

**STUDENT CHAPTER**

**OPERATIONS**

**HANDBOOK**

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# AITP Student Chapter Operations Handbook

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**GUIDE TO**

**SPONSORING**

**STUDENT CHAPTERS**

## **Guide to Sponsoring Student Chapters**

### Definitions of Student Chapters:

The Association of Information Technology Professionals (AITP) provides a mechanism for students of high schools, colleges and universities to become members of the association through a student chapter. Each student chapter must be affiliated with a single educational institution that provides a faculty advisor to the student chapter. There must be a minimum of 10 qualified students to start a student chapter. The faculty advisor must be a member of the educational staff of the high school, college or university, according to the policies of that institution, and further, must be a member of AITP in good standing. Each student member is a member of AITP, with individual dues paid to the association and, most likely, the student chapter, according to the policies and procedures set forth by the Association. The student must be in one of the following programs listed: 1) a degree candidate in a 2- or 4-year accredited college or university with a major, which is consistent with his or her desire to enter the field of information technology, 2) in an accredited technical program leading to a diploma or certificate for information technology and 3) a High School program that focuses on information technology in the form of school sanctioned clubs or forums. Each student member has the option of becoming an Interim Member of AITP for a period of three years after graduation from the educational institution. The Interim Member pays according to an incremental dues structure determined by the Association and is listed on the roster that is distributed to the local professional AITP chapter.

### AITP Liaison:

Each student chapter must be sponsored by the local AITP chapter who provides guidance for the specific groups they have chosen to sponsor. It is the local AITP chapter that is responsible for assisting in organizing new student chapters. Organization and continued guidance is generally provided through a student chapter coordinator appointed from the local AITP chapter. The position of coordinator should be a member who has an interest in student activities throughout the community, and willing to promote AITP and provide leadership and direction of the student chapter. The coordinator acts as a liaison between the local AITP chapter and the student chapter through the faculty advisor.

The chapter coordinator(s) should be appointed for the academic year for student organizations, or can be on a continuing basis, at the discretion of the local AITP chapter. Regular reports from the coordinator to the sponsoring chapter is necessary to insure continued support and interest. The coordinator is in the unique position to identify potential problems with student chapter.

### Steps to Organizing a Student chapter:

1. The local AITP Chapter establishes the initial contact with the educational institution to identify the person or persons who will be responsible for the student chapter activities and to determine the possibility of organizing a student chapter. If the student chapter coordinator has been identified, that person usually makes the contact with the institution.
2. The educational institution approves the faculty advisor, the contact for the student chapter who works most closely with the coordinator. The advisor is the person responsible for insuring that the institutional requirements for organized groups are met. Initially, the advisor and coordinator work cooperatively to develop an effective organizational meeting with information and publicity materials available to be able to

answer the questions of the prospective student members. The organizing advisor and the person accepting responsibilities for the continuing operation of the student chapter may not necessarily be the same person.

3. The educational institution must specify in writing that the student chapter being organized meet the requirements for student organizations at that institution. Usually, this letter is produced by the principal, dean or other designated institution official. Each student chapter must maintain official status as a student organization for that institution.
4. Students that are interested in the AITP student chapter must be verified to be enrolled in a major field of study leading to entry in the field of information technology and are:
  - a. candidates for a degree program (Associate, Bachelors, Masters) in accordance with their institutional policy or
  - b. actively participating in high school information technology club or forum
5. The prospective student members who have made application for membership meet with the coordinator and advisor to elect or appoint chartering officers of the student chapter. There must be at least 10 prospective members who have made application for membership to be able to charter such a chapter. The Student Chapter Operations Handbook provides further information, necessary forms and direction for the chartering of a chapter.
6. The student members draft a constitution and bylaws for the governance of their chapter.
7. The student chapter gathers the completed membership application from each prospective member, together with the appropriate association dues for student chapter members. The chapter then submits these items with a transmittal form for new members, and an application for student chapter affiliation to the student chapter coordinator.
8. The coordinator signs the application for affiliation, and requests a letter from the local AITP chapter acknowledging the acceptance of sponsorship of the proposed student chapter. The items from the student chapter plus this letter of acceptance of sponsorship become the supporting documents for the organization of a student chapter. This material is to be approved by the Region president before forwarding to AITP headquarters for processing. The coordinator, sponsoring chapter, Region president and Headquarters must all approve the application for affiliation.
9. Further and continued support of the student chapter depends largely upon the interaction of the faculty advisor and the student chapter coordinator. The attached document outlines some ideas for continuing support for student chapters.

The faculty advisor of the student chapter and the professional AITP chapter coordinator provide the interaction of support and direction to the student chapters. The continuity of the sponsoring chapter involvement is necessary to the success of the student chapters. Meeting programs and contact with local chapter members are the most important factors leading to that success. The following ideas are those identified by advisors and coordinators as ways in which the sponsoring chapter can assist the student chapter most effectively.

1. Professional AITP chapter members are the most valuable resource to student chapters. Working through the chapter coordinator, the members may be:

- a. Willing to speak to the student chapter,
- b. Arrange for tours of their installations,
- c. Arrange for representatives of manufacturers, consulting firms, suppliers and consultants to provide programs that are specifically directed to the student chapter.

