



Student Branch
Handbook

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1. Introduction

What is CASI?

The Canadian Aeronautics and Space Institute (CASI) is a non-profit association of aerospace professionals dedicated to the advancement of the art, science and engineering relating to aeronautics, astronautics and associated technologies and their applications. CASI is the pre-eminent forum for networking between members of Canada's aerospace community and for keeping aware of what is happening on the Canadian 'aerospace scene'.

CASI was formed in 1954 when the Montreal-based Institute of Aircraft Technicians, the Ottawa Aeronautical Society, and the Canadian Sections of the U.S Institute of Aeronautical Sciences amalgamated to form the Canadian Aeronautical Institute (CAI). In 1962 the Canadian Astronautical Society in Toronto and the Montreal-based Astronautical Society of Canada merged with the CAI to become the Canadian Aeronautics and Space Institute (CASI).

The Institute consists of branches located in major cities across Canada, specialist or technical sections, and constituent societies which focus on technology.

The Institute recognizes that today's students are tomorrow's aerospace professionals. The personal and academic development of these students is vital to the achievement of the Institutes' objectives. Therefore, students at colleges, institutes and universities are encouraged to form student branches of the Institute to serve as a focus for aerospace interests on campus.

Why have a CASI Student Branch?

CASI student branches provide an organizational framework for offering interesting and informative activities for students who are interested in aerospace. For example, guest speakers and showings of aerospace videos can be arranged, either as stand-alone events or in conjunction with pop-and-pizzas and the like.

CASI student branches can also provide opportunities for networking with people already working in the Canadian aerospace community as well as with like-minded students at other institutions. CASI Membership looks particularly good on your resume if you are interested in an aerospace career; your resume will look even better if it shows that you were a member of the executive of a CASI student branch!

2. How to Start a CASI Student Branch

If there is a reasonably large number of students (say more than 20) with interests in aerospace on your campus and there is not already a functioning CASI student branch, then someone should start one. Experience shows that starting a student branch is quite easy. Someone must take the initiative--why not you and two or three of your friends? The best time to do it is in the Fall, just after classes have begun.

You and your two or three friends can consider yourselves to be the preliminary executive of the CASI student branch that you are about to start. You should obtain any approvals that may be necessary at your university, college or institute for the establishment and operation of a CASI

student branch on your campus. You can probably find out about what approvals are required, and how to obtain them, by contacting the main student organization of your institution or the divisional student organization (e.g., the engineering student's association at a university). Having obtained the necessary approval, you should organize an 'event'; for example a pop-and-pizza with aerospace videos and you should publicize this 'kick-off' event about two weeks in advance, using posters and word of mouth. The publicity should mention that attendees will be invited at the event to join CASI as Junior Members (fee \$35 per annum) and that a CASI student branch will be formed.

To open the kick-off event, you should make some welcoming and introductory remarks, and be sure to point out the many benefits of CASI membership (events like this one, guest speakers, plant tours, networking, looks good on resumes, etc.).

Invite Non-Members to become CASI Members by directing them to casi.ca/join and completing the Membership Application. Payment of membership fees is strictly online and receipts are issued once approved. After this has been done you should hold an election for the executive of the proposed student branch (Chair, Vice-Chair, Secretary and Treasurer). The election can be by a simple show of hands by those who have applied for membership. You should indicate that you and the friends who have organized the event are willing to stand, if that is indeed the case, and call for nominations from the floor for each position. Experience shows that you and your friends will probably be elected by acclamation.

The Chair of the student branch should receive approval from CASI Headquarters, and the student branch will be 'in business'. The executive should note that CASI headquarters provides certain services and support, including financial support to student branches. There are also certain reporting requirements. Information on available support and reporting requirements is given in [APPENDIX A.1](#), which members of the executive should read. [APPENDIX A.2](#) gives suggestions for student branch by-laws and regulations.

Sections (3) and (4) of this handbook give some suggestions on how to keep your student branch running well and maintaining continuous operation from year to year.

3. Suggested CASI Student Branch Activities

For the executive and members to get the most benefit from their student branch it must be active. Approximately one activity every 3 or 4 weeks is recommended.

As mentioned above, CASI headquarters can provide considerable support, including financial support, to help with student branch activities; [APPENDIX A.1](#) gives details.

On-campus daytime, as opposed to evening, activities are very popular; lunchtime or immediately following afternoon classes are good times. Students are much more likely to attend an activity held where/when they are already present since no travel time or effort is then required.

