



American Design Drafting Association Student Chapter Program Information & Requirements

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 processed at ADDA Corporate Office.

Duties of Student 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
- attend ADDA local and national meetings at special reduced student fees
- participate in the ADDA Annual Contest and Programs
- foster a spirit of fellowship among the members

Monthly Meetings shall be held at a time and place as decided by the membership.

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



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DUTIES OF STUDENT CHAPTER OFFICERS AND COMMITTEES

The President shall:

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

The Vice-President shall:

- Serve in the absence of the President
- Be the Chair of the Chapter's Executive Committee (optional committee)
- Be responsible for preparing the annual "Action Report"

The Secretary shall:

- Keep the Minutes of all meetings (one copy to be submitted to the National Office as issued).
- 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.
- Notify all members of special meetings at least three days in advance
- 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
- furnish all newsworthy information to the Corporate Offices, Publications, and 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.

ADD A allows no exceptions to the above conditions except where outlined under the ADDA Constitution & By-Laws..

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