These programs may include:

- a) Training and educational requirements for the entry level positions,
- b) Career paths for advancement in the information technology profession,
- c) Types of traits sought by employers for different positions in the field,
- d) Topics of technical and general interest in the information technology profession.

These programs may be given at the student chapter meetings, or they may be programs given at the professional AITP chapter meetings with student members specifically invited with student rates. The idea is to establish ongoing relations between the professional AITP members who may find prospective employees who have the education and background needed for the position, and the student member to find employment possibilities after graduation.

2. Establish a scholarship fund for outstanding achievement of student chapter members. The scholarship depends on the chapter resources, and may be full or partial funding for the student recipient(s).

The scholarship may be for one term, tuition and books or a dollar value to be determined according to the chapter resources. If the student chapter has sufficient resources, a joint scholarship for each student chapter may be appropriate. If a joint scholarship, the educational institutions may assist in the evaluation of the recipient along with the student chapter, and the awarding of funds.

3. Establish a reduced or no-cost policy for student members to attend professional chapter sponsored seminars and events.

A chapter may allow student chapter members to attend at one-half or less of the seminar cost to regular members. If the chapter has sufficient resources, the student chapter member may be able to attend at no cost, and other students at a reduced cost.

4. Recognize the student chapter, faculty advisor and coordinator with a special program at which dinner rates are reduced.

A program to highlight the educational facilities may be called "Educators Night". It would have an appropriate speaker. Educators from high schools, colleges and universities would be invited. Special introductions of faculty advisors and chapter coordinators would be appropriate, along with student chapter officers who also may be in attendance.

5. Establish a competition in programming activities or student papers, with awards presented at a regular chapter meeting.

Members of the Special Interest Group for Education (EDSIG) may be called upon to assist or to obtain the student programming competition and student paper competition regulations they have sponsored over the years. Several chapters in AITP, as well as some Regions, have extensive experience in such activities.

6. Encourage student members to attend the AITP Annual Meeting of the Members as well as chapter and Region conferences and the Collegiate Conference. Special student rates are generally available at these conferences.

Student chapter members may be able to contact local student members for low cost housing or other local hotels at a lower cost. Region conferences can be handled in the same way. A chapter or region may consider special seminars devoted to student chapter members, and a region may consider special seminars for the faculty members.

The AITP Annual National Collegiate Conference is specifically structured for the student member and features a Job Fair, education sessions, speakers, and programming contests. Special lodging arrangements are made for the event each year.

7. Establish regular chapter member involvement through guidelines for student internship or cooperative work experience with local employers.

In several surveys, this is the number one topic of student chapters and advisors. Suggested options are:

- a. Part-time work at a local company by a student chapter member, paid a small stipend or unpaid, to allow the student to merge the formal instruction to the practical position requirements. Student members may interview for the position or be selected by conversation between the faculty advisor and the company personnel. Students preferred the interview method. This should require that the student have enough skills to be productive for the company in a very short time, with a reasonable amount of on-the-job training.
  - b. Summer internships that are provided by many companies for summer part or full time work, that can be accomplished by student members in that time frame. Most companies have specific regulations on summer work and cooperate with local colleges and universities to fill those positions. Student chapter members simply ask that they be given first preference when the position is an entry-level one in information processing areas.
8. Encourage student chapter members to participate in the certification process through the local review courses, and to sit for the annual examinations at the level of their experience and abilities. The most likely examination for student members is the ACP.

A few universities and four-year colleges have identified the ACP, Associate in Computer Programming, certification examination as one indicator of the success of its graduates and encourage the examination process for certification. The ACP has no experience requirement and could be passed successfully by graduates of many four year programs. Past examination questions that have been released by ICCP could be used to assist student chapters in testing their knowledge and skills, and as incentives to proceed with the certification process.

9. Provide encouragement to the student chapter to strive for the Student Chapter Outstanding Performance Award (SCOPA), and Student Individual Performance Award (SIPA) programs. Recognize the awards at a regular chapter meeting or one specifically set up for awards recognition.

The *Student Awards Manual* outlines the steps for achieving both awards, and as in the professional AITP chapter, can be used to provide a framework for programs for the student chapters.

10. Assist the student chapter in fund raising. These additional funds may be used for field trips, attendance at seminars, and chapter sponsored, Region, and AITP conferences. Some of the suggestions for fund raisers:

- Computer programs to provide displays at student activities cover the gamut of possibilities; games, color displays, tutorials in computer software.
- Student chapters sponsoring seminars at the educational facility, targeting those in a different audience than the regular chapter may choose.
- Student members providing assistance to the professional chapter sponsored conferences; at the registration table, introducing speakers, running errands, etc. for an agreed upon payment to the student chapter.
- Local activities that may generate funds to an organized group; assisting with election day activities, assisting with local civic groups for special functions and donating their earned dollars to the chapter.
- High Schools, Colleges and universities generally have a variety of on-campus activities that can be fund raisers for student organizations. The chapter could earn extra dollars performing on-campus functions in a variety of ways. The sponsoring chapter must insure that these functions are within the bounds of professional ethics for AITP.

11. Provide direction and support to the educational institution to purchase or acquire necessary hardware and software that is being generally used by the local professional community.

Some high schools, colleges and universities have advisory groups with whom to work to provide this direction and support. If these groups are not active at the educational institution of the student chapter, providing this information may be vital to the profession in the area.

