

# STUDENT

## Chapter Guide



American Concrete Institute

*Always advancing*

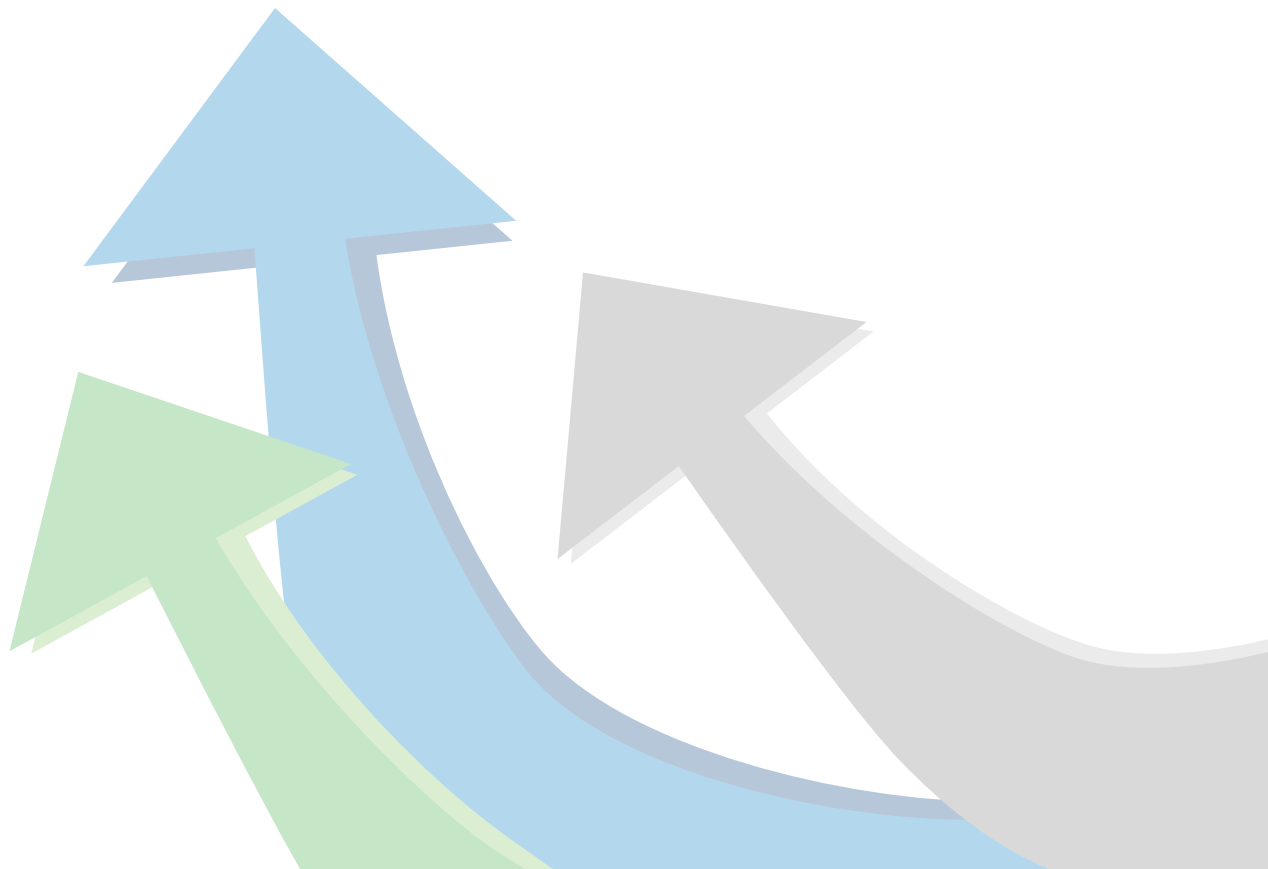
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## About ACI

The American Concrete Institute is a leading global authority for the development, dissemination, and adoption of its consensus-based standards, technical resources, and educational, training, and certification programs. Founded in 1904, ACI is headquartered in Farmington Hills, Michigan, USA, with a regional office in Dubai, UAE, and a resource center in Southern California. ACI has over 94 chapters, 350 student chapters, and 35,000 members spanning over 120 countries.

