Student Chapter

Bylaw 2022

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Scientific Departments

Physics and Mathematics Engineering
Structure Engineering
Irrigation of Hydraulic Engineering
Public Works
Architecture Engineering
Urban Design & Urban Planning
Power and Electrical Machines Engineering
Electronica & Electrical Communication Engineering
Computer and Systems Engineering
Mechatronics
Design and Production Engineering
Mechanical Power Engineering
Automotive Engineering

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Preface

STUDENT CHAPTER is an academic activity that helps in developing technical knowledge, leadership experience and lasting relationships with peers and mentors. Chapters have access to unique benefits that aren't always available to non-chapter members. Student chapter is created and connected with other chapters under an umbrella of an international student professional institution/association. This mother international entity supports a network of student chapters (that have membership) crossing continents in a specific scientific field related to that entity.

Student chapter is a local cell associated with other cells around the world under a shared protocol agreed by the mother association. Student chapter is a society operated by students at a university or a college, whose membership typically consists only of students or alumni. Typical activities of student chapter can be seen in:

On Campus Representation on campus committees and councils, campus service projects, conducting career day fairs, etc.

With Local Chapters Special presentations and guest speakers, field trips to projects and site tours, sponsoring seminars related to the major academia, social and networking activities, Attendance at the mother association Annual Convention, etc.

In the Community service projects - design and execution**,** work for local charitable organizations**,** recreation and park project, environmental clean-up programs**,** children's projects such as playgrounds and day care centres, etc.

Students Chapter network in the faculty is an independent entity as an academic activity with a direct reference to Education & Student Affairs Sector. Faculty of Engineering pays attention to such crucial academic activity, having a plan for richer and more cohesive network of student chapters crossing all disciplines.

1. Student chapter creation overview

To create a new student chapter, you need to pursue the following steps:

1. Form a small group (3-4 students) for the preparation of student chapter establishment.
2. Search for a suitable international organization due to your study field.
3. Fill in a preliminary form (you can download from the website or use the QR code by the end of this book).
4. Submit the form at your academic department, asking to nominate an academic advisor (staff member) for support (this step is important as a mandatory when you start communicating the international organization).
5. The initial group with their academic advisor will assign a local student chapter coordinator (coordinator) who will facilitate the creation of the chapter (from this initial group).
6. Follow all instructions and steps as shown in each in international entity, some ask for an initiative meeting, others put conditions on team numbers, . . . etc.
7. After joining and be an established chapter under the selected international entity, you will receive a certificate of chapter establishment and you will be mentioned at the organization webpage.
8. Fill in the identification form again with all updates compiled with the certificate of establishment and get it signed by your academic advisor and the department head as well. Then, this document should be directed to *student chapter coordinator* (Education & Student Affairs Sector).
9. A new established student chapter will appear on the faculty webpage under "Academic Activities" section (as all info as well as the establishment certificate will be added by the student chapter coordinator).

2. Student chapter operations responsibilities

Student chapter work system includes the following parties (Figure .1):

1. Student chapter officers
2. Academic advisor
3. Students chapter coordinator
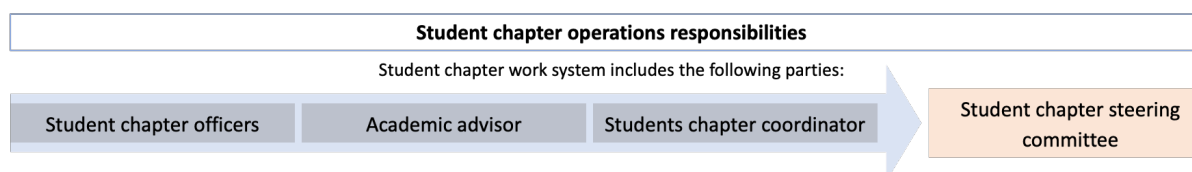4. Student chapter steering committee

Student chapter operations responsibilities

Student chapter work system includes the following parties:

Student chapter officers	Academic advisor	Students chapter coordinator	Student chapter steering committee

Figure .1 Student chapter operations responsibilities

2.1. Student chapter officers

The group of students who initiated the chapter membership is responsible for electing chapters officers, who will provide ongoing leadership. Student chapter's officers are responsible for planning, organizing, controlling, and administering chapter activities.

There are general and specific responsibilities for each of the officers on which successful chapter operations depend. Chapter's officers include chapter executive committee and standing committee as will be described in following sections (Figure .2). The following structure is just a guidance to show the work responsibilities and flow, however, each student chapter should follow the mother institute's requirements.

