Association for Computing Machinery
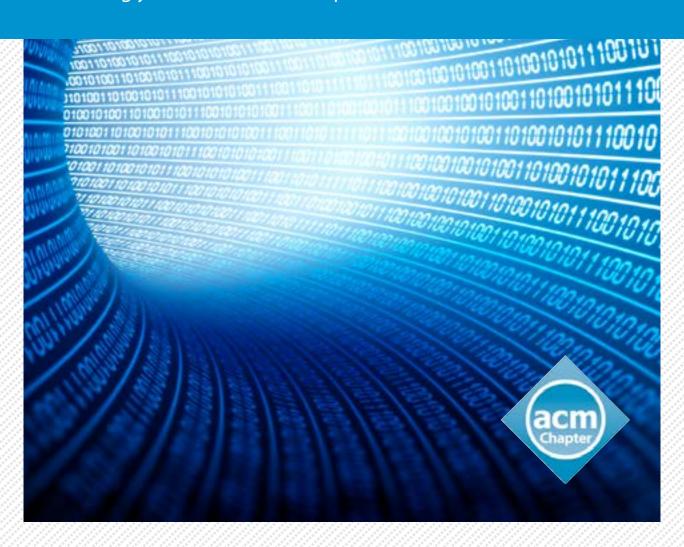
P R O F E S S I O N A L

CHAPTER-IN-A-BOX

A practical guide to starting, running and
marketing your Professional Chapter

PROFESSIONAL
CHAPTER-IN-A-BOX

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PROFESSIONAL
CHAPTER-IN-A-BOX

Chapter-in-a-Box contains the resources required for organizing and maintaining an ACM chapter. This compilation of materials and practices includes advice about recruiting members, ideas for activities, how-tos for running meetings and conferences and much more. If you do not have a chapter and are interested in creating one, please visit: http://www.acm.org/chapters/start-chapter.

BYLAWS

All professional chapters must adhere to the ACM Professional Chapter bylaws. Please see **Appendix A**.

RESPONSIBILITIES OF CHAPTER OFFICERS

The required officers for professional chapters are: Chair, Vice Chair, and Treasurer. ACM membership is required for these officers.

ACM chapters are charged with meeting the needs of their members, members of the Association, and members of the larger community in which they operate. ACM chapters are responsible for maintaining the frequency and quality of activity in the area they serve, and for identifying and promoting those activities of specific interest to their members.

ACM chapters also have responsibilities to the Association. ACM chapters must communicate with the Association; submit annual financial and activity reports; report changes in officers and contact information; update chapter member lists; and adhere to ACM policies concerning chapter membership, meeting sponsorship, and management of funds.

For information on the specific responsibilities of the Chair, Vice Chair, Treasurer, and other officers, please see **Appendix B** or visit: http://www.acm.org/chapters/responsibilities-of-chapter-officers.

Additional ACM Chapter policies can be found at: http://www.acm.org/chapters/chapter-policies.

ACM CHAPTER AND CHAPTER MEMBER BENEFITS

The following benefits are available to all types of ACM Professional Chapters:

Administrative Interface — allowing you to manage your chapter's member roster, update your chapter's contact information, and much more!

Chapter Web Tools — ACM offers Chapters the following web tools – Website hosting, wikis and blogs; for more information please go to: http://www.acm.org/chapters/chapter-web-tools

Local Activities Calendar — Let Chapter Members, ACM Members, and other computing professionals, know about your upcoming events: https://www.acm.org/chapters/local-activities

Chapter Member Locator — If a group of Chapter organizers do not have enough members (10 in total are needed), ACM will send a message to a selected group of ACM members that might be interested in helping to start the Chapter; please let us know if you are interested in this service: local_activities@acm.org

ACM Distinguished Speakers Program — A major benefit of having a Professional Chapter is access to the ACM Distinguished Speaker Program. This is one of the premier technology outreach programs in the computing industry. The ACM DSP has over 695 lectures from nearly 195 different speakers! https://speakers.acm.org/

Promotional Materials — ACM can provide Chapters with materials for Chapter events: http://campus.acm.org/public/profqj/promotional_materials.cfm

ACM Chapter Members are eligible for the following set of member benefits:

Complimentary Subscription to Communications—Chapter Members are eligible for a three-month complimentary electronic subscription to ACM's flagship publication Communications of the ACM.

acm.org email address—Chapter members are eligible for an "acm.org" email forwarding address with filtering.

