



STUDENT CHAPTER PROCEDURES AND GUIDELINES

A Student Chapter may be established to provide a forum for discussion among student members at a college or university offering an archival studies program, to attract and integrate new student members, and to encourage student involvement in the ACA. Any group of seven or more ACA student members, including one designated as a Coordinator, may, upon presentation of a statement of intent signed by its members and by a faculty advisor, petition the Board for recognition as a Student Chapter. Upon approval, membership is open to all students enrolled in that institution who are members of the Association.

1. MISSION STATEMENT

A post-secondary-level Student Chapter of the Association of Canadian Archivists will:

- a. Serve as a means of introducing new archivists into the profession;
- b. Enhance the educational function of the ACA by providing an additional focus for the students to discuss archival issues, identify with the profession, and engage in professional activities;
- c. Promote communication among student members and between students;
- d. Provide a communication channel for its members with the general membership of the Association and to the Board on matters of concern to the Chapter;
- e. Develop the leaders of tomorrow's archival profession; and
- f. Attract new members into the Association.

2. REQUIRED ADMINISTRATIVE PROCEDURES

The Committees, Special Interest Sections and Student Chapters section of the ACA By-Law provides for the operation of Student Chapters of the Association. The Guidelines given below provide more details on how Chapters are expected to operate. The ACA Board of Directors is aware of the important and valuable contributions Student Chapters can make to the Association and the archival profession in Canada. The Guidelines are intended to provide Chapters with sufficient freedom and support to fulfil their mission and realize their objectives while ensuring that Chapter officers are still accountable for activities undertaken in the name of the Association.



STUDENT CHAPTER PROCEDURES AND GUIDELINES

2.1. Establishment of Student Chapters

- a. A Student Chapter seeking recognition from the Association must submit the following information to the ACA Board at least thirty days before the next Board meeting at which the request will be considered:
 - a.1. the Statement of Goals and Objectives;
 - a.2. the name and address of the Coordinator;
 - a.3. a copy of the letter of recognition from the academic institution where the chapter is located, granting the Student Chapter official recognition as a student organization;
 - a.4. a letter from the Faculty Advisor, who must be an individual member of ACA and either an archival educator or an archivist within the parent institution, who has indicated his or her willingness to support Student Chapter activities; and
 - a.5. a list of all ACA members enrolled as students at the institution who wish to form a Student Chapter.
- b. Membership:
 - b.1. All members of a Student Chapter must also be individual members of the Association; and
 - b.2. the minimum number of members required to form a Student Chapter is seven.
- c. The ACA Board, acting at one of its regular meetings, reviews and approves the application of any new Student Chapter.

2.2. Membership

Chapters are considered to be an important and integral part of the Association. Therefore, while Chapters can make their services and information available to non-members, formal membership in any Student Chapter is restricted to students who are members of the ACA.

2.3. Statement of Goals and Objectives

Each Chapter must adopt and maintain a statement of goals and objectives. This statement, indicating the Chapter's general concerns and intended areas of action, may be changed as the Chapter with the approval of the Association.

2.4. Communication with the Board of Directors

- a. The Director at Large is the Board member responsible for Student Chapters, as ex-official member of each Chapter, and is the communication link between Chapters and the Board. Chapters are expected to keep the Director at Large informed of their activities.



STUDENT CHAPTER PROCEDURES AND GUIDELINES

- b. At each ACA annual conference, an opportunity will be provided for Chapter Coordinators to meet with the Director at Large to discuss matters of mutual interest and concern. Other student members attending the conference may be included.

2.5. Annual Report and Budget

Each Student Chapter will submit a report no longer than one page to the ACA for the AGM. The Chapter Coordinator is required to prepare and submit to the responsible Board member a work plan and budget (by Sept 15th) and an annual report (by May 1st). Templates for these documents are available from the Executive Director of the Association. The Chapter Report will include the names of all the members of the Student Chapter, the names of the Coordinator and the Faculty Advisor, and a summary list of Chapter activities in the past year.

2.6. Administration

- a. Chapters must have an elected leadership consisting, at a minimum, of a Chapter Coordinator who acts as the liaison between the Chapter and ACA.
- b. Each Student Chapter will elect its own Coordinator and notify the ACA Board within thirty days following the election.
- c. Each Student Chapter will have a Faculty Advisor who is an ACA Individual Member. The Advisor will assist the Chapter in its relations with the ACA and in planning local programs for the Student Chapter.
- d. Chapters may operate as formally or informally as suits their needs, but Chapter leaders should strive for the minimum in formal procedures: whatever is required to forward their work.