2.1.1. Chapter executive committee

An Executive Committee directs each Chapter. The Executive Committee consists of a minimum of five- elected chapter officers (unless the President is re-elected, then there are only 4): Past President, President, Vice-President, Secretary, and Treasurer.

The President serves on the Executive Committee for two years: as President and as the immediate Past President. Members may be re-elected to the same office but may not serve in the same Executive Committee office for more than two consecutive years.
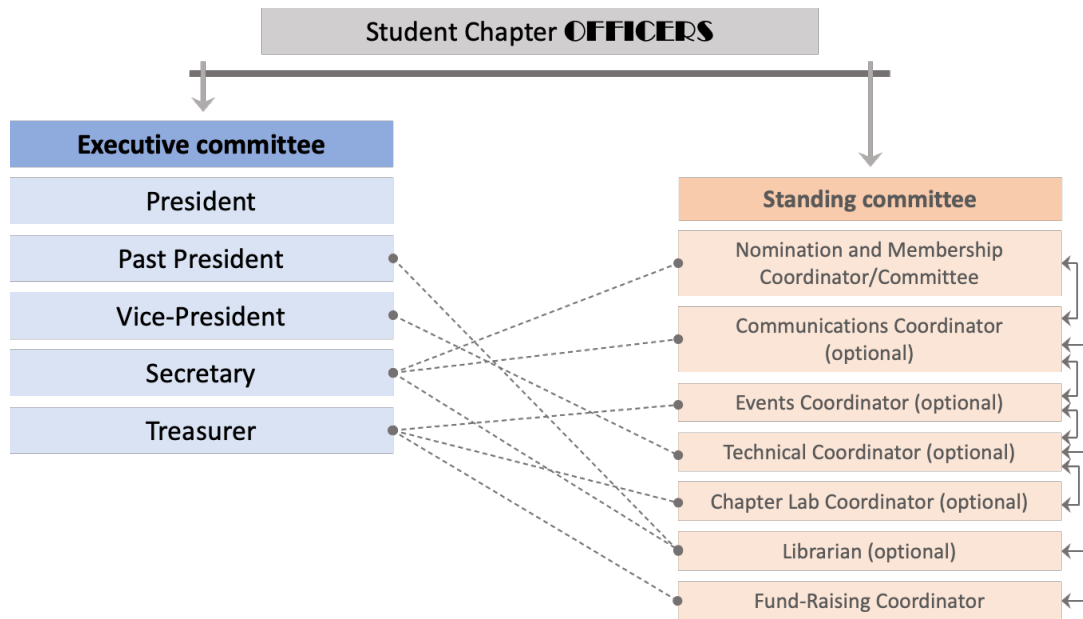

Figure .2 Student Chapter officers' structure

The five elected officers are the only voting members of the Executive Committee. Other appointed members (if exist) of the Executive Committee shall not have voting privileges (it is highly crucial to have officers from different levels, specifically junior, senior-1 and senior-2 students when election takes place).

No Executive Committee officer or member is to receive compensation for their services as committee member. However, student chapters' members who show tangible achievements and structured activities may receive 2-4 weeks as completed training regarding their chapter activities. This issue will be under every student chapter's academic advisor.

All members of the Executive Committee shall have the following general duties and powers:

1. Conduct, supervise, control and direct the affairs of the Chapter.
2. Raise funds and sponsorships for the Chapter.
3. Supervise the disbursement of the Chapter's funds.
4. Actively pursue the stated mission and objectives of the Association.
5. Encourage adherence to the Association's Code of Ethics.
6. Release quarterly newsletter to keep updated by regional and global offices' activities and news (mid and end of Fall and Spring semesters).
7. Prepare an annual report about all student chapter activities by filling in the report template (you can download from the website or use the QR code by the end of this book).

President

The president is the chief Executive Committee Officer and shall have the following duties:

- Serve as a member and attend meetings of the Associations' Chapter Leadership Council.

- Uphold and enforce the Association's Bylaws and Policies and Procedures.
- Serve as chairperson of the Executive Committee and preside at all meetings of the Executive Committee and of the chapter.
- Have general charge and supervision of the affairs and business of the chapter.
- Schedule meetings and prepare agendas.
- Organize special committees and appoint committee members as authorized by the Executive Committee.
- Report to both the Executive Office at the mother institute and the local academic advisor (faculty staff member).
- Approve chapter expenses according to Association policies and review and sign all Chapter expense reports.
- Recommend members to serve on local and national committees.
- Participate in regional/international conference calls organized by the regional/international representative (if exists).
- Follow/log on to the electronic communication system of the mother institution at least once per week (releasing quarterly newsletter pushing for keeping updated).
- Perform all other duties prescribed by the Executive Committee.

