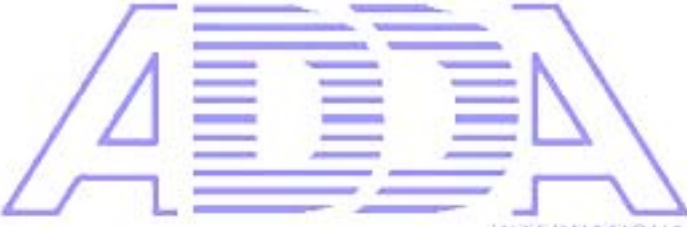


STUDENT CHAPTER



The logo features the letters 'A', 'D', 'D', and 'A' in a stylized, outlined font. The 'D's are filled with horizontal lines. Below the letters, the word 'INTERNATIONAL' is written in a smaller, spaced-out font.

CONSTITUTION & BY-LAWS

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 Corporate Secretary for review and presentation to the ADDA Board of Directors.

BY-LAWS

ARTICLE I - MEMBERSHIP

Sec. 1 The advisor shall submit to the corporate office a list of student members which includes the home address for each student and a telephone number or alternate contact method.

ARTICLE II - DUES

Sec. 1 The Initial Charter Fee shall be \$75.00. Any charter issued prior to June 01 of each calendar year shall be considered a renewable charter, and shall be required to renew based on information under Article II, Section 2..

Sec. 2 All Student Chapters shall pay an annual renewal fee of \$25.00 on or before September 01 of each calendar year.. Non-payment for a period of 90 days shall constitute default and the charter shall be null and void.

Sec. 3 Membership is for 12 months effective with receipt of dues at ADDA Corporate Office.

ARTICLE III - STUDENT CHAPTER ORGANIZATION

Sec. 1 A Student Chapter may be chartered by completing the "Application for Student Chapter Charter" form and sending to the corporate office at the address provided on the form.

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 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 corporate 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 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 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.