

Sponsoring a New Student Local Section: Guidelines for Local Sections

General: Pre-Student Section Formation

- Develop a student local section affairs subcommittee with an assigned chairperson within the AIHA local section. The subcommittee will be responsible for fostering the creation of an AIHA student section(s) at universities/colleges within the local section's coverage area.
- Offer to provide speakers to universities/colleges' science clubs, etc., to discuss the IH profession and the merits of forming a student section. Remember to provide a copy of model section bylaws and other promotional materials to interested parties.

Upon Contact by Interested University/College

Request that the prospective student section forward their draft bylaws, proposed dues requirements, and the name of their point of contact to the AIHA local section for review, suggested modifications, and ultimate approval.

Review proposed bylaws and other pertinent correspondences such as dues requirements. If modifications are required, return items back to the student local section point of contact. If no modifications are needed, the sponsoring local section should schedule an Executive Committee meeting and vote whether to sponsor the formation of the student section.

If the Executive Committee votes in favor of sponsoring the student local section, the local section president must sign-off on the bylaws, and should forward them to the prospective student section along with a written letter of endorsement/sponsorship intention. A copy should be forwarded to national AIHA c/o the Local Section Manager and to the faculty advisor.

The student affairs subcommittee should continue serving as a liaison with the new student section and the faculty advisor to assist with any organizational issues. The group should contact the student local section officers and faculty advisor at least each semester.