





## I PURPOSE AND USE

- A. This guide is a tool that CSI chapters can use to set up a student affiliate within their chapter and that the leaders of a student affiliate can use to assist them in growing and maintaining a healthy student organization. As the situation varies from chapter to chapter, this information is to be used only as a guide and not as a set of stringent rules.

## II GENERAL

- A. A student affiliate is an organization of student CSI members under the guidance and direction of a CSI chapter. A CSI chapter may establish a CSI student affiliate at educational institutions that have construction industry related curriculums. If a CSI chapter does not have sufficient interest at an individual school, the chapter may combine interested students to form a chapter student affiliate. A chapter may have more than one student affiliate. The affiliate functions according to the chapter's bylaws and other appropriate documents in the CSI Administrative References. Student leaders should be elected to represent the student members and manage the student organization with the assistance of the chapter liaison and faculty advisor.

### A. Setting up the Affiliate

1. If not already in existence, appoint an Academic Affairs Program Committee.
2. If needed, amend the chapter bylaws to include a student affiliate representative as a non-voting member of the board.
3. Designate one member of the Academic Affairs Program Committee as the Chapter's primary liaison with the student affiliate.
4. Determine how the Chapter will support, assist and promote the formation of a "Student Affiliate"
5. Recruit a faculty member to serve as faculty advisor to the student affiliate on campus.
6. Develop a set of operating guidelines for the student affiliate. (Check with local educational institution.)
7. The student affiliate should elect a minimum of four student leaders: president, vice president, treasurer, and secretary.
8. Submit to chapter and Institute a Student Affiliate Request Letter (See Appendix JJ).
9. Send a letter of acknowledgment to the appropriate institution authorities and a copy to the Institute.
10. Register the student affiliate as an official student group on campus with the institution's administration.

### B. Maintaining the Organization

1. The student affiliate should elect student leaders on an annual basis (president, vice president, treasurer, and secretary as a minimum). Other positions may include historian, program chairman, site visit, chairman, etc. CSI leaders normally serve July 1 to June 30. As this does not mesh cleanly with the school calendar, it may be better to establish change of leadership at some other point in the year to maintain continuity. Elections should be held in the year prior to new officer takeover.
2. The student affiliate should meet regularly throughout the academic year. Typical activities could include:

- a. Presentations by local professionals, product reps, contractors or building owners
- b. Trips to construction sites or manufacturing facilities,
- c. Table top product show,
- d. Joint activities with sister organizations (AIAS, ASID, etc.).
- e. Job Fair,
- f. Volunteer Construction Project
- g. Tour of notable architectural projects
- h. Attend CSI Chapter meetings
- i. Architectural details scavenger hunt
- j. Pizza and discussion of CSI Convention / CSI University by students who attended
- k. Affiliate board meeting
- l. Professional skills speaker or workshop (public speaking, business writing, effective business etiquette, writing and presenting persuasive proposals)

### III. RESPONSIBILITIES

The student affiliate is charged with representing CSI in a professionally and fiscally responsible manner. They should initiate and maintain active communication with both their faculty advisor and the local chapter. They should expose other students to the richness of educational opportunities within CSI through interaction, bulletin board displays, and other campus media. The chapter is charged with assisting and mentoring the student affiliate and the student leaders, enabling them to grow and maintain a healthy, educational organization. The chapter student liaison chairman should actively pursue open communication and promotion of other student affiliate organizations and act as a conduit between the students and the profession.

### IV. OPPORTUNITIES FOR STUDENTS

- A. Within the Affiliate
  1. Be exposed to the entire construction process.
  2. Attend affiliate activities.
  3. Acquire better leadership skills.
  4. Develop Web page.
  5. Learn communication skills.
- B. Within the Chapter
  1. Have student president on the board of directors and as a member of the Academic Affairs Program Committee.
  2. Attend chapter meetings.
  3. Write student column in chapter newsletter.
  4. Meet prospective employers.
  5. Attend chapter product shows.
  6. Receive scholarships.
- C. Region
  1. Attend region conferences.
  2. Advise region education chairman or region student liaison chairman.
  3. Meet students throughout the region.
- D. Institute
  1. Attend annual convention.

2. Submit an essay for Dale C. Moll Student Activity Fund Award.
3. Network nationally with future employers.