



American Nuclear Society

Student Section Guidelines

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Prepared and Maintained by the Student Sections Committee

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1 INTRODUCTION

This document is intended to help Student Section officers learn what ANS-National resources are available to them and how to use them, and what is required of them by ANS-National.

ANS-National resources available to Student Sections include:

- Support materials for running a Student Section
- Outreach materials
- Financial assistance toward travel to national conferences
- Speakers for events
- Scholarships
- Professional development, employment, and networking opportunities

ANS-National requirements for Student Sections include:

- Keep officer contact information current
- Keep Student Section Bylaws and Rules current
- Submit an annual report on section activities
- Maintain communication with the ANS-National Student Sections Committee (SSC)
- Report all outreach activities to ANS-National

Student Sections must meet ANS-National's requirements to be able to use ANS-National resources.

2 ANS-NATIONAL AND THE STUDENT SECTIONS

2.1 About ANS

The American Nuclear Society (ANS) is a not-for-profit, international professional organization for the nuclear science and engineering disciplines. It was established to unify the professional activities within the diverse fields of nuclear science and technology. Since its inception in 1954, ANS has grown to approximately 11,000 members representing over 1,600 corporations, educational institutions, and government agencies.

Purpose: The core purpose of ANS is to promote the awareness and understanding of the application of nuclear science and technology.

Vision: ANS will be the recognized credible advocate for advancing and promoting nuclear science and technology.

2.2 Structure of ANS

ANS-National is governed by four officers (<http://www.ans.org/about/officers/>) and a Board of Directors (<http://www.ans.org/about/board/>) elected by the membership. Society business is generally managed by a host of committees such as Finance, Bylaws & Rules, Program, Public Policy, and so on. All ANS-National members, including students, can volunteer to join any of these committees (<http://www.ans.org/about/committees/>).

ANS-National is also divided into professional divisions (<http://www.ans.org/const/divisions/>), which are groups oriented around different technical subfields of nuclear engineering. The professional divisions are where most of the action happens. Every member of ANS-National chooses two divisions to join when they join ANS-National or renew their membership. In addition to their two divisions, ANS-National student members can request to be part of the Young Members Group, which is a special technical group that focuses on the development of ANS-National members under the age of 35.

ANS-National has smaller groups on the local and regional levels, which function like franchises. These groups can be Local Sections, Plant Branches, or Student Sections. The relationship between ANS-National and the various Local Sections and Plant Branches are managed by the Local Sections Committee. The relationship between ANS-National and the Student Sections is managed by the Student Sections Committee (SSC) (<http://committees.ans.org/students/>).

Local Section, Plant Branch, and Student Section members are **not** automatically ANS-National members. Student Section members must become ANS-National members to receive individual membership benefits. ANS-National members who are enrolled in school are classified as Student Members. Student Members pay reduced dues and receive many special benefits (see Section 5.1 for more information on Student Membership Benefits) (<http://www.ans.org/memberinfo/>).

2.3 Student Sections

ANS Student Sections provide a way for students to develop professionally through affiliation with an international organization of nuclear scientists and engineers. There are currently 37 active student sections that include about 1500 national ANS student members.

What is a Student Section? A Student Section is a group of students at a college/university who formally register their student group with ANS-National. A Student Section may be formed at any school that grants degrees and offers a curriculum in nuclear science and technology.

Is my University's ANS group a Student Section? Check the Student Sections Directory on the ANS website: <http://www.ans.org/const/student/>. If your university is listed, then your group is officially recognized as an ANS Student Section.

Does my University's ANS group really need to be a Student Section? Yes. If a group is not a Student Section, it does not have permission to use the American Nuclear Society name, and it is not eligible to receive benefits that ANS-National provides such as funding, speakers, and outreach material. Even if your group is not an official Student Section, your members are welcome to join ANS-National as individual members. However, official Student Section formation is strongly encouraged and recommended.

How can my University's ANS group become a Student Section? Visit <http://committees.ans.org/students/resources/startup.shtml> for more information.

2.4 Student Sections Committee (SSC)

The SSC is a committee of ANS-National members responsible for governance of the Student Sections. Members may either be appointed by the ANS President or may be an *ex-officio* member by virtue of another position they hold. For example, every President of a Student Section is a voting member of the SSC and has the right to vote on any issue the SSC considers.

