



STUDENT CHAPTER REFERENCE MANUAL

This Student Chapter Reference Manual was prepared to define the function of each Chapter within its academic setting.

The faculty advisor and Student Chapter members are encouraged to familiarize their Chapter with this manual. If you require additional information or have other questions, please direct your inquiries to:

Brigitte Farah
Manager, Administration & Meeting Planning
The Metallurgy and Materials Society of CIM
Email: bfarah@cim.org



1. STUDENT CHAPTER OFFICERS

Student Chapter officers are Student Chapter members, who have accepted positions on either the Executive Committee or any other committee.

The Executive Committee generally consists of six elected officers:

- President
- Vice-president
- Treasurer
- Secretary
- Undergrad rep
- Grad rep

Committees may be reconfigured towards the end of each academic year based on the experience of the current Executive Committee. The current Executive Committee should provide a good, strong structure for the following year's office.

Examples of Committees: Membership, High School Exposure, Poster, Publicity, Field Trip, Lecture Series, Fund-raising.

The term of office for all Student Chapter officers is one academic year. Elections for executive positions should be held in the spring. Once the Executive Committee for the upcoming year has been formed, it sits along with the current Executive Committee, on the Nomination Committee.

The Nomination Committee accepts written nominations from its Chapter's general members, and is responsible for the final selection of Committee Chairpersons. Usually, nomination occurs after an interview with each nominee.

The above should be completed before the last Student Chapter meeting so that official announcements can be made. Each committee chairperson is responsible for recruiting interested Committee members.

1.1 THE RESPONSIBILITIES OF THE PRESIDENT

The president is the chief officer and leader of the Student Chapter. The president is responsible for guiding the Student Chapter and directing the group to achieve its fullest potential.

He/she strives to meet the interests of the school, in conjunction with the demands of student members, taking into consideration employers' needs and industrial trends.

The president's job is certainly the most important and demanding, since it sets the pace for the Chapter's entire organization.

The president's duties are to:

- Preside at all Student Chapter meetings. The president should be familiar with accepted parliamentary procedures.
- Chair the Executive Committee.
- Hold regular closed Executive Committee Meetings to discuss program and strategy.
- Plan and coordinate Student Chapter meetings to ensure a worthwhile, well-planned agenda.



- Monitor and motivate Student Chapter officers and committee chairpersons.
- Assume or delegate all executive responsibilities of the Student Chapter not otherwise delegated.
- Appoint all Committees necessary for the continued proficiency of Student Chapter operations.
- Be the Student Chapter's chief spokesperson and contact with sponsors.
- Chair the Nominating committee, which makes the final selection of Committee Chairpersons for the following academic year. Selection should be done before the last meeting of the academic year.

At the close of the academic year, the president must prepare an Annual Report and work in conjunction with the treasurer to produce a Financial Statement. A copy of the Annual Report and of the Financial Statement should be sent to the MetSoc of CIM National Office by the June 1st deadline of the current year.

Upon leaving office at the end of the academic year, the outgoing president should transfer all records necessary to the operation of the Chapter to the incoming president.

1.2 THE RESPONSIBILITIES OF THE VICE-PRESIDENT

The vice-president is expected to:

- Preside during the absence or at the request of the president.
- Assist the president in accomplishing all of his/her organizational duties.
- Preside over the Chapter's committees. The vice-president must confer with committee chairpersons and report to the president on a regular basis.
- Collect Annual Committee reports.
- Act as the solid link between the students and the faculty advisor.

1.3 THE RESPONSIBILITIES OF THE TREASURER

The treasurer is the financial officer of the Chapter and as such it is the treasurer's responsibility to monitor and keep exact records of the Chapter's funds.