Speakers brought onto the campus for lunchtime presentations are likely to be very popular. The speakers do not need to be eminent people from far afield. Very recent graduates (e.g., from one or two years ago) who have aerospace jobs would probably be a big hit - they could tell students what 'it is really like out there', a topic of great interest and great value. The current executive of the student branch, and faculty advisors, would normally know suitable recent graduates personally. Somewhat more senior speakers would also be desirable from time to time. The contact with the working aerospace world that speakers bring is an important and interesting element to students. Also, CASI's president normally visits each branch, including student branches, every year and makes a presentation.

Video showings have proven to be very popular lunchtime events. They can be both fun to watch and educational. They are also easy to organize and can be combined with pizza. There are many aerospace-related videos available; for example the magazine Aviation Week provides useful information or try the Internet for leads. Rental is least expensive, but student branches can usually afford to purchase them. Spectacular subjects such as test flying with lots of crashes are very suitable!

Tours of plants, aerospace museums, airline maintenance facilities, etc., tend to be particularly interesting and informative. The association with CASI may enable you to get access to 'back room' facilities not shown on typical tours. To keep transportation costs down, try car-pooling as much as possible. Tours take a lot of time, so are best planned for early in the academic term, before workloads build up. CASI headquarters or the local senior branch may be able to help with contacts for arrangement of tours.

Interaction with the local 'senior' or 'city' branch of CASI, if there is one in your area, is encouraged and adds to the activities available to junior members. Junior members receive notice of, and are welcome to attend, all city branch meetings. To facilitate interaction, Chairs of student branches are ex officio members of the executive of the local city branch. One form of interaction that is particularly popular with students is sponsorship of students for dinner meetings of the city branch; the free meal and opportunity to interact with the sponsoring senior member are both much appreciated!

Of course, it takes money to run activities. As noted in [APPENDIX A.1](#), student branches are to be semi-autonomous units of CASI, and the branch executive are to plan and organize the branch activities and raise the necessary funds. Provided that the brief reporting requirements outlined in [APPENDIX A.1](#) are fulfilled, CASI headquarters will provide to the student branch a rebate of \$3.00 per member. Although this will help with financing, it will usually be necessary to recover at least some of the costs of food, beverages, transportation etc., by charging participants for them. Of course, members of the student branch could be charged less than guests. It may sometimes be possible to generate revenues by offering services to the student body; for example, the CASI student branch might be able to arrange duplication and sale, at a modest profit, of laboratory notes or similar material.

4. How to Keep a CASI Student Branch Going

Each academic year brings large changes in the student body, and this can disrupt the operation of student branches if suitable arrangements are not made. It is particularly important to ensure a smooth and timely transition to a new branch executive and to recruit new members each year to replace those who have graduated. The reporting requirements outlined in [APPENDIX A.1](#), under the heading The Student Branch Activities and Finances, are designed to help maintain continuity of student branch operations.

Elections for the new student-branch executive should be held near the end of the academic year, just before the spring examination period. The election could be carried out in conjunction with the final student-branch activity of the academic year. It is important to try to ensure that the newly elected executive includes students who are not due to graduate at the end of the next academic year, so that there is at least the potential for some continuity of experience from one executive to the next. The branch by-laws could incorporate rules to encourage this.

If already elected in the previous spring, the new executive will be in place and able to organize an initial activity and recruitment drive early in the following academic year. This initial activity should be held early before the academic workload builds up. Its format can be very similar to that outlined in Section (2) for a new branch 'kick-off' event.

Upon completion of the recruitment drive, a list of names and executive committee positions should be provided to CASI HQ, along with a short introduction text block which will be posted to your Branch page on the CASI website. From this point on it is 'business as usual'; see Section (3) for some guidelines regarding activities and finances.

5. APPENDIX A.1

Criteria for a Student Branch

An application to establish a student branch at a college, institute or university will be approved by the Council of the Institute when the following criteria have been satisfied:

- students, who are members of the Institute or who qualify for membership in the Institute, wish to form a student branch,
- a member of the faculty, who is a CASI member, has agreed to be the Faculty Advisor to the student branch,
- approval, if required, by the college, institute or university for the establishment and operation of a CASI student branch on campus,
- the student members of the proposed branch have selected a Chair, Vice-Chair, Secretary and Treasurer

Student Membership Qualification

Persons engaged in full time study on scientific, engineering, or technical courses at a college, institute or university qualify for membership in the Institute as Junior Members with annual dues set at \$35.00. Application forms are available from the Institute. Membership runs one year from date of entry.