Receipt of ACM's Popular E-Newsletters—TechNews, the latest news in computing, 3x weekly; CareerNews, the latest career and industry news, bi-monthly; and MemberNet, all about ACM people and events monthly.

CHAPTER WEB TOOLS

Chapter Website Hosting

Chapter officers are now able to set up their chapter web site on the ACMs Hosting Service and publicize it through the URL https://yourchaptername. acm.org. The chapter hosting account is a cPanel managed account. The officer will have the ability to configure the hosting account as needed. SSH, FTP and WebDAV access are available for file transfers. Through the cPanel account access is available to Softaculous auto installers. Softaculous provides 1 click installs to many opensource products already configured for installation in the ACM cPanel accounts.

To take advantage of this service, Chapter officers should complete the form at: https://services.acm.org/public/infodir/chapter_server_account_request.cfm.

RECRUITING MEMBERS

The best way to recruit chapter members, and new members for ACM as well, is through personal contact. No quantity of mailings can be as effective as personal contact.

The first source of potential chapter members is ACM and ACM SIG members in your area. ACM headquarters can send a message via listserv to members in the appropriate area detailing your chapter's activities and mission.

Your professional associates are also potential members. Opportunities for professional growth and networking abound in local chapters of ACM, and many of your colleagues and associates would find the contacts and activities highly rewarding.

Many other sources of members surround you, and all should be explored. Companies using computers or dealing in technology services have personnel who are potential members. Local colleges and high schools have staff members interested in or active in computing.

ACM CONTENT FOR CHAPTER ACTIVITIES

Chapters should consider including the following resources for their activities.

TechTalks

You are welcome to attend our popular series of free TechTalks by expert industry professionals, distinguished ACM award laureates, and visionary researchers from industry and academia. Focused on keeping our global audience of busy

practitioners at the forefront of technical trends, professional development, and emerging technologies, the TechTalks are also popular with students and educators. Recent talks have covered topics in Artificial Intelligence and Machine Learning, Big Data and Data Science, Blockchain, Computer Vision, Deep Learning, JavaScript, Microservices, Python, Quantum Computing, and more. Registration is free and the TechTalks can be attended both live and on-demand, on desktop and mobile devices. Check the following URL frequently for upcoming events as well as our on-demand archive: https://learning.acm.org/techtalks. To subscribe to our TechTalk announcements, email learning@acm.org.

Professional Chapters should be sure to check out:

"Agile Methods: The Good, the Hype and the Ugly" by Bertrand Meyer

"Stranger than Fiction: Case Studies in Software Engineering Judgement" by Steve McConnell

"Async JavaScript at Netflix" by Jafar Husain

Videos

ACM has a plethora of informative videos that would be great to showcase during chapter activities. To view ACM videos please visit:
https://www.youtube.com/user/TheOfficialACM/

Some playlists that professional chapters will especially enjoy are:

CACM Videos: Featured stories from each monthly issue of ACM's flagship magazine.
https://www.youtube.com/playlist?list=PLn0nrSd4xjjbIHhktZoVlZuj2MbrBBC_f

Applicative 2015: Talks on the latest in emerging technologies and techniques from the ACM conference geared specifically to software developers.
https://www.youtube.com/playlist?list=PLn0nrSd4xjjZoaFwsTnmS1UFj3ob7gf7s

ACM A.M. Turing Award Lectures: Each year the ACM Turing Award Laureate delivers a lecture before a forum of their choice on a subject of their choice. Come back to this playlist to see new annual lectures.
https://www.youtube.com/watch?v=BbGeKi6T6QI&list=PLn0nrSd4xjjYCkOxtYqozyDuwt-4sC2L6

ACM Queue Portraits: Interviews with ACM members leading tech innovation, presented by amcqueue, ACM's online magazine for practicing software engineers.
https://www.youtube.com/playlist?list=PLn0nrSd4xjjYa_W423Pt_6uEJmge_zZtc

The Distinguished Speaker Program

Book a speaker for your next event through the ACM Distinguished Speaker Program (DSP) and deliver compelling and insightful content to your audience. Our program features renowned thought leaders in academia, industry and government, speaking about the most important topics in the computing and IT world today. We offer 3 lecture formats: In Person Lecture, Live Lecture via Video Conference or Pre-recorded Video Lecture (Live Q&A via video conference). If the speaker is travelling to your event, ACM will cover the cost of transportation for the speaker. For more information please visit: https://speakers.acm.org/.

