

SACNAS
PROFESSIONAL
CHAPTERS

SACNAS Professional Chapter Charter

Updated April 26, 2022

ARTICLE I: Name

1. The name of the chapter will be _____
The name of the chapter should follow one of the following naming conventions: Region Name SACNAS Chapter, SACNAS Chapter of the Region Name, Institution Name SACNAS Chapter, or SACNASChapter at Institution Name.
2. The abbreviated name of the chapter will be _____
Note: The abbreviated name will be used on your custom chapter logos.

ARTICLE II: Purpose

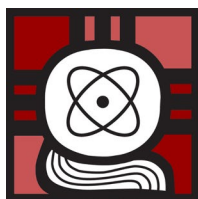
SACNAS chapters are a powerful and inclusive source of community that provides local and regional support for professionals and college students to succeed in STEM. Collectively, our chapters are the on-the-ground ambassadors behind SACNAS' movement to achieve true diversity in STEM.

ARTICLE III: Affiliation

This organization will be an affiliated chapter of Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS).

ARTICLE IV: Membership

1. Membership in the chapter will be open to any professional within the regional area, host institution or host organization regardless of STEM discipline, sector, ethnicity, race, religion, economic background, gender, sexual orientation and/or disability.
2. Members must have an active SACNAS membership with the national office, and shall agree to the following attestation: "In consideration of my membership in [chapter name], I hereby fully release, discharge, hold harmless and promise not to sue [chapter name], SACNAS, or any of their officers, members, agents or representatives, from any and all liability and claims for damages arising from or related to participation in chapter meetings and activities. I further agree to comply with all [chapter name] rules and policies as may be adopted from time to time throughout my membership."



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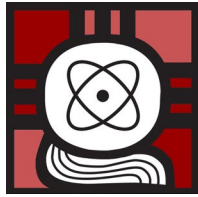
Updated April 26, 2022

3. Members must attend at least 50% of chapter activities to be in good standing with their chapter. Members in good standing have voting rights and are eligible for financial support from the chapter.

ARTICLE V: Governing Body

Section 1 - Officers

1. President (required)
 1. Leader and spokesperson for the chapter.
 2. Initiates and presides over meetings.
 3. Oversees all group activities and assists in leadership development of membership.
2. Vice President (required)
 1. Assumes presidential responsibilities in the absence of the president.
 2. Oversees external affairs of the chapter (industrial relations, company tours, etc.).
 3. Oversees internal affairs of the chapter (internal relations, social activities, etc.).
 4. Develops and coordinates outreach activities.
 5. Performs duties of Secretary and/or Treasurer if those positions are not filled or if the Secretary or Treasurer is absent.
3. Secretary (recommended)
 1. Maintains complete and accurate records including memberships, minutes of meetings, attendance, and chapter documents.
 2. Tallies election votes.
4. Treasurer (recommended)
 1. Manages chapter finances by keeping accurate records of money received and disbursed,
 2. Is responsible for creation and maintenance of chapter's bank account(s), and
 3. Prepares and oversees chapter budget, and prepares and submits relevant financial information for the annual report
5. National Liaison (optional)
 1. May be the chapter president, a chapter advisor, or a dedicated liaison officer. This is the only officer role that may overlap with other officers or advisor positions.
 2. Serves as the primary contact between chapters and the SACNAS national office.
 3. Submits chapter annual report to SACNAS national office.
 4. Reports to the SACNAS national office within two weeks of any changes to contact information, charter, and newly elected chapter officers.
 5. Reports current events from the SACNAS national office to the chapter.
 6. These duties are shared by other officers if this position is not filled.



SACNAS Professional Chapter Charter

Updated April 26, 2022

Section 2 - Nominations

1. A member may nominate themselves or another member for an upcoming officer election.
2. Members may be nominated for more than one office position but may fill only one position except for the national liaison position.
3. The secretary, or higher presiding officer, will record nominations and prepare written ballots for election.
4. Nominations will be held at least one month prior to the elections.

Section 3 – Elections/Voting

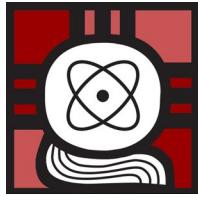
1. Elections will be held at least one month prior to the start or anniversary of chapter start date.
2. All members of the chapter in good standing will be eligible to vote.
3. Voting will be conducted as a secret ballot, either in-person at a meeting or outside of a meeting by paper or electronic ballot.
4. Ballots will be tallied in the absence of the nominees by the secretary (or higher presiding officer) and two members appointed by the president.
5. If no candidate receives a majority of the vote, the top two candidates will hold a run-off election.
6. Officer terms are at least one year. Officers may serve in a mentor capacity after their one year of service to train and guide new officers.

ARTICLE VI Quorum, Meetings

1. A quorum must be achieved in order to conduct official business meetings and consist of at least fifty percent (50%) of all chapter membership and a majority of the officers.
2. Meeting agendas will be prepared by the president and secretary (*if applicable*). Meetings will be scheduled at least once a month.

ARTICLE VII Finance

1. The president and treasurer (*if applicable*) will be responsible for preparing a budget every year. The budget should be submitted to the SACNAS national office as part of the chapter's annual report.
2. All distributions of funds will be approved by the president and treasurer (*if applicable*).



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Updated April 26, 2022

ARTICLE VIII Resignations and Removals

Section 1 – Resignations

1. An officer may resign from office at any time, by giving written notice to the president or vice president. The written notice of resignation must be received and acknowledged by the governing body of officers.
2. During a meeting when a resignation is presented, nominations will be taken to fill the vacancy and voting procedures will be conducted as stated in Article V.

Section 2 – Removals

1. If any member has knowledge that an officer is not fulfilling their duties or that an officer has acted or participated in activities that violate the mission of the chapter, they may call a meeting to explore charges.
2. A two-thirds vote of all chapter members, excluding the officer under investigation, is needed for a removal.
3. Upon removal, nominations will proceed as indicated in Article V Section 2.

ARTICLE IX Amendments

1. Amendments must be submitted in writing one week prior to voting at a regularly scheduled meeting.
2. The charter may be amended at any regular meeting with a two-thirds vote of all chapter members present and voting or by electronic ballot made available to all chapter members for submission outside of a meeting.
3. Any approved amendments must be submitted to the SACNAS national office within one week of being approved.

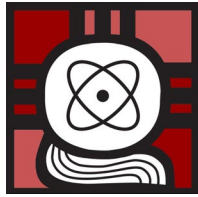
Signatures

By signing this document, you agree to abide by the outlined points in this charter.

Chapter President Name: _____

Signature: _____

Date: _____



SACNAS
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SACNAS Professional Chapter Charter

Updated April 26, 2022

(If applicable) Co-Chapter President Name: _____

Signature: _____

Date: _____

Chapter Vice President Name: _____

Signature: _____

Date: _____

(If applicable) Co-Vice President Name: _____

Signature: _____

Date: _____