



International Society of Automation
Setting the Standard for Automation™



ESTABLISHING A STUDENT SECTION



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Thank you for your interest in establishing an ISA student section. Please review this document thoroughly. Once completed, submit to sections@isa.org.

Eligibility for Charter

- At least 50% of the 14 student members and student officers who are not graduating within 12 months from the date of charter
- Professional ISA member on faculty willing to advise the new student section
- Student section bylaws in English
- Confirmed support from an ISA section in good standing

All ISA Student Sections are required to maintain bylaws or operating regulations. A current copy of these must be on file with headquarters and must be written in English.

Any modifications to ISA's recommended regulations requires prior approval from ISA.

Completed petitions submitted by the 15th of the month are reviewed for consideration. The District Vice President will motion to the Geographic Assembly for approval, as delegated by the ISA Executive Board. Please allow 45 days after the submission deadline for notification.



STUDENT SECTION PETITION FOR CHARTER

University Details

Official full name of university:

This will be the student section name. Be sure to include all hyphen marks, accent marks, etc. Do not use abbreviations or acronyms. Use the full name of the educational institution.

Academic year: _____ - _____

City:

State/Province (if applicable):

Country:

What degree programs does the university offer that most closely relate to the automation industry?

Degree levels offered (e.g. Undergraduate, Postgraduate):

Sponsoring Section

Please list the section that has agreed to sponsor your student section.

ISA Section:

Section President:

We, the undersigned on behalf of the members of our local group, confirm that we have reviewed and understand our rights and responsibilities per the [Society bylaws and policies](#).

President

Name:

Member Number:

Signature:

Faculty Advisor

Name:

Member Number:

Signature:

Treasurer

Name:

Member Number:

Signature:

Sponsoring Section President

Name:

Member Number:

Signature:



Petitioning Student Members and Officers

List the ISA student members interested in establishing the student section. At least 50% of the 14 student members and student officers must not be graduating within 12 months from the date of charter. Upon approval, these members will be transferred to the student section.

Officer term:

The term should coincide with the student section's academic year.

	First (Given) Name	Last (Family) Name	Email Address (On File With ISA)
Officers			
1	President		
2	Secretary		
3	Treasurer		
4	Membership Chair		
5	Program Chair		
6	Faculty Advisor		
Members (do not re-list officers here)			
7	-		
8	-		
9	-		
10	-		
11	-		
12	-		
13	-		
14	-		
15	-		
16	-		
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33	-		
34	-		
35	-		
36	-		
37	-		
38	-		
39	-		



STUDENT SECTION BYLAWS

ARTICLE 1: STUDENT SECTION NAME AND JURISDICTION

Section 1: The name of the student section is
Student Section of the International Society of Automation.

Section 2: The student section was established on
Establishment month and date will be completed by staff when charter is approved.

ARTICLE 2: PURPOSE

Section 1: These bylaws are the governing document for the activities of the student section. The student section is also governed by and subject to all policies set by the ISA Executive Board.

Section 2: The student section is organized and will be operated for educational purposes to promote the following:

- a. an increased knowledge of the greater automation industry;
- b. a greater understanding of the contributions of those in the automation industry; and
- c. mentoring and encouraging students as they prepare for careers in the automation industry.

ARTICLE 3: MEMBERSHIP

Section 1: An ISA student membership is a requirement for membership in the student section. Only ISA student members enrolled at this educational institution shall be members of the student section. We will welcome and accommodate any ISA member visiting our student section.

ARTICLE 4: GOVERNANCE

Section 1: The student section shall have an advisor who is a faculty member of and is also a professional member of ISA. The faculty member is responsible for providing continuity from year to year as the student officers change. The advisor also provides guidance to the student officers in maintaining both ISA and institution standards in all activities.

Section 2: The student section board shall consist of the following officers:

- President
- Secretary
- Treasurer
- Membership Chair
- Program Chair

Section 3: All positions on the board have voting rights. The student section board will also include at-large (general) positions. To reach a quorum for the vote, 70% of the board must be present. Proxy votes will not be accepted.

Section 4: The student section board will supervise the affairs and conduct the business of the student section.



ARTICLE 5: NOMINATIONS AND ELECTIONS

The following process outlines the nomination and election process for board positions. All positions are open to members of the student section. Those holding elected positions must remain ISA student members in good standing for the duration of their term.

- A nominating committee consisting of _____ shall be selected by the president and confirmed by the board.
- An open call for nominations will be made to student section members.
- The nominating committee will prepare and share with the membership a list of candidates for each office and the date and location of a vote.
- On the published date of the vote, the board members will be selected by a majority vote of members present.

If the faculty advisor resigns, the student section president will notify ISA Headquarters.

ARTICLE 6: COMMITTEES

Committees may be appointed by the student section board. All committee actions, programs, and financial transactions are at the discretion of the student section board.

ARTICLE 7: BYLAWS AMENDMENTS

Amendments to these bylaws must first be approved by the board. Upon approval, the board will notify the membership of the changes. If the board receives no objections to the changes within 30 days, the amendment is adopted, and the revised version is sent to ISA Headquarters.

ARTICLE 8: DISSOLUTION

ISA may dissolve a student section at any time. If current student section officers decide the student section needs to voluntarily dissolve, they must put the motion to a vote of the student members. An affirmative vote of two thirds of the student members is required. A lack of vote is considered affirmative. At any time and for any reason, if dissolution is actioned, all remaining funds will be allocated to ISA.