



AMERICAN DESIGN DRAFTING ASSOCIATION

Student Chapter Program

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Student Chapter Membership Application

ADDA Student Chapter Program

Student Chapter membership is for individuals enrolled in the design/drafting course at schools which sponsor an ADDA Student Chapter. Membership is for one year from the date dues are received at ADDA.

Duties of Members:

- attend chapter functions
- take part in the program
- act in whatever capacity he/she may be called upon
- strive to uphold the ideals of the school and chapter

Any member or officer is subject to dismissal from the chapter for:

- non-payment of dues
- failure to perform the duties of his/her office in a reasonable manner
- not attending three consecutive meetings

The Advisor shall provide Student Chapter Applications to all students interested in joining the Student Chapter. The individual may submit the application directly to ADDA or the Advisor may submit all applications for membership in one packet. The application must be approved by the Advisor.

All Student Chapter Members will receive invoices to renew membership annually. To continue as a Student Chapter Member, each individual will be required to obtain the signature of the Student Chapter Advisor on the renewal form and return it to ADDA with the appropriate dues payment. If an individual is not continuing as a member of the Student Chapter, they may elect to continue membership under an other category.

What Student Chapters Do

Student Chapters hold meetings to conduct chapter business and/or present educational programs. The programs may be talks by guest speakers; films; demonstrations/workshops; field trips; dinners; social events; fund raisers. The purpose of the Chapter is to:

- keep abreast of changing technology in design/drafting
- associate with professional drafters and designers
- keep informed on industry needs, salary ranges and educational requirements for design-drafters
- start and encourage continued educational programs
- encourage self-improvement by increased knowledge
- develop leadership ability
- receive ADDA publications at Member's reduced price
(A subscription for *Design Drafting News* is included in the membership.)
- attend ADDA local and national meetings at special reduced student fees
- participate in the ADDA Annual Design Drafting Contest and other programs
- foster a spirit of fellowship among the members

Monthly meetings shall be held at a time and place as decided by the membership. All student chapter meetings should be conducted with proper earnestness and dignity. There shall be no alcohol beverages present at any meeting or activity sponsored by the Student Chapter. One-half of the voting members or ten voting members, whichever is smaller, shall constitute a quorum for the transaction of business at a regular meeting.

An "Action Report" form shall be prepared by each Student Chapter and submitted to ADDA national office annually. The Action Report provides a means of communicating between the Chapter and national office.

The Modern Rules of Order, latest addition, and the National ADDA Constitution and By-Laws shall be the parliamentary authority of the Student Chapter.

Duties of Student Chapter Officers and Committees

The President shall:

1. Preside over the chapter.
2. Prepare an agenda in consultation with the Program Chair
3. Appoint all Chapter Committee Chairs
4. Serve on the National ADDA Student Chapter Committee

The Vice-President shall:

1. Serve in the absence of the President
2. Be the Chair of the Chapter's Executive Committee (optional committee)
3. Be responsible for preparing the annual Action Report

The Secretary shall:

1. Keep the Minutes of all meetings (one copy to be submitted to the National Office as issued).
2. The Secretary and the Treasurer will compile a listing of the membership. This list will be in the possession of the Secretary and will be used to take roll at all meetings. An updated copy will be given to the Advisor as needed. A copy of the membership listing will be sent to the National

- ADDA office with the report of elections.
3. Notify all members of special meetings at least three days in advance
 4. Notify committees of their appointment

The Treasurer shall:

Be responsible for handling Student Chapter funds. The Treasurer, President and the Chapter Advisor (school faculty) shall have access to the Student Chapter's funds.

Duties of Other Officers: The Student Chapter may elect such other officers as desired and assign duties to each as required.

Nominating Committee

A committee of three members shall be elected by the Student Chapter members at the first meeting to nominate officers for election at the second meeting.

Program Committee

The duties of this committee shall be to make arrangements for all meetings including: speakers, entertainment, refreshments, and furnish all newsworthy information to Design Drafting News and to local newspapers.

Membership Committee

The duties of this committee shall be to explain the function of the Student Chapter to students eligible for membership.

Executive Committee (optional)

The Student Chapter may constitute, by resolution, an Executive Committee comprised of Student Chapter officers, chairs of Student Chapter committees, and the faculty advisor, delegating to it such authority as the members deem expedient to conduct the Student Chapter's business.

Student Chapter Constitution & By-Laws

Constitution

ARTICLE I - CHARTER

Sec. 1 This Student Chapter of the American Design Drafting Association (ADDA) shall operate in accordance with the Articles on Student Chapter activities as set forth in the ADDA Constitution and By-Laws.

