

Student Membership/AIR Committee Handbook

Updated June 2023

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The National Student Membership/AIR Committee handbook is a useful tool for the Student Membership Committee as a whole, and for the advisors of the individual SAIFD chapters. **Please note that the first section, Policy and Procedures, may not be edited or modified without the approval of the National Board as that section is directly from the AIFD Policy and Procedure Manual.** If, for any reason, a change is needed, the Student Membership/AIR Committee Chair should recommend those changes by contacting the National Secretary. The requested change will be submitted to the National Board for consideration. The remainder of this handbook may be changed by Student Membership/AIR Committee consent by notifying the National Board Secretary of those changes.

I. Student Membership/AIR Committee Policy and Procedures

Policies and Procedures in this section may not be edited or modified without AIFD National Board approval

A. CHAPTER MEMBERSHIP

1. The National Student Membership/AIR Committee shall consist of
 - Chairperson for a two (2) year term
 - Vice Chairperson who has previously been on the committee for at least one (1) year, if possible, before moving up and who serves for a two (2) year term.
 - Four (4) members on a two-year staggered term.
 - If a committee member is on the National Board, they will assume the Liaison position, or the President-Elect will appoint this position.
2. The duties of the committee members shall be:
 - a. Consult with SAIFD advisors.
 - b. Actively work to establish new SAIFD chapters.
 - c. Assist with the design competition, chapter installations and student activities at the National Symposium.
 - d. Work with the chapters in a committee members' respective region.
 - e. Report to the student membership/AIR chair who, in turn, will report to the National Board.
3. An AIFD® Student Chapter may be established at recognized institutions of higher learning with a two (2) year associate degree, a four (4) year baccalaureate or higher, a certificate program, or cohesive series of courses in floristry. Certificate programs are included that are within a degree program at recognized institutions of higher learning. A comparable degree will be required in other degree systems.
4. Student Chapters are officially designated (Chapter Name) Student Chapter of the American Institute of Floral Designers®, or (Chapter Name) Student Chapter of SAIFD.
5. Each SAIFD Chapter will follow AIFD® Bylaws. Each chapter shall customize their constitution and policies and procedures from a template provided by the National Student Membership/AIR Chair. Only minor changes should be necessary in this "standardized" document that would bring each local chapter into compliance with rules and regulations set forth by their school's student code of conduct. A copy of the constitution and policies and procedures should be sent to the National Student Membership/AIR Chair for permanent files. Changes in the constitution policies and procedures must be submitted to the National Student Membership/AIR Chair before implementation.
6. Student Chapters may be organized with a minimum of five (5) student members.

7. Student Chapters should attempt to send at least one student representative to the AIFD® National Symposium each year to remain active and in good standing. Chapters that fail to send at least one student for two consecutive years shall be considered inactive and shall be ineligible for active status for one additional year. The ineligible chapter may make a formal, written request to be reinstated following the one-year suspension.
8. A faculty member of the SAIFD college or university who is an active member of AIFD® in good standing, or a local member of AIFD® in good standing in combination with the college's instructor, shall be the advisor(s) for the SAIFD chapter.
9. Each Student Chapter shall be required to file an annual report with the AIFD® National Student Committee Chair, no later than May 1, in order to remain in good standing as an active chapter. Further, to remain an active chapter, all appropriate student dues must be paid, and a chapter must conduct an annual Artist in Residence (AIR) program. The annual report shall include a list of Student Chapter members, names and addresses of regional chapter officers and advisor(s), and a summary of major activities undertaken by the regional chapter during the past year. It must be signed by the regional chapter advisor, SAIFD chapter president, and SAIFD Chapter secretary. Failure to meet this requirement shall immediately place the Student Chapter on suspended status and disqualify the chapter members from participating at the AIFD® National Student Design Competition which takes place during the AIFD® National Symposium. Suspended chapters shall have one year (until May 1 of the following year) to meet all reporting requirements or it shall be dropped from the AIFD® organization.
10. Each SAIFD chapter shall host at least one Artist in Residence (AIR) program within the academic year to remain active and in good standing. After completion of the AIR program, and the AIR grant application, each chapter may receive up to \$600.00 to help cover AIR program expenses. Reimbursement is contingent upon completing the required AIR reports. In order to receive this reimbursement, the Student Chapter shall submit the following to the Student Membership/AIR Committee Chair within 30 days of completion of the AIR program:
 - a. Summary/review of program
 - b. Student evaluation sheets
 - c. Press release to AIFD® Management Company and AIR Chairperson.
11. The National Student Membership/AIR Chair shall recommend to the National AIFD® Board of Directors inactive status to a chapter that does not comply with 6-10 above.
12. There shall be a student membership report given as part of the AIFD® Annual Report.
13. Clan plaids and banners, representing each SAIFD chapter, will be maintained and/or stored at each SAIFD chapter's institution.