The treasurer's job is to:

- Monitor the incoming and the outgoing of Chapter funds, as authorized by the Executive Committee.
- Collect and record all dues paid and owed.
- Make the necessary deposits and withdrawals from Student Chapter bank accounts.
- Search for sources of funding and administer the entire funding process.
- Devise wise fund allocation strategies, for consideration at executive meetings.
- Prepare an academic-year budget, for approval by the Executive Committee.
- Prepare a financial statement at the closing of the academic year for the Executive Committee to submit to the faculty advisor for certification. A copy of the financial statement along with two copies of the Annual Report must be submitted to the CIM National Office.



1.4 THE RESPONSIBILITIES OF THE UNDERGRAD OR GRAD REP

It is the responsibility of the undergrad or grad rep to attend all meetings and to keep the undergraduate or graduate students informed about the Student Chapter. The undergrad or grad rep can be part of the elected Executive Committee.

1.5 THE RESPONSIBILITIES OF THE SECRETARY

It is the responsibility of the secretary to attend all the Student Chapter meetings and the Executive Committee meetings, and to record, in a written form, all the important decisions taken during those meetings.

The secretary's duties include:

- Recording the minutes of Chapter and Executive Committee meetings. The minutes of any meeting should always include the number of members present at the meeting. A sheet of paper should be circulated around the meeting hall for each attendee to sign, to facilitate the task of taking attendance.
- Making the minutes of each meeting available to all Student Chapter members within two weeks after the actual meeting day.
- Notifying the MetSoc of CIM National Office of significant Student Chapter-related events so that they may be posted on the website.
- Informing the CIM National Office of the names of new Student Chapter officers immediately after elections.

Guidelines for writing minutes:

- State the purpose of the meeting: Regular meeting of the board, or specially-called meeting?
- State the date, time and location of the meeting.
- State the names of the official meeting attendants, and the name and title of the person who chairs the meeting.
- List the names of all guests and the organization they represent, if any.
- List any reports presented, adjoin written reports.
- Record old and new business discussion points.
- List all motions made, the names of those who made them and seconded them, and the results of the votes. Also record those recommendations which did not result in motions being taken.
- Provide a summary of all discussions/motions/recommendations.
- Record announcements.
- Record the time the meeting is called, and the time the meeting is closed.
- State the time, date and location of the next meeting.
- The minutes should be signed by the secretary or the person who acts as the recorder.

2. STUDENT CHAPTER REQUIREMENTS)

Once established, the Student Chapter is required to:

Consist of a minimum of 10 students who have applied for free membership

Have an elected faculty advisor who is already a member of CIM and who is employed at the Chapter's institution.



Submit a copy of its Student Chapter Annual Report to the MetSoc-CIM National Office each year, no later than June 1st, with the following information:

- Names of the student officers
- Name of the faculty advisor
- Listing of activities held over the past year
- Financial statement

These are the only requirements of a CIM Student Chapter. However, there are several things that conscientious student officers should do.

The first thing is to establish contact with the administrator of the Metallurgy and Materials Society of CIM early in the school year. The administrator will be pleased to offer any advice or answer any questions about procedures or any problems the officers or Chapter might have. The administrator can be contacted as follows:

Brigitte Farah
Administration & Meeting Planning
Telephone: (514) 939-2710, ext. 1329
Email: bfarah@cim.org

Student Chapter officers should examine their Chapter, their school and general situation to determine and evaluate the worthiness of each project before undertaking it. The choice of projects can include field trip organization, Chapter participation in the CIM Student Paper Contests, arranging for speakers to discuss technical issues and career development, visits to local high schools to promote metals and materials industry careers... The goal of the Chapter should be to become involved in both constructive and rewarding projects.



SAMPLE JOINT STUDENT CHAPTER BY-LAWS

Note: Chapters may modify these by-laws, as deemed appropriate by the local membership.

Section I – Name

Article 1.

This Chapter shall be known as the CIM-MetSoc (name of institution) Joint Student Chapter.

Section II – Object

Article 1.

