

ILGISA Education Committee Policies and Procedures

Appendix 1: Guidelines for ILGISA Student Chapters

Illinois GIS Association (ILGISA) Student Chapters

Guidelines

Mission:

- To further professional interest in GIS by affording a common organization for those students interested in the field.
- To strengthen student and professional training through academic experiences in addition to those of the classroom and laboratory.
- To advance the status of GIS as a pragmatic discipline for study and investigation in academic institutions.
- To encourage high quality student research and to promote an outlet for publication.
- To create and administer funds for furthering graduate study and/or research in the field of GISciences and/or geospatial technologies.

ILGISA Student Chapters Organization

I. Chapter Duties and Responsibilities of Officers

1. PRESIDENT

As the principal executive officer of the Chapter, the President has the following duties and responsibilities:

- (a) Recognizes and strives to attain the goals of the Chapter through exercise of leadership and other personal qualities. Supervises, delegates authority, and promotes cooperation of all officers and Members.
- (b) Presides at Chapter meeting, functions and activities.
- (c) Initiates establishment of the Chapter Constitution and Bylaws. Requests changes when necessary. Serves in such a way as to uphold its Constitution and Bylaws and those of the Parent ILGISA organization.
- (d) Appoints committees, both chairs and members. Defines their responsibilities and activities.
- (e) Delegates responsibilities and duties.
- (f) Supervises Officers and committees. Knows their duties, responsibilities and prerogatives.
- (g) Acts as liaison between the Chapter, Chapter Sponsor, the Department, and officers of the institution associated with student activities.

(h) Initiates purchases of equipment and supplies in conjunction with the Treasurer, after approval of the Sponsor. Sees that the budget and books are in proper form.

(i) Prepares a summary of the year's activities and other reports.

(j) Coordinates the program and provides adequate follow-up procedures.

(k) Represents the Chapter at ILGISA conferences and other associated meetings.

2. VICE-PRESIDENT

As an executive officer, the Vice-President has the following duties and responsibilities:

(a) Serves in the absence of the President.

(b) Acts as Program Chair, devising the program calendar, including speakers, places, times, and other necessary arrangements.

(c) Assists the President in arranging and implementing all program events, but only advises the initiation team concerning its presentation, leaving the responsibility with them. Generally secures equipment needed for Chapter functions or programs.

(d) Works with committees for special functions such as field trips, picnics, visiting speakers, and other events, but does not necessarily Chair these committees.

(e) Represents the Chapter when so appointed or selected.

3. SECRETARY

The Secretary has the following duties and responsibilities:

(a) Takes minutes and reads them at meetings. Prepares motions for presentation to the Chapter.

(b) checks and encourages attendance.

(c) Compiles and keeps current a membership list and individual card file.

(d) Handles all Chapter correspondence, both to ILGISA Officers, and to the department, institution, and others, except Alumni.

(e) Reports all initiates and transfers to the Education Committee Chair of ILGISA.

(f) Distributes certificates to new Members.

(g) Prepares name cards and/or recognition tags for Members, visiting Members, and guests.

(h) Orders correspondence supplies and equipment in conjunction with the Treasurer, after approval of the Sponsor.

(i) Prepares and submits reports of the organization to the campus office of student affairs (or its equivalent).

(j) Keeps the Secretary's file current; this includes having on hand all necessary blank forms and supplies. Becomes familiar with the old records file. (After two years, the records should pass to the Historian and Historian's File).

4. TREASURER

The Treasurer has the following duties and responsibilities

- (a) Collects all monies including initiation fees, dues, and special collections, and makes deposits to the Chapter account.
- (b) Pays all bills. This includes the following duties:
 - 1. Logging in bills and invoices
 - 2. Preparing all checks and check request forms if necessary.
 - 3. Mailing checks to creditors
 - 4. Holding and dispensing petty cash fund.
- (c) Keeps accounts of income and expenditures.
- (d) Prepares the budget in conjunction with the Executive Committee.
- (e) Fills out requests for special grants.
- (f) Submits required financial reports to the institution.
- (g) Makes the proper request for being bonded, if required by the situation and/or Institution.
- (h) Arranges for the annual audit of the books in conjunction with the Sponsor. Assumes the responsibility for turning all records over to his/her successor.

5. HISTORIAN

The Historian has the following duties and responsibilities:

- (a) Maintains the Chapter Scrapbook of activities and personalities.
- (b) Compiles monthly and yearly activity summaries.
- (c) Keeps records of Chapter Officers, Membership, and Sponsors.
- (d) Stores pictures and articles of all functions, activities, and personalities.
- (e) Maintains a card file of Alumni Members.

