SACNAS Student Chapter Guidelines

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

MEMBERSHIP
Chapters must meet the following membership requirements.

● Student Members: A minimum of **10 student members** are required to start and maintain a chapter.Members must have an active SACNAS membership with the National Office (sacnas.org/memberships). Chapters as a whole do not have chapter dues with the National Office. Members should participate in at least 50% of chapter activities. Chapters should track membership attendance for each chapter activity. **Chapters must submit a membership roster.**
  • *If you are a TCU or Community College, a minimum of **4 student members** are required.*
● Chapter Advisor: A minimum of one chapter advisor is required to start a new chapter. The advisor must have an active SACNAS membership and be a college/university faculty or administrator. **Chapters must submit a letter of support from their advisor(s).**
  • *If you are a TCU or Community College, your advisor can be remote if needed.*
● Attestations: Each member must submit an attestation in the form set forth in the chapter charter holding the chapter and SACNAS harmless from liability relating to chapter meetings and activities and agreeing to comply with all SACNAS and chapter rules, regulations, and policies.

DEVELOPMENT
Chapters must meet the following development requirements. Templates are included on the application.

● Institutional Recognition: Your student chapter shall be registered and in compliance with all policies relating to student organizations at your institution. **Chapters must submit proof of institutional recognition by the student affairs office in the form of a letter or email.**
● Chapter Charter (*previously bylaws*): Charters are a guide to the structure of the chapter. Each chapter must use the charter template provided by the national office. **Chapters must submit a copy of their chapter charter.**
● Chapter Email Address: Chapters should have a general email address that is not associated to its chapter officers. This may be setup through your institution or a free email service. **Chapters must create their email address.**
● Fundraising: Chapters should establish a funding plan to support chapter members and activities. This could include seeking grants through your institution, collecting sales, and/or collecting donations. **Chapters should submit a fundraising plan.**

ACTIVITIES

Chapters should provide activities to members at least once a month, focusing on the following areas. **Chapters must submit a plan for each of the following areas.**

- <u>Professional Development</u>: Chapters should provide members with resources to obtain advanced degrees,careers, and positions of leadership in STEM. This could include guidance on academic transitions, resources to prepare for a career in STEM, and opportunities to enhance their leadership skills.
- <u>Supportive Chapter Community</u>: Chapters should provide members a supportive community. This may include mentoring and tutoring opportunities, as well as social activities outside of the class and research environments.
- <u>Participation in STEM</u>: Chapters should welcome all students including Chicanos/Hispanics, Native Americans, and other students from backgrounds that are underrepresented in STEM at your institution. This may include collaborating with student organizations, resources centers, and institution leaders to provide members with research and leadership opportunities, as well as funding for members to participate and represent institutions in national conferences.
- <u>Local Community & Civic Engagement</u>: Chapters should work with their local community to extend the SACNAS mission beyond their institution. This may include engaging with K-12 schools and other local organizations to encourage students to pursue careers in STEM and advocating for local policies that positively impact underrepresented students in STEM.