CHAPTER ACTIVITY IDEAS

The kinds of activities a chapter can undertake are endless, depending on the creativity and interest of each group. Some examples include:

Joint Meetings: Joint meetings are a great way to interact with local professionals. It is also an opportunity for professional chapters to meet with local student chapters to teach and advise.

Mixers/Social Events: Host an event, dinner, or dessert party where the main purpose is to meet and greet. Encourage others to interact and exchange thoughts and ideas. For a change of pace, these events can be hosted at bowling alleys, bars, restaurants or at a park on a nice day.

How-to Presentations: Have an expert in a specific field demonstrate and teach. How-to's can range from anything including "How to fix a resume" to "How to use Photoshop," and more. The sky is the limit!

App Workshop: There are hundreds of thousands of apps available in the app store and the numbers are ever increasing. What makes an app good, and how can we quantify that? Host a talk that explores these questions, and use example apps to illustrate relevant features.

Networking: Interact with other people to exchange information and develop contacts.

Seminars: Seminars bring together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate. This is often accomplished through an ongoing dialogue with a seminar leader or instructor, or through a more formal presentation of research. They are essentially a place where assigned readings are discussed, questions can be raised and debates can be conducted. They are relatively informal.

For more examples of social and professional activities that may be of interest to your group please see **Appendix C** or visit: http://www.acm.org/chapters/chapter-activity-ideas.

CHAPTER MEETINGS

Successful chapter meetings are:

- Held at easily-accessible, affordable, and comfortable meeting sites.
- Regularly scheduled, as interest tends to lag if meetings are held too far apart.
- Convenient for the working needs of its members: dinner meetings provide a relaxing evening if they don't start too early or too late. Full-day seminars with many speakers or panel discussions also work well.
- Relevant, with speakers and panels on IT topics. The best way to determine this is to discuss with chapter members directly.
- Adequately publicized: make announcements on your website, mail schedules to members, and post notices on social media. Contact headquarters to send an announcement to ACM members via the "Chapters-announcement" listserv.

The size and scope of chapter meetings will vary. Chapters should have regular business, election, program, and community-service meetings throughout the year.

For details on these meetings please see **Appendix D** or visit: http://www.acm.org/chapters/chapter-meetings.

CHAPTER CONFERENCES

ACM Chapter-Sponsored Conferences

When an ACM chapter serves as the sole sponsor of a conference, the chapter accepts complete responsibility for the financial, legal, and administrative aspects of the conference.

ACM chapters serving as co-sponsor of a conference share these responsibilities with other non-ACM entities. Only non-profit organizations may co-sponsor a chapter event. Co-sponsored conferences require a Joint Sponsorship Agreement between the ACM chapter and the other sponsoring organizations.

Chapter Conferences All conferences sponsored or co-sponsored by ACM chapters require advance approval from ACM. Conferences will not be considered for approval unless it is a professional chapter that has been chartered and in good standing for one year. Chapters that meet that requirement must also complete the Technical Meeting Request Form (TMRF), which captures important information on the sponsors, the budget, and content of the conference.

ACM uses the following criteria when evaluating the TMRF:

Legal and Contractual Arrangements
ACM assesses the financial risks of the conference, such as:

- Revenue and Expenses, including consideration of the possible expense categories and the confirmation of external funding sources.
- The fund balance of the sponsors, and whether it is large enough to cover 100% loss.
- The terms of contractual liabilities, including cancellation clauses and agreements with hotels and other facilities.

Technical Merit and General Credibility of the Conference
ACM provides this evaluation based on conference attendance trends; the changes in the field that are reflected in the current planning; the stature of the conference and program chairs; and the focus of the technical program.

Conference Management Resources
Chapter conferences must have reliable management if they are to succeed. ACM reviews the arrangements to handle the planning and mechanics of the conference.