B. STUDENT MEMBERSHIP

14. Student membership applications must be completed and signed by both the applicant and the student advisor before being submitted to the National Student Membership/AIR Chair for approval. National student dues of \$20.00 per year must be remitted with this application. Student participation is entirely voluntary.
15. The institution in which a student is enrolled must have a recognized Student Chapter. The student must be enrolled in a degree program containing floral design and have earned at least fifteen (15) semester credits or twenty-two (22) quarter units of credit in college or university subjects.
16. Students must have and maintain a “C” (2.0) grade point average in schools grading on a four (4) point system. A comparable GPA will be expected in other grading systems.
17. All student members must abide by the rules and regulations set forth by the Code of Ethics and Professional Practices of the American Institute of Floral Designers®.
18. The student member will be presented with a certificate of active membership upon payment of national dues and approved by the National Student Membership/AIR Chair.
19. A confidential file will be kept by the National Student Membership/AIR Chair containing student applications. This file may be used by the National AIFD® Membership Committee when students apply for candidate status to AIFD®.
20. Student membership is not transferable to any other AIFD® Membership category. However, within one (1) year of their graduation, students wishing to pursue accreditation in AIFD® may apply for candidate status at 1/2 the published rate. This rate will apply only for the first (1st) year of their candidate status.
21. SAIFD pins will be provided to chapters for distribution to inductee (first year) students who have paid their national dues. Additional pins may be purchased to replace lost or damaged pins. Any excess funds realized through the sale of SAIFD pins shall be contributed to the Shakelford Memorial AIFD® Scholarship Fund.
22. Benefits and Responsibilities of active SAIFD National Student Membership:
 - a. Receive SAIFD Pin (one time only) – see #21.
 - b. Receive appropriate AIFD® mailings, including virtual *Focal Points* blog and National Symposium information (distributed via chapter advisors).
 - c. Eligibility for student scholarships through the AIFD® Foundation (forms sent to advisors).
 - d. Eligibility for student sponsorships for National Symposium – students accepting sponsorships are required to participate in the student design competition and a reasonable student work schedule administered by the National Student Membership/AIR Chair. These students are also required

to attend all Symposium programs except when scheduled for their required work.

- e. Students may attend National Symposium at a reduced “Student Rate”, but must participate in a reasonable work schedule as noted in “D” above.
- f. Students will be eligible to attend the National Symposium at “Student Rate” for the one (1) Symposium following their graduation.
- g. Have his or her name (Student Chapter roster) placed on the AIFD® website as being a Student Member in Good Standing. It shall be the responsibility of the Student Chapter advisor to provide said roster. The AIFD® Membership Directory shall include in it only the name and contact information for the Chapter; not the names of the student members.
- h. Receive Certificate of Membership – see #17
- i. Have access to classified ads in Focal Points – via chapter advisor.
- j. Access to regional and local events by assisting AIFD® designers or program chairs with set-up, event assistance, or as designer assistants. A reduced or no cost for the event should be given to students for this assistance.
- k. Within one (1) year of their graduation, students wishing to pursue accreditation in AIFD® may apply for candidate status at ½ the published rate. This rate will apply only for the first (1st) year of their candidate status.
- l. All SAIFD chapters have the authority to recommend candidates for CFD certification. Each SAIFD chapter has established its own process/method of determining readiness for this recommendation.
- m. Another method of determining this readiness could be the National SAIFD Competition. The competition is already a juried evaluation of the students’ design abilities and could provide a reliable method of determining readiness for CFD recommendation.
 - i. An average score of 7.0 for all designs on the current 10-point scale with no design lower than 6.5 would be needed to receive a CFD recommendation via the Student Competition.
 - ii. If the Student Competition Committee’s spreadsheet can be programed to provide a list of students who have met the above scoring requirements, this list would be given to each of the chapter advisors along with a signature from the Student Competition Committee Chairperson. Otherwise, each chapter advisor would be responsible for determining whether their students met the scoring requirements.
 - iii. Certified evaluator/judges should be used for evaluating the designs at the student competition.