12. Provide the resource to the faculty advisor for the direction of the student chapter with respect to the constant changes in the information technology profession.

Encourage the advisor to become involved with faculty advisor network through the Special Interest Group for Education (EDSIG). It may be one of the best resources for student chapter activities for an advisor. It gives an avenue for idea exchange and options available. But it may be only through the local AITP chapter that the direction of the information technology profession is defined.

13. Provide recognition of the graduating student chapter members to assist in the transition from the academic to the professional world. Encourage the student member to maintain AITP membership through the Interim membership program. Interim Membership is available to all graduated former student members for up to three years. Interim membership offers the benefits of professional membership at significantly reduced Association rates.

**STUDENT CHAPTER**

**ORGANIZATION**

**SECTION**

## Organizing a Student Chapter

AITP student chapters must be sponsored by professional AITP chapters. The professional chapter, more specifically the student chapter coordinator, is responsible for assisting in organizing new student chapters.

Before attempting to provide assistance, the student chapter coordinator should understand the pivotal role he or she will play. During the organizing phase, the institution and prospective student members will look to the coordinator for leadership, direction and answers to questions of both a procedural and general nature. Therefore, a good understanding of AITP, its organization, its membership benefits and services, and the student chapter program will be extremely helpful. Initially, the attitude and enthusiasm displayed by the coordinator personifies the sponsoring chapter and ultimately helps to ensure the success of the AITP program for student chapters.

### Who does what and in what order?

1. The Sponsoring AITP Chapter will:

Select a sponsoring chapter member as coordinator, who is interested in student chapters. It is suggested that the term of the appointment coincide with the academic year in the interest of continuity.

2. The Sponsoring Chapter Coordinator will:

- A. Establish initial contact with the institution to determine person(s) responsible for student activities.
- B. Identify an interested faculty member who will assist in the initial phase, preferably one who will agree to serve as advisor to the student chapter once it is organized.
- C. Meet with institutional representatives, including the faculty advisor, to:
  - i. Explain:
    - AITP
    - AITP's purpose,
    - AITP's student chapter program, and
    - The purpose of AITP student chapter program.
  - ii. Determine
    - the institution's regulations regarding student organizations,
    - the institution's requirements for faculty advisors, and
    - the institution's expectations of AITP affiliation.
  - iii. Plan:
    - an organizational meeting, and
    - methods to publicize the organizational meeting.

- D. Work with the prospective faculty advisor to publicize the organizational meeting through the campus newspaper, bulletin boards, bulletin boards, flyers at class registration and brief announcements in information technology classes.
3. The Faculty Advisor will:  
Work with the student chapter coordinator to develop an effective organizational meeting place and publicity materials, taking advantage of the available local media.
4. The Coordinator and Advisor will:  
Meet with interested students at the scheduled organizational meeting, to explain:
- AITP
  - AITP's purpose,
  - AITP's student chapter program, and
  - The purpose of AITP student chapter program.
- NOTE: Following the brief presentation, time should be allowed to answer any individual questions to determine if there is sufficient interest to organize a student chapter (it takes 10 qualified students to start a chapter).
5. The Coordinator will:
- A. Assist the prospective faculty advisor to ensure that all of the institutional requirements to organize a chapter are met.
  - B. Obtain a letter from the dean or other designated official attesting that the student chapter meets the requirements for student organizations at the school.
  - C. Verify that the students applying for membership are enrolled in a major field of study leading to entry in the field of information technology, and are candidates for a degree program in accordance with institutional policy or high school students actively participating in school sanctioned and sponsored information technology clubs or forums.
  - D. Meet with the students who have made application for membership to appoint or select the chartering officers of the chapter. If the chartering members know one another through prior classroom contact, and there are enough members to elect officers, officers may be elected. Otherwise, officers may be appointed. Their term of office can be either until all of the organizational and administrative matters have been completed, at which time chapter officers can be elected, or until the end of the academic year, at which time officers for the coming year would be elected. Minimally, the officers required are a president, vice president, secretary and treasurer (or secretary-treasurer).
6. The Student Chapter Officer(s) will:  
Draft a constitution and bylaws for the governance of their chapter, using the suggested constitution and bylaws as a guide. This process should be assisted by the advisor and coordinator, such that requirements from both AITP and the educational institution are maintained. The student chapter members must approve the constitution and the bylaws by formal vote.
7. The Coordinator and Advisor will:

Assist the student chapter officers in the development of a constitution and bylaws.

8. The Officers will:

Present the proposed constitution and bylaws to the chapter membership at a meeting called for the specific purpose of adopting the proposed Constitution and Bylaws.

9. The Coordinator will:

Obtain a letter from the sponsoring chapter president acknowledging the acceptance of sponsorship for the proposed student chapter.

10. The Officers and Faculty Advisor will:

- A. Obtain a completed student chapter membership application from each interested student together with the necessary dues.
- B. Complete the transmittal form for new student members and the application for student chapter affiliation.
- C. Send these items to student chapter coordinator.

11. The Coordinator will:

Review all required items received from the faculty advisor and sign the application for student chapter affiliation. Send all supporting documents to AITP headquarters along with the transmittal form, completed student membership applications and required funds.