ARTICLE II - PURPOSE

Sec. 1 The purpose of the Student Chapter shall be:

- A. To disseminate technical information for improving the science of graphic communications and design.
- B. To initiate and encourage a continued program of education so as to provide self-improvement and progress through increased knowledge.
- C. To foster a spirit of fellowship among its members.

Sec. 2 The means by which the Student Chapter shall attain the foregoing purposes shall be: (1) meetings for presentation and discussion of educational subjects relating to design and drafting; (2) committee activities; and (3) field trips.

Sec. 3 The Student Chapter shall be operated on a non-profit basis.

Sec. 4 No endorsement or approval shall be given to or made for any product, individual, firm, corporation, union or other trade organization.

ARTICLE III - MEMBERSHIP

Sec. 1 A student member must be enrolled in a recognized educational institution of high school level or above and be taking courses or pursuing a curriculum pertaining to design-drafting.

Sec. 2 A student member's application must be approved by the Student Chapter's advisor.

Sec. 3 Each student member will receive a membership card, certificate and membership directory.

ARTICLE IV - APPLICATION FOR MEMBERSHIP

Sec. 1 Must be a student enrolled in a school offering design and drafting.

ARTICLE V - DISMISSAL

Sec. 1 Any member or officer is subject to dismissal from the Student Chapter for: (1) non-payment of dues; (2) failure to perform the duties of his/her office in a reasonable manner; and (3) not attending three consecutive meetings.

ARTICLE VI - DUES

Sec. 1 Student membership dues shall be in accordance with the ADDA By-Laws.

ARTICLE VII - PUBLICATION

Sec. 1 Design Drafting News, ADDA's official publication shall be mailed to each member.

ARTICLE VIII - ADVISOR

Sec. 1 Each Student Chapter must have an advisor who shall be a faculty member in the design or drafting department. The advisor must be a member of ADDA. The Advisor shall advise and counsel student members as needed for proper Student Chapter functioning.

ARTICLE IX - CONSTITUTIONAL AMENDMENT

Sec. 1 Changes to the Constitution shall be made by authority of the ADDA Board of Directors.

Sec. 2 Any Student Chapter desiring to propose an amendment to this Constitution may do so by securing the signatures of one-third of all student chapter advisors to a petition in which the proposed amendment is set forth. Said petition to be presented to the ADDA National Secretary for review and presentation to the ADDA Board of Directors.

By-Laws

ARTICLE I - MEMBERSHIP

Sec. 1 The advisor shall submit to national headquarters a list of student members which includes the home address for each student.

ARTICLE II - DUES

Sec. 1 Annual dues are \$25.00.

Sec. 2 Membership is for 12 months effective with receipt of dues at ADDA national office.

ARTICLE III - STUDENT CHAPTER ORGANIZATION

Sec. 1 A Student Chapter may be chartered by completing the Application for Student Chapter form and sending to national office.

Sec. 2 Each Student Chapter shall elect a president, vice president, secretary and a treasurer. In the case of a vacancy in any elective Student Chapter office, a special election to fill the vacancy shall be held.

ARTICLE IV - DUTIES OF OFFICERS

Sec. 1 President shall preside over the Student Chapter; prepare an agenda in consultation with program chair; appoint all Student Chapter committee chairs; serve on the ADDA National Student Chapter Committee.

Sec. 2 Vice President shall serve in the absence of the president; and be chair of the Student Chapter's Executive Committee (if one is authorized by the membership); responsible for preparing the annual Action Report.

Sec. 3 Secretary shall: keep the minutes of all meetings (one copy for national office); notify all members of special meetings at least three days in advance; notify committees of their appointment.

Sec. 4 Treasurer shall be responsible for handling any Student Chapter funds.

Sec. 5 Other: The Student Chapter may elect such other officers as desired and assign specific duties to each as required.

ARTICLE V - COMMITTEES

Sec. 1 Nominating Committee: A committee of three members shall be elected by the Student Chapter members at the first meeting to nominate Student Chapter officers for election at the second meeting. Nominations may also be made from the floor.

Sec. 2 Program Committee. This committee shall make arrangements for all meetings including speakers, entertainment, and refreshments; and to furnish all information of newsworthy items to *Design Drafting News* and to local newspapers.

Sec. 3 Membership Committee. The duties of this committee shall be to explain the function of the Student Chapter to students eligible for membership.

Sec. 4 Executive Committee (Optional). The Student Chapter may constitute, by resolution, an Executive Committee comprised of Student Chapter officers, chairs of Student Chapter committees, and the faculty advisor, delegating to it such authority as the members deem expedient to conduct the Student Chapter's business.

