



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.

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.
 - The mission of SACNAS is to encourage Chicano/Latino, Native American and other minority students to pursue graduate education and obtain the advanced degrees necessary for research careers and science-teaching professions at all levels.
- 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)
 - Participate in outreach and mentorship to peers, as well as middle school and high school students
 - Participate in and encourage community activities

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.)
 - 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 will provide a one-year free student membership to each new student chapter member. This offer is for new student chapter members without an existing SACNAS membership and cannot be used to renew an existing or former SACNAS membership. To take advantage of this offer, complete the attached membership form for each new student member. To renew an existing SACNAS membership, refer to the SACNAS website: www.sacnas.org



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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 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 will provide a one-year free regular membership to the student chapter advisor. This offer is valid for advisors who are new members and cannot be used to renew an existing or former SACNAS membership. To take advantage of this offer, complete the attached membership form as a new regular member.
- B. A letter from the selected advisor shall be submitted with the petition. The letter must state the advisor's consent and commitment to serve as advisor to the student chapter.

IV. Chapter Status

- A. **Develop Chapter By-Laws (policies and procedures):** SACNAS requires that each student chapter write and follow its own by-laws. The chapter may adopt or amend the sample by-laws to meet the chapter's specific needs (A copy of the SACNAS National By-Laws and a sample student chapter by-laws are included in the Chapter Packet). Chapter Mission should be consistent with that of SACNAS. A copy of the chapter's by-laws shall be submitted as part of the chapter application/petition.
- 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.
- C. Completed chapter application materials shall be submitted to SACNAS National office for review. The student group will be notified in writing regarding the decision to grant student chapter status.
- 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, by-laws, 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 by-Laws 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 Student Chapter" or other name approved by university/institution, however, the student chapter name must have "SACNAS" in the title.
- 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 chapter must be submitted in writing and must include specific intentions of use.
- The student chapter may opt to create a logo specific to its chapter and use this logo to represent the chapter as an affiliate of SACNAS.



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- 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
- C. **Annual Reports:** Chapters are required to submit an annual report to the SACNAS National Office at the end of the spring quarter/semester. Reports shall include:
- Complete list of membership
 - Elected officers for the next school year
 - Summary of chapter activities and accomplishments for the past 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. Individual members are responsible to renew memberships annually.
- E. **Publications/Materials:** Printed materials such as the SACNAS NEWS and National Conference Program 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
 - 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, chapter officers, contact information, etc., should be updated with the SACNAS National Office within two (2) weeks of the change.