12. AITP Headquarters will:

- A. Accept or reject the application in accordance with policy.
- B. Notify the student chapter coordinator and faculty advisor, in writing, of the action taken. If rejected, reasons will be indicated.
- C. Assign a student chapter number to approved chapters,
- D. Update the membership data base,
- E. Add the name of the coordinator to the sponsoring chapter officer list,
- F. Prepare the charter and forward to the coordinator
- G. Send membership certificates, cards, and initial supplies to the student member.

## **AITP Student Chapter Constitution and Bylaws**

Model Student Chapter Bylaws are available for download from the AITP web site. They should be used as the framework for developing student chapter bylaws. Model bylaws specify the articles that are required and what content can and can not be changed locally.

**STUDENT**

**CHAPTER**

**OPERATIONS**

**SECTION**

## **Student Chapter Operations**

### **Successful Student Chapter Operation**

Success can be measured in several ways. In the case of AITP student chapters, success is measured by the degree to which the individual member receives maximum opportunity for personal and professional growth. Many areas of chapter operation contribute to overall success, but meeting programs, interaction with the faculty advisor and contact with the sponsoring chapter are among the most important. The faculty advisor is a valuable resource in guiding the day-to-day activities of the student chapter officers and ensuring the continuity of the student chapter from term to term. The sponsoring chapter is a valuable resource in organizing interesting meetings.

Regular chapter members will be willing to speak to the group or arrange tours of their installations. Representatives of manufacturers, software houses, forms suppliers, and consultants, who are members, can be asked to provide programs. Program topics which might be especially interesting to the student members include: Basic requirements to enter the profession, positions graduates may expect to obtain, additional training graduates may be required to obtain on the job, personality traits sought by employers for different information technology positions, and topics of technical or general interest. In addition, AITP headquarters provides various seminar and other educational materials which can be used in program planning.

A primary benefit of contact with the sponsoring chapter is that, as managers and staff personnel of information technology installations in the area, the members of the local chapter are in a position to provide possible future employment for the members of the student chapter. By establishing relations between the student group and the chapter, both groups can be helped the one to find employment following graduation, the other to find employees who have already indicated an interest in information technology beyond the classroom requirements. In many cases, AITP chapters offer special student rates for their monthly meetings.

Not losing sight of the fact that personal and professional growth ultimately comes down to the individual member, there are responsibilities which, if fulfilled, materially contribute to the successful operation of any student chapter.

## **Sponsoring Chapter Coordinator Responsibilities**

The sponsoring chapter has a continuing responsibility to support each student chapter it sponsors. Fulfilling this responsibility is best accomplished by ensuring that a student chapter coordinator has been appointed and is functioning during each academic term. The student chapter coordinator acts as a liaison helping to coordinate programs and interacting, on a regular basis, with the faculty advisor. Beyond these general responsibilities, the student chapter coordinator has specific responsibilities which help to ensure the success of the student chapter.

1. Understand the constitution and bylaws and institutional requirements governing the operation of the student chapter.
2. Ensure that a student membership certificate is prepared for each new member.
3. Coordinate the identification of the graduating students with the faculty advisor.
4. Meet with the graduating students to discuss with them the benefits of interim chapter membership and the importance of continuing their professional development.
5. Assist the student chapter and faculty advisor in the planning of monthly meeting programs (Appendix 1).
6. Furnish information on sponsoring chapter programs and events on a continuing basis, and ensure that student chapter activities are covered in the newsletter. Arrange to send copies of the chapter newsletter to the student chapter.
7. Provide information to the student chapter on new educational materials and programs available from the Region president or AITP headquarters.
8. Encourage student chapter members and faculty advisors to attend the sponsoring chapter's meetings and professional members to attend the student chapter's meetings. In some chapters, sponsoring and student chapter meetings are held at the same location on the same day with the student chapter meeting preceding the sponsoring chapter meeting.
9. In conjunction with the faculty advisor, encourage student chapter members to work toward achieving the Student Individual Performance Award (SIPA). Guidelines and submission procedures can be found in the Student Awards Manual.
10. In conjunction with the faculty advisor, encourage and assist the student chapter officers and members to work toward achieving the Student Chapter Outstanding Performance Award (SCOPA). Guidelines and procedures can be found in the Student Awards Manual.
11. Report on student chapter activities to sponsoring chapter Board of Directors on a regular basis.
12. Maintain frequent contact with the faculty advisor and student chapter officers.
13. Prepare and submit "Student Chapter Survey" and "Student Chapter Information" form for each sponsored student chapter during September each year.

## **Suggested Areas of Sponsoring Chapter Support**

In addition to the suggestions included with some of the specific responsibilities, there are other areas of support, cooperation or assistance that sponsoring chapters are encouraged to consider.