ARTICLE VI - STUDENT CHAPTER MEETINGS

Sec. 1 Monthly meetings shall be held, except as hereinafter provided, at a time and place as decided by the membership.

Sec. 2 All Student Chapter meetings should be conducted with proper earnestness and dignity. There shall be no alcoholic beverages present at any meetings or activities sponsored by the Student Chapter.

Sec. 3 One-half of the voting members or ten voting members, whichever is the smaller, shall constitute a quorum for the transaction of business at a regular meeting.

ARTICLE VII - DUTIES OF MEMBERS

Sec. 1 It shall be the duty of each member to attend Student Chapter functions, to take part in the program, to act in whatever capacity he may be called upon, and to strive to uphold the ideals of the school and the Student Chapter.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Sec. 1 The Modern Rules of Order, latest edition, and the National ADDA Constitution and By-Laws shall be the parliamentary authority of this Student Chapter.

ARTICLE IX - BY-LAWS AMENDMENTS

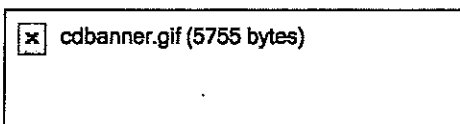
Sec. 1 These By-Laws can only be amended by approval of ADDA Board of Directors.

Sec. 2 Proposed amendments should be sent to the National Chair of the Student Chapter Committee who will submit the recommendations to the ADDA Board of Directors.

ARTICLE X - ENACTMENT & DISCONTINUANCE

Sec. 1 This Constitution and By-Laws shall become effective by acceptance of the members of the Student Chapter, the advisor (or school representative) and the ADDA Board of Directors.

Sec. 2 This Student Chapter may be discontinued only by an affirmative vote of two-thirds of the members present at a duly constituted meeting at which a quorum of the membership is present or by the ADDA Board of Directors.



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Association, but implemented by the Council, shall be the obligation of the Association.

Section 4. Councils, for operating purposes, may prepare House Rules to cover such rules or operations that are not covered in the National By-Laws, but in no case are Council House Rules to be in conflict with National Constitution and By-Laws. House Rules must be submitted to National Office for review and approved by the Executive Committee.

Section 5. A Council may have its Charter revoked, subject to the decision of the Board of Directors, when the membership assigned to the Council is less than fifteen (15), or when the Council does not conform to the provisions for the Charter of the National Constitution and By-Laws.

ARTICLE V - STUDENT CHAPTERS

Section 1. A Student Chapter Charter will be granted by the Association on request of Student Members subject to the approval of the Board of Directors after ascertaining the following:

A. Student Chapter must have a minimum of six (6) Student Members who have paid their current dues to the Association.

B. Student Chapter must have an Advisor who is a Member of the Association and a faculty member of the design/drafting department of the school.

C. Approval must be obtained from the proper school officials to organize and conduct a Student Chapter in accordance with the Student Chapter Constitution and By-Laws of the Association.

D. Student Chapter shall elect officers and appoint committees as set forth in the Student Chapter Constitution and By-Laws and submit names of incumbent officers to the National Office.

Section 2. The program and activities of the Student Chapter must be in accordance with the Student Chapter Constitution and By-Laws.

Section 3. The Student Chapter must submit to the National Office an Action Report detailing the Chapter activities annually.

Section 4. The Student Chapter may be sponsored by a local Council of the Association.

Section 3. Councils must conform to requirements set forth in the National Constitution and By-Laws.

Section 5. The Student Chapter may have its Charter revoked if Chapter does not retain a total membership of six (6) members, hold regular meetings, elect officers, or conform to the Student Chapter Constitution & By-Laws.

Section 6. The Student Chapter may raise funds to sponsor social events and design/drafting educational programs.

ARTICLE VI - NATIONAL OFFICE

Section 1. The National Office of the Association shall be maintained under the direction of the Board of Directors.

Section 2. The National Office shall be administered by the Executive Director.

Section 3. At the National Office, functions of the Association shall be performed as follows:

A. Maintain the business, correspondence, membership, education, accounting and other files pertinent to the operation and administration of the programs and affairs of the Association.

B. Prepare and mail statements of membership dues, notices of meetings and other directives, and bulletins as required.

C. Prepare or have prepared all printed material, including the Association's Official Publication, required for the proper function of the Association.

D. Recommend policies, procedures and programs to the Board of Directors for improving and expanding the services of the Association to its membership, industry, schools, government, allied societies and the public.

E. Provide assistance to and correlate activities of the Board of Directors, Executive Committee, National and Working Committees, Councils and Student Chapters in their operations.

F. Maintain an off-site security copy of Membership, Financial, Property, and other files deemed irreplaceable.