ACM membership of the event organizers (officers of the chapter and planning committees)

As stated in ACM Bylaw 5, section IV, all officers of an ACM chapter must be ACM professional members. Membership is needed for indemnification of ACM chapters against damage and loss.

ACM Special Interest Group (SIG) Chapter conferences are approved by the Director of Chapters for the respective SIG. General Interest chapter conferences are approved by ACM's Chief Operating Officer.

Please note that TMRFs for larger conferences should be submitted at least nine months in advance. Any drafts of calls for papers, facility contracts, or other

Chapter Conferences tentative agreements should accompany the TMRF. Once the TMRF is approved, Chapters must submit a Budget Spreadsheet, showing a breakdown of the conference expenses.

Contracts may not be signed until you have submitted both the TMRF and the Budget Spreadsheet, and have received approval of your conference. Tentative commitments may be made, but with a clear understanding that the agreement is contingent upon receiving this approval. Until a meeting/conference is approved, ACM has no legal or financial responsibility for the arrangements.

An example of the Conference TMRF and budget spreadsheet can be found at **Appendix E**. The actual documents can be accessed at https://www.acm.org/chapters/chapter-sponsored-conferences.

CERTIFICATES OF INSURANCE

Some venues require ACM chapters to provide a certificate of insurance before hosting an event. In order to issue a certificate of insurance, we need the following information:

1. Date of Event
2. Name of Event
3. Name and address of company who will be the certificate holder
4. Service the certificate holder will be providing the conference
5. Location of event, including address
6. Type of event
7. Projected number of participants
8. Number of volunteers
9. Will alcohol be available? If yes, who will provide?
10. Contact info to email certificate (name, fax, email)

Please submit this information to local_activities@acm.org, at least one week in advance of the event.

ACM HEADQUARTERS SUPPORT

Database

All chapters receive access to the Chapter Administrative Interface which allows them to manage their member roster, update their chapter's contact information, submit Annual Reports, and much more. Chapters are required to create a chapter web account using their chapter email to access the interface. The web account can be created at: http://campus.acm.org/public/account/chap/chap_acct.cfm.

Membership Promotion

The headquarters office can help chapters planning ACM membership drives by providing ACM Membership applications, brochures, and promotional materials. You can find more information on promotional materials at the following URL: https://www.acm.org/chapters/chapter-promotional-materials.

Chapter Outreach

ACM offers to publicize noteworthy chapter events to ACM members in their specified area. The person requesting such services must be an active chapter officer, and should make the request at https://services.acm.org/public/chapters/requests/send_message.cfm at least 48 hours before the event. Chapters are limited to one message per month.

Some examples of newsworthy items include:

Joint meetings with other societies

Speakers from our Distinguished Speakers Program

Local workshops or seminars

Special awards or recognition

Scholarships

Contests/competitions

ACM Local

A new ACM program named "ACM Local" is leveraging Meetups to connect ACM Members, ACM Chapters, computing professionals and students in several major U.S. cities. There is no faster way to grow your technical network than to pull people together for a technical event. If you do that more than once, you have a community that becomes invested in you now and in the future. To help lead local events with a remote mentor contact ACM at local_activities@acm.org. For more information on the program visit: http://local.acm.org.

Listservs

To facilitate communication between Chapter members and officers, ACM provides chapters with broadcast mail capabilities using the LSoft mailing software. The list.acm.org forwarding aliases are protected against viruses and spam by the ACM enterprise-wide filtering solution offered through MailRoute.

CHAPTER OUTREACH AND COMMUNICATION

Social Media

Social media is a great way to stay in touch with chapter members and potential members. All chapters are encouraged to create and maintain Facebook pages and Twitter accounts for their chapters. Create informative and interactive posts, announce upcoming meetings, connect with other chapters in the area and show the community what makes your chapter special. Don't forget to "like" the ACM Facebook page at: https://www.facebook.com/pages/ACM-Association-for-Computing-Machinery/17927643151.

CHAPTER NEWSLETTER

A chapter newsletter is an excellent tool for building interest and encouraging participation in chapter activities. Titles (or subtitles) of the newsletter should contain "Newsletter of the {ACM Chapter Name}". Titles should not include the terms that are used to identify other genres. In addition to "Newsletter" itself, terms like Bulletin, Forum, News, Notes, Notices, Pointers, and Exchanges often occur in newsletter titles.