A detailed history of ACI and the concrete industry is available in the publication, [\*ACI: A Century of Progress\*](#), which was prepared for the ACI Centennial in 2004.



# Basic Student Chapter Structure

ACI student chapters consist of a faculty advisor and elected student officers that serve various roles in the chapter. The structure and division of responsibilities among student officers can vary, provided that all chapter responsibilities are maintained. The student chapter has the following responsibilities:

- Develop bylaws (these must be approved by the local ACI chapter and ACI staff. Sample bylaws are available in the Appendix);
- Elect Officers;
- Establish dues;
- Maintain a bank account;
- Prepare agendas and minutes for all meetings other than social events;
- Keep the local ACI chapter informed of its planned activities; and
- Submit bylaws and university award applications to ACI Headquarters and to the professional chapter.

A typical student officer Board will have the following positions:

**President** - Responsible for the general management of the student chapter, including the delegation of tasks and ensuring all other officer responsibilities are carried out properly.

**Vice President** - Responsible for assisting the President and performing the duties of the President in the absence of that officer and/or any other duties delegated to them by the President.

**Treasurer** - Responsible for managing the bank account, collecting dues, and overseeing the purchases made on behalf of the student chapter.

**Secretary** - Responsible for all chapter communications, including recording agendas, minutes, and attendance for all meetings besides social events. (Note: the duties of the Secretary may be divided into two positions: corresponding secretary and recording secretary/scribe).

Other appointed Board positions may be added to divide the Board responsibilities as needed—for example, social media coordinator, outreach coordinator, and so on.

The organization of an ACI student chapter is inherently connected to the sponsoring ACI local chapter. An ACI local chapter may sponsor student chapters at local universities, colleges, and technical and trade schools. Student chapters are extensions of the local chapter and, therefore, must be monitored by the local chapter. The advisor of the student chapter should be a member of the chapter's Student Activities Committee. The student chapter is a subsection of the local chapter; thus, it may not speak on behalf of ACI or the local ACI chapter.



# Establishing a New Student Chapter

## Why Create a Student Chapter?

Getting involved in ACI Student Chapters is an excellent way to develop leadership skills, increase concrete knowledge, and expand your network. There are over 200 student chapters around the world. Student Chapters can involve you with ACI locally, nationally, and internationally.

## Qualifications

An organized group of students enrolled in an educational institution may submit an **Organizing Petition** for review and comment by the Board of Directors of their sponsoring ACI Chapter if all of the following qualifications have been met:

- The organization has at least 15 ACI Student Members signing the **Organizing Petition** and submits a draft of **Bylaws** alongside their petition;
- The local professional chapter has agreed to provide mentorship and can provide a **Sponsorship Letter** to be submitted to ACI; and
- The chapter has a faculty advisor who is a member of the local professional chapter and the ACI Faculty Network. Visit the Chapter Listing to find the local chapter in your area at <https://www.concrete.org/chapters/chapterlisting.aspx>.
- If there is no **Local Chapter** in your state/country, please contact the Director of Chapter Activities for approval.

Once the sponsoring chapter has approved the **Organizing Petition**, **Bylaws**, and **Letter of Sponsorship**, the group may submit these items to John Conn, ACI Director of Chapter Activities ([john.conn@concrete.org](mailto:john.conn@concrete.org)), to become an officially recognized ACI Student Chapter.

## Sponsoring Chapter Responsibilities

The Sponsoring ACI Chapter is responsible for the following:

- Form a Student Activities Committee;
- Assign a chapter Officer (Chairperson or member of the Student Activities Committee is preferable) to act as a liaison with the student chapter. This is usually the student chapter's advisor;
- Encourage the President of the student chapter or another Officer to attend ACI Chapter Board meetings;
- Encourage the student chapter's advisor to attend student chapter Board meetings;
- Sponsor one meeting per year that is a Student Activities meeting;
- Recommend sponsorship of educational seminars on the local campus each year; and
- Approve the **Bylaws** and **Organizing Petition** of the student chapter, and provide a **sponsorship letter**. ACI will assist with the review, if required.

Students are encouraged to work closely with their advisors to maintain a fruitful relationship with their local chapter members. The success of a student chapter is largely affected by their ability to coordinate activities with the Local ACI Chapter.

