SACNAS Professional Chapter Guidelines

Updated April 26, 2022

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 should meet the following membership requirements.

- Professional Members: A minimum of 5 professional members are required to start and maintain a chapter. These members may be within your institution/organization or may include members from institutions/organizations in your region (for example: Bay area or Boston area). Members must have an active SACNAS membership. Members should participate in at least 50% of chapter activities. Chapters should track membership attendance for each chapter activity. **Chapter must submit a membership roster.**
- 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.
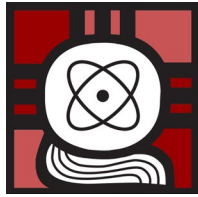
DEVELOPMENT
Chapters must meet the following development requirements.

- Chapter Charter: 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 a specific person. This may be setup through a free email service. **Chapters must submit their email address.**
- (Optional) Fundraising: Chapters are encouraged to establish a funding plan to support chapter members and activities. This could include seeking grants through employers, ERGs, collecting sales, and/or collecting donations.

ACTIVITIES

Chapters should provide activities to members with at least 6 activities per year, focusing on the following areas. **Chapters should develop a plan to include activities for one or more of the following areas.**

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- <u>Professional Development</u>: Chapters should provide members resources to obtain advanced training, careers, and positions of leadership in STEM. This could include guidance on career transitions in STEM and opportunities to enhance their leadership skills.
- <u>Supportive Chapter Environment</u>: Chapters should provide members a supportive community. This may include mentoring and networking opportunities, as well as social activities outside of the workplace and research environments.
- <u>Diversity, Inclusion, & Equity in STEM</u>: Chapters should promote diversity, inclusion, and equity of Chicanos/Hispanics, Native Americans, and other URMs in STEM in their institution(s). This may include collaborating with employee resource groups, resources centers, and institution leaders to provide members with leadership and training 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 chapter. This may include engaging with your local or regional SACNAS student chapters and other local organizations to engage students to pursue careers in STEM and advocating for local policies that positively impact URMs in STEM.