Responsibilities of the SSC include:

- **Oversee the Student Sections** – interpret and enforce ANS rules and bylaws to maintain “the proper conduct of the Student Sections”
- **Support the Student Sections** – make resources available to Student Sections at the national level
- **Represent the Student Sections** – make recommendations on Student Section-related issues to the Board of Directors

Sample duties of the SSC include:

- Determine the annual ANS Student Conference hosts
- Coordinate student participation in ANS National Conferences
- Approve the nominations for the student member of the Board of Directors
- Recommend for or against creation and dissolution of Student Sections
- Establish and maintain communication with and among Student Sections
- Publicize student opportunities and activities

The SSC helps individuals or groups interested in forming a Student Section, becoming a Student Director, hosting a Student Conference, or navigating any other ANS procedure.

How to volunteer for the SSC

Email ssc@ans.org and let us know of your interest.

2.5 Board of Directors - Student Director

The ANS-National Board of Directors has one seat designated for a student member. Since 1998, elections are held to fill this 2-year position. The Student Director works with the SSC and other ANS-National entities to create a strong voice for ANS student members.

How to become Student Director

Go to <http://committees.ans.org/students/sd.shtml> and follow the posted instructions.

3 REQUIREMENTS OF STUDENT SECTIONS

3.1 *Maintain Good Standing*

“Good Standing” status means that a Student Section is meeting the expectations of ANS-National as detailed by the SSC. The Student Sections Directory on the ANS Student Sections Committee website makes it easy for Student Sections to track their status and keep up with the few requirements necessary to maintain “Good Standing” status.

How to check your Student Section’s standing with ANS-National

Go to <http://committees.ans.org/students/resources/standing.shtml>.

How to maintain good standing

- Keep officer contact information current with ANS-National (*Section 3.1.1*)
- Adopt the Standard Bylaws for Student Sections (*Section 3.1.2*)
- Submit Student Section Rules and keep them current (*Section 3.1.2*)
- Submit an Annual Report (*Section 3.1.3*)

3.1.1 Updating Officer Contact Information

Information from the SSC is primarily sent through an email list for section presidents. It’s important to update contact information for all officers immediately after any election or change in officers.

How to update officer contact information

Go to <http://committees.ans.org/students/resources/update.shtml> and follow the posted instructions. (*takes 5 minutes*)

Alternately, you can file your annual report (Section 3.1.3); the annual report includes new officer information.

3.1.2 Update Bylaws and Rules

Together, the Bylaws and the Rules define how a Student Section governs itself. ANS-National provides “*Standard Bylaws for Student Sections*” that are the same for all Student Sections and cannot be changed by the Student Section. A Student Section’s “*Rules*” are defined by the Student Section itself and provide details about how to implement the Bylaws. The standard bylaws and rules are usually presented together in a 2-column format (Standard Bylaws on the left, Rules on the right). The Standard Bylaws are related to the Rules like the U.S. Constitution is related to State Constitutions. A state can govern itself in any way it sees fit as long as its laws do not conflict with national laws; likewise, a Student Section can draft its own Rules to fit their own situations, as long as they do not conflict with the ANS-National Bylaws or Rules.

Bylaws

Adopting the Bylaws does NOT require a formal vote of the entire membership; the officers can vote or the president can just unilaterally decide or you can skip any sort of formal step because this change is mandatory to remain a Student Section. Once your Student Section notifies ANS-National that you have adopted the Standard Bylaws, your Bylaws are considered to be current.

NOTE: You cannot change the Standard Bylaws; you must accept them as written. If you have a concern with something in the Standard Bylaws, contact the SSC (SSCchair@gmail.com).

From time to time ANS-National proposes revisions to the Standard Bylaws. When this happens, Student Section Presidents will be notified via email. Any concerns with the proposed revisions (or the current version) may be passed through the SSC to ANS-National. The SSC will discuss and vote on any proposed revisions. The Bylaws & Rules Committee will then discuss and vote on any proposed revisions. Finally, the Board of Directors will discuss and vote on any proposed revisions.