Its object shall be to promote among its members a self-driven enhancement of skills and knowledge pertaining to a career in metallurgy, metallurgical engineering, materials science in all its Branches and to instill a pride in their chosen life work.

Section III – Conformity

Article 1.

The relation of this Chapter to CIM and more particularly to MetSoc shall be governed at all times by the Constitution, By-laws and Rules of MetSoc. Any by-law not so in accordance is unconstitutional.

Section IV – Membership

Article 1.

Any student shall be eligible for membership.

Article 2.

Membership shall continue as long as the student renews his membership profile as sent by CIM.

Section V - Local Chapter Assessment [optional]

Article 1.

The Chapter shall have the right to levy special assessments by a two-thirds vote of all present at any regular meeting.

Section VI – Officers

Article 1.

The Executive Committee shall consist of a president, a vice-president, a treasurer, and a secretary.

Article 2.

Executive Committee officers shall be elected during the last term of each academic year for a term of one year beginning at the closing of the current year, in May.

Article 3.

Vacancies during the school year shall be filled at a called election at a regular meeting.

Article 4.

To be eligible for election, the nominee must already be a joint CIM-MetSoc student member or otherwise have applied for such membership.

Article 5.

Elections shall be done by secret ballot.

Article 6.



During the election period, there shall be chosen, from the faculty, a member of CIM who shall act as faculty advisor to advise and counsel the student officers.

Section VII - Duties of the Executive Committee Officers

Article 1.

The duties of the president shall be to preside at all Chapter and Executive Committee meetings, to render the prescribed Chapter requirements of submitting a copy in PDF form of the Annual Report to the administrator at the CIM National Office, and to assume all executive duties not otherwise delegated to others by these by-laws.

Article 2.

The vice-president shall preside during the absence or at the request of the chairman and shall automatically succeed to the presidency in case of vacancy.

Article 3.

The secretary shall keep a record of all meetings of the Chapter and of the Executive Committee in the official Minutes Book, and shall submit small regular reports on meetings and new developments meetings for publication by CIM and MetSoc. The retiring secretary shall also fulfill the Chapter requirement of reporting the election of new officers to the Metallurgical Society administrator at the CIM National Office. The secretary will act as librarian, and at the end of term, leave the minutes book with the faculty advisor for safekeeping during vacation time.

Article 4.

The treasurer shall handle and account for all funds, paying out funds only upon approval of the president or the Executive Committee at large. At the end of his/her term in office, the treasurer shall submit a financial report with the cash balance to the Executive Committee for audit and approval. This report should be appended to the PDF copy of the president's Annual Report, to be submitted by June 1st of the current year.

Article 5.

It shall be the duty of the newly-elected president at the close of the academic year to leave the Financial Report and funds in the safekeeping of the faculty advisor for the vacation period.

Section VIII – Committees

Article 1.

The president, the vice-president, the treasurer, and the secretary, in conjunction with the faculty advisor, shall constitute the Executive Committee charged with the responsibility of overseeing the Chapter's program and activities.

Article 2.

Committees shall include: (these are suggestions)

- A) Field Trip Committee – to arrange and run field trips.
- B) Membership Committee – to promote Joint MetSoc-CIM student Membership.
- C) Publicity Committee – to bring all meetings to the attention of the Chapter members, the respective departments and the local media.
- D) High School Exposure – to promote the field to high school and first year science and engineering students.
- E) Lecture Series – to arrange speakers.
- F) Poster – to encourage submission of posters to conferences.



G) Fund Raising – to raise funds for conference travel and other activities.

Chairpersons shall be advisory members, and official representatives of their respective committees.

Section IX– Meetings

Article 1.

Regular meetings shall be held on the (weekday) of every second week of the school year, or on a postponed date called by the president. The president and the faculty advisor may call a special meeting at any time.

Section X - Amendments

Article 1.

These by-laws may be amended by a two-thirds vote of the members present at any regular meeting, providing notice of the proposed amendment was given, in writing,