

ISA Student Section Formation

1. Purpose

The purpose of this guide is to provide formative ISA Student Section leaders with general information that will be helpful in establishing and ultimately chartering a Section.

2. Section Formation

a. Potential Membership - Before forming an ISA Student Section it must be determined if there are sufficient potential members to support a Section. An ISA Student Section is a group of students who have a common interest in instrumentation and consider instrumentation to be a possible career choice. Fourteen members are the minimum required for a charter; but a Section usually needs a larger membership base to continue on a healthy basis.

b. Preliminary Organization - Any faculty member, student of a college or technical institution or ISA regular Section, may establish a student Section.

The following steps are needed to establish a student Section:

- Identify potential leadership - This includes a Student Section Advisor, interested students and when possible, representatives from a local Section.
- Determine interest in forming a Section - Meet with the potential leaders to determine level of interest and to get a commitment from a faculty member to serve as advisor.
- Confirm intent - Contact the District Vice President and the Staff Administrator of the intent to form a Section

c. First Organizational Meeting - The Student Section Advisor, working with several interested students, should plan the Section organizational meeting. This group should:

- Schedule the date and site for the first organizational meeting
- Appoint a Membership Chairman
- Plan the program for the organizational meeting - Arrange for the District Vice President to speak on the benefits of ISA membership.
- Prepare and mail the meeting notice - Include a copy of the Society student membership brochure with the invitation.
- Contact the prospective members
- Arrange for ISA display materials
- Keep the staff representative informed on the Section's progress

Suggested Agenda

1. Welcome
2. State purpose of meeting
3. Introduction of attendees
4. Introduction of speaker (District Vice President)
5. General Information providing discussion
6. ISA Video or Technical Speaker
7. Closing Summary : Advantages of ISA membership; Date, time and location of next meeting; Encourage attendees to publicize formation of Section

Materials required: name badges, registration forms, prospect list form, membership application forms, ISA membership brochures, receipt pad (for those paying in cash)

d. Second Organizational Meeting - The Student Section Advisor working with the students should be sure to schedule a planning meeting early enough to allow sufficient time to mail out announcements for the meeting. The group should:

- Obtain a speaker. (Local ISA members may be asked to speak on the field of instrumentation or the benefits of Society membership)
- Prepare the agenda for the meeting.
- Review and add to the potential member list.
- Publicize the meeting. (Local papers, companies, etc.)
- Prepare notice of meeting and mail to first meeting attendees and potential members.
- Follow-up with personal calls.
- Obtain additional promotional materials and membership applications if needed.
- Prepare plan for enrolling new members.
- Prepare plan for obtaining new list of potential members

Suggested Agenda

1. Welcome and Opening Remarks
2. Report of membership activity

- total new members
- introduction of attendees
- 3. Discussion of organizational plans:
 - advantages of ISA Student Section membership
 - question and answer period
 - name of Section (The name of the Section should be easily

identified, preferably by school affiliation.)

4. Speaker's Program

5. Closing: Announce date, time and location of next meeting; encourage members to continue their recruitment programs

e. Processing New Member Applications - Send new member applications and member requests for transfer to the new Section to your staff representative in the Section and Division Services Department. Enclose all the applications along with a cover letter identifying the formative Section. (Chose a name for the Section before having the applications completed.) Do not hold the applications until the charter petition is filed.

3. Section Government

a. Bylaws - The Section must have Bylaws. They should be modeled after the [sample bylaws](#) and should not conflict with the Society's Bylaws. A copy must be filed with the Section and Division Services Department at ISA at time of charter.

b. Officers - Sections should have elected as well as appointed officers to manage the operations of the Section. Each Section's Bylaws will indicate the elected and appointed officer titles.

The responsibilities of Student Sections officers are:

President - The President is responsible for planning, organizing, staffing, directing and controlling the activities of the Section. Specific responsibilities include:

- working with fellow officers and committees to plan and accomplish the year's activities
- organizing the Section's efforts by implementing the structure and delegating the duties established in the Bylaws
- ensuring that all offices are filled and that all officers carry out their duties
- stimulating participation among the members and emphasizing the development of members for future leadership positions

- making special assignments
- co-signing with the Secretary/Treasurer legal notices, documents and checks issued by the Section
- enforcing the Section and Society Bylaws
- informing the District Vice President of the Section's activities and filing an Annual Report by June 1.