1. Dedicate a regular chapter meeting to recognition of faculty advisors and coordinators invite all student members at reduced dinner rates.
2. Encourage joint meetings, if there is more than one student chapter in the Chapter's or Region's area, with the chapter organizing the meeting.
3. Plan a professional chapter meeting as student chapter night, inviting all student members and tailoring the program accordingly.
4. Award the first year of interim membership to SIPA winners, with the dues paid by the chapter.
5. Establish, if possible, a scholarship fund for outstanding achievement of student chapter members. The scholarship can be full or partial depending on chapter resources.
6. Encourage chapter members to attend chapter sponsored seminars and events at no cost or at reduced cost.
7. Establish a competitive student paper award or student programming activities.
8. Encourage student members to participate in CCP review courses and to sit for the annual CCP/ACP examinations.
9. Encourage students to attend chapter, Region, the Annual AITP Meeting of the Members, and the Annual National Collegiate Conference. Special student rates are generally available at these conferences.
10. Hold a seminar specifically for student chapters in conjunction with the Region conference.
11. Provide information to the institution as well as the student members regarding future information technology career opportunities.
12. Notify student members of job vacancies in chapter companies related to or in the field of information technology.
13. Allow student members to utilize your information technology equipment as part of an educational plan.
14. Attempt to employ members of student chapters as summer or part-time help in the chapter members' companies.
15. Provide tutorial services for beginning information technology students.
16. Advise AITP headquarters of any changes of student chapter coordinator or faculty advisor to ensure proper forwarding of reports and supplies.

## **Faculty Advisor Responsibility**

The faculty advisor is the liaison between the student chapter and the student chapter coordinator who represents the sponsoring chapter. The advisor is responsible for ascertaining the chapter is functioning in compliance with the policies and procedures set forth by AITP headquarters for student chapters.

The advisor has specific responsibilities in starting a new chapter as well as assisting and monitoring the performance of an existing chapter.

1. Assist the student chapters in planning, organizing and conducting chapter programs and business.
2. Assist the Membership Committee in verifying that the application of a potential new member qualifies that person to apply for membership.
3. Certify the accuracy of each Student Individual Performance Award form prior to submitting it as outlined in the Student Awards Manual.
4. Certify the completeness and accuracy of the Student Chapter Outstanding Performance Award prior to submitting it as outlined in the Student Awards Manual.
5. Approve all chapter disbursement vouchers.
6. Approve all student chapter requests where the college/university is involved. Present the request to the appropriate officials.
7. Attend student chapter and sponsoring chapter meetings. Be prepared to provide a report, if necessary.
8. Provide support to the coordinator and student chapter Officers.
9. Assist in and monitor all student chapter elections.
10. Ascertain that a student chapter Code of Ethics is consistent with standard professional ethics.
11. Encourage student chapter members to attend the sponsoring chapter meetings and functions.
12. Ascertain that chapter meetings are conducted in accordance with parliamentary procedures.
13. 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.
14. Encourage the chapter membership to become certified.

## **AITP Headquarters Responsibilities**

AITP headquarters employs staff specialists to perform administrative functions and provide assistance to local chapters. AITP membership staff specialists are excellent resource people for the student chapter. Their knowledge of the overall workings of AITP helps provide the necessary frame of reference for the student chapter which is looking for help. In addition, regular monthly mailings are made to student chapter coordinators and faculty advisors to keep them posted on AITP programs, services, and plans at the Association, Region, and local chapter level. These mailings provide valuable information on how to make each student chapter more effective and useful to its membership.

Beyond these general responsibilities, AITP headquarters has specific responsibilities which contribute to the overall effectiveness of each student chapter.

1. Update the student membership data base upon receipt of approved applications for membership in a student chapter. The student member name, mailing address and permanent address ensures that contact can be maintained with the student.
2. Prepare the student chapter membership roster monthly, based on the student membership data base. Those rosters are on the chapter's page of the web portal, accessible to all the officers, advisor and coordinator, as long as they are listed on that page.
3. Review and approve any changes to the student chapter constitution and bylaws that have been previously approved by the chapter.
4. Print SIPA certificates for qualified individuals, sending them to the student chapter member and faculty advisor for presentation to award winners.
5. Print the Student Chapter Outstanding Performance Award certificates for qualified chapters, returning them to the faculty advisor for presentation.
6. Inform graduating student members of the Interim Membership. Graduating student members can check [www.aitp.org](http://www.aitp.org) for the nearest professional chapter. They can then contact that professional chapter's officers.

## **Student Chapter Responsibilities**

The student chapter membership is responsible for electing chapter officers, who will provide ongoing leadership. As a group the chapter officers are responsible for planning, organizing, controlling and administering chapter activities.

The organizational structure of AITP student chapters is similar to that of other organizations student officers are president, vice president, secretary, and treasurer. In addition, and because of their importance in successful chapter operation, chairpersons should be appointed for program, membership and awards committees.

There are general and specific responsibilities for each of the officers and committee chairpersons on which successful chapter operation is dependent.

### President:

1. Presides at meetings, convenes special meetings and appoints committees, as needed.
2. Attests to the correctness of any and all Student Individual Performance Award (SIPA) reporting forms.
3. Attests to the correctness of all parts of the Student Chapter Outstanding Performance Award (SCOPA) reporting package.
4. Posts material received from sponsoring chapter on designated bulletin board.

### Vice President:

1. Presides at all meetings in the president's absence.
2. Plans and coordinates the programs for the chapter year. If a program committee is formed, the vice president generally chairs the committee.

### Secretary:

1. Keeps all chapter records including minutes of business meetings.
2. Handles any official correspondence which may be necessary.
3. Completes the Student Chapter Officers reporting form and forwards it to AITP headquarters. This should be done immediately following a change in any or all of the chapter officers.
4. Prepares a brief summary of the month's program and/or activity and can submit an article to the Information Executive/Nanosecond.
5. Maintains records necessary to complete the Student Individual Performance Award (SIPA) reporting forms (see Student Awards Manual) in the absence of an awards committee Chairperson.
6. Maintains chapter records necessary to complete the Student Chapter Outstanding Performance Award (SCOPA) reporting forms (see Student Awards Manual) in the absence of an Awards Committee Chairperson.

