

**ASLA
Student Chapter
Operations
Workbook
2020**

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INTRO TO ASLA

Founded in 1899, the American Society of Landscape Architects (ASLA) is the professional association for landscape architects in the United States, representing more than 15,000 members. Sustainability has been part of ASLA's mission since its founding and is an overarching value that informs all of the Society's programs and operations. ASLA has been a leader in demonstrating the benefits of green infrastructure and resilient development practices through the creation of its own green roof, co-development of the SITES® Rating System, and the creation of publicly-accessible sustainable design resources.

ASLA has 49 chapters, representing all 50 states, and U.S. territories, plus 82 student chapters and seven student affiliate chapters. ASLA members live in 59 countries around the world.

INTRO TO THE STUDENT CHAPTER OPERATIONS WORKBOOK

The Student Chapter Operations Workbook (SOW) serves as a guide to instruct chapters on standard procedures for chapter governance, officer roles, financial procedures, membership, event planning and more.

The SOW was developed by the Student Advisory Committee (SAC) and references student documents created by Louisiana State University, Michigan State University, Oklahoma State University and the City College of New York. Utah State University's "Student ASLA Handbook" was also used as a formatting reference.

ASLA MEMBERSHIP

It is important to remember that, as a student, membership in the chapter is separate and apart from National ASLA membership. Membership in both the chapter and National ASLA is beneficial and encouraged. The student chapter president must be a National ASLA member.

All students enrolled in the chapter's program are eligible to join the student or student affiliate chapter. Other membership privileges include the right to participate in chapter meetings, activities, and events; vote in chapter elections and on other matters requiring a vote by the membership; hold chapter office; and serve on chapter committees. Chapter members are typically more plugged into campus events and resources.

While it is not required for chapter membership, there are additional benefits to joining National ASLA. National membership includes a digital subscription to *Landscape Architecture Magazine*, discounts for online learning and conference registration, as well as access to members-only resources. National ASLA members can post their resume on JobLink for free. Students can join National ASLA at asla.org/join.

The period of chapter membership should be set in accordance with school regulations or for a defined period of time that is concurrent with the school's term structure.

STUDENT CHAPTER CHECKLIST:

- Elect an Executive Committee (EC)
- Recruit members
- Form committees
- Hold Monthly or bi-monthly Chapter meetings
- Fundraise! And collect dues
- Hold events- site tours, studio tours, speakers, social gatherings, community service, conferences, lectures, etc. 1-4 a semester.
- Connect with National and State chapters

CHAPTER GOVERNANCE

Bylaws

Each ASLA student chapter is required to operate under a set of bylaws. A model set of bylaws is available and chapters should amend their bylaws when changes are made to the national model to conform to the new changes.

Operational Guidelines

The bylaws empower the chapter executive committee to adopt operational guidelines, which are intended to assist student chapters and student affiliate chapters in carrying out chapter operations. The guidelines supplement the bylaws and should follow the same order, providing additional detail and direction to the chapter leaders. In recognition that an academic institution may have specific requirements for the operation of a student organization, many of the sections that might be found in a set of bylaws are instead found in the guidelines. Chapters must operate within the student organization regulations of their sponsoring educational institution, and chapter organizers should work closely with the institution in establishing and maintaining both their bylaws and operational guidelines within the student group/club regulations of their school.

Chapter Dues

The bylaws or guidelines empower chapter leaders to establish dues for its operations. Setting a chapter (student group/club) fee can help fund events, activities, and refreshments at chapter meetings. The chapter may request financial assistance from the ASLA professional chapter, which could supplement or substitute for assessing chapter dues. If the chapter establishes dues for its members, it is important to remember that payment of chapter dues is separate and apart from payment of National ASLA member dues. The dues period should be concurrent with the period of chapter membership.

Student Chapter Officer Elections

It is recommended that new officers are elected each year. Elections are either held at the end of the fall semester or at the end of the spring semester. If possible, hold elections at a time when the outgoing student chapter officers are still on campus to assist in the transition to the new officers. It is useful to have at least one incoming student officer who has served as an officer in the previous term.

Officers are chosen via a three step process (follow school regulations):

- 1) Nominations: a person can nominate themselves or other classmates that they think would be good for the position. The nominated student cannot be away for any part of the school year for an internship position.
- 2) Elections: If the students accept the nomination, it is requested that the student write a nomination statement that is distributed to the entire student chapter. The statements can include their past involvement and/or ideas for the chapter.
- 3) Voting: Depending on school regulations, elections can be conducted using an online website (e.g., SurveyMonkey) or in-person at a membership meeting. If voting in-person, results should be reported before the close of the meeting and recorded in the minutes. If there is a tie in the number of votes cast, the Executive Committee should elect one of the nominees to the position by a majority vote of the Executive Committee.

Remind chapter members that elections are not a popularity contest. It is important to vote for the student who will best fill the position and volunteer their time to ASLA. Each nominated student should be required to review officer roles prior to committing to the position knowing that the ASLA student chapter is a large time commitment.

Report election results to ASLA National via chapters@asla.org.

Executive Committee Transitions

Prior to the end of the school year, hold a joint meeting of the current and future officers. During this transition meeting introductions can be made, account information can be transferred, and contact information exchanged. In most cases the past officers will be graduating and may not be available for questions at a later date. By conducting officer transitions, it ensures a smooth transfer of a large quantity of information and the new officers can organize the information and files as they see best. It is recommended that incoming officers shadow for an entire semester. Not only does this help prepare future officers and reduce the loss of information from year to year, but it doubles the executive team and helps more evenly distribute the work load of running a chapter.

Executive Committee Responsibilities

The Executive Committee should: plan and organize chapter activities and events; establish dues amounts; oversee disbursement of chapter funds in accordance with the budget; set a schedule for regular membership meetings; establish, assign, and dissolve committees as necessary for effective chapter operations; communicate effectively with the membership, sponsoring professional chapter, supporting program, and ASLA; identify a faculty advisor; set election schedules and break ties in elections; fill officer vacancies occurring during term; create additional, elected at-large Executive Committee positions if necessary for effective chapter operations; review proposed bylaws amendments; and perform such other duties as may be necessary to accomplish the purpose of the chapter.

Meetings and Votes

Special meetings of the chapter may be called by the president with reasonable advance notice to the membership. Executive Committee meeting dates and times should be set by the president. The president should preside at all meetings of the chapter and the Executive Committee. The vice president should preside in the absence of the president.

How to Run a Chapter Meeting

Running an efficient and effective chapter meeting is critical to keeping volunteers engaged and ensuring a productive chapter. It requires pre-planning and careful attention to the agenda.

Before the meeting:

- Determine the purpose of the upcoming meeting, including necessary business and pending reports. This will determine who is required to attend.
- Contact those required to provide information at the meeting with plenty of time for them to prepare.
- Determine time and location of meeting. This may be decided as a set monthly day/time to allow members to anticipate attending the meeting.
- Prepare the agenda with as much detail and supporting information as possible. Each item on the agenda should be assigned a time limit to reflect the importance of the items and ensure the meeting makes the best use of its time. For an example agenda format, see reference section.

