapter may form under the name "[University /College Name] SACNAS Chapter" or other name approved by university/institution, however, the student chapter name must have "SACNAS" in the title.
 - A uniform logo and letterhead has been developed by the national office for all SACNAS student chapters. Chapters are required to submit their approved name and acronym in order to receive a SACNAS Chapter logo for their chapter
 - The chapter acknowledges that SACNAS has a proper and vested interest in maintaining the value of its name, logo and reputation. Therefore, request to use the national logo by a chapter must be submitted in writing and must include specific intentions of use.
 - The SACNAS national logo and the SACNAS chapter logo must remain unmodified.
- B. **Liability:** Chapter shall not represent to any third party that has authority to serve as the agent or to enter into contracts or to incur any legal obligation on behalf of SACNAS for any purpose.
- Chapter shall not contract or incur any liabilities, which SACNAS may be required to pay or is expected to pay
 - Any liabilities contracted for or incurred by the chapter shall remain the sole liability of the chapter. Chapter shall indemnify SACNAS and hold SACNAS harmless from and against any loss, expense cost or damage by reason of the activities conducted as a SACNAS affiliate



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- C. **Annual Reports:** Chapters are required to submit an annual report to the SACNAS national office at the end of the spring quarter/semester in order to remain active. Reports shall include:
- Complete list of membership
 - Elected officers for the next school year
 - Summary of chapter activities and accomplishments for the past year
 - Reports required as part of receiving grant funding from the national office
 - Budget of revenue and expenses for the year
- D. **National Database:** The SACNAS database will reflect whether a member belongs to a specific chapter, and if a member is current.
- Dues for SACNAS national membership will remain separate from chapter dues. Chapter dues are not required by the national office. Individual members are responsible to renew memberships annually.
- E. **Publications/Materials:** Printed materials such as the *SACNAS News*, National Conference Program, SACNAS brochures or other promotional items are available upon request from the SACNAS national office.
- Any materials developed by the student chapter are not official publications of SACNAS, but should comply with SACNAS mission and branding guidelines
 - The chapter shall indicate its chapter status on any printed materials
- F. **Chapter Liaison:** A primary contact for the chapter should be established to conduct communications with the SACNAS national office. The chapter liaison may be an officer or the chapter advisor. Current chapter information such as changes to by-laws, newly elected chapter officers, contact information, etc., should be updated with the SACNAS national office within two (2) weeks of the change.
- G. **Finance:** SACNAS Student Chapters are responsible for creating their own accounting systems and procedures, in conformance with their academic institution's requirements. The SACNAS national office requests that the chapter advisor, president, and treasurer be responsible for the financial accounting. All checks and other instruments for the payment of monies of the Chapter shall be drawn in the name of the Chapter and be signed by the Treasurer or President.