### Treasurer:

1. Keeps all chapter financial records and disburses chapter funds in accordance with the chapter policy.

2. Completes the Transmittal Form for New Student Members for all approved membership applications.
3. Remits Association dues together with the completed Transmittal Form for New Student Members and approved Applications for Membership in a student chapter to AITP headquarters.

Program Committee Chairperson:

1. Coordinates the monthly meeting programs (see Appendix 1 for suggested programs).
2. Selects programs which will provide professional enrichment to the members.
3. Selects subjects which are in line with classroom topics thus enabling the members to interact with the speaker during the question-and-answer session of the program.
4. Plans social and service activities, keeping in mind the primary purpose of the chapter is to create professionalism.
5. Conducts tours of the institution of prospective members.
6. Welcomes new members to the chapter.
7. Performs other program duties as assigned by the president.

Membership Committee Chairperson:

1. Processes applications for membership.
  - a) Provides an application to a prospective member, instructing the prospective member to complete and return it as soon as possible to the membership committee.
  - b) Receives the application and confirms with the faculty advisor that the student is enrolled in a program which meets the requirements to become a member.
  - c) Presents the application to the Executive Board for approval/disapproval.
  - d) Recognizes the new member at the regular meeting, if approved; notifies the student, if disapproved.
2. Notifies the faculty advisor and the student chapter officers of members who are in violation of membership policy, rules and requirements.
3. Directs and coordinates the chapter membership drives.
4. Promotes the chapter by publicizing presentations in the campus bulletin, on bulletin boards, handouts during registration, and by inviting students to the meetings.
5. Generates a promotional letter and conducts an each one/reach one program, where each member personally contacts a potential member.
6. Reviews the Headquarters Roster together with any internal records to verify that the entries on the current membership list are accurate.

#### Education Committee Chairperson:

1. Encourages the student chapter membership to speak at regular meetings or externally as opportunities arise.
2. Organizes a tutorial service for information technology students using the student chapter membership as tutors. This could be a social service, or a fund raiser for the chapter.
3. Scholarship opportunities should be thoroughly explored by the Chairperson and the Education Committee. When a scholarship becomes available, the student chapter membership, the faculty advisor, and the coordinator should all be notified.
4. Encourages participation in seminars offered by the sponsoring chapter, usually at a reduced price for students. Plans seminars internally for the benefit of student chapter members, or as fund raisers.
5. Information concerning the certification exams should be obtained from the Institute for Certification of Computer Professionals and be made available to the membership. The students should be encouraged to participate in the exams, or any review courses that are offered in the area and at the Annual National Collegiate Conference.

#### Public Relations Committee Chairperson:

1. Meeting and special event announcements should be prominently displayed prior to the event.
2. A student chapter Newsletter should be made available to all members to keep them current with chapter activities.
3. Create articles for Information Executive/Nanosecond by going to <http://www.aitp.org/input>.

#### Awards Committee Chairperson:

1. Maintains records for both the Student Individual Performance Award (SIPA) and the Student Chapter Outstanding Performance Award (SCOPA). See Student Awards Manual.
2. Initiates and coordinates the certification of required reporting forms for individual members to receive the SIPA or for the chapter to receive the SCOPA.

## Student Chapter Activities

The following is a list of activities that student chapters can undertake. Some are mandatory (e.g., regular meetings, election of officers, etc.); others should be given strong consideration by student chapter leaders. The imagination of chapter members can, and should, also be applied to develop additional activities.

### Operations:

1. **ELECTION OF OFFICERS**—Provision is made in the chapter bylaws for elections. Chapter officers should think about nominations, etc. well ahead of the election date and communicate election information to the chapter members.
2. **STANDING COMMITTEES**—Immediately following the election of officers, the chairpersons for standing committees implemented by the chapters should be selected. Those chairpersons should then select members to serve on their committees and set about planning for the upcoming term.
3. **OFFICER, CHAIRPERSON TRAINING**—A great way to begin a new administrative term is for the new officers to coordinate a meeting at which the objectives and expectations for the chapter are communicated and discussed. The responsibilities and duties for each officer and chairperson should be reviewed at the same time. The faculty advisor and sponsoring AITP chapter coordinator are valuable resources in this respect and should be consulted in planning for the training session and be present at the session. AITP conducts leadership training seminars for regular chapter leaders annually at the Region level. Student members are encouraged to attend these sessions also. Arrangements should be made through the coordinator.
4. **CHAPTER MEETINGS**—Meetings involving the entire chapter membership should be held on a regular, periodic basis. A minimum of seven such meetings are required during each academic year. Typically, these meetings should feature a speaker. Chapter business should be limited to brief reports from the standing committees on topics relevant to all members. Committee work should be conducted by the committee at another time. Policy making activities should be limited to executive committee or board meetings unless the entire membership comprises the governing body. The senior chapter officer (usually the president) should conduct the meeting in accordance with recognized rules of order. Not only will this make for more interesting and productive meetings, but it will also provide valuable leadership training for the chapter.
5. **EXECUTIVE COMMITTEE/BOARD OF DIRECTORS MEETINGS**—The governing body should meet periodically, at the discretion of the body, to set and review plans, establish policy, coordinate chapter activities, etc. Whatever actions are taken by the body should be communicated to the membership promptly. As with chapter meetings, governing body meetings should be conducted with a minimum of committee work allowed.
6. **SHARE A FEW GENERAL GUIDELINES**—First, chairpersons should be encouraged to work through their committee people (i.e., to delegate). This serves to relieve some burden from the chairperson, provides an opportunity to involve more members of the chapter in active roles and enhances leadership experience. Second, committee activities should be planned, coordinated and monitored through periodic committee meetings, not during chapter or governing body meetings.