- Send agenda to members of the committee and any others providing reports with enough time for review of materials to prepare for the meeting.

During the meeting:

- Review the last meeting's minutes.
- Check with chapter secretary regarding any unfinished business from previous meeting.
- Report progress made since last meeting through officer and committee reports.
- Follow rules of parliamentary procedure.

For more information on running a chapter meeting and parliamentary procedure, see reference section.

Key Officer Roles

The chapter Executive Committee must include all offices contained in the bylaws. It can also include other key volunteers based upon the chapter activities, such as fundraising coordinator and PR/social media coordinator. The chapter could also decide to have multiple vice presidents or at-large members who fill these roles. A sample chapter Executive Committee flow chart is included in the reference section.

Chapter President

This position should be filled by someone who has already served one year on the student chapter's executive committee.

- Reviews mission, goals, and strategies for the organization and redirects when necessary -- makes sure goals are accomplished (or attempted - making note of why/why not).
- Leads officers and members in achieving student chapter goals.
- Sets the time and agenda and presides at meetings of the Executive Committee and membership meetings.
- Develops calendar, schedules semester events.
- Oversees all chapter activities, including events, communications, and fundraising efforts.
- Coordinates larger student chapter events, as well as participation in external events.
- Coordinates chapter communications.
- Helps raise funds / find donations for events.
- In consultation with the Executive Committee, organizes and delegates work/officer roles, including appointment of the chairs and members of committees and releasing appointees for failure to act or other cause.
- Serves as liaison to and a nonvoting member of the executive committee of the sponsoring ASLA professional chapter.
- Attends and promotes participation in professional chapter networking events.
- Reports to advisor and school administrator with chapter updates and requests (e.g., school sponsorship of ASLA National student membership fee, sponsorship of student representatives at LABASH and ASLA National events).
- Provides chapter updates to ASLA professional chapter and ASLA National.
- Assists and facilitates transfer of necessary information to next executive board.

Chapter Vice-President

The Vice President supports the President in student chapter meeting facilitation, event coordination, goal execution, and interfacing with ASLA National and the professional ASLA chapter contacts. Generally elected as President the following year.

- Supports the president in all of the aforementioned tasks: goal execution, national and professional chapter ASLA contacts, alumni contact, developing agendas, events, etc.
- Helps organize and plans events.
- Assumes the duties of the president in the absence of the president.
- Performs such other duties as may be required to fulfill the purpose of the chapter, such as:
 - Organizes student chapter meetings: presentations, set up, plan/retrieve food.
 - Communicates with professional chapter, reaches out to alumni, and attends professional chapter events.
 - Evaluate other student ASLA chapters and adapts their successful initiatives to our chapter.

Chapter Treasurer

The student chapter treasurer is in charge of collecting annual dues, managing incoming and outgoing finances, organizing all receipts, ordering food for meetings, and managing financial accounts (e.g., bank, PayPal).

- Oversees chapter finances and budget
 - Tracks revenue and expenses.
 - Dues, donations, sponsorships, reimbursements, sales, etc.
 - Meeting expenses
 - Activities
 - Merchandise
 - Keeps a record of all cash flow.
 - Disburses funds in accordance with budget.
 - Submits paperwork for chapter reimbursements to University/professional chapter.
- Collects and deposits annual dues and other revenue.
 - Maintains list of chapter members.
 - Collects and process member dues.
 - Handles payments (cash, checks, PayPal, etc.).
- Reports on chapter finances at Executive Committee and membership meetings.
- Manages chapter accounts (bank, PayPal, etc.), open to inspection by the Executive Committee.
- Manages sponsorship programs, including legal/tax issues, setting levels of sponsorship benefits, and ensuring sponsors receive the benefits.
- Establishes/maintains 501c3 non-profit status (incorporation plus IRS process).

Chapter Secretary

The student chapter secretary maintains records for the chapter, including meeting minutes and attendance, and manages the email account, calendar, bulletin board, and other forms of announcements (including flyers).

- Maintains the bylaws and other chapter records.
- Administers elections, including preparation, issuing, and receiving ballots.
- Prepares and issues notices of chapter and Executive Committee meetings, and prints handouts for the meeting, if necessary.
- Records meeting minutes for officer meetings and reports back out next steps, to-do lists.
- Tracks chapter meeting attendance (sign-in sheets), including record of dues-paying members and guests.
- Maintains calendar: Google and physical.
- Helps manage bulletin board: include calendar, meeting/event announcements, related announcements, membership forms, ASLA info.
- Work with VP and social media coordinator on sharing meeting flyers, bulletin board updates.

- With chapter president, manages chapter email account(s) (content may be generated from another source).
 - Replies to general questions.
 - Sends monthly updates to students, faculty.
 - Makes announcements as needed, including events.
 - Advertises chapter meetings (week before, week of, and day of).
 - Sends follow-up/ thank you to professionals/community members.
- Verifies student contact lists.

Fundraising Coordinator

The student chapter fundraising coordinator cultivates and maintains relationships and partnerships in the community to gain sponsorships for events and ongoing activities, and contributes in this way to chapter event and fundraiser planning.

- Cultivates relationships/partnerships.
 - Sponsorship outreach - working with treasurer and professional chapter to identify sponsors, initiating outreach to potential sponsors and thanking existing sponsors (personal thank you and public recognition).
 - Partnerships with local business owners - creative, ongoing partnerships that are easy to maintain and beneficial to the student body.
- Event sponsorship.
 - With treasurer, estimates cost of desired events and activities and explores fundraising opportunities for each event.
- Coordinates fundraising events.

PR/Social Media Coordinator

The social media coordinator manages the student chapter's social media accounts (and contributes content to related university accounts), publicizing events and activities, accomplishments, guest/donor recognition, and soliciting and posting student work.

- Publicizes events and activities of the chapter via social media: upcoming member meetings and activities; national and local professional chapter ASLA events; accomplishments of members, professors, and alums; class field trips; visiting lecturers and critics.
- Gathers content, including student work and event photos by posting contact info on bulletin board, emailing, visiting studios.
- Manages social media accounts and sets goals for frequency of posts.
- Works with chapter secretary to manage bulletin board and share updates.

Committees

Committees are an important part of a chapter's success, providing volunteers with the opportunity to participate in the chapter and more resources for planning and managing chapter activities. Chairs and members should be appointed by the president in consultation with the Executive Committee. Reports on committee activity should be scheduled by the president and presented by committee chairs at chapter meetings. Committees should be managed to match the activities of the chapter. Examples include:

- **Professional Development** - Plans activities such as site tours, portfolio reviews, speakers, licensure lecture, professional happy hours and studio visits.
- **Public Relations/ Marketing** - Graphic production of event advertising materials including event promotion, posters, event programs etc.
- **Membership** - Outreach for student members including a newsletter, reaching out to incoming class to promote chapter and ASLA National membership.