President-elect - The President-elect assists the President with many of the functions outlined above. It is important that the President and President-elect work together and select responsibilities for the President-elect which will lighten the workload of the President and prepare the elect for the role of President. In the event of the President's inability to serve, the President-elect assumes the President's duties.

Secretary/Treasurer - The Secretary/Treasurer is primarily a record keeper. In a large Student Section, it may be necessary to separate this position into a Secretary and Treasurer.

The duties are:

- maintain a *minutes notebook* of all approved minutes, complete with attachments
- handle correspondence and keep appropriate files
- maintain financial records and provide a financial report at each Section meeting
- work with the officers and Advisor to prepare and annual budget
- remind the President to appoint an audit committee. The committee should have at least 3 members. The committee will review the accounts and verify that disbursements and receipts are properly accounted.

Secretary/Treasurer-elect - The Secretary/Treasurer-elect should assist the Secretary/Treasurer with the above duties in preparation for assuming office the following year. In the event the Secretary/Treasurer office becomes vacant, the elect carries out the duties of this office.

c. Executive Council - This committee consist of the elected officers, the Section President, President-elect, Secretary/Treasurer and Secretary/Treasurer-elect. The Section's Executive Council conducts Section business and plans the annual schedule of events.

4. Role of Student Section Advisor

The Student Section is guided by a faculty member. The advisor is responsible to the Section, the Student, and serves as liaison with the school administration.

a. Responsibility to the Student Section

- Provide long-term continuity within the Section by being familiar with its history
- Assist in training new officers
- Attend Section events
- Provide assistance in overall program planning and specific individual events
- Promote student interest in quality programs
- Supervise Section Financial procedures and approve all expenditures
- Assist the Section in maintaining its purpose as set out in the Bylaws
- Stay informed about plans and activities of the Section by attendance at meetings and consultation with the President

b. Responsibility to the Student

- See that each student has an opportunity for worthwhile participation in Section activities
- Assist the students in maintaining a balance between the academic and extracurricular aspects of student life
- Encourage students to accept responsibility for specific parts of the program
- Accept the role of counselor

c. Liaison Responsibility

- Maintains liaison with the school administrator on behalf of the Section in scheduling activities and arranging facilities.
- Maintains liaison with the local ISA Section and the measurement and control community
- Maintains membership in the Society (Advisors should contact ISA regarding the procedure for obtaining dues reimbursement.)

5. Committee Structure

The following are recommended committees:

a. Program Committee: The Program Committee assures that programs are arranged that will meet the needs of the members.

- **Technical programs** are an important aspect of Student Section Activities. Local major instrument companies and/or their sales representatives are a good source for speakers. Another source is the Engineering or Instrumentation Department of a local plant.
- **Self-taught Seminars** providing supplementary materials related to course work.
- **Career Night** with speakers from different industries and technologies.
- **Social Events** that might include an annual banquet, dinner dance or picnic.

b. Arrangements and Hospitality Committee: This may be a sub-committee to the Program committee responsible for securing a suitable meeting site and overseeing the arrangements the night of the meeting.

A member of this committee should be responsible for:

- opening and setting up the facility
- knowing the location of light switches, electrical outlets, drinking fountains and lavatory facilities
- access to all meeting equipment, including extra chairs, chalk board, lecterns, etc.
- arranging audio visual equipment
- verifying that the facility is left in good condition
- overseeing the serving of refreshments and cleanup

c. Membership Committee: This committee has two main functions:

1. Recruiting and retaining members and
2. Reviewing and keeping membership records current.

d. Finance Committee: This committee works directly with the Treasurer in evaluating the financial needs of the Section and recommending a budget for the year. The Finance Committee should review all sources of income, including projected membership dues refunds and student activities fees provided by the school. If necessary, the Finance Committee should plan and implement fund raising projects.

e. Publicity Committee: There are a variety of ways Student Section events may be publicized:

- Meeting notices on campus bulletin boards
- News releases sent to campus and local newspapers
- Radio and television, particularly campus stations and cable TV
- Inside ISA

6. Finance

a. Membership Dues - Dues provide for 12 months of membership in ISA. The new member will be sent his/her renewal form 10 weeks prior to the membership expiration date. The schedule of dues is:
Senior Member - \$65.00

Member - \$65.00
Student Member - \$ 9.00
Division Dues - \$ 5.00 per Division (ISA membership is required.)