Past President

When a chapter President has completed his or her term of office, he or she remains on the Executive Committee for a year as the immediate Past President. If the President is re-elected, the duties of the Past President may be appointed to another committee member. The Past President has the following duties:

- Uphold and enforce the Association's Bylaws and Policies and Procedures.
- Be responsible for external relations, such as involving the Chapter in civic improvement projects and sponsoring special conferences and workshops.
- Preside over the elections for Executive Committee officers.
- Be responsible for planning and controlling chapter fund raising activities.
- Perform any other duties prescribed by the Executive Committee.

Vice-President

The Vice-President of the chapter has the following duties:

- Uphold and enforce the Association's Bylaws and Policies and Procedures.
- Act for the President during absence or disability.
- Be responsible for monthly meetings and other internal administrative needs that may arise.
- Be responsible for planning and organizing special conferences and workshops with coordination with the Past President.
- Perform such any duties that are delegated by the President or the Executive Committee.

Secretary

The Secretary of the chapter has the following duties:

- Keep a record of the proceedings of the Chapter and the Executive Committee meetings.
- Keep an accurate historical record of all Chapter activities and significant events, including news releases and accomplishments of the Chapter and its members.
- Provide a copy of all records to the local academic advisor and the mother institution Executive Office as well.
- Perform such duties as are delegated by the President or the Executive Committee.

Treasurer

The Treasurer of the chapter has the following duties:

- Encourage the members to pay their membership dues and assessments.
- Ensure that all funds raised by the Chapter are forwarded to the faculty.
- Ensure that all Chapter funds are properly managed and disbursed in the best interest of the Chapter's members.
- Ensure that the Chapter files timely reports of receipts and expenditures with the local academic advisors.
- Advise the Executive Committee regarding the finances of the Chapter.
- Report on the financial condition of the Chapter at all meetings of the Executive Committee and at other times when called upon by the President.
- Oversee the preparation of an annual budget and any other special project budgets for the Chapter.
- Perform such duties as are delegated by the President or the Executive Committee.

2.1.2. Standing committee

Standing committee may be established by the Chapter Executive Committee to assist in the running of the Chapter. These committees may consist of the following:

Nomination and Membership Coordinator/Committee

The Nominations Committee is responsible for soliciting nominations from the chapter members at large to fill positions on the Executive Committee and Standing Committees, and to conduct the chapter elections. This coordinator/committee is also responsible for recruiting new members and promoting membership in the chapter and providing guests with Chapter information.

Public Relations Coordinator

The communications coordinator is responsible for maintaining the local Chapter mailing list sent by the Association, preparing a newsletter and other information on Chapter activities to send to Chapter members, and keeping the members informed about upcoming events.

Events Coordinator

The local events coordinator is responsible for: recruiting speakers for technical presentations; coordinating with other groups to avoid repetition, and making sure that meeting times do not conflict; arranging for meeting facilities; and assisting the Treasurer with all billing and invoicing functions for the event; coordinating all special social events for chapter members (such as parties and picnics); and assisting the technical coordinator in planning and presenting special seminars and workshops to educate members.

Also, event coordinator assists in recruiting faculty students who can participate in a specific event (they are not members in a student chapter but can have a certificate of involvement by the end of the event). Some activities have conditions of being a registered member in the student chapter such as an international competition, then, it is very important to make sure of this point in cooperation with the nomination and membership coordinator.

Technical Coordinator

The technical coordinator is responsible for helping members learn about new technological advances and changes in legal requirements, reviewing all presentations to make sure they are technical in nature and service an educational need rather than a marketing or sales need, and coordinating with the Local Events Coordinator on special seminars and workshops to educate members.

Chapter Lab Coordinator

The chapter lab coordinator is responsible for leading the efforts to obtain and manage a lab for the benefit of student chapters' activities.

Librarian

The librarian is responsible for maintaining a library of technical materials, software, training kits, etc., and coordinating with the Technical Coordinator.

Fund-Raising Coordinator

The fund-raising coordinator is responsible to prepare the fund-raising plan and categorized it according to the funding and the benefits. He/she also responsible to contact every possible interested firm to fund the student chapter.

2.2. Academic advisor

The chapter advisor is the liaison between the student chapter and Faculty management represented by the student chapter coordinator (at Education and Student Affairs sector). Student Chapter coordinator is the person who moderates student chapter administrative issues in the faculty. The advisor is responsible for ascertaining the chapter is functioning in compliance with the policies and procedures set forth by the international entity and the internal policies and rules assigned by Faculty management as presented here in this bylaw.

