

INDIA CHAPTER OF ACI

GUIDELINES FOR A STUDENTS' CHAPTER

1. A Students' Chapter can be formed as a section under India Chapter of ACI strictly as per terms and conditions of ACI USA on students' activities as given in www.concrete.org. All activities of the Students' Chapter shall be guided by an institute professor with dual membership of ACI USA and India Chapter of ACI, Mumbai who will be called "Advisor to Students' Chapter". Activities will be monitored by Board of Direction (BOD) of India Chapter of ACI from time to time.

2. The name of the students' chapter atshall be as below:

India Chapter of ACI
Students' Chapter
[Name of the institute]

3. Minimum 15 students of a registered technical institute shall make a petition in the prescribed form (**Annexure - A**) to the ACI Chapter Activities Committee in USA through Board of Direction of India Chapter of ACI to form an ACI Student Chapter. There is no upper limit for the number of students to be a member of the Students' Chapter so long they are on the roll of the institute. It needs to be verified that students petitioning for the Chapter have paid their up to date fees and their names are in the roll of the Institute.

4. There is no fee to be paid by the Student members to ACI USA to be in the Students' Chapter. However, they need to become a student member of the India Chapter of ACI, on payment of Rs.500/- plus 18% GST, per year per student for which the necessary application form is attached. (**Annexure 'B'**). This will entitle them to receive Chapter's quarterly journal "Concrete India" and participation in India Chapter's activities at a heavy concessional rates. The annual concession is available only to the students on the roll of the institute.

5. Board of Direction members will engage and guide the Student Chapter. Various concrete related activities can be conducted by the Student Chapter under supervision of the India Chapter and these activities will be given publicity on India Chapter of ACI platforms.

6. Student's petition in prescribed form (**Annexure 'A'**) shall be counter signed in each page by the faculty member of the technical institute who has to be a member of ACI as well as a member of India Chapter of ACI giving an undertaking to serve as an Advisor to the students, coordinate students' activities and liaise between students' Chapter and India Chapter's Student Activities Committee. The advisor of the Students' Chapter shall also be a member of India Chapter's Students Activities Committee at [Name of the institute].

7. The faculty member of the Institute who will be Advisor to Students' Chapter has to take ACI, USA membership unless he is already a member of ACI from the institute.

He has also to take membership of India Chapter of ACI to countersign at the appropriate places in Students' petition for opening a Students' Chapter at [Name of the institute]. (If the faculty member is neither a member of ACI, USA nor a member of India Chapter of ACI, the memberships can be taken by the faculty member now on payment of requisite fees at both the places. Membership application form for India Chapter of ACI is attached (**Annexure 'B'**))

8. A letter from the authority governing the institute, (Dean / Principal) giving his consent to the establishment of a Students' Chapter of India Chapter of ACI functioning at [Name of the institute] at [Name of City] clearly mentioning that the authorities do not have any objection to it, is required. (Suggested standard pro-forma for such approval is attached (**Annexure 'C'**))

9. a) A bank account requires to be opened to deposit collected funds and make expenditures of the Students' Chapter. Detail for operation of the bank account is given in the Bye-laws. At year ending, annual statement of accounts duly audited and certified by a C.A. has to be sent to the India Chapter, HQ at Mumbai. It is a necessary requirement to be fulfilled by the Students' Chapter.

- b) Collected membership fees of students and faculty members may be deposited in this account and a consolidated demand draft may be made for payment to India Chapter of ACI. However, receipt of payments will be issued for each individual payments separately by the India Chapter of ACI.
10. After all the formalities are fulfilled to get the proposal to establish a Students' Chapter balloted by ACI USA, forward the hard copy of the petition to India Chapter of ACI at Mumbai, for further processing of the petition having checked the following at your end:
- a) The petition has been signed by more than 15 students who are in the roll of the institute
 - b) A faculty member who is a member of ACI, USA and India Chapter of ACI at Mumbai has been nominated by the authority (Dean / Principal) to be the "Advisor to the Students' Chapter". Enclose the original letter of nomination
 - c) Signature of Advisor in the petition with the undertaking of the Advisor to serve as an Advisor to the Students, coordinate Students' activities and liaise between Students' Chapter and India Chapter of ACI at Mumbai
 - d) Membership application of Students Advisors for India Chapter of ACI with payment through DD if not already a member
 - e) Individual membership application formsto become a student member of India Chapter of ACI from the student petitioners. A consolidated demand draft may be made to "India Chapter of ACI" payable at Mumbai for the membership fees of the students. However, receipt of payments will be issued for each individual payment
11. a) Students' Chapter must prepare / take action to organise following and inform the same to the BOD of India Chapter of ACI through Advisor of the Students' Chapter.
- i) Develop with consensus of all student members Bye-laws to be followed by Student members thereafterhaving got it approved by the authority of the institute.
 - ii) Student members must elect its own committee of officers for functioning (President, Vice President, Secretary & two members)
 - iii) Fix fees for Student Membership of the Students' Chapter
 - iv) Organise a monthly meeting of the Students' Chapter in presence of the Advisor.
 - v) Prepare agenda and minutes for all meetings (Except social events)
- b) Forward the hard copy of the Bye-laws to India Chapter of ACI for onward sending it to ACI USA with signature of the Students' Advisor and seal of the institute in every page of the Bye-laws. Functioning of the Chapter shall be guided by the Students' Chapter's Bye-laws.
- c) ACI USA lays down a Model Bye-laws for Student Chapters in Appendix "E" of the Chapter Guide. An access to it can be had with the link that follows http://www.concrete.org/CHAPTERS/pdf/f-2006_WEB_ChapGuide.pdf. Following of Model Bye-laws, laid down by ACI USA for the Student Chapters helps to receive approval easily.
- d) To facilitate drafting effort and save time, a draft Bye-law suitable for Indian conditions which has been accepted by ACI USA for other Students' Chapter is attached. If it is acceptable to you and to your authority, remove the word 'Draft', get the signature of students' Advisor as mentioned in sub para (b) above and forward the hard copy to us for onward transmission to ACI USA.
12. A Students' Chapter may organise activities as mentioned below and keep India Chapter of ACI informed of its plans, programmes and activities. An annual report of the Students' Chapter of its activities shall be submitted to ACI through India Chapter of ACI. The Advisor must maintain a permanent record of all activities. Activities should preferably be related to concrete technology as much as possible:
- i) Students' Competition
 - ii) Students' Photo Contests
 - iii) Fund raising
 - iv) Publication of newsletter
 - v) Organise seminars / workshops / work study programme (Concrete Cube Testing)
 - vi) Organise a Chapter library under the control of the Advisor in the institute for the benefit of members
13. Assistance from India Chapter of ACI and commitments of ACI USA may vary from time to time depending upon the then policy of each, and decisions of the respective Board of Directors at that time. However, India Chapter will try its best to assist and support the Students' Chapter.