Once the Board of Directors has approved revisions, the revisions take effect immediately. Student Sections are considered to *automatically* adopt the revised Bylaws. This means you **do not** have to re-approve the Standard Bylaws within your Student Section, but it also means that you will have to abide by the new version, whatever it may say.

What if our University requires special format or content in the bylaws for student groups?

You may either use the standard 2-column format and include your University's language in your Rules, or you may use the University format to express your Rules and include the Standard Bylaws *verbatim* in your university document. To get assistance with this process, contact the SSC chair at SSCchair@gmail.com. If at any time the Standard Bylaws are not able to serve the needs of your Student Section, notify the Student Sections Committee. The SSC will work with the Bylaws & Rules Committee to find a solution.

How to adopt the Standard Bylaws

Go to <http://committees.ans.org/students/resources/brupdate.shtml> and follow the posted instructions. (*takes 5 minutes + time to read the Bylaws*)

Rules

Student Sections must write Rules to specify how the Section will function. Student Sections must then submit their Rules to ANS-National for approval. ANS-National reviews the Rules to ensure there are no conflicts with the Standard Bylaws or Society Bylaws and Rules.

Once your Student Section writes your Section Rules, submits them to ANS-National, receives approval from ANS-National, formally approves the Rules, and files a copy of the Rules with National, your Rules are considered to be current. This status lasts until (a) your Section decides to change its Rules or (b) ANS-National revises the Standard Bylaws and something in your existing Rules conflicts with the new Bylaws. Every time a Student Section updates its Rules, a copy must be filed with ANS-National.

Several sample sets of Rules are available for use or alteration on the SSC website.

How to draft or update Rules

Go to <http://committees.ans.org/students/resources/brupdate.shtml> and follow the posted instructions. *(takes 35 minutes to draft rules; generally takes 10 minutes + a vote by the Student Section's membership to update rules)*

3.1.3 Submit Annual Report

The Annual Report is a simple form that provides ANS-National with a brief summary of the Student Section's major activities, budget, and membership figures, etc. The Annual Report must be filed by May 15 of each year. *Note that this form is not a substitute for the Glasstone Award application (see Section 4.4).*

How to submit the annual report

Download the form at <http://committees.ans.org/students/resources/AnnualReportTemplate.doc>, fill it out, and return it to SSCchair@gmail.com. *(takes 2 hours for preparation, plus about 15 minutes to fill out the form)*

3.2 Representation at Student Sections Committee (SSC) Meetings

The Student Section President is a voting member of the Student Sections Committee. He or she is expected to attend the SSC Meetings that take place at the ANS National Conferences and ANS Student Conferences. These meetings are an opportunity to get involved on the national level, network with other Student Section leaders, hear new ideas, and represent your Student Section's interests. If the president cannot attend, he or she may send a designated representative, send their votes by email to the chair before the meeting, or give their vote to another attendee.

The SSC recognizes that not every Student Section will be able to send a representative to these meetings. However, if members from your school are at the conference, it is expected that someone from your school attend the meeting.

How to attend a SSC Meeting

Just show up. The SSC Meeting date, time, and place will be listed in the next conference's program, and will also be emailed to SSC members and Section Presidents.

3.3 Outreach Reporting

Student Sections are strongly encouraged to report their outreach activities to ANS-National. These reports help ANS-National in national fundraising efforts. A portion of funds raised flows back to Student Sections to support future outreach activities (see Section 4.2) and other activities. *If you receive funding directly from ANS-National for an outreach activity, you are required to report that activity.*

Reporting two outreach events, in addition to being in good standing, will qualify your section for the Certificate of Distinction (Section 4.3).

How to report outreach activities

Contact outreach@ans.org to get the Event Report form. (*takes 10 minutes per outreach event*)

3.4 Program Reporting

Student Sections are strongly encouraged to report their innovative program developments to ANS-National. These reports help mainstream best practices, such as the Boy/Girls Scout Nuclear Badge Program.

Reporting two non-outreach events or innovations, in addition to being in good standing, will qualify your section for the Certificate of Distinction (Section 4.3).

How to report program activities

Write a brief report of the event or innovation, such as a four-paragraph newsletter article (photos encouraged). Send the report to SSCchair@gmail.com.