The advisor has specific responsibilities in assisting and monitoring the performance of an existing chapter:

- Assist the student chapters in planning, organizing and conducting chapter programs and business.
- Assist the Nomination and Membership Coordinator/Committee in verifying that the application of a potential new member qualifies that person to apply for membership.
- Approve all chapter disbursement vouchers.
- Receive membership certificates and cards
- Receive membership renewal invoices and distribute to member(s).
- Approve/reject all student chapter requests related to any issue where the college/university is involved.
- Present requests to the appropriate officials.
- Attend student chapter meetings.
- Provide support to student chapter Officers.
- Assist in and monitor all student chapter elections.
- Ascertain that a student chapter bylaw is consistent with the mother entity professional ethics.
- Ascertain that chapter meetings are conducted in accordance with parliamentary procedures.
- Obtain and provide to the chapter membership information pertaining to scholarships, certification examinations, certification reviews, and any other information which could enhance the career of a student.
- Encourage student chapter to hold sponsored events and professional chapter meetings whenever practical.
- Report on student chapter activities to the faculty student chapter coordinator on a regular basis.

2.3. Students chapter coordinator (Education and Student Affairs sector representative)

Student Chapter coordinator is the person who moderates student chapter administrative issues in the faculty, representing Education and Student Affairs sector. He/she responsible to:

- Ensure that all student chapters are active.
- Encourage establishing more student chapters crossing all academic departments and programs.
- Meet twice a year with academic advisors and chapters presidents to follow activities, manage any raised issue, and boost new ideas.
- Assist and facilitate administrative issues need Faculty support.
- Follow submitting/uploading annual report by every student chapter and its quarterly newsletter as well.
- Prepare a collective/comprehensive annual newsletter.

2.4. Student chapter steering committee

Student chapter steering committee includes student chapter coordinator and academic advisors of all established student chapters. This committee is responsible to:

- Hold an annual event for student chapter orientation.
- Encourage collective events/activities that traverse more than one student chapter.
- Boost for peer-learning sessions/workshops to exchange experiences.
- Encourage cooperation in administrative work.
- Connect with Industrial Advisory Board (IAB) in the faculty and enhance more relation with industry.
- Hold semi-annual meetings for budgeting, one is at the beginning of the academic year to present and discuss all students chapter' plans, and the other by the end of the academic year to check achievements with reference to student chapters' budgeting plans.

3. Administrative and financial regulations

As mentioned before student chapter should have plans for funds and sponsorships to keep their activities up. An agreed small percentage of the raised funds will be deducted to be used via Faculty administration for emerging students chapter funding and operational dimensions within the faculty. The majority of the fund will be resealed based upon a "future" itemised structure expenditure plan approved officially by the Chapter committee (plan is definitely flexible and can be changed due changes and any needed updates).

3.1. Resources

- Donations from institutions and companies that are accepted by the College Council and do not conflict with the objectives of the activity.
- Grants and funding from local and international agencies that can support the activity.

3.2. Expenses

Requests are submitted to the Vice Dean for Education and Student Affairs by the student chapter coordinator after approved and signed by the chapter's advisor. The terms of exchange are as follows:
- Purchasing of hardware, equipment, and software.
- Holding and attending workshops, field trips, and training.
- Holding and attending the various activities required by each student chapter to ensure its continuity and membership (including local and international competitions).

- Supporting scientific and practical research supplies
- Supporting current expenses, operation requirements and transportation.

Bibliography

Network Professional Association. Chapter Handbook Supplement Student Chapters.
https://www.npa.org/public/documents/Chapter%20Handbook%20Supplement%20-%20Student%20Chapters.pdf

Society of Petrophysicists and Well Log Analysts
https://www.spwla.org/SPWLA/Students/Student_Chapter_Bylaws.aspx

Earthquake Engineering Research Institute
https://www.eeri.org/about-eeri/bylaws

American Institute of Architecture Students
https://www.aias.org

QR codes for editable templates

The following QR codes can be scanned to download any needed appendix (editable templates):

Appendix-1	**Appendix-2**	**Introductory video**
Identification form	Annual report	https://engasuedu-my.sharepoint.com/:v:/g/personal/doaa_kamal_eng_asu_edu_eg/Efzv3kfQ0oxAjyKLCE2z984BrdXt2vFl14kWBRIuX1dzsA?e=a2j3Wf
https://engasuedu-my.sharepoint.com/:f:/g/personal/doaa_kamal_eng_asu_edu_eg/Es4TqEPezIZOo74pJ7UfzHMBIrO2phIhQUGuL2pmXwtNRA?e=QkUQ7r	https://engasuedu-my.sharepoint.com/:f:/g/personal/doaa_kamal_eng_asu_edu_eg/Es4TqEPezIZOo74pJ7UfzHMBIrO2phIhQUGuL2pmXwtNRA?e=QkUQ7r	