7. MEETING PROGRAMS—Each chapter meeting should feature a pre-planned program. While the majority of such programs should be relevant to information technology, topics of school or community interest can be included on occasion. Speakers can be drawn from the sponsoring AITP chapter, the faculty, chapter membership, and from the community at large.
8. CONTINUITY OF OPERATION—The nature of the academic year and the number of changes in chapter membership from term to term make continuity of chapter operation a significant challenge. Each chapter will have certain decisions to make regarding its terms of office and other operational aspects. It is recommended that the chapter adhere as closely as possible to the academic terms set up by the school. The responsibility for planning lies with the chapter's governing body. The responsibility for ensuring that such plans are implemented rests largely with the faculty advisor and the sponsoring chapter coordinator, since they are more likely to be on the scene from term to term. Many student chapters that finish the academic year on a strong note in May cease to exist in September because starting plans for the next term were not established. Don't let that happen to your chapter.
9. INTERACTION WITH THE FACULTY ADVISOR AND SPONSORING CHAPTER COORDINATOR—Both of these people are valuable resources for advising and guiding student chapter operations. Their role is not, however, to lead the chapter; chapter officers and members do that. While advisors and coordinators should be conscious of the need for interaction, the student chapter should initiate the contact if a need arises. Advisors and coordinators should be encouraged to attend student chapter meetings and functions.
10. TRANSITION TO AITP INTERIM MEMBERSHIP—AITP encourages graduating student chapter members to become interim members of professional chapters. Chapter officers, advisors, and coordinators should take steps to identify students who will become eligible for interim membership and to communicate to them the benefits of continuous participation.
11. INTERNSHIP AND JOB PLACEMENT PROGRAMS—Since the major objective of student members is to eventually secure employment in information technology related fields, the potential for gaining experience through cooperative work/study, internships and field study courses should not be overlooked. It is a fact that the majority of employers look for experience before education. Student chapters should work with the school administration to establish such programs if not now available, and to encourage members to take advantage of programs which are available. The same can be said for the school's job placement function.

#### Membership Growth and Retention:

1. It is difficult to over-emphasize the importance of continuous recruitment of new members and the retention of current members. Planned recruitment should begin immediately after the new academic term begins and continue throughout the term. Open meetings to orient prospective members, incentive programs, social events, etc. can all be used to identify interested students.
2. Retaining current members and reactivating student members who return after the summer recess are ongoing responsibilities of the membership chairperson, the chapter officers, and all the members. The student chapter roster, provided by AITP headquarters

each month, is an excellent source of information regarding member status. A planned program of review and contact should be established. A valuable technique for retention is involvement. Chapters should, through committee work, projects, etc., obtain ongoing, active involvement from as many members as possible.

#### Education:

1. PUBLIC SPEAKING—Student chapter members can improve their leadership and communication skills by speaking before their chapters or outside organizations (e.g., service clubs, etc.).
2. TUTORING—Student chapter members can increase chapter and personal visibility by tutoring other students and by helping as laboratory assistants.
3. SCHOLARSHIPS AND STUDENT COMPETITIONS - Scholarship opportunities should be thoroughly explored by the student chapter education committee. Frequently, the sponsoring AITP chapter has a scholarship program or could be convinced to initiate one. Some AITP Regions provide competitive scholarship programs. Student programming competitions, with cash awards, are also available in some areas and a part of the Annual National Collegiate Conference. The advisor and coordinator should be aware of opportunities in your area.
4. CURRICULUM ADVISORY COMMITTEES—Student chapter leaders, through the advisor, should determine whether or not their school has a curriculum advisory committee. If so, it is possible that the student chapter could have a representative on the committee, or could provide suggestions and recommendations.
5. SEMINAR PARTICIPATION—Student members should take advantage of seminars offered by the Sponsoring AITP chapter and other groups. Usually the registration fees are reduced for students. Organizing an internal seminar is an excellent student chapter project. It can enhance knowledge in specialized areas, gain chapter visibility and possibly raise funds.
6. CERTIFICATION PROGRAMS—Student members should consider sitting for the ICCP certification examinations during their senior year or soon thereafter. Although the certificate will not be awarded until the required experience has been gained, students have a higher likelihood of passing the exam than persons who have been away from the academic regimen for several years. The coordinator can provide full particulars on certification.