New graduates receive a year of regular membership (a \$65 value) at the student rate of \$9.00.

b. Rebates to Sections - For each new or renewing member the Section receives a rebate:

Senior Member - \$13.00 (20% of annual dues)
Member -\$13.00 (20% of annual dues)
Student Member - \$ 2.70 (30% of annual dues)

Once the Bylaws are on file at ISA Headquarters, Section rebates accrue in the Section name. Upon charter, the rebate checks are sent monthly to the Section Treasurer.

No rebates are paid for members who transfer into a new Section until the member renews membership the following year.

7. Section Assistance

The local ISA Section's interest and involvement will be beneficial to both the Regular Section and the Student Section. A member of the local Section designated as the Student Section Liaison may work with the Student Section and the Student Section Advisor.

a. Programming Assistance - Local Sections can assist in a variety of programming that might include:

- equipment demonstrations
- plant tours
- participation in panel discussions
- participation in "Careers Night"

b. Industry Contact - Regular Section activities provide opportunities for students to meet and talk with professionals in measurement and control.

c. Section Activities - In addition to the opportunities afforded the student by attending the regular Section's monthly meeting, participation at plant tours and Section exhibits will enhance the student's understanding and appreciation of the measurement and control profession.

d. Section Newsletter - A monthly ISA Section Newsletter can provide space for Student Section Activities.

e. Financial Assistance - A local ISA Section can assist a Student Section in a variety of ways:

- Grants for special projects
- Travel funds to attend District Workshops
- Scholarship funds
- Contracts for services by the Student Section at the Section exhibit

f. Publications - A Student Section can act as a repository for books and films on measurement and control. The District or Section can purchase materials which are kept at a cooperating school for use by its students, for loan to Sections within the District or for use by Section members.

8. Section Charter

Requirements for chartering:

- Fourteen members
- Section Bylaws

- [Petition for Section Charter](#)

A copy of the [Appraisal Analysis Form](#), the [Petition for Section Charter](#) and the Section Bylaws are to be completed and sent to the District Vice President. (An additional copy is required for filing at ISA Headquarters.) The District Vice President's signature and endorsement is necessary for the Society's Executive Board to consider the petition.

The petition will be presented at the next Executive Board meeting following receipt of all the required items. The Executive Board meets three times each year. (February, June and October.) Upon approval of the petition, a printed charter certificate is sent to the District Vice President for presentation to the Section.

9. ISA Resources and Services

ISA makes a number of operating items available to Student Sections:

Labels - Section mailing labels for use in distributing newsletters and/or meeting announcements to members are available upon request from ISA. There is no charge for the labels. The Section can elect to receive the labels monthly by calling the staff representative in Section and Division Services.

Monthly Membership Reports and Quarterly Reports - Each month, the Student Section Advisor will receive a report indicating all new members for the last 2 months, those whose membership is going to expire in the next 2 months and those whose membership has just expired. Included with the report are mailing labels and meeting invitations for the new members. Membership Chairs are encouraged to contact the members whose membership is about to expire and those whose membership has expired.

Section Roster - A full roster is available at any time on request. The roster can be supplied in print form, on a disk or as an attachment to an e-mail.

Retention Report - At the beginning of May and November of each year, a retention report is distributed to the Section Membership Chairman and Section President.

10. Staff Support

The ISA Section and Division Services Department is organized with a member of the staff assigned responsibility for each District. This person should be your primary contact at ISA Headquarters. **Section & Division Services Staff:**

Districts	Staff person
District 11	John Bloomer 919 990-9350 jbloomer@isa.org
Districts 1, 5, 8, 9 and European Region	Laura Crumpler 919 990-9232 lcrumpler@isa.org
Districts 2, 3, 4, 6, 7, 10, 13 and India Region	Bill Palmer 919 990-9359 wpalmer@isa.org

For assistance or more information, contact [Section and Division Services staff](#).