2.7. Financial Management

- a. Student Chapters may solicit resources (in cash or in kind) from sources within their academic institutions. ACA Student Chapters must follow all regulations of their own institutions regarding fundraising by student organizations.
- b. Monies and other resources derived from fundraising efforts within their own institution will be the property of the Chapter that raised the resources. This will be monitored by the Chapter and accounted for in accordance with the specific institutional guidelines for student organizations in each institution.
- c. The ACA Board may include in its annual budget an appropriation to assist the Student Chapters to carry out Chapter activities. See **Appendix A: Policy for the Provision of Support Services to ACA Student Chapters** for more information.
- d. In pursuing its work, a Student Chapter must have authorization from the Board for any commitment or expenditure of ACA funds. Original receipts for expenses funded by ACA must be submitted to the ACA Office.



STUDENT CHAPTER PROCEDURES AND GUIDELINES

- e. ACA's fiscal year runs from January 1 to December 31. Student Chapter funding requests will be considered at the fall Board meeting (October). Student Chapter Coordinators will be requested by the ACA Board in advance of this meeting to identify any funding requests.
- f. Student Chapters are encouraged to develop projects of high quality and educational value. As Chapters may require outside support to do so, the ACA allows them to seek external fundraising to support these activities, provided the Chapter Coordinator and Faculty Advisor submits a proposal to the Director at Large for approval prior to seeking external resources and so that the Director can provide procedural guidance.

2.8. Use of ACA Name, Logo, and Auspices

The Association of Canadian Archivists is a corporate body. Use of the ACA name, logo, and/or auspices for any activity must be approved in writing by the Director at Large. Student Chapters, though within the ACA Structure, are not empowered to take action in the name of the ACA, request grant money, or otherwise enter into any contractual agreement in the name of the ACA.

2.9. Dissolution of a Student Chapter

The viability of a Student Chapter can be measured in many ways including by the number of members, by the vitality of its programme, and by the contents of its annual report. A Chapter whose membership has dropped below seven, which has failed to submit an annual report, which fails to submit the names of Coordinator or Supervisor, and/or which is no longer recognized as a student organization by its educational institution may be deemed unviable. When such a determination is made, the Director at Large shall contact the Chapter, alerting them to the concerns held by the Board and provide the Chapter with thirty days to respond in order to remedy the deficiency. Following a discussion, or if no response is made by the Chapter within the allotted time, the Director at Large may recommend the Chapter's dissolution to the Board.

3. RECOMMENDED OPERATIONAL GUIDELINES

3.1. Areas of Activity

Student Chapters are encouraged to broaden their understanding of archival issues, archival education, and the archival profession by:

- a. Inviting guest archival educators and others with relevant knowledge, expertise, and experience from both inside and outside the institution to discuss theoretical perspectives, practical experiences or research initiatives;
- b. Organizing visits to area repositories;
- c. Eliciting reports and/or arranging presentations from fellow students who have attended regional and national archival conferences or research initiatives;
- d. Encouraging professional activities among members & networking activities with the archival community;



STUDENT CHAPTER PROCEDURES AND GUIDELINES

- e. Developing and encouraging interaction with other ACA Student Chapters and other professional groups to establish links with colleagues inside and outside Canada;
- f. Acquainting members with the objectives, policies, programs, ethics, events and publications of the Association; and
- g. Promoting archival interests within their universities and academic departments, for example by planning colloquia or serving on curriculum committees.

3.2. Communications

- a. A copy of all Student Chapter mailings, such as newsletters, should be sent to the ACA Office.
- b. To ensure full awareness and appreciation of the work of the Association's Student Chapters among the membership, each Chapter is encouraged to regularly submit stories or articles to the *ACA Bulletin*, and the web site pertaining to their activities and concerns.
- c. Student Chapters have a role to play in making Association services and information available to allied groups and organizations, and to non-members. However, the issuance of other communications devices such as a Chapter newsletter or special publications must not replace communication to Association members through the *Bulletin*, and the web site.
- d. The Director at Large will serve as liaison between the Chapter and the ACA communications Committee concerning all publications (including Chapter newsletters, the *Bulletin* and *Archivaria*).

3.3. Meetings

- a. Student Chapters may meet as often as they wish in their individual institutions.
- b. At the ACA Conference, Student Chapter members are encouraged to meet & discuss activities of their counterparts from other Chapters and to build ties between the programs. Space for this meeting shall be provided by the Association and will be included in the Conference Programme.
- c. Quarterly conference calls between Student Chapter Coordinators and the Director at Large may be scheduled at the beginning of each school year. The first conference call each year should include a brief orientation.



