



## ASCD Student Chapter Program Student Chapter Protocols

### 520 Student Chapters

#### 520.1 Requirements to Become a Student Chapter

520.1.1 For a group to form a student chapter with ASCD, a completed application is submitted to Constituent Partnerships including

- A constitution or operational procedures document compatible with the ASCD Constitution and ASCD Student Chapter policies.
- Plans indicating that the student chapter is organized for professional development of its student members and will be financially sound.
- Evidence that the student chapter is formally recognized as a student organization by an accredited institution that offers programs in education.
- An advisor who is the recognized liaison between ASCD and the student chapter.

### 521 Student Chapter Responsibilities

521.1 If there are substantial changes in operation, the student chapter provides ASCD with a revised constitution or operational procedures document.

521.2 The student chapter holds at least one meeting a year of the student chapter membership.

521.3 The student chapter makes available to ASCD one revision each year of the student chapter membership list.

521.4 The student chapter submits, according to schedule, an annual report to ASCD.

521.5 The student chapter notifies ASCD if the faculty advisor is replaced.

## **522 Withdrawal of Student Chapter Sponsorship**

522.1 Student chapter status may be withdrawn in accordance with ASCD policies and protocols.

522.2 The following procedure is used if ASCD is contemplating withdrawal of student chapter status:

- A written notice is sent to the advisor to outline concerns and actions required to continue as a student chapter. If there is no current advisor, the notice may be sent to an appropriate administrator of the accredited institution that sponsors the student chapter. This notice will inform the advisor or the institution that failure to respond in a timely manner will result in withdrawal of student chapter status.
- If the concerns or required actions are acknowledged by the advisor or the institution, the student chapter in question may request a period of one year to make necessary adjustments. During that year, the student chapter in question develops an action plan in concert with ASCD. The student chapter is on probationary status without loss of rights during that period.
- If probationary status is not requested by the student chapter faculty advisor or if practices are not made consistent with the conditions to maintain student chapter status, forfeiture of status is recommended. ASCD notifies the student chapter faculty advisor, college or university administration, and student chapter officers.

## **523 Student Chapter Reinstatement**

523.1 Reinstatement may occur if a student chapter demonstrates full adherence to all requirements and responsibilities outlined in the above protocols, as well as successful completion of the one-year action plan (see protocol 522.2).

## **524 Other Student Chapter Protocols**

524.1 Student chapter publications are not official publications of ASCD but are expected to operate in accordance with the mission and beliefs of ASCD. All publications must clearly indicate student chapter status with ASCD.