

*The following is an excerpt from*

**STUDENT CHAPTER MANUAL**

**Organization and Operation**



## STUDENT CHAPTER EXECUTIVE COMMITTEE

The affairs of the Student Chapter are managed by an Executive Committee consisting of the Advisor and the Chapter Chairman, Vice Chairman, Secretary, and Treasurer. Generally, this Committee's duties are:

- a) Manage the affairs of Student Chapter, except as otherwise provided by laws, or by the Chapter bylaws.
- b) Approve proposed activities and appointments to Student Chapter committees.
- c) Determine who shall be authorized to sign, on behalf of the Student Chapter, notes, receipts, acceptances, endorsements, checks, releases, contracts and other documents, and make such authorization.
- d) Perform such other acts as may be necessary to carry out the purposes of the Student Chapter and the American Welding Society.

In case of a vacancy occurring in the Student Chapter Executive Committee, the Committee should appoint a successor to hold office for the unexpired portion of the vacating member.

All members of the Executive Committee are entitled to vote. However, sound parliamentary procedure dictates that the Chairman should exercise his/her vote only when necessary to break a tie.

No business can be conducted officially by the Executive Committee unless a quorum is present. The "quorum" refers to the number present, not the number voting. Unless the bylaws provide otherwise, the quorum is majority of the Committee's members.

The Executive Committee is essentially the Student Chapter's "Board of Directors." The Chapter Chairman is the Chairman of the Executive Committee. In the absence of the Chairman, his/her duties fall upon the other officers in the following orders; Vice Chairman, Secretary, and Treasurer.

New members on the Executive Committee may not be thoroughly familiar with many phases of operation. Accordingly, at the first meeting it is well to review the scope and objectives of the Society and the Student Chapter, as well as all recent projects. This may be done best by the Advisor, who is the one permanent member of the Executive Committee and lends to its continuity.

The Minutes of the Executive Committee meeting are recorded by the Secretary. Each member of the Committee should receive a copy of the Minutes, approved by the

Chairman, as soon after the meetings as possible and at least ten days prior to the next meetings.

### ADVISOR

The Advisor shall be at least 21 years old and a member of the AMERICAN WELDING SOCIETY. It is his/her job to lend advice, guidance and encouragement to the Student Chapter in all its activities.

The Advisor can be of great assistance in utilizing his/her contacts with the local Section, various companies in industry and the AWS national office to gain support and assistance for the Student Chapter activities.

He/she is an Ex Officio member of all Committees within the Student Chapter.

### CHAIRMAN

The Chairman is chief executive of the Student Chapter. Generally, the Chairman's duties are:

- a) Supervise and promote the affairs of the Student Chapter with the help of the Executive Committee.
- b) Preside at meetings of the Student Chapter, of the Executive Committee and be an Ex Officio member (with voting rights) of all committees.
- c) Call meetings of the Executive Committee as needed.
- d) Maintain the records and correspondence of his/her office and turn over all records to his successor.
- e) Appoint chairmen of various committees, subject to the approval of the Executive Committee.
- f) Require periodic progress reports of all Committee Chairmen.
- g) Appoint a Nominating Committee at least a month before the annual meetings, consisting of three members, who will report their nominees at the annual meetings. Other nominations may be made from the floor at this time. Voting by all members present should then be conducted by written ballot and the results reported before the end of the annual meeting.
- h) Appoint a Nominating Committee of at least three members to audit the Chapter's books and accounts and submit the results of their audit to the Executive Committee prior to the end of the academic year.

## VICE CHAIRMAN

The Vice Chairman is the second chief executive of the Student Chapter. In the absence or disability of the Chairman, all duties of the “chair” fall upon him/her. Generally, the Vice Chairman’s duties are:

- a) Assume all duties of the Chairman in his/her absence or disability.
- b) Serve as first assistance to the Chairman.
- c) At the Chairman’s direction, accept the responsibility for specific Student Chapter activities.
- d) Serve as Ex Officio member (with voting rights) of all committees.

## SECRETARY

The Secretary is the official correspondent for the Student Chapter. In his/her absence these duties fall upon the other officers in the following order: Chairman, Treasurer, and Vice Chairman. Generally, the Secretary’s duties are:

- a) Maintain the correspondence and records of his/her office and turn over all records and correspondence to his/her successor.
- b) Serve as Secretary for all Executive Committee meetings and prepare minutes of each.
- c) Prepare agenda, under direction of the Chairman, for all meetings.
- d) Make sure members are notified of forthcoming meetings at least a week prior to the meeting.
- e) Give copies of minutes of all meetings to Executive Committee members (following approval by the Chapter Chairman) as soon after the meeting as possible and prior to the next meeting.
- f) Send copies of Executive Committee meeting minutes to the District Director.
- g) Become familiar with both the Student Chapter and National Bylaws, as well as all rulings that might affect Student Chapter management, such as those of the school or community.
- h) Bring to the attention of the Chairman all correspondence, bulletins, notifications and matters affecting the Student Chapter’s activities, especially those which should be discussed at meetings of the Executive Committee.