## Additional Tips

These suggestions may be helpful to you in organizing your group:

### Organize Leadership Positions

Organize your student leadership by positions with descriptions of responsibility and committees for large tasks (such as performing a community service project) to accomplish work. See *Suggested Student Officer Duties*.

### Develop a Mission Statement

Why does your group exist? Develop a mission statement for your group to help with direction, planning, and organization. Examples include the following:

- To expose our members to the real-life challenges of concrete engineering
- To develop a support network for students within the civil engineering program
- To use learned civil engineering skills to benefit the local community
- To develop contacts with the local, regional, and national concrete community

### Set Goals

Setting goals for your group will help you focus your energies throughout the year and stay on track as you work to achieve them. Goals must:

#### *Be Specific*

If your goals are vague, they won't provide enough direction to help you. To make a goal specific, add more description, some hard numbers, and a firm time limit.

**Vague Goal:** Increase membership

**Specific Goal:** Increase average first-year student involvement by 15% at all group meetings over previous year.

#### *Be Measurable*

When your goal is specific, it's easy to figure out if you are making progress.

**Measurement:** Take attendance at all group meetings, identify first year students in attendance, compare with prior year.

#### *Have an Action Plan*

But you can't just sit back and check numbers. You will need to have some kind of plan to make a change happen.

**Action Plan:** The VP will visit CEE 101 before each chapter meeting; write a reminder on the board and speak briefly about the meeting. The publicity chair will be backup in case the VP cannot attend.

#### *Be Assessed*

Did the action plan have any effect? Did attendance numbers of first-year students increase over the year?

**Yes?** That's great! Do you want to keep the same goal for next year or make some adjustments to it?

**No?** That's OK. Can you make changes for next year so you will reach it?



# How to Operate an ACI Student Chapter

## Suggested Chapter Activities

The following actions are recommended to be taken by your group to ensure the development of a robust student chapter:

1. Contact your Sponsoring ACI Chapter and request the assistance and guidance of practicing ACI members for industry tours and guest speakers.
2. Work with your Faculty Advisor to develop a schedule of **student-planned** meetings and activities for the group for the upcoming school year. Examples of student-planned activities are:
  - a. Professional meetings with an invited speaker
  - b. Meetings with a student talk or student paper presented
  - c. Field trips to prominent construction projects in the locality of the chapter
  - d. Social functions and game nights
  - e. Officer planning meetings
  - f. Community Service
  - g. Inviting guest speakers for lectures
  - h. Networking events (self-organized or local ACI/ASCE chapter events)
  - i. Tutoring and other outreach activities
3. Set *achievable* and *measurable* goals and track your achievement. Example goals:
  - a. Increase club membership by 20%
  - b. Increase participation by underclassmen by 10%
  - c. Complete at least one community service project this year
4. Organize regular **student-planned** meetings and events for student officers and general members.
5. Maintain records of the **student-planned** meetings and activities. Note: Activities that are part of the regular curriculum, or that were organized and led by a member of the faculty/department/college do NOT count as student-planned activities.
6. Work with your Chapter Liaison to prepare regular reports and/or presentations for your Sponsoring ACI Chapter's Student Activities Committee.
7. Review the [Introduction to Student Chapters](#) page on the ACI website for Student Chapter resources.
8. Apply for the [ACI Student Chapter Awards](#), as an annual report on chapter activities.

## Suggested Student Officer Duties

**President** - Responsible for the general management of the student chapter, including the delegation of tasks and ensuring all other officer duties are carried out properly.

Suggested Duties:

- Preside at each Student Chapter meeting by following a prepared agenda.
- Be prepared to make all major decisions of Student Chapter affairs that do not require voting by the Student Chapter members.
- Call weekly joint meeting of student Board Officers.
- Maintain a close contact with the Faculty Advisor.
- Set an example of professionalism and sociability.
- Approve or disapprove Student Chapter expenditures.

**Vice President** - Responsible for assisting the President and performing the duties of the President in the absence of that officer and/or any other duties delegated to them by the President.

Suggested Duties:

- Coordinate all activities involving the Civil Engineering Department's participation in university functions (for example, Parents' Day, University Day, and so on).
- Communicating and coordinating with other Student Chapters.
- Accompany the President in representing the Student Chapter at non-ACI functions whenever possible.