4 OPPORTUNITIES FOR STUDENT SECTIONS

4.1 Resources from the ANS-National Student Sections Committee

The Student Sections Committee website offers several resources for Student Section Officers. These items include

- Latest copy of this document
- Information on ANS activities and upcoming events for students
- Contact information for the SSC members, local sections, and other student sections
- Template handbooks for each Section officer
- Scholarship, internship, and employment information

Visit <http://committees.ans.org/students/>.

4.2 Resources from the ANS-National Outreach Department

The ANS Public Information/Outreach Department has free outreach materials available to Student Sections. Outreach materials range from printed materials for all grade levels to fun and interactive giveaways. Additionally, ANS exhibits are available for use at Career Fairs, science teacher conferences, classroom visits, and other events. The friendly and helpful individuals at the ANS Outreach Department are also available to provide suggestions and advice to questions such as “What materials and activities are appropriate for 3rd graders?”

How to request free outreach materials

Contact outreach@ans.org. Tell them what sort of event you are thinking about, and they will tell you what they have that might be of use. They will then provide you the proper form (the Public Information Assistance Grant form) to request the materials. *ANS-National needs several weeks advance notice to provide materials. Also, if you receive materials from ANS-National, you are required to file an event report for that event (Section 3.3).*

How to contact the ANS Public Information Department for information or advice

Email: outreach@ans.org

Phone: call the ANS switchboard at 708-352-6611 and ask for the Public Information Department

4.3 Certificate of Distinction

The **Certificate of Distinction** is an award presented at the end of each academic year to all Student Sections who meet the requirements. Recipients will receive a certificate, recognition in *ANS News*, and recognition in a letter from the ANS Student Sections Committee Chair to all nuclear science and engineering department heads.

The requirements for the 2010-2011 school year are:

- meet the SSC's requirements for Good Standing (*Section 3.1*)
- Do two instances of any of the following (can repeat types): an outreach event reported via the web form (*Section 3.3*), a non-outreach event reported by writing a newsletter article about it (*Section 3.4*), and/or send a K-12 slide presentation or K-12 presentation guideline document to the SSC for posting on the web.

4.4 Glasstone Award

The Samuel Glasstone Award is presented annually to the most outstanding ANS Student Section. This is the highest honor bestowed upon a Student Section. The ANS-National Honors & Awards Committee reviews all Glasstone applications to determine the winners. The winners are announced at the Honors & Awards Banquet of the ANS Annual Conference (Summer Meeting). A certificate and cash prize is presented to the winning Student Section(s).

How to apply for the Glasstone Award

Go to <http://committees.ans.org/students/resources/glasstone.shtml> and follow the posted instructions. (*takes 1-8 hours*)

4.5 Hosting the ANS Student Conference

Ambitious officers and a strong Student Section can tackle the challenge of hosting an ANS Student Conference! Hosting a Student Conference brings great visibility to your school and Student Section, and can result in highly beneficial partnerships with corporations and professionals.

Begin the process by reading about what a proposal should contain and developing one for your university. The proposals are due to the SSC by March 1 of each year for the following year's conference. The Student Sections Committee is charged with judging and selects a winning proposal. The winning proposal is announced a year in advance at the ANS Student Conference.

How to apply to host the ANS Student Conference

Go to <http://committees.ans.org/students/studentconf.shtml> and follow the posted instructions. (*takes 1 month to 1 year*)

5 OPPORTUNITIES FOR STUDENTS

This section contains only a partial listing of the opportunities available to students. As a Student Section leader, you should make your members aware of these opportunities and benefits.