STUDENT CHAPTER PROCEDURES AND GUIDELINES

Appendix A:

Policy for the Provision of Support Services to ACA Student Chapters

The ACA Student Chapters are voluntary organizations of ACA members in colleges and universities providing student members with a forum for discussion. Student Chapters facilitate the attraction and integration of new student members into the ACA, while encouraging student involvement in the Association.

Student Chapters report to the Board of Directors through the Director at Large, who is an ex-officio member of each Chapter. The Chapters are required to submit an Annual Report and a Budget/Work plan to the ACA Board as set out in the Student Chapter Guidelines.

In order to foster the growth of Student Chapters, and facilitate their activities, the ACA will provide each chapter with promotional materials and limited financial support. Specifically the ACA will:

- provide promotional and recruiting materials for an ACA Meet & Greet or similar Chapter event
- provide general administrative support through contact with the Director at Large
- provide up to \$200 in funding per Chapter to be used to support chapter-related activities which are eligible for ACA funding (e.g. meet & greet, profile speaker,)

Requests for these funds and materials are to be directed through the Director at Large.

Expectations of stakeholders and related procedures:

There are four major stakeholders in the provision of support to archival students and Student Chapters. Each stakeholder has an important role to play in this particular application of support services.

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| 1) Student Chapters | 3) ACA Director at Large |
| 2) ACA Executive Director | 4) Membership Development Committee |

Student Chapters

- a. Maintain regular contact with the Director at Large regarding chapter activities
- b. Participate in the promotion of the ACA by providing information to current or prospective Student members
- c. Coordinate an ACA introductory (Meet & Greet) information sessions (with the support of the Director at Large) to students in order to encourage participation and enroll as members of the ACA
- d. Submit an annual report to the ACA Board of Directors
- e. Submit requests for funding and materials to the Director at Large in a timely manner
- f. Provide appropriate receipts for funded disbursement



STUDENT CHAPTER PROCEDURES AND GUIDELINES

ACA Executive Director &/or Office

- a. Provide promotional materials for Meet and Greet, as available on request
- b. Provide one complimentary e-student membership per Student Chapter annually for presentation at the Meet and Greet event
- c. Provide one or two additional draw prizes for the Meet and Greet event
- d. Maintains data record of student chapter contents & academic supervisor, as submitted by the Chapter
- e. Advises chapters & academic supervisors of ACA activities including deadlines for reports & work plans, calls for student & poster sessions, etc.

ACA Director at Large

- a. Establish and maintain regular communication with each Student Chapter
- b. Assess requests for funding
- c. Coordinate ACA presence at information sessions
- d. Provide new Chapter Executive with introductory materials and communicate expectations and responsibilities at the beginning of new term

Membership Development Committee

- a. Coordinate introductory information session events for non-Chapter schools
- b. Suggest ways to increase service levels to students and help facilitate the transition from student member to professional member.
- c. Maintain support materials (script for information sessions) to assist with Chapter-initiated information sessions

Procedures for requesting support services

All requests for funding, materials, and introductory information session visits should be directed to the **Director at Large**. The Director at Large is the point of contact for all requests and will coordinate the any requirements for responding to requests.

1) Requests for introductory information sessions (Meet and Greet)

- Requests for visits should be submitted a minimum of 3 weeks before the anticipated date of the event. The more notice that can be provided the better your request can be accommodated.
- Please provide the Director at Large with the following information:
 - Preferred date of visit, with one alternate date
 - Preferred time of visit
 - Anticipated length of visit

2) Requests for promotional materials

There are a number of promotional materials available for use by the Student Chapters. When requesting materials, please include expected number of attendees, **type, quantity, date required, delivery address**.

3) Requests for funding

Each Student Chapter may receive limited financial support available, up to an amount of \$200. This funding is available to help defray costs of specific chapter events. Suggestions for possible applications of this funding include: support for a lecture, symposia, high profile speakers, or a Meet & Greet to encouraging ACA memberships for Students in the institution's archival program.



STUDENT CHAPTER PROCEDURES AND GUIDELINES

- A request for funding should be submitted prior to Oct 10th, to allow for review & approval.
- Requests for funding should be accompanied by a description of the planned use of ACA funds.
- Original receipts or invoices must be submitted to the ACA Office in order to receive these funds.