Newsletter content varies. The following are suggested topics that can appear in print and/or online versions of the newsletter: Information on Activities, Chapter Membership and Leadership Information, and Reviews and Continuing Education. For more information on these topics, please see **Appendix F** or visit: http://www.acm.org/chapters/chapter-outreach-and-communication.

ACM has created a new standard Chapter logo that can be found at: http://www.acm.org/chapters/chapter-outreach-and-communication. This is the logo that should be used on your newsletter cover and on your Chapter website.

FINANCIAL RESPONSIBILITIES AND REQUIREMENTS

All ACM chapters collect and disburse their own funds. ACM Bylaw 8 [Financial Safeguards], Sections 4 and 5, and ACM Bylaw 5, Section 6 [Finance] provide detailed information regarding the rights and responsibilities of ACM chapters regarding financial matters. The following is a summary of these responsibilities:

1. Any chapter that collects, holds or disburses funds on behalf of the Association or any of its branches must submit an annual accounting of such funds.

2. Chapter funds will be accounted for in the Association's IRS return unless the chapter specifically desires to file a separate return with the IRS. If a chapter Secretary/Treasurer chooses to file its own return, it must provide a copy of the return to the ACM Finance Director.

3. Failure to submit financial reports is grounds for revocation of charter as provided in the Constitution and Bylaws of the Association.

4. Disbursements of funds for expenditures necessary for the normal operation of the chapter do not require approval. Any chapter desiring to disburse funds beyond those necessary for normal operations must obtain advance approval of the ACM Chief Operating Officer.

5. Upon dissolution of a chapter or revocation of a chapter's charter, all assets of the chapter become the property of the Association. The only exception to this rule is in the case of certain student chapters, whose educational institutions require that such assets be transferred to them for a purpose within the contemplation of section 501 (c) of the Internal Revenue Code of 1954.

Federal Employer Identification Number [For U.S. Professional Chapters Only]

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. ACM chapters that conduct financial business or need to open a bank account will require an EIN number. Chapters will have to designate one of their officers as the responsible party and have their information be submitted within the EIN application. That information, which includes a social security number, can be provided to ACM via phone. If a professional chapter would like an EIN, they should contact local_activities@acm.org. Chapters should not create their own EIN as it needs to be submitted by ACM to ensure the chapter is confirmed as a subordinate organization under ACM and therefore included in our returns.

Fiscal Period

ACM operates on a fiscal year which begins July 1st and ends June 30th. All financial books and records are maintained, and all IRS returns reported, on this fiscal calendar. To facilitate the chapter's preparation of the annual Statement of Cash Receipts and Disbursements, and ACM's preparation of the Group Form 990 Return, it is helpful for all ACM chapters to use the July 1 to June 30 fiscal year schedule.

Financial Support and Sponsorship

Sources of financial support will vary depending on the local situation. The chapter officers should read the ACM policy and procedure statement (section 15.3.1.2 in the ACM Policy and Procedures). For tax purposes, as well as to comply with ACM policy, it is important to distinguish between an acknowledgment of support and a paid advertisement. [For U.S. Chapters Only] An acknowledgement of support should be given to anyone who has donated $250 or more. Please see an example acknowledgement of support letter in **Appendix G**.

The chapter Treasurer must account for all sponsor money on the annual financial statement (also known as the annual report) and to the ACM Director of Finance. ACM does not prohibit chapters from accepting paid advertising, but the practice is *strongly* discouraged. As a general rule, ACM chapters should always be very careful to maintain the non-commercial nature of the Association, especially in a local area.

Finally, there are several complex IRS issues involved with US not-for-profit organizations and advertising revenue. Revenue from advertisements is considered not related to ACM's tax exempt purpose and therefore is considered "unrelated business income," which is potentially taxable (even for not-for-profit organizations.) The IRS requires that any chapter which collects over $1000 per year of such income complete and to submit a 990-T return, a form which many accountants consider one of the most confusing and difficult IRS forms to understand and prepare. Although ACM chapters may be included in ACM's Group 990 return, they cannot be included in ACM's 990-T tax filing, so they must prepare the form themselves. If a chapter is required to fill the 990-T, they must submit it to the IRS on/by November 15th for the applicable tax year as it is due 5 months after ACM's fiscal year end. Any chapter considering accepting paid advertising should consult the ACM Director of Finance to understand the various tax and other issues involved.