**Treasurer** - Responsible for managing the bank account, collecting dues, and overseeing the purchases made on behalf of the student chapter.

Suggested Duties:

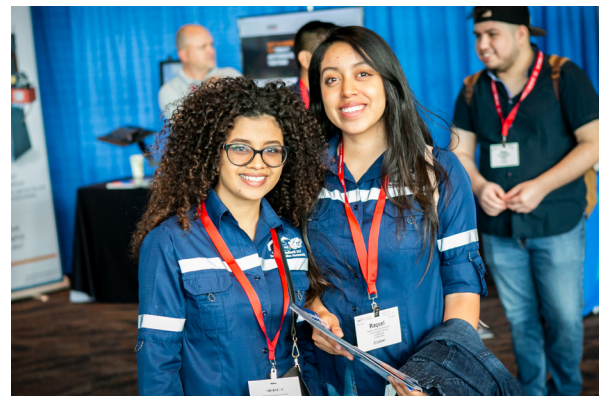
- Prepare an operating budget for Student Chapter activities.
- Have the authority to sign all checks as approved by the President.
- Report to the attendants at each weekly leadership meeting, including the balance of the Student Chapter checking account, the cash on hand, outstanding bills, and current balance.
- Pay all bills immediately upon receiving them.
- Reconcile the checking account upon receipt of the bank statement and resolve any discrepancies.
- Maintain a complete file containing all paid bills and receipts of Student Chapter purchases.
- Maintain a detailed list on membership money received.
- Collect cash received for refreshments.
- Reimburse any Student Chapter member who presents a receipt for an authorized purchase by the Student Chapter.



**Secretary** - Responsible for all chapter communications as well as recording agendas, minutes, and attendance for all meetings besides social events. (Note: the duties of the Secretary may be divided into two positions: corresponding secretary and recording secretary/scribe).

**Suggested Duties:**

- Maintain a complete up-to-date file of Student Chapter records concerning every activity that goes on. These records include but are not limited to:
  - Membership lists
  - Meeting minutes for all major and minor meetings
  - Attendance records of each regular Student Chapter meeting
  - Complete reports on each activity or project including names of participants, date, functions performed, and so on
  - Copies of correspondence
- Be responsible for recording the proceedings of Student Chapter meetings and reading or distributing these minutes at the following meeting for approval for members.
- Make all records readily accessible to the officers, committee chairpersons, and Faculty Advisor upon request.
- Create and manage correspondence with parties outside the Student Chapter.
- Manage any other correspondence requested by any officer or committee chairperson.
- Create and/or maintain a generic email account for use by officers of the Student Chapter.
- Replying to email in a timely manner using the Student Chapter generic email account.



## Finances/Funding

The Student Chapter as a whole is required to:

- Maintain a detailed list on membership money received (will vary based on whether or not there is an annual fee to join the student chapters).
- Maintain the finances for the ACI student chapter. Finances include (but are not limited to):
  - Past year balance
  - Preparing an operating budget for Student Chapter activities
  - Sponsorship funds received and expenditure records
  - Maintaining the chapter bank account (with advisor oversight) and records for cash on hand and reconcile finances based on bank statements.
  - Paying bills and reimbursements for chapter-authorized purchases (with advisor approval).
  - Maintaining a complete file containing all paid bills and receipts of Student Chapter purchases.
- Coordinate and organize activities to ensure that the chapter is funded, including:
  - Fundraising events for the chapter
  - Liaising with the regional ACI chapter to look for funding opportunities to fund travel for conventions
  - Liaising with potential sponsors for funding
- Plan logistics (travel, hotel stay, and so on) for travel to the ACI conventions.
- Maintain records of fundraising activities (with photos, preferably!)



## Meetings

Student Chapter members are encouraged to host and attend various types of meetings that offer a forum for presenting opinions and papers by faculty, students, and practicing engineers complementing classroom work. While these meetings may take many forms and achieve different purposes, one possibility is outlined below.

