

PROCEDURE FOR MAKING APPLICATION TO BE A STUDENT CHAPTER OF THE AMERICAN SOLAR ENERGY SOCIETY, INC.

1. Select the name of your student chapter - The name of your Student Chapter is optional, but must include the name of your educational institution, followed by "Student Chapter of the American Solar Energy Society, Inc." Examples: "The Colorado Technical College Solar Energy Association, a Student Chapter of the American Solar Energy Society, Inc."; "The University of Pennsylvania Student Chapter of the American Solar Energy Society, Inc."
2. Prepare a petition containing signatures of at least 10 students who are ASES members enrolled at your educational institution - Make sure that all members are current in their dues or include a few extra petitioners.
3. Obtain a Faculty Advisor - This person must be willing to serve a term of three years. The Faculty Advisor must be a member in good standing of ASES. His/her name, address, telephone number, and signature must be provided in the application.
4. Obtain approval for your organization to become an ASES student chapter from your educational institution - Your application must include proof of approval from your educational institution. A letter signed by proper authorities is an example of the type of proof required.
5. Prepare your Student Chapter By-Laws - Suggested By-Laws are attached. You may modify these By-Laws, but the following articles are required; Article I; Article II; Section 2; Article III, Section 3; Article IV (with the exception that reference to ex-officio membership in the Executive Committee can be omitted if you will not be forming such a committee), and Article IX.
6. Prepare a list of your group's officers with names, addresses, telephone numbers and emails - If you do not intend to have officers, designate a student contact person.
7. Send a letter requesting affiliation along with your application - This letter should be signed by your Faculty Advisor.

SUGGESTED BY-LAWS FOR ASES STUDENT CHAPTERS

ARTICLE I

Name

The name of the organization shall be the (must include name of educational institution)

Student Chapter of the American Solar Energy
Society, Inc.

ARTICLE II

Purposes

1. The purposes of the organization shall be:
 - a. to enhance the quality of education leading to solar energy careers.
 - b. to afford students involved or interested in solar-related fields of study an opportunity to become acquainted and work together effectively.
 - c. to provide students an opportunity for contact with solar energy professionals.
 - d. to further the purposes and programs of ASES within (name of institution).
2. The Student Chapter will promote education in solar-related fields and promote the use of solar systems, but will not engage in any form of political activism such as; lobbying, endorsing or campaigning for candidates for political office sponsorship of referendums and the like.

The term "solar energy," as used herein, is regarded as including, in addition to the usual connotation, radiation received and emitted by the earth, and other solarflux-related renewable energy manifestations.

ARTICLE III

Membership

1. Any full-time student at (educational institution) is eligible to become a member of this Student Chapter.
2. Chapter dues (should you decide to have dues) are set by the chapter members and must be used for chapter activities.

ARTICLE IV

Officers

1. The officers of the Student Chapter shall be chosen from among Chapter membership.
2. The officers of the organization shall consist of a President, Vice President, Secretary and Treasurer; these individuals shall constitute an Executive Committee.
3. Officers will be elected once a year at (date) _____.
4. Officers shall be elected from nominees chosen by a nominating committee and/or nominations made by active members at a Chapter meeting. Officers shall be elected by a secret ballot which is distributed to and collected from members.

ARTICLE V

Duties of Officers

1. The President shall preside at regular meetings of the Chapter, at Executive Committee meetings, and shall also serve as ex-officio member of any other Chapter committees.
2. The Vice President shall assist the President and assume the duties of the President in his/her absence.
3. The Secretary shall maintain minutes of the meetings of the Student Chapter and shall be custodian of all its records not specifically assigned to others. He/she shall also keep a full and correct list of the members and their addresses.
4. The Treasurer shall have Charge of the Student Chapter funds and shall make all required financial reports and such expenditures as may be authorized by the Student Chapter.
5. If an officer other than the President is unable to perform his/her duties, the President may appoint a member to serve for the remainder of the term of office. A vacancy in the office of President is filled by the Vice President.

ARTICLE VI

Faculty Advisor

The Student Chapter shall have a Faculty Advisor who shall be an ex-officio member of the Executive Committee. The Faculty Advisor shall be a member of ASES and shall be responsible

for submitting dues levied by ASES and an annual report on Student Chapter status to the ASES Headquarters.

ARTICLE VII

Meetings and Procedure

1. A minimum of two meetings per academic year shall be held.
2. The rules in Robert's Rules of Order Revised shall govern this Student Chapter in all cases in which they are not inconsistent with these By-Laws or the By-Laws of the American Solar Energy Society, Inc.

ARTICLE VIII

Financial Affairs

1. The Student Chapter shall not incur any obligations in excess of \$25 over the funds at hand.

ARTICLE IX

Amendments and Limitations

1. The members of this Student Chapter shall in all respects be governed by these By-Laws, which are subject to the provisions of the By-Laws of the American Solar Energy Society, Inc.
2. Amendments to these By-Laws may be made by a two-thirds affirmative vote of those student members present at a special meeting held for the express purpose of changing these By-Laws. Such a meeting must be announced at least ten days in advance. An amendment may be proposed by the Executive Committee or by member petition to the Executive Committee. At least ten percent of the membership must endorse such a petition. No less than five members can offer such a petition when 10% of the membership is less than five individuals.
3. No amendment that is inconsistent with the By-Laws of the American Solar Energy Society, Inc. shall be submitted to a vote.
4. These By-Laws and any amendments hereof, shall promptly (after adoption by the Student Chapter) be submitted to the ASES headquarters Office.