- **Community Liaison** - Plans 1-2 events a semester to foster a meaningful connection with our immediate community (e.g., WLAM and Park(ing) Day). Collaborate with local schools/community gardens to organize work days or design charrettes.
- **Technical Director** - Acts as a technical resource for computer skill development, organizes printing tour/plotter orientation for incoming class, maintains slack or message board associated with design software questions, organizes workshops to augment class time in software applications.
- **Special Event Committee** - Executes and organizes a specific chapter event both on campus and off campus.

FINANCE AND ACCOUNTING

Campus Banking Account

- Open a checking account with no minimum account balance. It is best if the bank branch is convenient.
- With each new officer transition you will need to change the account holders information. In order to change the name on the chapter bank account, you'll need official meeting minutes of the "officer exchange" meeting where new officers were elected and past officers stepped down. You will need copies of two forms of id from all officers. Only the treasurer and president should be listed as 'authorized signer'. Check with the bank prior to beginning this process to ensure that you meet all of its requirements.
- You do not need a banking card.
- Pick up bank statements from where your mail is delivered (ideally you would have a slot in the landscape architecture office) and add to chapter documents.

Managing Revenue

- Keep note of all transactions.
- Cash: Collect and keep in lockbox until you can deposit. Keep a little cash on hand just in case you need to make change or make a cash purchase.
- Checks: Should be written to the official chapter name. Deposit all checks as soon as you can.
- PayPal Account: Consider opening an account that allows anyone to make deposits into the shared account, which can be linked directly to your chapter checking account.
- Money Apps: Consider using money transferring apps such as Venmo, Zelle, or CashApp to collect dues to make the process as simple as possible. The executive committee can appoint the treasurer to use their personal account(s) as they are comfortable and they can in turn transfer the balance to the club bank account or petty cash.

Dues

- ASLA Chapter Dues – You may consider collecting an annual student fee to use to plan more elaborate events or provide snacks at meetings. Successful fundraising can help to mitigate or even eliminate the need for a fee. Generally dues range from \$15-25 for annual membership.
- ASLA National Dues - The student organization does not handle any fees for national dues. Students must [sign-up](#) on their own or the chapter can collect forms/dues and send as a package to ASLA National (see Membership).

Accounting Organization

With each new officer transition, create a new accounting log. Build upon this adaptable template to meet your chapter's needs:

https://docs.google.com/spreadsheets/d/1hYJEKeSwLvshR2GR0VNPfDtDkAao7_W9sdqBtkaEFI/edit?usp=sharing

This log should be used to keep track of all transactions, including dues, donations, cash on hand, and the balance for all accounts.

MEMBERSHIP

The effectiveness and fellowship of a student chapter depends on membership – those who invest their time, talent, and (yes!) money to an organization. Whether your chapter charges dues/fees or not, the more people who participate in the chapter will translate to greater success. The chapter officers are charged with promoting the chapter and ASLA to their colleagues, demonstrating the value of membership and helping to dispel the confusion over chapter vs. National ASLA membership.

Student chapters interested in conducting membership drives can use the sign-up template in the reference section for chapter membership. The professional ASLA chapter or the university may be interested in sponsoring national membership for chapter members. If so, the chapter can hold its membership drive by asking individual members to fill out the paper application or [online form](#) and submitting this information to ASLA National with the total dues amount (\$55/student). See reference section for sample spreadsheet for tracking applications to submit a membership drive package. Send information with total dues owed to:

ASLA Membership Department
636 Eye St., NW
Washington, DC 20001

FUNDRAISING

Fundraising is an important part of supporting the chapter and must follow the guidelines set by the university. Chapters can organize events and charge non-members for attending in order to raise money to sponsor chapter business. Templates for fundraising communications are available in the reference section.

Chapter T- Shirts

The student chapter can design an annual t-shirt to raise money to use for other activities. An annual t-shirt design contest can be held to encourage chapter participation. The final design can be chosen by the officers or via a chapter membership vote. The t-shirts can be sold online to reduce overhead cost to purchase and store large quantities of shirts. The chapter can also promote the t-shirt to the professional ASLA chapter and alumni. Some websites allow you to keep previous years designs so incoming students can purchase former t-shirts.

Example of Student Chapter ASLA T-Shirt- Uploaded, Sold and Shipped via Bonfire
<https://www.bonfire.com/rrsla-18-2019/>



Sponsorships

Setting up sponsorship levels is a great way to solicit donors and encourage buy-in to your chapter. The primary goal of sponsorship is to raise money for your chapter, but it also helps raise awareness about the work your chapter is doing and create a community of professionals invested in your goals. We recommend setting levels that correspond with a fundraising goal, keeping in mind the highest level will receive the fewest participants. The highest sponsorship levels should target larger firms and companies while the lowest levels should be attainable for individuals to give. For example, if your chapter's operating expenses for a year are \$3,000, set the highest level at about half of that, at \$1,500, the next level at \$1,000, the next level at \$500 and the lowest level at \$50. Have fun with the names of the levels by relating them to your school and the landscape architecture profession..

Sponsorships and donations should have corresponding acknowledgements. The highest level sponsorship can be featured on chapter t-shirts, newsletters and marketing materials and be invited to participate in chapter

events. Lowest level sponsorships may simply receive a thank you letter and a one-time acknowledgement in an annual chapter report. No matter what, always remember to extend a personal thank you to every sponsor for their commitment to your work.

Donations

Student chapters may accept donations from individuals. The student chapter must be incorporated as a 501(c)3 organization through your state and [receive approval from the IRS](#) for donations to qualify as deductible as a charitable contribution. Firms or alumni are often willing to donate money for specific activities (e.g., a trip, food at an event) and their donation could be written off as a business expense. Be sure to thank all donors through a personal communication and publicly recognize them in publications and/or social media.

EVENTS

Planning and executing events is an important part of offering value to members. Event planning should always begin by determining a vision/goals for the activity. The chapter president and Executive Committee should take the lead in the overall planning of the event, with support teams for marketing, logistics, financing, and day-of volunteering.

Planning Teams

Marketing Team

- Create content targeted at the intended audience.
- Create a schedule for event advertising across platforms.
- Update local school calendars along with university's social media.
- Use #studentasla to share your content to all ASLA student members.

Logistics Team

- Organize materials, venue, food/drink, speakers, chairs/tables, feedback forms, school permission, photographers, sound tech, transportation, and other pertinent items related to the event.

Financing Team

- Work with chapter treasurer to establish a budget, coordinate with marketing and logistics on disbursements.
- Work with fundraising coordinator to secure additional funding through partnerships with firms and landscape product companies.
- Track event ticketing if charging admission.
- Track receipts for reimbursements.

Day-of Volunteering Team

- Schedule more volunteers than you need for longer than you need them, splitting shifts into set up, during event, break down.
- Make sure all volunteers have an opportunity to participate in the event by rotating positions.
- Consider recruiting attendees as volunteers by offering free or reduced admission.
- Assign someone to tally attendees and report to event records.

Consider keeping a running document with details from each event for future reference. Update as soon as the event closes with information to inform your annual reports. This also acts as a guide for next year's committee.