- Typical Meeting Agenda
  - Call to order
  - Personal introductions
  - Welcome members and guests
  - Welcome advisors, other professors, and practitioners
  - Approval of minutes from previous meeting
  - Treasurer's Report
  - Committee Reports
  - New business
  - Student/guest speaker presentation
  - Meeting adjourned
  - Refreshments and socializing
- Checklist for a typical meeting
  - Invite guest speakers several weeks or months prior to the meeting.
  - Secure meeting place.
  - Follow up with speaker and arrange for accommodations as required.
  - Publicize the meeting well in advance.
  - Arrange field trip transportation.
  - Secure and set up necessary equipment.
  - Arrange for meal and refreshment functions.
  - Write letters of thanks to speakers and/or field trip guides immediately after the meeting.
  - Prepare and distribute meeting minutes soon afterwards.

## Why Attend ACI Conventions?

With more than 2000 attendees, the ACI Concrete Convention combines the brightest minds in concrete with an unparalleled social environment, bringing a premiere event to concrete professionals to collaborate and advance the industry and their knowledge. Most importantly, the ACI Student Convention Rate is only \$20 USD. Student chapters are encouraged to arrange travel plans to the bi-annual ACI Concrete Convention in the Fall and Spring of each year. Students also receive free access to designated convention sessions by registering for the On-Demand Technical Sessions. Information can be found at [www.ACIConvention.org](http://www.ACIConvention.org).

# Student Competitions

Student chapters are invited to participate in Student Competitions occurring on Sunday at each ACI Concrete Convention. These competitions include:

- Concrete Solutions Competition
- Eco Concrete Competition
- FRC Bowling Ball Competition
- FRP Composites Competition
- James Instruments Student Paper Award
- Mortar Workability Competition
- Pervious Concrete Cylinder Competition

At each convention, one of these competitions are held on a rotating basis. For more information on student competitions, please visit: [ACI Competitions](#)

For any questions, contact [Competitions Coordinator](#).

## ACI Student Forum

This event is held on Sunday evening following the student competition. Student Chapter leaders are invited to deliver a 5 to 7-minute presentation about their activities and achievements. A maximum of six presentations will take place during the session, which is sponsored by the S805 Student Leadership Council. Student Chapters interested in presenting at this session should contact [students@concrete.org](mailto:students@concrete.org) at least one month prior to convention.

## Student and Young Professional Networking Event

This provides an opportunity for younger members to network with their peers in concrete. The event is typically held on Sunday during the ACI Concrete Convention and is sponsored by the Student and Young Professional Activities Committee (SYPAC).

## Undergraduate Research Session

Undergraduate students are invited to submit an abstract describing their concrete related research. Graduate students who conducted research while an undergraduate are also welcome to submit an abstract. Presentations on concrete materials, structural design, construction, or other concrete related issues are all welcome. Abstracts are typically due in November. This event is typically held on Monday during the spring ACI Concrete Convention and sponsored by the ACI Student Leadership Council. Learn more by visiting the [ACI Call for Papers](#) or contact [students@concrete.org](mailto:students@concrete.org).

## What I Wish I Knew Session

This session features young professional speakers from industry and academia discussing a wide variety of professional development and career-related topics. The session is typically held on Monday during the fall ACI Concrete Convention.

## ACI Student Awards Program

The awards program is the signature event in which the winners of the student competition are announced. The announcement of the winners is preceded by a keynote presentation by an expert in the field of concrete. This event is free and open to all ACI members including student chapter advisors. The event is held on Monday at the ACI Concrete Convention.

## Concrete 201 Session

The intended audience for this session is senior undergraduate students, graduate students, young professionals, and practitioners looking for continuing education. During this session, presenters provide practical advice on how to use ACI documents on the job. The session is held on Monday during the fall ACI Concrete Convention.

## Student Poster Session

This event is a 1.5-hour poster session that takes place at each ACI Concrete Convention. The purpose of the session is to allow undergraduate and graduate-level student an open forum to present their research and solicit feedback from industry and research experts. Posters are evaluated by a panel of judges and three posters are selected as winners to receive a monetary award. This session is sponsored by ACI 123 Research in Progress Committee and Pivot Engineers (Austin, TX). Abstracts are typically due in July and January prior to each ACI Concrete Convention. Learn more by visiting the [ACI Call for Papers](#).