- iv. The same process of sending the CFD recommendations to AIFD[®] Management Company would be done by each SAIFD Chapter.
- 23. Student Chapter Advisors will be entitled to register for the National Symposium at the "member" price level.
- 24. There shall be a National Student Design Competition held each year as part of the National Symposium. The Student Membership/AIR Committee shall advise and assist the Student Competition Committee with this task.
- 25. The National Student Design Competition Committee shall be required to present to the Executive Director by the end of the Symposium in which a competition was held the results of said competition in order that said results can be distributed to the faculty advisors of all Student Chapters that participated in the competition. The results shall be only those associated with the students at the school (chapter) receiving the results as well as the total results for each of the participating schools.
- 26. The student competition chairperson shall submit the names to Management Company of those who participate in the annual SAIFD Student Competition at Symposium and receive an average score of 7.0 for all designs with no design lower than a 6.5, for CFD[®] recommendation to AIFD[®]. They shall then follow the current required process to become a CFD[®], including taking and passing the online test with an 80% or higher and paying the necessary fees.
- 27. The Student Membership/AIR Committee shall oversee Student Chapter activities, and the National Student Design Competition, and award scholarships to worthy students. *(Moved from Bylaws Section 6.2.6 June 2013)*
- 28. The Student Membership/AIR Committee may recommend to the Board of Directors accreditation of any school which instructs courses in floristry. *(Moved from Bylaws Section 6.2.6.2 June 2013)*

II. Mission and Purpose of Student Membership/AIR Committee

- 1. To continually review the accreditation process of SAIFD chapters, and to bring attention to the Student Membership/AIR Committee or AIFD National Board of Directors any revisions, updates, or outdated items/policies as they become evident.
- 2. Develop and facilitate special programming or special meetings that can be offered to the student chapters and their advisors during symposiums as a way for students to network with other students, and to provide opportunities to collectively meet and share ideas that are important and valuable to the student community.
- 3. Actively analyze and look for ways to introduce more students to the symposium experience. Discuss and create opportunities that will reduce costs associated with student symposium attendance. Enlist the assistance of the Symposium

- Committee, and AIFD National Board of Directors, for guidance and opportunities for students.
4. Assist the Career Development Committee with creating local, regional, and national FFA relations and opportunities, as well as high schools, vocational schools, and other schools and institutions offering floriculture programs as a means of recruiting and cultivating students for the industry. Offer the assistance of the Student Membership/AIR Committee as a resource/stepping-stone to FFA groups. Become a bridge between FFA and SAIFD/CFD/AIFD.
 5. Encourage, offer, and assist in facilitating student participation at regional AIFD events.

III. Responsibilities of the Student Membership/AIR Committee

1. Review the annual budget of the Student Membership Committee and submit any needs or increases to the National Finance Committee by the dates requested by the National Finance Committee, (usually in January of each year). Approved changes go into effect that same month.
2. Conduct a yearly review of the Student Membership/AIR Committee Notebook and submit any requested updates or revisions to the AIFD National Board liaison AND the National Secretary by January 1 of each year.
3. Conduct a yearly review of the Student Membership/AIR Committee Policies and Procedures. Submit any requested updates or revisions to the AIFD National Board liaison AND the National Secretary by January 1 of each year.
4. Meet at least once a year at the AIFD National Symposium. If meeting during the time when national committees are scheduled is not convenient, then members of the committee should contact headquarters to reschedule for another meeting time during the symposium.
5. Plan and organize additional committee meetings as needed to accomplish yearly and continuing goals. Additional meetings may be held via conference call, ZOOM, face-to-face, or by any other means necessary to accomplish the necessary responsibilities of the committee.
6. Provide quarterly reports to the National Board liaison to be shared during AIFD National Board meetings. (Liaison will advise of deadlines.)
7. Communicate on a regular basis with all SAIFD advisors. Stay apprised of activities. Be able to address concerns and offer support as is appropriate.