Example Event Log:

ROLLING EVENT LOG:

DATE, TIME, TITLE, LOCATION _____

DESCRIPTION _____

SPEAKER(S)/DISTINGUISHED GUESTS _____

INTENDED AUDIENCE _____

COST _____

POINT PERSON _____

ATTENDEES (# attending) _____

NOTES (things that went well, areas to improve- useful for next year's team)

Advertising

Advertise your event using your graphic design skills as in these examples:



Graphic by Louisiana State University



Graphic By Michigan State University



Confirmed firms for MSU LA Career Open House 2016: Beckoff and Raeder, English Gardens, EDSA, City of East Lansing, Hamilton Anderson, James Corner Field Operations, Smith Group JJR, Landscape Architects and Planners, Mariani, Murphy and Associates, TBG, Three C's Landscaping, Ken Weikel Landscape Architecture, RiverTown Landscapes, GMB AE, and Dow Gardens.

Graphic By Michigan State University



Graphic By Michigan State University

Sample Event Calendar

AUGUST

- (Date) - Student Move-In
- (Date) - Meeting - First Executive Committee Meeting
- (Date) - Event - Welcome/Mentoring Event

SEPTEMBER

- (Date) - Meeting - Executive Committee (Ex: Prepare for next meeting and firm crawl, order t-shirts)
- (Date) - Meeting - Membership (Ex: intro, dues, semester schedule/goals, sign up for Park(ing) Day, buddies, t-shirt contest)
- (Date) – Park(ing) Day!
- (Date) - Meeting- Executive Committee
- (Date) - Meeting – Membership (Ex. announcements, first speaker date (food), portfolio reviews/ internship questions/ program help optional at end of meeting)
- (Date) - Event - Social

OCTOBER

- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership (Ex: Field trip- Firm Crawl)
- (Date) - Event - Educational (Ex. lectures, site tours)
- (Date) - Fall Break and ASLA National Conference
- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership (Ex: recap anything / new ideas from conference, finalize next event)

NOVEMBER

- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership
- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership (Ex. Portfolio Workshop, Resume Workshop, Webinar, etc)
- (Date) - Thanksgiving Break
- (Date) - Meeting - General/End of Semester Celebration

JANUARY

- (Date) - Meeting - Executive Committee (Ex: Prepare for next meeting and semester welcome back)
- (Date) - Meeting - Membership (Ex: welcome back celebration, updates of the school semester)
- (Date) - Event - Social (Ex. Community service event, fundraising drive, etc)
- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership (Ex. announcements, first speaker date (food), portfolio reviews/ internship questions/ program help optional at end of meeting)

FEBRUARY

- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership (Ex: Professionalism Workshop, Mock Interview, Portfolio Reviews)
- (Date) - Event - Career Fair
- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership (Ex: recap anything / feedback from event/ new ideas for next event)

MARCH

- (Date) - Spring Break
- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership (Ex: Webinars)
- (Date) - Event - Social(Ex. Lecture series, site tour, field trip, etc)

APRIL

- Landscape Architecture Month
- (Date) - Meeting- Executive Committee
- (Date) - Meeting - Membership
- (Date) - LaBash
- (Date) – ASLA Advocacy Day
- (Date) - National ASLA Chapter Presidents' Council Meeting
- (Date) - Meeting- Executive Committee
- (Date) - Meeting/End of Semester Celebration - Membership (Ex. LaBash and Advocacy Day Recap)

ASLA National Calendar of Events

Your ASLA membership connects you to landscape architects all over the country and the world. ASLA hosts virtual and in-person events year-round. More information on ASLA National events, including the ASLA Conference on Landscape Architecture, can be found at www.asla.org.

CHECKLIST FOR STUDENT CHAPTER EXCELLENCE

The Checklist for Chapter Excellence was originally developed for professional chapters and has been adapted here for student chapters use. As a volunteer group of student leaders, student chapter executive committees have limited time and resources. The aim of these guidelines is to assist the student chapters in planning its activities in order to piggy back successfully with ASLA National and professional chapter efforts.

The Checklist for Student Chapter Excellence is grouped into four categories: Management; Member Communication; Membership; and Public Relations. Within these categories, the Checklist outlines for student chapters both the services/programs they should provide and the financial/management practices they should follow.

Management

- ✓ Elect officers and board members according to student chapter bylaws.
- ✓ Annual review of bylaws to stay consistent with the Society's bylaws.
- ✓ Establish annual planning process that includes a short-range (one semester) and long-range (one to two semesters) plan. Plans should state goals, strategies for reaching them, a timeline, and an annual review process.
- ✓ Maintain appropriate office operations. At a minimum this should include a permanent school mailing address, student chapter email address, social media accounts, printed letterhead stationery, and an active website links in the school, program, professional chapter and national directory.
- ✓ Regularly update the roster of members and check it for accuracy.
- ✓ Establish committees that reflect chapter plans.
- ✓ Provide an annual report of income and expenses to its members and to university program.
- ✓ Establish and maintain a budget and regular financial statements consistent with long-range plans. The statements should show projected income and expenses, and also record income and expenses during the year.
- ✓ Maintain student chapter archives, including bylaws, board minutes, annual reports, officer lists, and other official documents.
- ✓ Actively participate in national and professional chapter ASLA conferences.
- ✓ Establish appropriate financial checks and balances, including conducting an internal financial review by the student chapter executive committee.

Member Communications

- ✓ Set an annual communications plan, including reporting to members and connecting to the professional ASLA chapter and ASLA National.
- ✓ Ensure chapter and/or program website) is regularly updated and linked to www.asla.org.
- ✓ Publish a regular newsletter and calendar of events? (Newsletters may be electronic and on the student chapter website).
- ✓ Publicize ASLA National programs and activities, including:
 - World Landscape Architecture Month (April).
 - Call for entries for the ASLA Student Awards (released in fall; due in May).
 - Park(ing) Day (September).
 - ASLA Conference for Landscape Architecture (fall).
 - Virtual Portfolio Review (spring, fall).
- ✓ Facilitate communications between the student members and the professional ASLA chapter leadership.
- ✓ Connect with allied student organizations through direct contact, joint programs, and/or meetings.

Membership

- ✓ Hold regular membership meetings.
- ✓ Conduct programs that meet member needs and interests.
 - Active mentorship program
 - Social events
 - Studio tours
 - Sketch Crawls
 - Community service opportunities
- ✓ Recruit members for the chapter and ASLA National.
- ✓ Actively promote the use of the Student ASLA designation.

Public Relations

- ✓ Use ASLA National's resources for student and emerging professional members.
- ✓ Plan activities for World Landscape Architecture Month (April) and other strategies to raise public awareness of the profession.
- ✓ Conduct student outreach and career discovery activities, including K-12 awareness of landscape architecture at local schools.
- ✓ Promote school award recipients of ASLA Student Awards.