For more information on Financial Responsibilities and Requirements please visit: http://www.acm.org/chapters/financial-responsibilities-reporting-requirements. For more information on corporate sponsorships visit: http://www.acm.org/chapters/corporate-sponsorship.

Bylaws of the \<group name\> Chapter of the Association for Computing Machinery

Article I: Name

1. This organization shall be called: **\<Chapter name\>.** In these bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as ACM.

Article II: Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:

    a. An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing

    b. Greater interest in computing and its applications

    c. A means of communication between persons having an interest in computing

2. The Chapter will serve members of the **\<Chapter name\>** and other interested persons in the community.

3. The Chapter is chartered by ACM.

Article III: Membership

1. Membership in the Chapter shall be open to all ACM members and non-members.

2. Voting membership in the Chapter shall be granted to all active Chapter members.

3. Membership shall not be restricted according to race, creed, age, gender, disability, nationality, sexual orientation, economic status, veteran status, or parenthood.

Article IV: Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, and Treasurer. All required officers of the Chapter must be members of ACM. Other officers may also be established.

2. The officers shall be elected by a plurality of the votes cast at the annual election meeting or via electronic voting and serve for a minimum of one year.

3. Appointment or nomination of an individual to an officer position within an ACM Chapter shall be in general limited to two full consecutive terms in the same position. This recommendation is intended to encourage the continuing infusion of new volunteers into the organization and to encourage office holders to give thought to

planning for their successor.

Article V: Duties of Officers

1. The Chair is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of ACM and these bylaws.

2. The Vice Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Chapter, and perform other duties that may be assigned by the Chair.

3. The Treasurer shall keep the minutes of all Chapter meetings and maintain the Chapter's financial records. Other duties of the Treasurer include:

    a. Collecting dues, paying all bills, and maintaining records for the Chapter

    b. Preparation of the Chapter's annual report and officer contact information and submission of these to ACM Headquarters via the online Chapter Administrative Interface

    c. Submission of any proposed amendment to these bylaws must be submitted to ACM Headquarters - Chapters Department. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote

    d. Perform other duties as assigned by the Chair

Article VI: Meetings

1. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.

2. An annual election meeting should be held. At this meeting, the Treasurer shall present the required reports. Also, the election of officers shall be held.

3. Notices of all meetings shall be distributed to all members at least one week prior to any meeting.

Article VII: Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by any active Chapter officer and shall be included in the minutes of its meetings.

2. Dues shall be fixed annually.

Article VIII: Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by ACM Headquarters - Chapters Department before being presented to the Chapter membership for a vote.

2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as a majority of the voting membership of the Chapter.

3. Officers will be elected by a plurality of votes cast.

Article IX: Code of Conduct

1. Harassment or hostile behavior is unwelcome, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a Chapter meeting or Chapter event. Harassment in any form, including but not limited to harassment based on alienage or citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancy-related medical conditions, race, religion, sex, gender, veteran status, sexual orientation or any other status protected by laws in which the Chapter meeting or Chapter event is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. A response that the participant was "just joking," or "teasing," or being "playful," will not be accepted.

2. Anyone witnessing or subject to unacceptable behavior should notify a chapter officer or ACM Headquarters.

3. Individuals violating these standards may be sanctioned or excluded from further participation at the discretion of the Chapter officers or responsible committee members.

Article X: Dissolution of the Chapter

1. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Chapter for the purpose of taking this vote.

2. Should this Chapter be dissolved, its assets and liabilities shall be transferred to ACM and shall be supervised by the ACM Finance Director.

Responsibilities of Chapter Officers

Most chapters have an executive council, which includes elected chapter officers, the past Chairperson and, in many cases, the chairpersons of the standing committees. The chapter's executive council is generally responsible for managing the chapter's affairs (with the exception of electing officers and amending bylaws). It is essential for the executive council to be open to the suggestions and feedback of the chapter membership, and should always be open to offers of help.

Upon assuming the office, all chapter officers should contact the ACM Local Activities Coordinator to introduce him/herself, review chapter bylaws and policies and procedures, and review the events of the past year with his/her predecessors.