6. FACULTY SPONSOR

Effective faculty sponsorship is vital to the success of the ILGISA Student Chapter. The Sponsor should be selected or appointed with this need in mind. The Sponsor should assume the responsibility only if he or she is sincerely interested in the welfare of the students and Department. The Faculty Sponsor's enthusiasm is requisite to full attainment of the purpose of ILGISA. The Sponsor represents the Chapter in its relationship to the school administration.

The Sponsor should see that proper records (files) are maintained and reports are prepared. He/she should encourage attendance and should personally participate in the Chapter's activities. He/she should encourage and support the officers in carrying out their duties. The Sponsor should be dedicated, recognizing that the sponsorship of ILGISA is an honor. Care should be taken to turn over complete files to his or her successor.

7. EXECUTIVE COMMITTEE

The Executive Committee should consist of the Chapter Officers and the Sponsor (*ex officio*). The Committee should conduct the business of the Chapter between meetings and plan the overall operation of the Chapter.

8. DEPARTMENT HEAD

1. The Department Head may serve as the Faculty Sponsor, otherwise he/she should serve as an *ex officio* Member and Regular Member. The Department Head should provide financial backing, a filing cabinet, and other support as necessary.

9. COMMITTEE CHAIRS

Such appointive Officers as Chairs of regular or special committees should carry out the responsibilities and functions assigned them by the President.

II. CHAPTER MEETINGS

1. SUGGESTED AGENDA FOR CHAPTER MEETINGS

(a) Call to order by the President. (A Parliamentarian is appointed at this time or prior to the meeting.)

(b) Roll Call.

(c) Reading of the minutes of the last meeting by the Secretary. Corrections and additions made, if necessary. Motion and Second for approval. Vote.

(d) Presentation of the Treasurer's report. Explanations if necessary.

Motion and Second for approval. Vote.

(e) Reports of Officers.

(f) Reports of Committees

(g) Any other old or unfinished business.

(h) New business. Suggestions, questions, motions.

(i) Appointment of new committees or new tasks for present committees.

(j) Presentation of initiate lists, etc.

(k) Adjournment.

Note: Steps may be omitted when found desirable; however, before a meeting, the President should always prepare the agenda in the above order.

The program may follow, or may be interjected at some convenient time in the agenda, following the device of temporary adjournment. It is usually advisable to permit invited speakers to take part early in the meeting and then be excused. The Business Meeting may also be held either before or after the program.

2. RECOMMENDED PARLIAMENTARY PROCEDURE

To insure orderly conduct of a meeting, a Parliamentarian should be appointed and function in that capacity. The Parliamentary Procedure below should be followed unless the Chapter desires to follow the more formal procedure as set forth in the latest revision of *Robert's Rules of Order*.

Parliamentary Procedure usually takes this order:

Obtaining the Floor

- (1) Rise
- (2) Address the Chair
- (3) Wait to be recognized.
- (4) Speak

Passage of a Motion

- (1) Motion - required
- (2) Second - required
- (3) Rereading of the motion - required.
- (4) Debate not required.
- (5) Amendments to the motion - not required.
- (6) Reading of the amended motion - required.
- (7) Voting on the motion - required.
- (8) Announcing the vote - required.

Order of Precedence of Motions

(1) Privileged Motions are not debatable. This include the following motions:

- a. Fixing the time of the next meeting.
- b. Adjournment.
- c. Taking a Recess - amendable.
- d. Raising a Question of Privilege.
- e. Calling for the Orders of the Day.

(2) Subsidiary Motions - used to dispose of a Main Motion. These include the following motions:

- a. Tabling a subject of discussion.
- b. Calling for a vote on the previous question - this requires a two-thirds majority vote.
- c. Reducing or extending the limits of debate - this requires a two-thirds majority vote.
- d. Postponing to a certain time.
- e. Committing or Referring.
- f. Amending
- g. Postponing Indefinitely.

3. RECORDING OF MINUTES

The following information should be recorded in the Minutes:

- (a) The kind of meeting, ILGISA, time and date of meeting, Presiding Officer. Those in attendance. Whether a quorum was present.
- (b) Whether minutes of the previous meeting were approved.
- (c) All motions, points of order, and appeals - with names of makers and seconders.
- (d) Treasurer's report, Committee reports, etc. may be attached.
- (e) Minutes should never express opinion, only actual meeting occurrences.
- (f) Minutes should be signed by the Secretary and the President (or Presiding Officer).