5.1 ANS-National Membership Benefits – Student Members

Student members of ANS-National can receive the following benefits:

- Financial assistance when attending ANS-National Conferences (see Section 5.3)
- Access to the Mentor Program (see Section 5.5)
- Opportunities for involvement at the national level
- Networking connections with other nuclear professionals
- Eligibility for ANS scholarships, honors, and awards
- Access to the ANS Career Center, with job postings and resume postings
- Free monthly subscription to *Nuclear News* magazine
- Free subscription to the bi-monthly *ANS News* newsletter
- Discounts on standards, textbooks, and study materials

How to join ANS-National

Go to <http://www.ans.org/join> and follow the posted instructions. (*takes 2 minutes*)

5.2 ANS Student Conferences

The ANS Student Conference is the largest gathering of students interested in nuclear science and technology. The conference promotes student professional development and career advancement through

- Student research presentations (undergraduate and graduate) judged by professionals
- Workshops and seminars
- Career Fair involving recruiters from major nuclear employers
- Student-Professional Networking
- Student-Student Networking

The conference is held every year in the spring and is priced for students.

For more information, visit <http://committees.ans.org/students/studentconf.shtml>.

5.3 ANS National Conferences

The ANS National Conferences (2 each year) are the hub for professional networking and involvement. The majority of ANS governance activities occur at these meetings. Professionals in all fields of nuclear science and engineering attend the conference to network, present research, cross-pollinate ideas, and attend professional development workshops. Student members who attend can take full advantage of these opportunities:

- Presenting papers in the technical sessions
- Participating in committee business, either as a committee member or an ANS member-at-large
- Networking with student peers and professionals
- The ANS Mentoring Program (see Section 5.5)

There are two annual ANS National Conferences: the Annual Meeting in June and the Winter Meeting in November. If you have to pick only one, the SSC recommends the Winter Meeting.

Two programs exist to help support student participation in the National Meetings (<http://www.ans.org/meetings/>):

1. The Student Assistants Program allows students to waive the registration fee and be compensated for helping with the logistics of the meeting's technical program.
2. Travel reimbursement is available to all ANS National Student Members and is an easy way to finance part of your conference travel costs.

5.4 ANS Topical Meetings

In addition to the ANS National Conferences, there are a number of topical meetings throughout the year. Topical meetings sponsored by ANS are technical meetings like the ANS National Conference, but they are organized by specific professional divisions and are smaller and focus on a specific field of nuclear science and engineering. Many of these topical meetings have discounts or a number of free slots reserved for students who work or present at the conference; if there is no mention of this on the topical meeting website, contact the meeting organizer. Benefits to students are similar to those received at National Conferences, with a bit more personal attention, immediate access to professionals in specialty areas, and a good way to get involved in the sponsoring professional division.

For more information, visit <http://ans.org/meetings>.

5.5 ANS Mentor Program

Student members of ANS-National are offered the opportunity to be paired with a professional member of ANS-National. This opportunity offers students the chance to network and receive professional feedback and advice.

How to request a professional mentor

To sign up for this program you must be an ANS-National Member. To join ANS-National as a student member, go to <http://www.ans.org/join> and follow the posted instructions (*costs \$28/year and 2 minutes to sign up*). If you are an ANS-National Member, go to <http://www.ans.org/mentors> to sign up for the mentor program and follow the posted directions (*takes 2 minutes*).

5.6 Student Design Competition

This competition showcases the best design projects from colleges and universities at both the undergraduate and graduate level. A call for submission of nuclear engineering related design problems is issued by February of each year, the intent to participate is due in June, and the actual reports must be submitted by August. The final judging to select the top two design projects in both the undergraduate and graduate categories is completed in September. These four project teams are then invited to make presentations at the ANS Winter Meeting for final judging. Financial assistance is given for travel to the meeting for the competition.

For more information, visit <http://students.ans.org/students/designcompetition.html>.

6 ANS-NATIONAL CONTACT INFORMATION

Student Sections Committee

Visit <http://students.ans.org/> or email ssc@ans.org.

ANS-National

ANS-National website: <http://www.ans.org>

ANS-National Committees: <http://www.ans.org/about/committees/>

ANS-National Professional Divisions: <http://www.ans.org/const/divisions/>

ANS-National Staff: <http://www.ans.org/about/staff/>

ANS-National Public Information & Constituency Department

The ANS-National Public Information Department (also called Outreach) provides Student Sections with free outreach materials, financial assistance, and consultation. Email them at outreach@ans.org or call 708-352-6611 and ask for the Public Information Department.

Join ANS-National Online

Visit <http://www.ans.org/join>.

ANS-National Career Center

Visit <http://www.ans.org/career/>, which requires membership identification.