RESOURCES FOR STUDENT CHAPTERS

Student Advisory Committee (SAC)

The SAC serves as a link between Student Chapters and National ASLA. SAC is comprised of a diverse group of students from across the United States. As current students, the SAC members bring significant and relevant experience to guide the work of the committee. A primary goal of the SAC is identify and share the needs of students and student chapters by soliciting feedback from student members directly. The committee advises ASLA on key policies and programs that have an impact on students. SAC also focuses on recruitment and retention of student members, provides support to student chapter presidents, and develops content for publications and social media. Although a newly formed committee, the SAC has made significant progress in responding to student needs, and is dedicated to being an ongoing resource for students across the country. We are here to support you! Reach us at chapters@asla.org.

Professional ASLA Chapter

Your local professional ASLA chapter can be a great resource for mentoring, financial support and connecting you with a greater network of landscape architects. Coordinate with the chapter emerging professional chair (or chapter president) to plan and organize activities and events for the school year. Create a shared calendar including all professional and student chapter events, meetings, etc to be displayed in university studios and shared with the student body. Update members of local chapter events and activities happening each month and share on social media.

ASLA National Staff

ASLA National maintains a staff at the ASLA Center for Landscape Architecture in Washington, DC, including experts in advocacy, public relations, and chapter management. Student chapters are encouraged to contact ASLA staff at chapters@asla.org with any questions or feedback.

REFERENCE

[Chapter Model Bylaws](#)

[How to Run a Chapter Meeting](#)

[Guide to Parliamentary Procedure](#)

[Chapter Executive Committee Flow Chart](#)

[Fundraising Communication Templates](#)

[Membership Drive Tracking Spreadsheet](#)

STUDENT CHAPTER AND STUDENT AFFILIATE CHAPTER MODEL BYLAWS

see [here](#) for latest version

Preamble

The Student Chapter of the American Society of Landscape Architects at the _____ School of Landscape Architecture (the University) hereby accepts the below Articles as the operational bylaws for the organization. This organization must act in accordance with both the National ASLA and the University. This document should be made available to all faculty and students within the School of Landscape Architecture so that this organization operates to the standard set by ASLA and the University

This document provides guidelines for crafting Student Chapter and Student Affiliate Chapter Bylaws that are consistent with the Society's Constitution and Bylaws.

Definitions used for these documents:

Society: the national level of the American Society of Landscape Architects

Professional Chapter: the state or regional chapter sponsoring the Student/Student Affiliate Chapter

Chapter: Student or Student Affiliate organization

Institution: The educational home of the Student or Student Affiliate organization

Liaison: The ASLA member appointed by the Professional Chapter to work with the Chapter. This may or may not be the same person as Chapter "advisor".

Advisor: The faculty member at the Institution who works with the Chapter. The advisor should be appointed/chosen according to the requirements and practices of the Institution

Student/Student Affiliate Chapter Documents cannot be counter to the Society's Constitution and Bylaws. However, Student Chapter practices may differ slightly due to the requirements of being a student organization at a specific educational Institution. (For example, the naming conventions for student organizations vary amongst educational Institutions.) Refer to the Institution's Student Organization Handbook, Constitution Guidelines, or other applicable resources. In the case of conflicting requirements, the intent of the Society's documents shall be mirrored to the extent possible. The rules of the Institution shall prevail when its criteria are at variance with the Bylaws of the Society.

Articles

Article 1: Name and ASLA Affiliation

101. The name of the organization shall be the _____ Student Chapter of the American Society of Landscape Architects, hereinafter referred to as the Chapter. The American Society of Landscape Architects (ASLA) will be referred to as the Society. Terms that are common to both the Chapter and the Society, e.g., president or executive committee will refer to the Chapter unless otherwise specified.

102. The Chapter shall operate in accordance with these Bylaws as an autonomous organization endorsed by and affiliated with the Society. Membership in the Chapter and payment of Chapter dues are separate and apart from membership in the Society and payment of national Student Member or Student Affiliate Member dues. While membership in both the Chapter and the Society is beneficial and encouraged, Chapter membership is not restricted to Student and/or Student Affiliate Members of the Society.

Article 2: Purpose

201. The purpose of the Society is the advancement of knowledge, education, and skill in the art and science of landscape architecture as an instrument of service in the public welfare. To this end the Society promotes the profession of landscape architecture and advances the practice through advocacy, education, communication, and fellowship

202. The purpose of the Chapter shall be to bring students together through organized activities that: 1) are consistent with the purpose and policies of the Society; 2) enhance understanding of the Society, the profession, and related disciplines; 3) improve skills and knowledge and complement the educational curriculum; and 4) encourage participation in the programs and activities of the Society, its professional chapters, and other student and student affiliate chapters.

203. The Chapter shall uphold the history and traditions of the University, and should represent the University during affiliated and unaffiliated events.

204. The Chapter shall cooperate with the University to support the improvement of education in ways that will not interfere with administration of the University.

205. The Chapter agrees to abide by all University policies and local, state and federal laws.

Article 3: Sponsorship and Support

301. The Chapter shall have a coordinator designated by the executive committee of its sponsoring ASLA professional chapter. The coordinator shall be a Full or Associate Member of the Society and shall attend Chapter meetings. The coordinator and the Chapter president shall serve as liaisons for the Chapter to its sponsoring ASLA professional chapter, supporting educational institution, and the Society.

302. The Chapter shall have a faculty advisor designated by the Executive Committee of the Chapter. The advisor shall be a full time faculty member of the supporting program and a Full, Associate, or Affiliate Member of the Society.

303. The Chapter may accept funds or materials from various organizations, but may not participate in any for profit events promoting the Chapter. The Chapter may not be financial tied to any commercial entity.

304. The Chapter may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that legally bind the chapter.

Article 4: Chapter Membership

401. Membership in the Chapter is separate and apart from membership in the Society. While membership in both the Chapter and the Society is beneficial and encouraged, Chapter membership is not restricted to Student and/or Student Affiliate Members of the Society.

402. Membership in the Chapter shall be extended to all interested students of landscape architecture and students enrolled in related courses of study at its supporting educational institution.

403. Chapter members in good standing shall uphold the Bylaws of the Chapter; abide by the policies of the supporting educational institution; and shall not be in arrears in dues or other financial obligations to the Chapter.

404. Membership in the Chapter may be revoked for failure to uphold the Bylaws of the Chapter or abide by the policies of its supporting educational institution.

405. Active membership is restricted to students.

406. Students should be encouraged to become members of the Chapter and the Society at the start of each school year (fall semester).

407. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Article 5: ASLA Designation, Seal, and Logo

501. The official designation of the Chapter shall be the Student Chapter of the American Society of Landscape Architects. The seal or logo of the Society may be used with the official Chapter designation, or the abbreviated designation, Student Chapter, ASLA, for business and professional purposes such as Chapter stationery, documents, publications, directories, signs, and websites. The Chapter designation and the seal or logo of the Society shall not be used to indicate that a firm, company, or any other group, organization, or institution is a member of or has any standing in the Society.

