



SACNAS CHAPTER POLICY: GUIDELINES FOR ESTABLISHING A SACNAS STUDENT CHAPTER

The purpose of the Chapter Policy is to provide students with guidelines to establish a SACNAS Student Chapter. Chapters are an instrumental way to enhance the organization's mission to mentor member scientists. A well-established Chapter may offer needed support for the local SACNAS members on an ongoing basis, and represent the organizations' mission and goals.

Organization and structure are the foundation for an effective and successful chapter. Please read the following information carefully. If you have questions, please contact the SACNAS national office for assistance (chapters@sacnas.org).

I. Chapter Purpose

- A. The purpose of chapters is to promote the mission of SACNAS at the local and national level to offer educational and professional development resources and opportunities to students.
- Mission
SACNAS is a society of scientists dedicated to fostering the success of Hispanic/Chicano and Native American scientists-from college students to professionals-to attain advanced degrees, careers, and positions of leadership.
 - SACNAS members are dedicated to giving back through mentorship, peer networks, professional development, and by engaging in science research and leadership of the highest caliber. The organization, its members, and chapters are committed to encouraging minority students and scientists to advance to their utmost capability.
 - SACNAS chapters organize campus, regional and community activities to promote the scientific and personal development of its members.
- B. Chapters shall be responsible to coordinate and encourage participation in events as listed below:
- The chapter will encourage its members and other interested students/professionals to attend the SACNAS National Conference.
 - Student chapters are encouraged to apply for chapter awards and nominate individuals for SACNAS distinguished awards, SACNAS Board of Directors and other professional society awards or boards.
 - Undergraduate, graduate and postdoctoral chapter members are eligible to apply for financial assistance to attend the national conference or other SACNAS sponsored events, subject to eligibility guidelines.
 - Chapter members may participate in the organization of outreach and mentorship activities to peers, as well as middle school and high school students.
 - Chapter members may participate in and encourage positive and edifying community activities.
 - Chapter members may organize and participate in events and activities at their institution where participants learn about SACNAS and how to contribute to the SACNAS mission.
 - Student chapters are highly encouraged to develop fundraising events to raise funds to assist chapter members or students to attend the national conference or other chapter activities.

II. Student Chapter Members



SACNAS CHAPTER POLICY: GUIDELINES FOR ESTABLISHING A SACNAS STUDENT CHAPTER

- A. SACNAS is an inclusive organization; the student chapter shall be open to any interested students regardless of STEM major, ethnicity, race, religion, economic background, gender, sexual orientation and/or disability.
- B. A Student chapter is comprised of individuals who are working towards a STEM degree (Associate, Bachelor, Master or PhD).
- C. At least five (5) student members are required to establish a chapter. Once established, the Chapter must maintain a membership a minimum of five members at all times.
 - At the time of chapter application, at least three (3) student members shall serve as interim officers or leadership team (e.g. President, Secretary and Treasurer).
- D. All members of the student chapter must have current SACNAS membership.
 - The SACNAS national office provides a one-year waived student membership to each new student chapter member. All chapter members are eligible for this one-time, waived annual membership.

You will be sent instructions for how to receive the memberships upon approval of the chapter.
 - Students may renew an existing SACNAS membership online or by calling the national office to renew by telephone.
- E. Membership rosters are required as part of the Chapter Annual Report. Student memberships are verified through the national office database.

III. Chapter Advisor

- A. Each student chapter is required to recruit two college/university members (faculty or administration) willing to serve as the **Lead Advisor and Co-Advisor**.
 - It is highly recommended when choosing a Lead Advisor to select/invite someone who demonstrates enthusiasm and commitment to the chapter, its students and SACNAS' mission. This advisor is the lead contact with the SACNAS national office.
 - The Co-advisor is there to support the Lead Advisor and Chapter Students.
 - The Chapter Advisors should become a SACNAS member. The SACNAS national office provides a one-year free professional membership to the chapter advisors.
- B. A substantial letter of support from the two advisors shall be written on College/University letterhead and must be submitted with all chapter application materials. The letter must not only state the advisor's consent and commitment to serve as advisor to the student chapter but must thoroughly explain how the advisor will support and foster the development of the chapter. Lastly, both advisor letters must indicate how their roles differ from each other and how they work together to support the chapter.

IV. Chapter Status

- A. **Develop Chapter Bylaws (policies and procedures):** SACNAS requires that each SACNAS chapter follow bylaws provided by the national office. A bylaws template is provided to all chapters on the SACNAS chapter website. The template was created as writable fields in Adobe Acrobat for your convenience. If amendments are made to meet specific needs of the chapter, these changes must be highlighted in yellow directly in the bylaws document. The Chapter Mission must reflect the SACNAS mission. A copy of the chapter's bylaws shall be submitted as part of the chapter application.



