AMIA Student Chapter Program Guidelines

The Association of Moving Image Archivists (AMIA) is a non-profit professional association established to advance the field of moving image archiving by fostering cooperation among individuals and organizations concerned with the acquisition, preservation, exhibition and use of moving image materials. The purpose of the AMIA Student Chapter Program is to:

- introduce and integrate new archivists into the archival profession.
- enhance formal education by providing a forum for the discussion of archival issues and engaging students in professional activities.
- explain the importance and value of being part of the professional community.
- acquaint members with the objectives, ethics, and publications of AMIA.
- encourage membership in AMIA.
- develop and encourage interaction with other student groups to promote mutual interests in the library, information, and records professions; and
- introduce students interested in archives to professionals working in the field and archival institutions.

Student chapter activities traditionally include organizing events, tours, and speakers related to archives.

ESTABLISHING AN AMIA STUDENT CHAPTER

Requests to establish student chapters must be sent to the AMIA Office in writing. The AMIA Education Committee, in consultation with the AMIA Office and the Board , will review all requests.

A new chapter is established once the request has been approved, and the Chapter President submits to the AMIA Office:

1) constitution,
2) name of advisor
3) list of chapter officers and chapter members with contact information.

ELIGIBILITY CRITERIA

All members of the student chapter should be AMIA members in good standing at all times to maintain the status of a student chapter. Educational institutions have different requirements for the establishment of student groups and organizations. It is the responsibility of students to meet the necessary requirements.

AMIA requires that a faculty or staff member of the institution be identified who is willing to work with the chapter.

Individual membership in an AMIA Student Chapter does not constitute AMIA Membership.

ORGANIZING A STUDENT CHAPTER

Following institutional approval of the student chapter, an informational and organizational meeting should be held. Students who are already members of AMIA should identify themselves at this meeting.

A constitution must be written that outlines: goals and objectives, membership requirements, the duties and terms of Chapter Officers, procedures for electing Chapter Officers (and filling vacancies), and the frequency of meetings.

MAINTAINING A STUDENT CHAPTER

Each chapter must submit an annual report of activities to the AMIA Education Committee Chair and the AMIA office by October 1st. Names of officers and members must be included in the report.

RESPONSIBILITY

Each chapter will name and refer to itself as the "AMIA Student Chapter at (name of educational institution)."

AMIA cannot be held liable or responsible for student chapters. AMIA has no financial responsibility or obligation to student chapters.

Student Chapters are bound by AMIA's Code of Conduct. Membership in each chapter will not be restricted in any way for reasons of race, creed, color, religion, gender, national origin, sexual orientation, physical or mental disability, or ancestry.

For more information contact the AMIA Office: 1313 North Vine St., Los Angeles, CA 90028; Tel: 323-463-1500; Email: amia@amianet.org