



SACNAS Student Chapter Charter

ARTICLE I: Name

1. The name of the chapter will be _____

The name of the chapter should follow one of the two following naming conventions: Institution Name SACNAS Chapter or SACNAS Chapter at Institution Name.

2. The abbreviated name of the chapter will be _____

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 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.

ARTICLE III: Affiliation

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

ARTICLE IV: Membership

1. Membership will be open to any enrolled students at the host college/university regardless of STEM major, ethnicity, race, religion, economic background, gender, sexual orientation and/or disability.

2. Members must have an active SACNAS membership and attend at least 50% of chapter activities to be in good standing. Members in good standing have voting rights and be eligible for financial support from the chapter.

ARTICLE V: Governing Body

Section 1 - Officers

1. President

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

1. Assumes presidential responsibilities in the absence of the president.
2. Oversees external affairs of the chapter (industrial relations, company tours, etc.).



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3. Oversees internal affairs of the chapter (campus relations, social activities, etc.).
4. Develops and coordinates outreach activities.
3. Secretary
 1. Maintains complete and accurate records including memberships, minutes of meetings, attendance, and chapter documents.
 2. Registers chapter with the college/university each academic year.
 3. Tallies election votes.
4. Treasurer
 1. Manages chapter finances by keeping accurate records of money received and disbursed.
 2. Prepares chapter budget for annual reports.
5. National Liaison
 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.

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 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 last meeting of the academic year.
2. All members in good standing will be eligible to vote.
3. Voting will be conducted as a secret ballot.
4. Ballots will be tallied in the absence of the nominees by the secretary and two members appointed by the president.
5. If there is not a majority vote, the top two candidates will hold a run-off election.
6. Officer terms are one academic year. Officers may serve in an "ex-officio" capacity after their one year of service to train and guide new officers.



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Section 4 - Chapter Advisors

Chapters should have at least one advisor but may have multiple advisors.

1. Be college/university faculty or staff members.
2. Be an active SACNAS member.
3. Demonstrate enthusiasm and commitment to the chapter and the SACNAS mission.
4. Provide support, guidance, and mentorship to the chapter students.

ARTICLE VI Quorum, Meetings

1. A quorum should consist of at least fifty percent (50%) of all membership and a majority of the officers.
2. Meeting agendas will be prepared by the president and secretary. Meetings will be scheduled at least once a month.

ARTICLE VII Finance

1. The treasurer and president will be responsible for preparing a budget every academic year. The budget should be submitted to the SACNAS national office.
2. All distributions of funds will be approved by the treasurer, president, and advisors.

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, vice president, or advisor. 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, he/she may call a meeting to explore charges.
2. A two-thirds vote, excluding officer under investigation, is needed for a removal.
3. Upon removal, nominations will proceed as indicated in Article V Section 3.



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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.
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: _____

(If applicable) Co-Chapter President Name: _____

Signature: _____

Date: _____

Chapter Advisor Name: _____

Signature: _____

Date: _____

(If applicable) Co-Advisor Name: _____

Signature: _____

Date: _____