## ACI 123 Research in Progress

The purpose of this session is to offer authors/speakers an open forum for presentation of recent technical information that does not fit into other sessions scheduled for this convention. Undergraduate and graduate-level student presentations in this session will be evaluated by a panel of judges. Winners will receive a cash prize sponsored by Giatec Scientific Inc. This session is organized by the ACI 123 Research in Progress Committee. Abstracts are typically due in July and January prior to each ACI Concrete Convention. Learn more by visiting the [ACI Call for Papers](#).

## ACI 123 Open Topics Session

Any aspect of structural analysis or design; concrete materials science; or construction, manufacturing, use, and maintenance and health monitoring of concrete structures and products can be presented during this session. Abstracts are typically due in July and January prior to each ACI Concrete Convention. Learn more by visiting the [ACI Call for Papers](#).

## ACI Graduate Student Convention Travel Stipend Program

The ACI Graduate Student Convention Travel Stipend Program, sponsored by ACI Committee S805, Student Leadership Council, is open to those currently pursuing a graduate degree as a full-time student at an accredited university in a civil engineering or construction-related program. Recipients will be reimbursed up to \$1,000 USD, meant to support travel to attend an upcoming Convention. For more information, please visit: [ACI Honors and Awards](#).

## ACI Foundation Scholarships and Fellowships

Over \$500,000 in awards has been issued to more than 100 students during the last 10 years by the ACI Foundation Scholarship Council. Each year, both undergraduate and graduate students are invited to apply for Fellowships and Scholarships awarded by the ACI Foundation, with deadlines typically in November of the year prior. These fellowships and scholarships provide funding for travel to Conventions and scholarly activities, and can include internship opportunities. For more information, please visit: [Scholarships and Fellowships](#).





## Involvement in ACI Committees

Students who attend convention annually or bi-annually should consider joining a board-level or technical committee.

### Top reasons to join a committee:

- Increase your knowledge in areas of interest to you;
- Network with peers and industry leaders with similar interests;
- Increase value to your employer; and
- Share your knowledge and expertise.

## Board Committees for Students

**Student and Young Professional Activities Committee** – this committee is responsible for advising the ACI Board of Direction on issues and strategies for the recruitment and retention of students and young members. Membership is by appointment-only, however, students are welcome to attend the meeting on Wednesday at 8:00 AM during the ACI Concrete Convention.

**S801 Student Competitions Committee** – this committee is responsible for collaborating with technical committees to organize all concrete competitions. Students not competing in a competition are invited to volunteer for these events. The committee meets on Sunday at 7:30 AM during the ACI Concrete Convention.

**S802 Teaching Methods and Educational Materials** – this committee is responsible for planning the Professional Development Breakfast; the Best Practices in Teaching Session (spring); and the Concrete Design 201 Session (fall). Students interested in becoming educators are invited to attend their meeting on Tuesday at 8:30 AM during the ACI Concrete Convention.

**S803 Faculty Network Committee** – this committee is responsible for the faculty network reception. Students interested in networking with educators about research and teaching assistant positions are invited to attend. This committee meets on Tuesday at 4:00 PM during the ACI Concrete Convention.

**S805 Student Leadership Council** – this student-led committee is responding for the Undergraduate Research Session and ACI Student Forum. The committee meets on Monday at 3:00 PM during the ACI Concrete Convention.

**S806 Young Member Activities Committee** – this young member-led committee is responsible for the What I Wish I Knew Sessions. The committee meets on Monday at 1:30 PM during the ACI Concrete Convention.

Students interested in leadership positions such as Chair, Co-Chair, or Secretary with any of the SYPAC subcommittees should contact [students@concrete.org](mailto:students@concrete.org).



## Technical Committees

ACI's 400+ [committees and subcommittees](#) cover a diverse range of technical topics and Institute programs, and are the perfect place to connect with peers and industry leaders from across the globe. Committees are divided by specializations.

- 100 General
- 200 Materials and Properties of Concrete
- 300 Design and Construction
- 400 Concrete Reinforcement and Structural Analysis
- 500 Specialized Applications and Repair

A voting member of an ACI technical, educational, or certification committee is expected to contribute technical information, return ballots promptly, comment on draft reports, and attend at least one committee meeting a year.

**Voting Member** - ACI Membership not required but desirable

**Associate Member** – requires ACI Membership. You can join up to 3 non-code technical committees as an associate (non-voting) member.