The Chapter Chair

The chapter Chairperson has the overall responsibility for developing chapter programs, for ensuring that plans and assignments are carried out, and for seeing that the chapter fulfills its obligations to the Association. The Chairperson should be familiar with the policies and procedures of the Association, with the chapter's bylaws, and with the duties of all the other chapter officers and committee chairpersons.

The newly-elected Chairperson should schedule an executive committee meeting which includes the outgoing officers as well. At that time, the Chairperson may want to schedule executive council meetings for the entire year. Keep in mind the advantages of scheduling the meeting at the same time each month.

Before getting too far along in the chapter's year, the Chairperson should do the following: appoint or establish nominating committee according to bylaws for next year's elections; communicate activities of the chapter to the local membership (many chapter chairpersons write a column in the chapter newsletter); set audit procedures in motion at year end for financial records turnover; and plan a budget with the chapter Treasurer, to be reviewed and approved by the entire executive council.

If the chapter's area includes other local ACM groups, the Chairperson should contact the appropriate chairpersons and suggest a meeting. At the meeting, the chairpersons should discuss the possibilities for cooperative efforts, such as joint meetings, reciprocal advertising agreements, the sharing of membership lists, and planning of lecture tours. They should also discuss meeting times to ensure that one group's meetings do not conflict with meetings of other ACM chapters in the area.

One of the most important duties of the chapter Chairperson is finding enthusiastic and qualified members to serve as committee chairpersons.

The Chairperson should strive to bring new people into the committee structure to provide training for future chapter leaders. The job of chapter chairperson will be much more enjoyable and (much less exhausting) once responsible and reliable volunteers are found to take on various duties. It is strongly recommended that the chapter chairperson take the time at general meetings to acknowledge those chapter volunteers whose help has been valuable. This positive feedback and public recognition of good works is often just the encouragement an active volunteer needs to commit to a longer-term leadership position in the chapter in future years.

The Chapter Vice Chair

The chapter Vice Chairperson should be prepared to assume the office of Chairperson or temporarily act in that position at any time. The Vice Chairperson should be familiar with the duties and responsibilities of the Chairperson, and of the other elected officers and committee chairpersons.

The Vice Chairperson can be an integral component of the chapter's operation. In most cases, the Vice Chairperson is responsible for overseeing the activities and progress of the various committee and chapter programs.

The Chapter Treasurer

(This position may be combined with the chapter secretary's responsibilities)

The chapter's financial management and operation are of great importance to the Association. The chapter Treasurer is responsible for the fiscal operation and reporting of the chapter, and of all committees and programs established by the chapter.

Upon assuming office, it is recommended that the Treasurer notify banks of signature change on accounts.

The ongoing responsibilities of the chapter treasurer include:

1. Maintaining all chapter financial records and chapter checkbook;
2. Collecting money at meetings if applicable;
3. Filing mandatory annual financial report with headquarters;
4. Supplying appropriate budget report to the executive board of the chapter;
5. Reporting financial status to chapter;
6. Coordinating membership procedure and fee with membership chairperson.

The Chapter Secretary

(This position may be combined with the chapter treasurer's responsibilities.)

The ongoing responsibilities of the Chapter Secretary include:

1. Informing ACM Headquarters of the names and contact information of new officers and providing headquarters with updated membership lists;
2. Sending agenda to board members for executive board meetings and recording the minutes of such meetings;
3. Handling all chapter correspondence on a timely basis;
4. Maintaining chapter files for historical purposes;
5. Corresponding with headquarters regarding changes to the chapter's bylaws.

Additional Positions may include the following: (These positions are not required by ACM)

The Chapter Membership Chairperson

The Membership Chairperson is responsible for:

1. Coordinating membership procedures and fee with Treasurer;
2. Recruiting new members to ACM and contacting headquarters for promotional materials;
3. Maintaining chapter membership records and database, including member name, email, phone, fax number, address, company, dues payment, and ACM membership number;
4. Establishing a membership campaign, especially at renewal time;
5. Working to set up corporate membership and institutional sponsorship programs when possible; and
6. Communicating with the Local Activities Coordinator about renewal trends.