#### Public Relations and Communications:

1. MEETING ANNOUNCEMENTS—Meetings and special event announcements should be attractively prepared and prominently displayed on school bulletin boards, etc.
2. STUDENT CHAPTER NEWSLETTER - A newsletter should be regularly printed and distributed to student members, advisors, coordinators and prospective members.
3. SPONSORING CHAPTER AND AITP HEADQUARTERS NEWSLETTERS - Newsworthy items should be submitted for publication in the sponsoring chapter newsletter and *Information Executive/Nanosecond*.
4. COMMUNICATION WITH OTHER STUDENT CHAPTERS—If there are several chapters in the same geographic area, regular communication between chapters can be mutually

beneficial. In one area, student chapter presidents are experimenting with a quarterly round table meeting to discuss chapter activities, problem solutions, etc.

#### Award Programs:

Guidelines and procedures regarding awards programs for student chapters and each student member can be found in the Student Awards Manual.

#### Association Participation:

1. AITP CHAPTER MEETINGS—Attending Sponsoring AITP chapter meetings can be a rewarding experience for student members. Frequently the AITP chapter will arrange for discounts on the cost of dinner for attending students and may be willing to pay the entire dinner cost for the student chapter's Member of the Month.
2. AITP REGION AND ASSOCIATION CONFERENCES—Students are encouraged to attend Region and Association conferences sponsored by AITP. Usually the registration fees are greatly reduced and the educational programs and exhibits are well worth the effort.
3. AITP ANNUAL NATIONAL COLLEGIATE CONFERENCE—Students should plan on attending this event which is generally held during spring break. Conference and registration information is sent to student members through their chapter faculty advisor.
4. COMMUNITY PROJECTS - Ample opportunities exist for student participation in community improvement projects such as the Junior Achievement program, BSA Explorer groups, Senior Citizens groups, etc.
5. SPONSORING AITP CHAPTER PROJECTS-Many AITP chapters sponsor projects which can afford opportunities to student members. Examples include helping with registration at conferences, seminars, vendor exhibits, etc.; preparing direct mail material to advertise seminars; and developing programs for the analysis of survey data.

#### Fund Raising:

1. USES OF FUNDS—Newer student chapters may well ask why a chapter would want to raise funds over and above those needed to fund internal operations. Some examples of uses made by student chapters across the country include improvement of information technology facilities in their schools (e.g., purchase of special software, hardware, etc.); scholarships awarded by the student chapter; and funding the attendance of members at seminars, conferences, etc.
2. FUND RAISING PROJECTS—Some effective fund raising ideas: Sponsoring school functions (dances, etc.), general merchandise sales, and bake sales.

## **Graduating Student Members**

### **Interim Membership**

Near the end of each academic term, the faculty advisor will identify graduating student members, using the most recent student chapter membership roster. The advisor will then schedule a meeting with the graduating students to discuss the benefits of AITP membership and the importance of continuing their professional development. Graduating student members are encouraged to continue the benefits of AITP membership by becoming an interim member, for a maximum of three years, by joining a professional AITP Chapter. The interim membership has dues established by AITP, and is designed to encourage former student members in retaining their AITP membership. After three years the full, professional membership dues structure will apply.

The faculty advisor can inform graduating student members to go to <http://www.aitp.org> to find the nearest professional chapter. They can then contact that professional chapter's officers.

# Appendix 1

## Suggested Student Chapter Programs For Monthly Meetings:

1ST MEETING: What is AITP? Presentation preferably by a member of an AITP professional chapter covering membership goals, and services provided by AITP, the reasons for developing student chapter programs; services provided by local chapter, etc.

2ND MEETING: The information technology installation in the business environment. General business structure with the place, roles at present, and possible future roles of the information technology function within the structure of business.

3RD MEETING: The place of the recent college or university graduate in the field of information technology. What a programmer trainee with a bachelor's degree should be taught; the kind of work he/she will do as a programmer; basic non-academic requirements of the job, etc.

4TH MEETING: Follow a business information technology problem from the requirements of management through planning, programming, testing and final reporting.

5TH MEETING: Hardware. Discuss different types of hardware.

6TH MEETING: Software packages. Their uses; how they are developed; their limitations and advantages, etc.

7TH MEETING: Tour of large installation in the community which performs different operations.

8TH MEETING: Systems analysis and design. Reasons for systems analysis; how it relates to the information technology function, etc.

9TH MEETING: Scheduling and operations. Research models and their place in a business environment. Basic definitions of types of models and their uses; programming methods used, etc.

**FORMS ASSOCIATED WITH THE OPERATION  
OF AN  
AITP STUDENT CHAPTER**

Application for Membership in a Student Chapter  
Interim Membership Application

<https://www.aitp.org/join/join.jsp> - to join online

- |            |   |
|------------|---|
| Exhibit 2  | Transmittal Form for Student Members        |
| Exhibit 3  | Application for Student Chapter Affiliation |
| Exhibit 4  | Student Chapter Survey Form (2 pages)       |
| Exhibit 5  | Student Chapter Officers                    |
| Exhibit 15 | AITP Speaker Summary (2 pages)              |

All of the above student forms can be found at:

[http://www.aitp.org/organization/profile/manuals/manuals\\_view\\_topic.jsp?sectionMain=STUDENTS](http://www.aitp.org/organization/profile/manuals/manuals_view_topic.jsp?sectionMain=STUDENTS)

Code of Ethics and Standards of Conduct

<http://www.aitp.org/organization/about/ethics/ethics.jsp>

The above are the official AITP forms and may be reproduced as needed.