

CIB Guidelines



CIB Student Chapters

1. Summary

- 1.1 The distinction of being a CIB Student Chapter is awarded by the CIB Board to an organized group of students at one or more CIB Member Universities that has the object described in section 2 (below) and complies with the relevant mandatory conditions set out in Section 4 (below).
- 1.2 In this context a CIB Student Chapter may be a local, regional, national or even international “organized group of students” provided that those students are enrolled at CIB Member universities and preferably have an identifiable common interest in the work of one or more CIB Commissions, or Priority Themes. (in the context of these guidelines a CIB Commission includes Working Commissions and Task Groups.)
- 1.3 Examples of different types of Student Chapters envisaged by these guidelines include (but are not limited to) the following:
 - Chapters with a membership based on one CIB Member university
 - Chapters with a membership based on two or more CIB member universities in the same country or region with shared identifiable common interests of the type described in 1.2 (above), so as to be a regional or national Chapter.
 - Chapters with an international membership, based on CIB Member universities anywhere in the world, with an identifiable common interest of the type described in 1.2 (above).
- 1.4 The distinction is normally awarded for a period of 3 years after which it may be reaffirmed by the CIB Board every 3 years provided the conditions described in section 4 below are, in the opinion of the Board, continuing to be met.
- 1.5 A list of currently recognized CIB Student Chapters is located on the CIB website.

2. Object

The object of the CIB Student Chapter regime is to:

- provide a means by which students who will be the future leaders of building research and innovation are able to engage with and be inspired by current leading edge building research world wide, and to appreciate at first hand the value of international exchange and cooperation, and
- introduce those students to the advantages of CIB membership so that they are convinced of the value of maintaining membership of CIB in their future professional research and innovation careers.

3. Benefits

A CIB Student Chapter may expect to obtain for itself and its members the following benefits that would not otherwise be obtained:

- The distinction of recognition, on a systematic basis, by CIB, the world’s foremost supporter of building research and innovation.
- Eligibility to apply for the CIB Sebestyen Future Leaders Award to finance a Chapter proposal, ideally involving more than one Student Chapter. The intent of the Award is to foster collaboration between Chapters, between faculty staff and students, and between faculty staff and students and experienced senior researchers and research managers in the CIB worldwide community.
- Facilitation of clusters of Student Chapters to make collaboration on a national, international, or regional basis easier to achieve.

4 Conditions

The following mandatory conditions in 4.1 must be met by a group of students aspiring to the distinction of being a CIB Student Chapter, and of retaining that status:

4.1 Membership

- 4.1.1 Members of the Chapter must all be enrolled in an officially registered CIB Member university.
- 4.1.2 Members must be current Undergraduates or Masters or Doctoral students.
- 4.1.3 Administration of the Chapter, including maintenance of membership records, will be carried out by specified officials of the Chapter who will notify changes to the CIB General Secretariat on request to ensure the reasonable accuracy of the Student Chapter database that CIB maintains for the ultimate benefit of CIB Student Chapters.
- 4.1.4 Each Chapter must include at least one staff member of the relevant university, to be known as the Student Chapter Advisor, whose name and contact details must be supplied to CIB as an additional reliable means of contacting the Chapter.
- 4.1.5 The membership rules of the Chapter will be clearly established for that Chapter, and must be not conflict with CIB's Mission Statement as set out in the CIB Constitution.

The following clauses in 4.2 and 4.3 are mandatory where the word must is used and advisory where the word may or should is used. These clauses are intended to assist applicants to make a sufficiently complete application to succeed in becoming a CIB Student Chapter.

4.2 Organisation

- 4.2.1 CIB recognizes that the organization of a CIB Student Chapter may be different for each Chapter, since adaptation to local circumstances and reflection of its scope, objectives and programme is inevitable.
- 4.2.2 Each Chapter must have a clearly defined administrative system, which must include not only the Chapter officials recruited from the student members (see 4.1.3 above), but also at least one person, ideally a member of the staff of the faculty (to ensure continuity), whose name is provided to the CIB General Secretariat as a reliable contact for the Chapter. (See also Student Chapter Advisor in 4.1.4 above).
- 4.2.3 CIB Student Chapters may wish to assign responsibility to certain members for establishing and maintaining links with:
 - local or national sponsors
 - local professional organizations
 - teaching and research staff
 - liaison with selected CIB Commissions and Task Groups, and with the CIB Secretariat
 - collaboration with other CIB Student Chapters.

4.3 Programme and Output

- 4.3.1 CIB Student Chapters control their own programmes of activities.
- 4.3.2 Such activities should include national and international activities.
- 4.3.3 Especially in the case of international activities they must clearly relate to CIB's potential for linking with:
 - other CIB Student Chapters, both nationally and internationally as appropriate

- CIB Commissions in order to foster collaboration and exchange of knowledge between Student Chapters and the expertise of members of those Commissions
 - CIB events, including the various Commission meetings, workshops, seminars, symposia and conferences
 - CIB Member institutes.
- 4.3.4 Each CIB Student Chapter must, on a regular basis, and at least once each year, produce a newsletter or similar vehicle for communication with its membership and externally. The CIB General Secretariat will facilitate the external dissemination of such a newsletter.
- 4.4 Finances and fees**
- 4.4.1 Each CIB Student Chapter must arrange for the financing of its activities in its own way.
- 4.4.2 Income sources may include:
- membership fees
 - financial support from the relevant university(ies)
 - local sponsors.
- 4.4.3 No financial support must be required from CIB.
- 5. Application**
- 5.1 It is the CIB Board that awards the distinction of recognition of a Student Chapter as a CIB Student Chapter.
- 5.2 Applications for recognition should be made through the CIB General Secretariat, and should include:
- a clear indication from the student group as to how it intends to comply with the requirements described in Section 4 above
 - a clear statement of support from the CIB Member university(ies) within which the Chapter is proposed to be established.
- 5.3 The CIB General Secretariat can and will offer the following types of support to applicants:
- Assistance in formulating applications to the CIB Board for recognition.
 - At the request of the Chapter's leaders, to establish contact with selected CIB Member institutions, CIB Commissions, (organizers/hosts of) CIB events, and experts in the CIB community.
 - Publication of CIB Chapters' newsletters in a special section of the CIB website, or in a CIB newsletter.
- 5.4 The decision by the CIB Board to officially recognise a Student Chapter, or to renew that recognition (see 1.3 above) will be communicated to the applicant/Chapter, and to the CIB membership at large by the CIB General Secretariat, via the CIB newsletter system and CIB website.