Article 6: Public Statements

601. The Executive Committee may issue public statements in the name of the Chapter. However, such Chapter statements shall not be contrary in any way to the public policies of the Society as established by the Board of Trustees. No public statements shall be issued by the Executive Committee purporting to have the approval of the Society or its sponsoring professional chapter without first obtaining the written consent of the executive vice president of the Society and the president of its sponsoring professional chapter, except in the case of a direct quote from an officially adopted and published public policy of the Society.

Article 7: Chapter Dues

701. Payment of Chapter dues is separate and apart from payment of national Student Member and Student Affiliate Member dues. While membership in both the Chapter and the Society is beneficial and encouraged, Chapter membership is not restricted to Student and/or Student Affiliate Members of the Society.

See Article 14 for Fundraising

702. The Chapter may establish dues for its members and collect and disburse such funds as are necessary for its operations and accomplishing its purpose.

703. Dues amounts shall be proposed by the Executive Committee and approved by a majority affirmative vote by the present members of the Chapter during a regularly scheduled meeting. Dues shall be collected and maintained in a manner consistent with the policies and procedures of the supporting educational institution.

704. All dues and funds collected shall be for the exclusive use of the Chapter in accomplishing its purpose.

705. No Chapter funds, property, or other assets shall inure to the benefit of any person.

706. All Chapter funds, property, and other assets shall become the funds, property, and assets of the supporting educational institution in accordance with its policies and procedures on disbandment of the Chapter.

707. Students should be encouraged to pay dues at the start of each school year (fall semester) so that a yearlong membership can be accomplished. For students wishing to sign-up during the spring semester a half membership option can be offered.

708. As Executive Committee receives dues it must deposit, send in, and file any money or information within a week of receiving information.

709. The acting Executive Committee has the ability to set Chapter Dues as needed but must first obtain approval by the faculty advisor for amount.

Article 8 Executive Committee Elections

801. The Chapter shall be administered by an Executive Committee composed of the elected officers and may include such additional, elected at-large members as deemed necessary for effective Chapter operations. The officers shall be the president, the vice president, and the secretary and the treasurer or the secretary/treasurer.

802. The Executive Committee may act for an officer of the Chapter, or cause appropriate action to be taken, when the failure of an officer to act results in or may result in an adverse impact on the Chapter.

803. The terms of Chapter officers shall be a minimum of one (1) year. No individual shall serve concurrently in more than one (1) elected office.

804. Officers shall be currently enrolled students at the supporting educational institution of the Chapter.

805. The Chapter president shall be a University Student Member of both, the National, ASLA, and Student Chapter, ASLA.

806. Elections shall be conducted in a manner consistent with the policies and procedures of the supporting educational institution.

807. Nominations may be put forward by any Chapter member at a regular meeting of the Chapter membership

808. Vacancies occurring during term in Executive Committee positions shall be filled for the balance of the term by a majority vote of the Executive Committee.

809. Students that are actively pursuing an internship within the given year of study are not eligible for positions on the Executive Committee during that year.

810. Elections for the Executive Committee will be hosted in April of each spring semester to allow for a transition period between Executive Committee officers.

811. All resources, money, and information will be transferred to the next year's Executive Committee before the final day of classes in the spring semester. This includes all databases, checks, bank information, website passwords, and any other objects and/or information used in the daily operations of the Chapter.

812. If the Executive Committee is found by the majority of members or the acting faculty advisor not to be upholding these bylaws then the Executive Committee may be relinquished of their duties by a majority vote of the majority of present members and the faculty advisor.

Article 9: Committees

901. The Executive Committee may establish, assign, and dissolve the committees necessary for accomplishing the purpose of the Chapter.

902. Members of established committees must be a member of both the Society and the Chapter and must be in good standing with the affiliated university.

903. Committee members may serve for as long as they are active members of the Chapter.

904. All decisions made by committees must be approved by the Executive Committee before action taken.

905. The vice president of the Chapter shall be the ex-officio member of all committees.

906. The Executive Committee shall review and evaluate each committee at the start of each term to decide what actions, if any, need to be taken.

Article 10: Meetings and Votes

1001. Robert's Rules of Order shall govern the conduct of business at meetings of the Chapter and its Executive Committee.

1002. Regular meetings of the Chapter shall be held on a schedule determined by the Executive Committee.

1003. More than one-half (1/2) of all Chapter members present in person shall constitute a quorum for the transaction of business by the Chapter. More than one-half (1/2) of the entire voting membership of the Executive Committee present in person shall constitute a quorum for the transaction of business by the Executive Committee.

1004. All motions committing the Chapter to any policy or action shall be put to a vote at a duly called meeting of the Chapter membership. Provided a quorum is present, all motions shall be approved by a majority of the votes cast by members present at said meeting.

Article 11: Ratification and Amendments

1101. Ratification of these Bylaws shall require an affirmative vote by a majority of the membership present and voting at a regular meeting of the Chapter and shall be subject to approval by the Executive Committee of the sponsoring ASLA professional chapter and acceptance under the policies and procedures of the supporting educational institution.

1102. Proposed amendments may be sponsored by members of the Chapter. The sponsor shall prepare the proposed amendment in writing and shall secure the endorsement of one or more members of the Chapter.

1103. The sponsor shall submit the proposed amendment to the Executive Committee for review to ensure consistency with the Chapter Bylaws and for assistance in rectifying any inconsistency.

1104. The president shall place the proposed amendment on the agenda for presentation to the membership at the next regular meeting, and on the agenda for action by the membership at the following regular meeting. An affirmative vote by a majority of the Chapter members present and voting shall be required for approval.

1105. Amendments shall require approval by the Executive Committee of the sponsoring ASLA professional chapter and acceptance under the policies and procedures of the supporting educational institution for final adoption.

1106. Should any conflict arise between these Bylaws and the policies and procedures of the supporting educational institution, the secretary of the Society will work with the Chapter to resolve the issue.

1107. Copies of the Chapter Bylaws and any amendments thereto shall be filed with the professional chapter coordinator, **Student Life** and the faculty advisor and shall be made public on the chapter's website or available to any member upon request.

Article 12: Disbandment

1201. The Chapter may voluntarily disband by a petition to the Executive Committee of its sponsoring ASLA professional chapter. If the Executive Committee of the sponsoring professional chapter concurs with the request, it shall forward the petition to the Executive Committee of the Society. Disbandment shall become effective on the date of acceptance of the petition by the Executive Committee of the Society.

1202. The Chapter may be disbanded by the Executive Committee of the Society on the recommendation of its sponsoring ASLA professional chapter for cause, provided the Chapter is duly notified of the charges against it, given a fair hearing of the charges, and an opportunity to respond within two weeks. Disbandment by the Executive Committee of the Society shall become effective on the date specified by the Executive Committee of the Society.

Article 13: Registration Renewal and ___ affiliation

1301. The Chapter will apply with **Campus Life** for registration on an annual basis not later than two weeks after new officer elections are held. After Elections are held in April, the current Executive Committee shall assist the new Executive Committee in this process as well as the approval of the supporting professional chapter.

1302. These Bylaws shall be reviewed every year by the elected Executive Committee and every three years by a special bylaws committee to make sure that the Chapter and the governing bylaws are in accordance with **Campus Life and the Society**.