[Apply today](#) and join more than 3000 other volunteers serving on committees.

## ACI Student Chapter Award Program

The Student and Young Professional Activities Committee (SY PAC) recognizes the achievement of outstanding student chapters whose activities align with ACI's strategic goal to increase participation and add value for its members. The student chapters will accomplish this by increasing opportunities for professional and academic growth, as well as strengthening relationships between the student chapter and ACI and its Local Chapters. Student Chapters that meet the minimum requirements will receive an award plaque with the designation as an Outstanding Student Chapter. A new plate featuring the year of the award will be added to the plaque for each year of recognition.

## Frequently Asked Questions

1. **How is this program different from the previous university awards program?** The Student Chapter Awards Program is open only to universities with an active ACI Student Chapter. Student chapters are required to submit an annual report to remain in good standing and receive recognition.
2. **Why did the program change?** We improved the program to reflect a fair level of engagement and participation by the student chapters on the local and international level.
3. **What type of award will the student chapters receive?** The student chapters will receive a perpetual award plaque. This complimentary plaque will be provided to first-time recipients of the award program. For every year that the student chapter earns recognition, they will receive an annual plate with the year of the program [for example, "2023 Outstanding Student Chapter"]. The chapters will also receive a digital banner to use for marketing and promotion.

4. **What happens if we lose or break the plaque?** If the plaque is damaged or lost during shipping from our warehouse, ACI will cover the cost to replace the plaque. If the plaque is lost or damaged after delivery, the student chapter shall be responsible for replacing the plaque in addition to any lost or damaged annual award plates. The cost of replacing the plaque is approximately \$100 USD plus the cost of shipping/handling.
5. **Who is responsible for keeping the award plaque?** We recommend that you allow your faculty advisor to store the award plaque in their university campus office. If the professor leaves the institution or can no longer serve as the faculty advisor, the student chapter president or local professional chapter should take possession of the award plate until it can be given to the new faculty advisor.
6. **How many types of award categories will there be?** SYPAC will no longer use the Excellent University Award category. Instead, we will only designate universities as Outstanding Student Chapter, which is an industry standard for science and engineering societies and associations.
  - o **Outstanding Student Chapter** awarded to universities that meet the minimum points requirement. Student Chapters can qualify for this award every year based on their level of activity.
  - o **Distinguished Student Chapter of the Year** awarded to the university with the highest level of points. This award can only be obtained once in a 5-year period. If the student chapter ranks highest in the following year, the award will be given to the second highest ranking student chapter.
  - o **Distinguished Faculty Advisor of the Year** will be given to the faculty advisor of the student chapter selected to receive the distinguished title as recognition of their commitment to supporting the student chapter's activities.
7. **Is submitting an annual report optional or required?** Submitting an annual report is a requirement for your student chapter to maintain good standing with ACI. If you do not submit an annual report, your student chapter will be at risk of being on probation. If your student chapter does not submit the report within a three-year time period, the chapter will be disbanded and removed from the ACI Chapter listing by the Chapter Activities Department.
8. **Will you provide us with feedback on the score we received?** No, we will not allow you to see the scores, but we will provide you with a copy of the annual report for the highest-ranking student chapter. The student chapter with the highest number of points will receive recognition as the Distinguished Student Chapter of the Year. You can review their annual report as a template to understand the expectations for a quality annual report as well as gain ideas for substantial student activities and programming to help your student chapter improve their ranking.
9. **How do I submit the Annual Report?** Email submissions will not be accepted! The information on the report must be in English Only. Student Chapters will copy/paste the information from the Annual Report to an online submission form (Open Water). This is the same online platform used for registering for the student competitions. In addition, the student chapter will need to submit a PDF version of the annual report at the end of the application.

10. **What should we do with the Annual Report after we submit it online?** Please follow the steps below to upload an Annual Report (PDF) to your Student Chapter homepage.