IV. Guidelines for the Student Membership/AIR Committee

Annually, the Student Membership/AIR Committee Chairperson, along with the committee, shall assign specific tasks to each committee member. Tasks shall be distributed among all members. No one committee member shall be required to take on multiple responsibilities. These responsibilities are, but not limited to, those listed below:

Student AIR Program Liaison: (1 committee member) Member shall be responsible for confirming that SAIFD chapters are hosting AIR Programs; assisting to insure success in the AIR Programs and that chapters are adhering to AIR requirements as described in the Policies and Procedures. (*See Student Membership Policy item #9*). Liaison will also provide a list of scheduled AIR Programs to AIFD headquarters to be promoted on the AIFD website and in social media. Liaison will verify that SAIFD chapters have submitted all required information and photos to the Focal Points editor.

Student Competition Liaison: (1 committee member) Member shall assist as necessary the Student Competition Committee with items needed to prepare for the student competition and disseminate, to the Student Membership Committee, any information requiring review, concerns, or suggestions regarding participation in the competition.

SAIFD Advisor Liaison: (1 committee member) Member shall communicate regularly with the SAIFD advisors and provide support as necessary; shall verify that advisors are meeting their charter requirements; shall report to the Student Membership/AIR Chairperson and Committee on any concerns, or chapters requiring review or assistance.

SAIFD Development: (2 committee members) Members shall identify and encourage other institutions of higher learning that are considering establishing SAIFD chapters, as well as assist those who are in the process of chartering SAIFD chapters. They shall, along with the Student Membership/AIR Committee Chairperson, review all applications for SAIFD membership, verifying that they meet all requirements for chartering. These members shall also complete an annual review of all chapter constitutions and bylaws, as well as review those being chartered as new SAIFD chapters.

SAIFD Symposium Activities Liaison (1 member) Member shall help facilitate any activity that includes the student members of AIFD. They may assist the Volunteer Committee by contacting all the attending SAIFD chapters and advisors to coordinate student volunteer support. They shall assure that student advisors are aware of schedules that pertain to student activities during symposium. They shall plan, if desired or necessary, student activities during symposium and shall coordinate those activities with AIFD headquarters and the symposium coordinators.

The National Student Membership/AIR Committee may develop student opportunities and projects. When doing so, the committee shall create a detailed plan of implementation, complete with budgets, deadlines, and responsibility assignments and present it to the AIFD National Board for consideration.

V. Financial Responsibilities and Budgets

- Annually, the Student Membership/AIR Committee shall review the committee's budget. Budget shortfalls and expectations shall be discussed. For the AIFD National Board meeting in January, a detailed outline of how expected expenditures and projected goals shall be submitted to the Treasurer of the Finance Committee.
- If the budget is adequate for programs planned, the Student Membership/AIR Committee Chairperson shall notify the AIFD National Treasurer that no changes are requested. If the budget fails to cover programs and costs, a detailed explanation for additional funding shall be submitted to the Treasurer of the Finance Committee prior to the January Board meeting.
- If overages in spending occurred during the fiscal year, the committee chair will provide a complete explanation for the spending to the National Treasurer.
- As per National Policy under the Budget and Finance item 1E: "All committees seeing an annual budget of \$5000 or more shall be required to submit a budget request to the Finance Committee at least two weeks in advance of the winter meeting of the National Board of Directors"

VI. Additional Notes and Important Documents

1. Student SAIFD Chapter Checklist

The following items are due (May 1st).