1303. The chapter shall comply with all aspects of the Student Organization Constitution and Bylaws as stated in the Student Organization Handbook.

Article 14: Operations

1401. The Chapter will operate within the guidelines as set forth in the document "Operational Guidelines" attached hereto. These may be amended at anytime by a majority vote of active Chapter members.

HOW TO RUN A CHAPTER MEETING

Before the Meeting

1. **Determine the purpose of the upcoming meeting and the attendance required**-what business needs to be transacted; what reports need to be heard, etc. Once this is determined, one is then able to send out requests for any information or reports for backup for presentation at the meeting. Also, make sure individuals from those committees will be present to give their reports.
2. **Determine location and time**-take into consideration the geographical locations and traveling time of the members who will be attending as well as the length of time necessary for the conduct of the meeting. If there is a regularly scheduled meeting, check the minutes of the previous meeting to determine if this has already been established and if the time and place previously set are still reasonable.
3. **Prepare the agenda**-an agenda needs to be drawn up and sent to all members of the committee and those giving reports. It should include all topics to be discussed at the meeting and should also include the date, location, starting time, scheduled breaks, and anticipated adjourning time. Any supporting or background material to further explain or detail the items on the agenda should also be included.

Preparing an Agenda

When preparing the agenda fix a time limit per item on that agenda. This not only reflects the importance of the various items under discussion, but it also aids in the swift progression of the meeting so that the meeting will run within the confines of the predetermined time. Agendas have a set, fixed format. The following is a typical format for an agenda:

	Name of meeting:	
	Meeting date:	
	Meeting Location:	
I.	Call to order at (time)	President
II.	Roll Call, Introduction of Guests	Ms. B
III.	Reading & Approval of Minutes of Previous Meeting	Secretary
IV.	Treasurer's Report	Treasurer
V.	Committee Reports Nomination Committee	Chair
	P.R. Committee	Chair
	Etc.	
VI.	Unfinished Business	Ms. C
VII.	New Business	Ms. D
VIII.	Announcements	Ms. E
IX.	Program (if any)	Ms. J
X.	Adjournment	President

- **Mail the agenda**-determine who is to receive a copy of the agenda. Make sure everyone has a copy of the agenda and all relevant backup materials, information, and reports in plenty of time before the meeting so everyone will have adequate time to do their own preparation for the meeting. If you have guest presenters or committee reports scheduled, make sure that these individuals receive an advance copy of the agenda so that they may make arrangements to attend and to be prepared.
- **Make sure that everyone has read the agenda in advance**-before the meeting day, try to determine if the participants are well-prepared. Many unwise decisions have been based on decision maker's failure to be prepared.

During the meeting

- Read the last meeting's minutes.
- Check with the chapter secretary regarding any unfinished business from the previous meeting, responsibilities, reports which were to be presented at the next meeting.
- Find out what progress has been made since the last meeting, e.g., if a committee was charged at the last meeting, determine if that committee has anything to report.

GUIDE TO PARLIAMENTARY PROCEDURE

Consider running your chapter meeting using Parliamentary Procedure to ensure an orderly and efficient meeting where all voices are heard.

Fundamentals of Parliamentary Law

"Parliamentary Law is based on the rights of the majority"

1. Justice and courtesy for all.
2. Do only one thing at a time.
3. The majority rules ...
4. The minority must be heard.
5. Each proposition is entitled to a full and free debate.
6. The desires of the individual must be merged into the large unit.
7. The purpose is to facilitate action, not to obstruct it.

What is in a Motion?

A motion is the form of procedure which Parliamentary Law requires for the transaction of business in a deliberative assembly.

How to Present and Dispose of a Motion

The proper presentation and disposition of a motion requires 8 steps:

1. Member rises and addresses the presiding officer.
2. The member is recognized by the presiding officer.
3. The member proposes a motion. (She states, "I move that ..")
4. Another member seconds the motion. (He does not wait to be recognized by the chair.)
5. The presiding officer states the motion to the assembly.
6. The assembly debates or discusses the motion.
7. The presiding officer takes the vote on the motion.
8. The presiding officer announces the results of the vote.

Prior to Debate

- There must be a motion.
- It must be seconded (except those motions requiring no second).
- The motion must be stated by the chair. This gives the question to the assembly and opens it for debate, and the assembly may not consider any other business until this motion has been disposed of. In the alternative, the chair may rule the motion out of order. Although no debate is permitted until stated by the chair, other members may suggest modifications, and the mover (without the consent of the seconder) may modify or withdraw the motion. After statement by the chair, he can do neither without the consent of the assembly, for the question then belongs to them. When the mover modifies his motion, the seconder may withdraw his second.

Obtaining the Floor and Decorum in Debate

- A member must obtain the floor before he can make a motion, or address the assembly in debate.
- This is done by rising after the floor has been yielded and addressing the chair by proper title. ("Madame President")
- If the member is entitled to the floor, the chair will recognize him by stating his name.
- If a member rises before the floor has been yielded, or is standing at the time, he cannot obtain the floor if someone else rises there after. It is out of order to be standing when another has the floor.
- When 2 or more members rise more or less simultaneously to claim the floor, the chair should be governed by the following principles:
 - The member who brought the question to the floor has preference in speaking on it if he has not already done so.
 - No member who has already debated may be heard again if another who has not been heard desires the floor, and no member may be heard more than twice on the subject on any one day. (Suggested practice)
 - The chair should give preference to one speaking in opposition to the view of the preceding speaker, other things being equal, in order to provide for alter-nation of debate. (Suggested practice)
- When a member has been assigned the floor, he cannot be interrupted by another member or by the chair, except as follows:
 - Motion of reconsider.
 - Point of order.
 - An objection to consideration of the question.
 - A question of privilege.
 - Request that the question be divided where it consists of more than one independent resolution on different subjects.
 - A parliamentary inquiry. And even these cannot interrupt him unless the urgency is great enough to justify it. The one having the floor does not lose it, nor the interrupter acquire it, and the speaker resumes the floor after the question is decided.
- One may not speak for an unreasonable length of time. Five or ten minutes being the normal time limit.

Voting

Kinds of votes

- Majority - all that is required to carry most motions. One more than half of those present constitutes a majority.
- Plurality - the largest of 2 or more numbers. A plurality never adopts a motion unless there is a special provision in the bylaws for it.
- Two-thirds - as pointed out earlier, some motions require a two-thirds vote in order to carry. Note that unless otherwise specified, a two-thirds vote means two-thirds of the votes cast. For certain actions, the bylaws may provide for votes of "two-thirds of the members present," or "two-thirds of the members."

When the Chairman may vote

- When the vote is by ballot, the chair may always vote.

- A motion is lost if there is a tie vote. When there is a tie, the chair may vote with either side to break the tie.
- Otherwise the chair cannot vote.