**Step 1** – Go to the [Student Chapter Listing](#) page.

**Step 2** – Find your Student Chapter homepage and click on Maintenance\* in the left column.

Chapter Home  
New Jersey Institute of Technology Student Chapter

aci  
American Concrete Institute  
NJIT Student Chapter

Dr Mohamed A Mahgoub  
Phone: (517) 410-6393  
Email: mahgoub@njit.edu  
<https://www.facebook.com/NJITACI/>

YEAR ESTABLISHED: 2010

The New Jersey Institute of Technology student chapter of ACI is dedicated to:

- Helping students become interested in concrete as a building material.
- Gaining experience and knowledge using concrete.
- Minimizing the environmental impacts associated with concrete construction and repair.
- Helping students take advantage of the resources offered by the American Concrete Institute.
- Prepare students by building a foundation of leadership and communication skills.
- Establishing positive relationships with all related to concrete industry.

**Step 3** – Select Document Library from the drop-down menu and click the “Continue” button.

Chapter Maintenance

Select the area to modify: Document Library [Continue >](#)

**Step 4** – Next, “Upload a new Library item” to add the Annual Report.

Current Library Items

[Back to Chapter Maintenance](#)

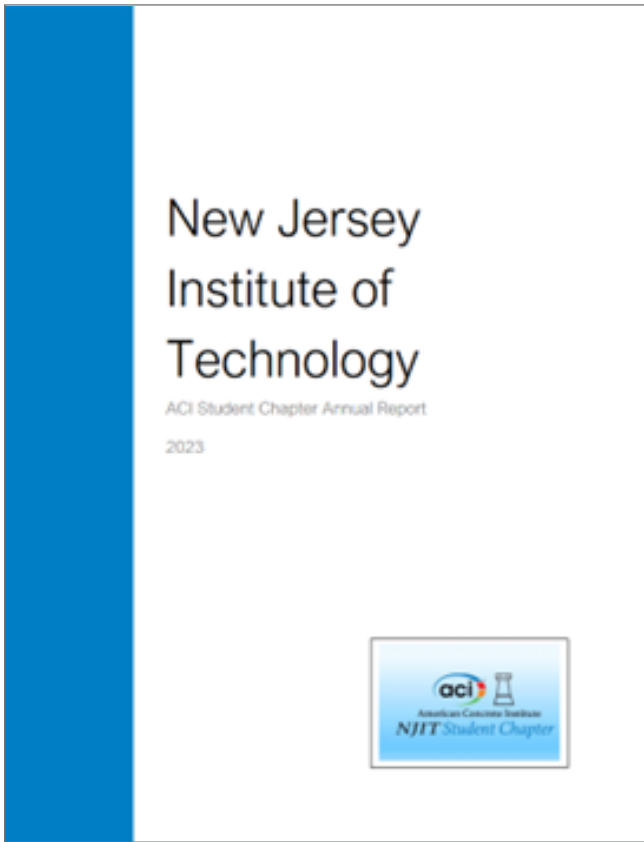
Title	Description	
2023 Annual Report		Delete

[Upload a new Library Item >](#)

Uploading the documents to this page will ensure that future leaders do not lose track of important documents and information. \*You may also use the Chapter Maintenance function to upload your student chapter logo to the Logo section or to add the bylaws/petition to the Governance section (drop-down menu in Step 3).

To be eligible for this Student Chapter Award Program, Student Chapters will be required to submit an Annual Report by **December 31**.

### Example of an Annual Report



### Example of the Award Plaque



### Example of a Digital Award Banner



# Social Media and Marketing

All ACI Student Chapters should manage at least one social media page.

1. Facebook (required)
2. Instagram (optional)
3. X (formerly Twitter) (optional)
4. YouTube (optional)

The Social Media Coordinator should follow the [ACI Chapter Activities Facebook](#) page and tag @ACIChapters in posts related to student chapter events so that they may be reposted on this page.

The following hashtags may be used to connect any event/activity related to the student chapter.

- a. #ACIStudents (Events related to student chapters)
- b. #ACICompetitions (Events related to student competitions)
- c. #ACIConvention (Events related to the ACI Convention)

## Logos

The Student Chapter logo should be used on all events and media related to the Student Chapter. The ACI logo should only be used for events and programs offered by ACI Headquarters.

## Reposting

Student Chapters can share any events or programs shared on the ACI social media channels.

- [ACI Facebook](#)
- [ACI Instagram](#)
- [ACI X](#)
- [ACI LinkedIn](#)
- [ACI YouTube](#)

# Appendices

A. [Sample Bylaws](#)

B. [Organizing Petition](#)