Eligibility for Membership in ILGISA Student Chapter

Persons seeking membership in an ILGISA Student Chapter must be initiated through an established chapter of ILGISA. A chapter is also maintained for Alumni after graduation. There are two classes of membership in ILGISA Student Chapters:

Regular Member: Initiates must have completed a minimum of 1 GIS or GISc course, be in good academic standing and shall have completed at least 2 semesters or 4 quarters of college course work.

Honorary Member: A chapter may extend honorary membership to anyone whom it feels has, by exploration, research, lecturing, publishing, teaching, or any other way contributed to marked advancement in any phase of Geography. The fees for Honorary membership are paid by the local chapter.

**PETITION FOR CHARTER
ILGISA, Student Chapter**

Supply the following information and return this form to the Chair of the Education Committee, ILGISA Board.

******* THE COLLEGE *******

1. Name and address? _____

Two or four-year institution? _____

3. Accredited by what Associations? _____

4. Is there a separate department of GIS? _____. If not, how is GIS organized in this institution? _____

******* THE GIS STAFF *******

1. Number of GIS faculty? _____

2. Number who hold doctoral degree in GIS? _____

3. Number who are already members of ILGISA? _____

******* THE GIS DEPARTMENT or SECTION *******

1. Can a student **major** in GIS/GISc in this institution? _____

2. Approximate number of students enrolled who are majoring in GIS/GISc? _____

3. Please attach a letter of support from the chair or appropriate administrator.

******* THE NEW CHAPTER *******

1. Has the college administration indicated its approval? _____

2. How many charter members do you think there would be in the chapter (minimum is 6, including persons already members)? _____

3. Who would be the Faculty Sponsor(s)? _____

Signed _____

(Official Position)

******* ACTION BY ILGISA Board *******

Favorable _____
Unfavorable _____
President _____
Vice-President _____
Secretary _____

ILGISA Student Chapters

Reporting of Initiates to Education Committee Chair

Please read carefully before filling in forms! Double check for errors!

Provide names exactly as they should appear on the membership certificates and arrange them in alphabetical order. Chapter numbers are assigned by local Chapter; the Education Committee Chair will assign each a Number and return a copy of this initiate report which your chapter must keep on file. Do not omit the date of initiation or forget to secure the faculty sponsor's signature on this form (failure to include either will delay processing of new member materials). Regular and Honorary membership dues must be submitted as a total sum in a single check made out to: **ILGISA**; individual student checks will not be accepted and will be returned. Also, fill out the address form and send both forms and the check to the Education Committee Chair. Membership certificates, cards, and lapel pins are typically shipped within two weeks of receipt of dues and completed initiate forms. Dues according to the following schedule:

Student memberships will be an annual fee of **\$10** (per ILGISA policy), faculty members who serve as chapter faculty advisors will pay an annual fee of \$25.00 and the individual chapter fee will have the following schedule:

- 1-5 members per chapter : **\$100.00** annual fee paid by the institution
- 6-10 members per chapter: **\$200.00** annual fee paid by the institution
- 11-20 members per chapter: **\$300.00** annual fee paid by the institution
- >20 members per chapter: **\$500.00** annual fee paid by the institution

Chapter	Member Type (R/H)	Name of Student Member	Dues Paid?

Total members by type:

Regular:___

Honorary:___

Total Dues enclosed:_____

Chapter Faculty Sponsor Certification:

Print name_____ Date:_____

X signature_____

ILGISA Student Chapter

Chapter Name _____ Initiation Date _____

In the boxes below, type the names of all initiates being reported and the address to which each wants communications sent. It is important that this be an address	Name Address
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As the chapter faculty sponsor, I certify that all initiates reported on this form are qualified members of the above ILGISA Student Chapter via at least two (2) semesters of GIS college/university coursework and are in good academic standing at the institution.

<p>that can be used for at least two years and the initiate is encouraged to give a permanent home address. Note also that the anticipated date of graduation is requested for each.</p> <p>Name Address Email Graduation Mo. _____ Yr. _____</p>	<p>Email Graduation Mo. _____ Yr. _____</p>
<p>Name Address Email Graduation Mo. _____ Yr. _____</p>	<p>Name Address Email Graduation Mo. _____ Yr. _____</p>
<p>Name Address Email Graduation Mo. _____ Yr. _____</p>	<p>Name Address Email Graduation Mo. _____ Yr. _____</p>
<p>Name Address Email Graduation Mo. _____ Yr. _____</p>	<p>Name Address Email Graduation Mo. _____ Yr. _____</p>