SACNAS CHAPTER POLICY: GUIDELINES FOR ESTABLISHING A SACNAS STUDENT CHAPTER

- B. Student chapters** shall be registered and in compliance with all campus policies relating to student organizations at the home institution or location where the chapter is formed. Proof of recognition of the chapter as an official campus organization must be submitted with the chapter application materials. Exceptions will be reviewed on an individual basis.
- C.** Completed chapter application materials shall be submitted to the SACNAS national office for review. The student group will be notified in writing regarding the decision to grant chapter status. Should the application materials not comply with the Chapter Policy guidelines, the national office will request revisions. The national office may withhold approval until final revisions are submitted and all questions are answered.
- D.** The SACNAS national office may revoke SACNAS chapter status if the chapter violates any of the following SACNAS policies: safe and intoxicant-free policy, chapter policy, or acts that are not in accordance with the SACNAS mission, bylaws, or other governing documents.
- E. Joint Chapters** SACNAS student chapters that join other organizations must abide by the SACNAS chapter policies in addition to the following:
 - The joint organization(s) must have similar missions and goals similar to those of SACNAS and the name/mission of the joint organization must be submitted with the chapter application.
 - An addendum must be made to the chapter bylaws to indicate that the SACNAS chapter is a joint chapter and with _____ (fill in name) organization(s).
 - The joint chapter name must have "SACNAS" in the title.

V. Relationship with SACNAS National Organization

A. Name and Logo

- The chapter may form under the name "SACNAS Chapter at [University /College Name/Region]" or other name approved by university/institution, provided however, that the chapter name must begin with "SACNAS" in the title.
- A uniform logo and letterhead has been developed by the national office and will be made available to officially recognized student SACNAS chapters. The uniform logo helps to enforce the national branding of SACNAS chapters and to enhance the national recognition and visibility of the SACNAS chapter program.
- The chapter acknowledges that SACNAS has a proper and vested interest in maintaining the value of its name, logo and reputation. Therefore, request to use the national logo by a chapter must be submitted to the national office in writing and must include specific intentions of use.
- The SACNAS national and chapter logos must remain unmodified.

B. Online Media

- The chapter is encouraged to create its own social media accounts (for Facebook, Twitter, etc.) which must clearly be identified with their chapter name and approved logo. (We recommend that each chapter use only one profile per social media network to avoid confusion to the public).
- For websites, the URL of the chapter account should include both SACNAS and the institution's acronym, preferably in the format SACNAS_Institution/organization/Region (Example: SACNAS_UCSF)
- If a Chapter is unable to create a Facebook Page OR a webpage, the Chapter must provide an explanation of how new students, faculty, and other chapters across the US will learn about them and their activities. Having an online place for the SACNAS Chapter is now a requirement of all chapters to create and maintain.



SACNAS CHAPTER POLICY: GUIDELINES FOR ESTABLISHING A SACNAS STUDENT CHAPTER

- C. Liability:** Chapters shall not represent to any third party that the chapter has authority to serve as the agent of or to enter into contracts or to incur any legal obligation on behalf of SACNAS National for any purpose.
- Chapter shall not contract or incur any liabilities, which SACNAS may be required to pay or is expected to pay.
 - Any liabilities contracted for or incurred by the chapter shall remain the sole liability of the chapter. Each chapter shall indemnify SACNAS and hold SACNAS harmless from and against any loss, expense cost or damage by reason of the activities conducted as a SACNAS chapter affiliate.
- D. Annual Reports:** Chapters are required to submit an annual report to the SACNAS national office at the end of the spring quarter/semester in order to remain active. A template will be provided by the SACNAS National Office. Reports shall include:
- Online Form (summary chapter goals, activities and accomplishments for the past year)
 - Complete list of membership, list of transferring and/or graduating students
 - Advisor Report
- E. National Database:** The SACNAS database will reflect whether a member belongs to a specific chapter, and is current on dues.
- Dues for SACNAS national membership will remain separate from chapter dues. (Please note: the national office does not require nor encourage the collection dues). Renewal of annual individual membership is the responsibility of each member.
- F. Publications/Materials:** Printed materials such as the National Conference materials, SACNAS brochures or other promotional items are available upon request from the SACNAS national office.
- Chapters are encouraged to develop and produce their own outreach materials.
 - Any materials developed by the student chapter are not official publications of SACNAS, but should comply with SACNAS mission and branding guidelines.
 - The chapter must indicate its chapter name on any printed materials.
- G. Chapter Liaison:** A primary contact for the chapter should be established to conduct communications with the SACNAS national office. SACNAS prefers that the chapter liaison be the chapter president or the lead chapter advisor. Current chapter information including changes to by-laws, newly elected chapter officers, contact information, should be updated with the SACNAS national office within two (2) weeks of the change.
- H. Finance:** SACNAS Chapters are responsible for creating their own accounting systems and procedures, in accordance with their academic institution's policy. The SACNAS national office requests that the chapter advisor, president, and the treasurer be responsible for the financial accounting. All checks and other instruments for the payment of monies of the Chapter shall be drawn in the name of the Chapter and be signed by both the Treasurer and the President.



SACNAS CHAPTER POLICY: GUIDELINES FOR ESTABLISHING A SACNAS STUDENT CHAPTER

VI. Read and Understood

The signature of each Chapter Officer below confirms that your chapter officers have read and understood the policy guidelines for establishing a SACNAS Student Chapter.

Madelyn N. Scott Madelyn N. Scott 30 July 2018
President Signature President Printed Name Date

Oscar Baldanez Oscar baldanez 6/20/2018
Vice President Signature Vice President Printed Name Date

Emma Tran Emma Tran 7/30/2018
Secretary Signature Secretary Printed Name Date

Amber Rolland Amber Rolland 7/30/2018
Treasurer Signature Treasurer Printed Name Date

Madelyn N. Scott Madelyn N. Scott 30 July 2018
National Liaison Signature National Liaison Printed Name Date