Methods of Voting:

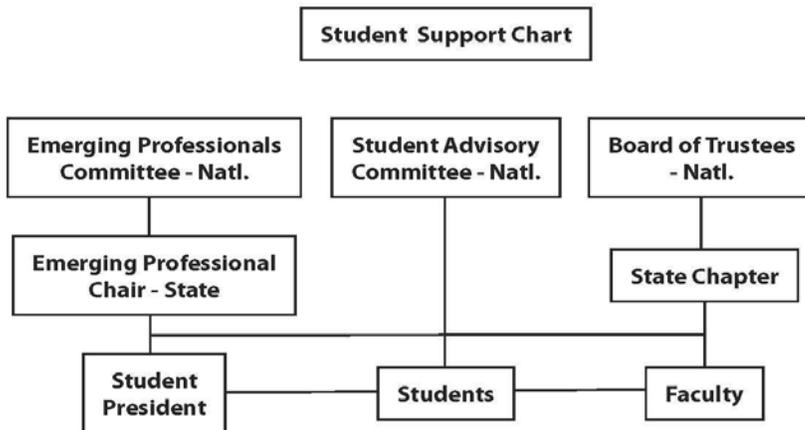
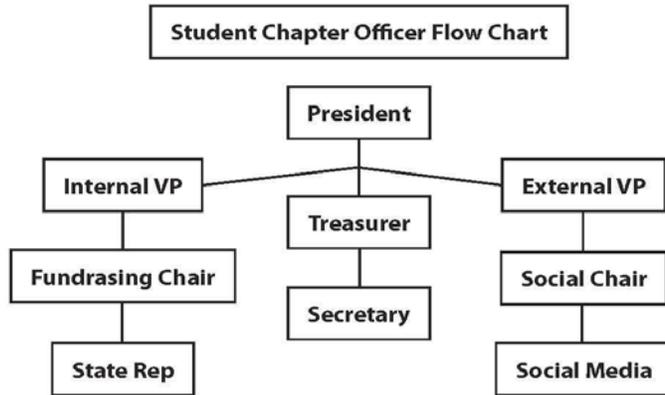
- By Yeas and Nays (Viva Voce)
- Division of the house - either by standing or raising hands
- Silent consent - no members voice objection to routine matters
- By ballot - distributed and counted by appointees of the chair

Table of Motions

The following is a table of parliamentary motions, their purposes and the specifications for the accurate dispensing of each motion:

MOTION	PURPOSE	MAY SPEAKER BE INTERRUPTED?	SECOND REQUIRED?	DEBATABLE?	AMENABLE?	VOTE
PRIVILEGED MOTIONS						
Fix time for next meeting.	To arrange for the next meeting. the time.	No	Yes	No	No	Majority
Adjourn.	To dismiss the meeting.	No	Yes	No	No	Majority
To Recess.	To dismiss the meeting for a specific length of time.	No	Yes	No	Yes	Majority
Rise to a question of privilege during debate (e.g. open of chair)	Make a personal request.	Yes	No	No	No	Decision
Call for the orders of the day.	To force consideration of a postponed motion. of chair.	Yes	No	No	No	Decision
INCIDENTAL MOTIONS						
Appeal a decision of the chair.	To reverse the decision of the chair.	Yes	Yes	No	No	Majority
Rise to a point of order or parliamentary inquiry.	To correct a parliamentary error or to ask a question. of chair	Yes	No	No	No	Decision
To call for division of the assembly.	To verify a voice vote or verify a show of hands.	Yes	No	No	No	Majority
Object to the consideration of a question.	To suppress action.	Yes	No	No	No	2/3
Leave to withdraw a motion.	To allow the maker of a motion to withdraw it.	No	No	No	No	Majority
To suspend the rules.	To take action contrary.	No	Yes	No	No	2/3
SUBSIDIARY MOTIONS						
To lay on the table	To defer action.	No	No	No	No	Majority
To call the previous question	To force an immediate vote	No	Yes	No	No	2/3
To limit/extend debate.	To modify the freedom of debate.	No	Yes	No	Yes	2/3
To postpone to a definite time.	To defer action	No	Yes	Yes	Yes	Majority
To refer to Committee.	For further study on (number, method, type, time) main motion.	No	Yes	Yes	Yes	Majority
To amend an amendment (secondary).	To modify an amendment.	No	Yes	Yes	No	Majority
To amend (primary).	To motion a motion.	No	Yes	Yes	Yes	Majority
To postpone indefinitely.	To suppress action.	No	Yes	Yes	No	Majority
MAIN MOTIONS						
Main Motions.	To introduce business	No	Yes	Yes	Yes	Majority
a) to take from the table.	To consider a tabled motion.	No	Yes	No	No	Majority
b) to rescind.	To reverse previous action.	No	Yes	Yes	Yes	Majority
c) to reconsider.	To consider a defeated motion.	Yes	Yes	Yes	No	Majority

CHAPTER EXECUTIVE COMMITTEE FLOWCHART



FUNDRAISING COMMUNICATION TEMPLATES

Tips For Emailing Professionals:

- Do not ask for a specific date, just gauging interest
- Be sure to focus on the benefits for participating, given that they will be donating their time.
- If local, consider asking them to participate in a panel discussion in addition to a lecture
- Tag team with a second ASLA officer on the emails to ensure follow up

Example Email to Professional (cold contact):

I hope this note finds you well. My name is _____ and I am reaching out on behalf of __your school__ ASLA student chapter because (<compliment> our students have been following your work/we saw your award in ASLA/etc) and wanted to hear more about what you do. We are always looking for great speakers to come present to our student chapter about their work, their firm, a skill or a specific project of interest.

Our students are the next generation of leaders in landscape architecture, with ____# of__ students in our Undergraduate Program and ____# of__ students in our Graduate Program. This is a great opportunity to make connections with some of our students and let them know a little about what you do. We hope this is something you would consider!

LINK __your school_ WEBSITE

We have some dates open this Fall and Spring we could discuss, or plan ahead for next year. Also keep us in mind when you are promoting an internship or job. We can post this information on your behalf. We look forward to hearing from you.

*Sincerely,
xxxx*

Example Email to Professional (that you already know):

<insert your personal intro/greeting/how you know them>. I am reaching out on behalf of __your school__ ASLA student chapter to ask if you would be interested in visiting __your school__ to speak to students from our undergraduate and graduate programs. We are always looking for great speakers to come talk with students about their work, their firm, a skill or a specific project of interest and you came to mind. <maybe insert a specific project you thought they could talk about?>.

If this is something you'd consider, we have some dates open this Fall and Spring we could talk about, or plan ahead for next year.

We can talk about the details if you're interested, but here are some quick facts in the meantime:

<Add Facts about your schools program that makes it unique>

*Sincerely,
xxx*

MEMBERSHIP DRIVE TRACKING SHEET

A membership ID/user ID will be generated upon setting up a profile at <https://my.asla.org/join>. Use the dues column to track the total amount due when submitting the packet.

User ID #	Last Name	First Name	Birthdate	Email	Undergrad/ Graduate	Graduation Year	Dues
1234567	Olmsted	Fred	4/26/1994	Flo@gmail.com	G	2020	55.00