- i) Turn over all income, bills, receipts, etc. to the Student Chapter Treasurer.
- j) Prepare and send to both the District Director and the AWS National office reports of Student Chapter meetings on the forms provided by the AWS office, accompanied by a news report on events or meetings which could be used by the Welding Journal for publication.
- k) Prepare and send to both the District Director and the AWS National office an Annual Report accompanied by the Treasurer's Report on forms provided by AWS. These reports are due at National by July 1.
- l) Send all applications and payments for dues covering memberships received at Student Chapter meetings to AWS National office for processing.
- m) Maintain member and guest meeting attendance records. Make records available to the Membership Chairman for follow through on membership promotion.
- n) Post meeting notices on school bulleting boards. Maintain a list of individuals in addition to the regular members who might be interested in the Student Chapter. This list may be used for circulation of meeting notices, such as prospective members, local organizations, District Director, National and the nearest local AWS Section.
- o) Arrange for and supervise the duplicating and distribution of all Student Chapter meeting notices.
- p) Maintain a current roster listing addresses and telephone numbers of all members of the Executive Committee and others designated by the Executive Committee.
- q) Notify National of changes in mailing addresses of members.

### TREASURER

The Treasurer is the official custodian of the Student Chapter's funds. He/she receives the Chapter's money and disburses it only upon orders made by the Executive Chairman with the knowledge of the Secretary and Executive Committee. In the absence of the Chairman and Treasurer, the duties are administered by the Vice Chairman. Generally, the Treasurer's duties are:

- a) Be responsible for receipts and disbursements of Student Chapter funds.
- b) Maintain Student Chapter financial records and turn over all records and correspondence to his/her successor at end of his/her term.

- c) Attend meetings of the Executive Committee and provide periodic reports as requested.
- d) Arrange for safekeeping of the Student Chapter's funds in a checking or special funds account as approved by the Executive Committee.
- e) Arrange a satisfactory method, approved by the Executive Committee, for the Chapter's checking account with approved officer signatures for withdrawal, etc. The banking account should be carried in the name of "The \_\_\_\_\_ Student Chapter of the American Welding Society," to avoid any possible conflicts with National funds.
- f) Deposit all receipts in the bank account as soon as received.
- g) Reconcile the monthly bank statements.
- h) Obtain invoices or receipts for disbursements.
- i) Prepare a financial report certified by an auditing Committee and submit it to the Executive Committee at the end of each academic year.
- j) Prepare the annual financial report on forms provided by National. This should be given to the Chapter Secretary for inclusion in the Chapter's Annual Report, which is sent to the District Director and National. The Annual Report is due on July 1.
- k) Retain cancelled checks for a minimum of three years and maximum of eight years before disposing of them. Other financial records shall be maintained for current year plus a minimum of three years. The statute of limitations varies according to states. Check regulations applicable in your state.

#### MEMBERSHIP CHAIRMAN

The responsibility of the Membership Chairman is to (1) enroll new members and (2) retain existing members. It is suggested that the Chairman appoint at least three members to his/her committee. Generally, the Membership Chairman's duties are:

- a) Develop a membership campaign to commence with the first fall monthly meeting of the Student Chapter. Every means possible should be used to bring nonmembers to this initial meeting. When they are there, the Membership Committee has an important job making them feel welcome and to see that they are given every opportunity to enroll as new members of the Chapter. Be certain to have application forms on hand, obtainable in any quantity from National.

- b) Work closely with the Program Committee so as to be certain invitations are mailed to special groups and individuals when programs are scheduled for presentation, which may appeal to them.
- c) Keep the Student Chapter membership interested in bringing in new members. Contests of various kinds can be conducted throughout the year.
- d) Remind the Student Chapter members of the value of bringing guests to the meetings.
- e) Keep an adequate supply of membership application forms on hand, and use them at every opportunity, especially for guests at Student Chapter meetings.

When students who are not members attend the meetings of the Student Chapter, the Committee should contact them in an effort to secure their membership enrollment. Active members are the lifeblood of the Student Chapter, and no opportunity should be missed for attracting as many as possible.

#### PUBLICITY CHAIRMAN

The responsibility of the Publicity Chairman, in essence, is to “spread the word,” to sell the Chapter’s objectives to those who are in a position to assist and support in some way, and to obtain that assistance. This can be accomplished by:

- a) Making up posters advertising the activities and projects of the Student Chapter and placing these in prime locations.
- b) Circulating copies of meeting notices and other news releases in areas not reached by the Secretary.
- c) Arrange for photographs to be taken of events during the Student Chapter’s year and send copies to the school newspaper, the Yearbook staff, the local Section and Welding Journal, along with appropriate write-ups.
- d) By letter, telephone and personal contact, get local companies interested in the Student Chapter. These are valuable sources of assistance in activities such as; sponsoring plant tours through their organizations, donating material and equipment such as scrap metal or welding equipment, sending knowledgeable speakers to the Student Chapter meetings, contributing door prizes for special events, etc. This, in many ways, is one of the most valuable functions of the Publicity Committee.

#### PROGRAM CHAIRMAN

It is the responsibility of the Program Chairman, in conjunction with his/her committee members and the Advisor, to arrange the program for the year.

It is recommended that he/she work closely with the Program Chairman of the nearest AWS Section for the possibility of their scheduled speakers visiting the school either prior to or following the Section engagement.

The Program Chairman should arrange details for each Student Chapter meeting such as obtaining the required audio-visual equipment, transportation, etc. His/her function is to arrange for and to do everything possible to see that each meeting and special function goes smoothly.

Excellent sources for speakers include the programs from Annual Meetings, authors of articles appearing in the Welding Journal and write-ups of talks given by speakers before AWS Sections, in the “Section News” portion of the and write-ups of talks given by speakers before AWS Sections, in the “Section News” portion of the Welding Journal.