

MSC Student Chapter Application Form

About the MSC Student Chapter Initiative

The Microscopical Society of Canada (MSC) is an association dedicated to the promotion of all areas of microscopy research. Brought together under a common national organization, members gain access to a greater international network.

With a **student-centred focus**, MSC strives to give back to its student and postdoctoral members through engaging events and opportunities for its trainees. To this end, **MSC is committed to investing new resources and providing continued support to our trainee members**. Thus, the MSC Student Chapter initiative was formally started in 2022 to promote the growth of our future microscopists, give back to our trainee members, and provide students and post-doctoral researchers an engaging community with opportunities for personal growth, leadership and professional development, networking events, and mentorship. The goal of the MSC Student Chapter Initiative is to stimulate continued interest in the field of microscopy through engaging student-centred initiatives, and to promote the growth and development of trainees within the MSC community.

MSC Student Chapters are run by students for students. As a MSC Student Chapter, your team will be provided continued support by the MSC Executive Council and Councillors at large. To support ongoing activities, your chapter will be eligible for a start-up fund of \$1000 within your first year and subsequent yearly support of a maximum of \$1000 upon the submission of a yearly update form. As a MSC Student Chapter, you represent a portion of the student and postdoctoral MSC community and are vital to the continued success and future of the MSC.

MSC Student Chapters provide valuable opportunities to students, with some benefits to participation including:

- Events geared for students and post-doctoral researchers such as research and career talks & panels as well as mentorship activities
- Student-centred microscopy workshops for trainees for knowledge development and/or present work in progress
- Forum to meet with peers and discuss relevant topics within the microscopy community
- Participate in pan-Canada student networking opportunities and socials with other chapters
- Leadership and communication development activities
- Contests & awards for students in the field of microscopy
- Direct access to resources through the MSC – *where membership is free if your supervisor is also an MSC member!*
- And much more!

For assistance from the MSC or questions about the MSC Student Chapters, please contact the MSC email MSC.SMC.Students@gmail.com and cc' the current MSC Student Representative by email (currently served by Liza-Anastasia DiCecco, diceccol@mcmaster.ca).

MSC Student Chapter Expectations & Requirements

Initiated in 2022, the MSC Student Chapters are expected to be student-centred, putting trainees first and foremost in the organization. MSC is committed to improving equity, diversity, and inclusion (EDI) within our community and fostering safe spaces for microscopists everywhere through EDI efforts. It is expected that MSC Student Chapters are inclusive of all trainees (*i.e.*, undergraduate students, graduate students, and post-doctoral researchers), encouraging diversity within the membership, and that accessibility be considered in planning and hosting activities and events.

For the governance MSC Student Chapters, chapters are encouraged to adopt their own policies and procedures, with consideration of current MSC governance and bylaws as well as the requirements mentioned in the following subsection. One last expectation: when the annual national MSC research symposium is taking place, the local MSC Student Chapter may be expected to help organize the event and/or plan student-centred activities at the conference for that year.

Requirements for MSC Student Chapters:

- The student chapter should uphold the bylaws set forth by the MSC, operate under good faith, and report to the MSC Executive Councils when major issues arise.
- New MSC Student Chapters are required to have a minimum of **6 active MSC student members serving in the following roles: President, Vice President, Treasurer, Secretary, Communications Director, & Events Coordinator**. Chapters may have an unlimited number of general members.
- During the starting year of a MSC Student Chapter, trainee members will be rostered into leadership roles through this application. In subsequent years it is expected that MSC Student Chapters run elections to determine leadership roles, each with terms of one year. Additionally, to encourage continuity between chapter leadership, **in an election the past Vice President will be invited to fill the President role in promotion**. If the Vice President is unable to accept, or in special circumstances, the chapter may run an election for the President role.
- To promote year-to-year continuity and to provide academic representation to the MSC Student Chapters, **each student chapter should have two MSC Advisors** to serve as mentors to the chapter, being a resource to the team when facing obstacles and in need of mentorship. Additionally, since leading members of MSC Student Chapters may be from different universities and far-reaching corners, chapters are encouraged to recruit low-commitment MSC Faculty Contacts to help with small local tasks, providing contacts as needed, helping distribute adverts for events, etc.
- **MSC Student Chapter President and Vice President are to report bi-annually to the current MSC Student Representative**, who will summarize key chapter updates for the Executive Council on behalf of all student chapters. This update will take place as a bi-annual general meeting where chapters will present updates on ongoing activities to the current MSC Student Representative. Thus, based on this hierarchical chain, **the current MSC Student Representative cannot fill the position of President or Vice President of an MSC Student Chapter**.
- It is required that all MSC Student Chapters fill out the yearly update form provided.

New Student Chapter Application:

Name of the proposed MSC Student Chapter:	
Canadian Province(s) of MSC Student Chapter:	
MSC Student Chapter contact email:	
Personal MSC Student Chapter Mission Statement:	
MSC Student Chapter Core Values:	

Student Chapter Member Roster (minimum 6 leadership members listed are required): it is strongly encouraged that leadership members be diverse, coming from different microscopy backgrounds and universities where possible. Moreover, we encourage that leadership members be graduate students, although this is not mandatory. By signing this form, you hereby provide permission for the MSC Executive Council to share your name and association on the MSC webpage and/or on social media.

Role *Required	Name	Email Address	MSC Membership ID	Department, University	Signature
President*					
Vice-President*					
Treasurer*					
Secretary*					
Communications* Director					
Events Coordinator*					
General Member					
General Member					
General Member					
General Member					
....					

Student Chapter Faculty Advisor and Contact Roster (min. 2 Faculty Advisors): it is strongly encouraged that faculty advisors and contacts be diverse, coming from different microscopy backgrounds and universities where possible. As described earlier, MSC Student Chapters are encouraged to have a wide network of faculty to communicate with and may wish to recruit low-commitment Faculty Contacts as local contacts.

Role *Required	Name	Email Address	MSC Membership ID	Department, University
Faculty Advisor*				
Faculty Advisor*				
Faculty Contact				
Faculty Contact				
Faculty Contact				
Faculty Contact				
....				

Planned Activities: In the allocated space, please provide a brief description of the planned activities that your MSC Student Chapter has for the year and the goal(s) of each initiative.

Budget: In the allocated space, certify that **your chapter has filled out the budget template provided for your MSC Student Chapter** and please briefly describe how these funds will be used and will impact your student chapter. Chapters should indicate how they intend to equitably use funds to best serve their students members in their jurisdiction.

Note: Should MSC Student Chapters need funds that are more than the allocated budget amount (\$1000), e.g., for a special event being planned, chapters are encouraged to write a brief 1-2-page proposal to present to the executive committee for budget approval. This must include details of the event or activity such as goals, event or activity description, budget, and other relevant details to the proposal of funds (e.g., event date, time, venue, registration related details, plan for advertisement, other potential sources of funds, etc.)

Recruitment & Retention Strategies to Sustain the Chapter: In the allocated space, please describe how your MSC Student Chapter plans to recruit and retain members within its cohort.

For Executive MSC Council Only: MSC Student Chapter Approval Signature

Approval Signature: _____ **Date:** _____
President

Approval Signature: _____ **Date:** _____
Treasurer

Approval Signature: _____ **Date:** _____
MSC Student Representative