Membership Services

Individual student members of the Institute receive the following:

- A CASI lapel pin on entry,
- access to the [Members](#) section of the CASI website,
- admittance to CASI Conferences at special student rates, and,
- opportunity to participate in student branch and local branch activities.

Support to a Student Branch

CASI Headquarters will make available to student branches:

- a Student Branch webpage (content provided by you)
- Branch Event email, registration, reporting
- access to CASI document formats
- Branch Membership Reporting
- assistance in finding speakers,
- CASI President's visit.

Regular CASI Branches (co-located with a student branch) will:

- designate a member to be responsible for liaison with the student branch,
- provide assistance to the student branch, such as speakers, competitions, plant tours etc.,
- invite members of the student branch to participate in its meetings and provide notices of meetings,

- include the chairman of the student branch as an ex-officio member of the regular branch executive.

The Student Branch Activities and Finances

A student branch is to be a semi-autonomous self-accounting unit of the Canadian Aeronautics and Space Institute. The Executive shall plan and organize its own activities and raise the necessary funds for its support. Each student branch should adopt a set of regulations. (A model is attached.)

A student branch, once approved, must confirm its continued operation through the submission of reports, as follows:

- a list of the branch executives, contact addresses and the name and address of the Faculty Advisor each September,
- a financial statement for the previous year of operations each September,
- a report on the branch's activities since the previous September, and a list of those members graduating, including a change of address if known, or confirmation of a permanent forwarding address, each March.

Student branches must finance their own activities, but CASI provides a rebate of \$2.00 per paid-up student member of the branch, as per CASI Headquarters records on October 01 and a further \$1.00 rebate per member on December 31. Additional funds may be provided for specific purposes on application to Council.

Direct inquiries and correspondence to:

Executive Director
Canadian Aeronautics and Space Institute
350 Terry Fox Drive
Suite 104
Ottawa, Ontario
K2K 2W5
Tel (613) 591-8787
casi@casi.ca

6. APPENDIX A.2

Suggested By-laws/Regulations for CASI Student Branches

Name

This organization shall be known as the (college, institute or university) Student Branch of the Canadian Aeronautics and Space Institute.

Objective

The objective is to assist students with their personal and professional development so that they may more effectively contribute to the advancement of the art, science and engineering relating to aeronautics, astronautics, associated technologies and their applications.

Membership

Membership shall consist only of students who have applied for membership and who have been accepted by the Institute.

Each application for membership shall be submitted on the form provided by the Institute and shall be endorsed by the Faculty Advisor.

Membership Year

The membership year shall be from date of entry.

Dues

The annual dues shall be \$35.00 payable in advance to the Canadian Aeronautics and Space Institute.

Officers

There shall be a minimum of four officers chosen from those who are members: Chair, Vice-Chair, Secretary and Treasurer.

The officers shall be elected at the end of the school year to take office at the beginning of the following school year.

Management

The affairs of the student branch shall be managed by an executive committee consisting of the Chair, Vice-Chair, Secretary and Treasurer.

Committees

The Chair may establish committees to assist the executive committee to plan, organize and conduct a branch program of activities. Committees may be established for meetings, publicity, and membership.

Officers' Duties

The Chair shall preside at all meetings of the student branch and assume all executive duties not assigned to others.

The Vice-Chair shall perform all duties of the Chair when that officer is absent.

The Secretary shall keep a record of all meetings and business transactions by the student branch. This person shall act as Secretary to the executive committee. He/She will co-ordinate the endorsement of membership applications by the Faculty Advisor and forward applications and first year annual dues to CASI Headquarters.

The Treasurer shall keep the accounts of the student branch, and in the month of March, shall prepare the financial statement covering the year's activities. Following the election of the new officers of the student branch, this report shall be passed on to the new treasurer who will submit it to CASI headquarters in September, as part of the reports required each September (see last page of [APPENDIX A1](#)).

The Chair, Secretary and Treasurer shall present reports to the membership at the last student-branch meeting of the year.

Meetings

Regular meetings shall be held at a time and place designated by the executive committee.

Faculty Advisor

The student branch shall appoint a member of the faculty, who is a member of CASI, to serve as Faculty Advisor. If no suitable Faculty Advisor is available, the executive should contact CASI headquarters.

Amendments

These regulations may be amended by a two-thirds vote of the members.