Send to: current committee chairperson

Marianne Suess AIFD, CFD, CAFA
45 Durie Lane
THORNHILL L3T 5H4
Ontario / Canada
marianne.suess1@icloud.com

- a. Student membership roster of CURRENT SAIFD members
- b. AIR Program application, evaluation sheets, photos, press release
- c. NEW student applications with photos (Current members do not have to complete this task again.)
- d. Photos and press releases to AIFD Focal Points for inclusion in sections about SAIFD chapters

- e. Report of activities for the academic year

2. SAIFD Competition Documents

The following items are due (May 1st)

Send to: current committee chairperson

Marianne Suess AIFD, CFD

45 Durie Lane

Thornhill. L3T. 5H4

Ontario /CANADA

(Chapter Advisor: Trillium Chapter Seneca College)

marianne.suess1@icloud.com.

- a). Student membership roster of current SAIFD members
- b). AIR Program Application, eval. sheets, photos, press release
- c). New student applications with photo sheets

3. SAIFD Registration Form

The following items are due (May 15th)

Send to:

AIFD National Headquarters

9 Newport Drive Suite 200

Forest Hill, MD 21050

- a. Registration form for symposium WITH PAYMENT included with the chapter's registration paperwork

4. Important Documents

The following items are sent directly to Headquarters:

- a). Annual Student membership dues (\$20.—)
- b). Roster of current SAIFD members
- c). Photo and press release to AIFD Focal Points

SAIFD Competition Documents:

Send to current committee chairperson:

Marianne Süess AIFD, CFD

45 Durie Lane

Thornhill. L3T 5H4

Ontario / Canada

(Chapter Advisor: Trillium Chapter Seneca College)

marianne.suess1@icloud.com

- a). Signed student competition agreements with attached transcripts (verification of eligibility)

VII. Addendum:

Code of Professional Practices of AIFD

To the profession:

Members of the Institute will encourage individuals who demonstrate excellence in floral design to achieve professional certification.

To the allied professions:

Members of the Institute will work for the furtherance of trade relations, appropriate business procedure, and product knowledge through education and cooperation.

To the student:

Members of the Institute will give assistance, supervision and encouragement to novices wishing to acquire knowledge of the functions, duties and responsibilities to a professional designer.

To the public:

Members of the Institute will produce and complete with integrity, value, and creativity their highest quality of design.

To the Institute:

Members of the Institute will support and promote the development of programs and procedures to stimulate the advancement of creative floral design and professionalism. Members will nurture the advancement of the Institute's position as an industry information source, give encouragement to one another to achieve our common goals, and work for the betterment of the profession, the allied profession, the student and the public.

VIII. 2023-2024 Student Membership/AIR Committee

<u>Student Membership/AIR</u>		
<i>Chairperson: 2-year term</i>		
	Marianne Suess	(2024)
<i>Vice-Chair: 2-year term</i>		
	Brent Leech	(2024)
<i>Committee Members: 2-year staggered terms</i>		
	Melinda Lynch	(2024)
	Kyla Beutler	(2024)
	Mary Linda Horn	(2026)
	Sabine Green	(2026)
<i>Board Liaison:</i>		

	Chris Column	(2024)
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IX. 2023-2024 STUDENT CHAPTERS AND ADVISORS (ACTIVE)

Cal Poly State Univeristy / Gordon Chapter

Advisor: Melinda Lynch

City College of San Francisco Menzies Chapter

Advisor: Jenny Tabaracci

Kishwaukee College Forbes Chapter

Advisor: Janet Gallagher

Mississippi State University Oglivy of Airie Chapter

Advisor: Lynette Mc Dougald

New Mexico State University

Advisor: Sabine Green

Ohio State Univeristy ATI Anderson Chapter

Adivisor: Teresa Lanker

Seneca College Trillium Chapter

Advisor: Marianne Suess

Texas A&M University Forsythe Chapter

Advisor: Bill McKinley

Univeristy of Missouri Mizzou Chapter

Advisor: Lesleigh Cravens

Western Kentucky Univeristy Dr. James M. Martin Chapter

Advisor: John Kittinger