The Faculty Sponsor

The Sponsor shall be a faculty member or full-time staff member of your school. Each Student Chapter has one Sponsor.

The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor helps provide continuity from year to year as student leadership and personnel change; promotes good student-faculty relationships; helps maintain university standards in all activities of the Chapter; and exercises financial supervision, if necessary, by promoting prompt payment of bills and collection of dues and overseeing the settlement of all accounts in the event of dissolution of the Chapter.

Ideas for Chapter Activities

The kinds of activities a chapter can undertake are endless, depending on the creativity and interest of each group. But here are a few examples of social and professional activities that may be of interest to your group:

Distinguished Speakers Program/Lectures: Invite one of ACM's Distinguished Speakers to speak with your chapter on a topic of your choice. Plan the event with other local organizations and publicize it well to recruit a big audience or even new chapter members. https://speakers.acm.org/

Volunteer Experience Enhancement: Show your chapter officers and volunteers you appreciate them by providing exclusive and unique experiences on a monthly or quarterly basis. Some options include, social lunches, museum or facility tours, and leadership development lessons. This will create a valuable volunteer experience, enhancing recruitment and retention of volunteers for your chapter.

Panel Discussions and Roundtables: Invite three or four people from the technology workforce or organize the event with members from your chapter. This will encourage discussions and exchange of ideas and opinions.

Screenings: Screening of past ACM/SIG DVDs, i.e.: SIGGRAPH Computer Animation Festival, Electronic Theater, etc. This is also an opportunity to screen locally created short films or preview new animated movies.

Joint Meetings: Joint meetings are a great way to interact with local professionals. They are also an opportunity for Professional Chapters to meet with local Student Chapters to teach and advise.

Mixers/Social Events: Host an event, dinner, or dessert party where the main purpose is to meet and greet. Encourage others to interact and exchange thoughts and ideas. For a change of pace, these events can be hosted at bowling alleys, bars, restaurants or at a park on a nice day.

Sports Teams: Enlist your chapter in a local sporting league. This will promote unity and bonding amongst chapter members, as well as encourage friendly competition!

Holiday Parties: Celebrate the holidays together with food, drinks, games and prizes! A great chance to get to know all the members and officers better.

How-to Presentations: Have an expert in a specific field demonstrate and

teach. How-to's can range from anything including "How to fix a resume" to "How to use Photoshop," and more. The sky is the limit!

Fundraising: Fundraising is a great way to earn money for your chapter to help with conference fees, etc. Raffles, dance-a-thons, coffee and donut sales, are just a few great ways.

BYO_____: Bring your own (blank). This is a great opportunity to showcase hidden talent and come together to network.

Conferences: Sponsor or co-sponsor a conference with a local non-profit organization. A conference is an excellent platform for researchers in all current areas of information technology to present their latest research findings, as well as an open forum for networking and exchanging of ideas.

App Workshops: There are hundreds of thousands of apps available in the app market and the numbers are ever increasing. What makes an app good, and how can we quantify that? Host a talk that explores these questions, and use example apps to illustrate relevant features.

Networking: Interact with other people to exchange information and develop contacts.

Seminars: Seminars bring together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to actively participate. This is often accomplished through an ongoing dialogue with a seminar leader or instructor, or through a more formal presentation of research. They are essentially a place where assigned readings are discussed, questions can be raised and debates can be conducted. They are relatively informal.

Philanthropies and Community Service Days: Select some local philanthropic organizations and volunteer to help, either by raising money, participating in individual events that the charities sponsor, or organizing a people-in-computing team to contribute to the success of a fundraising activity. Events include walks for cancer, blood drives, etc. Volunteer at the local humane shelter, soup kitchen, nursing home, etc.

Chapter Meetings

Business Meetings

With the exception of election meetings, many chapters conduct most business in executive council meetings and devote general meetings to professional programs. Summaries of business conducted in council meetings should be available to chapter membership through the newsletter or brief reports at general meetings.

Executive council meetings should be announced in advance to the chapter membership to encourage them to attend. An "open door" policy for executive council encourages participation in chapter management, thus providing a pool of potential chapter leaders.

Election Meetings

Chapter members meet once a year to elect chapter officers for the next year. This often takes place in the spring.

Program Meetings

Program meetings can either be dinner or non-dinner meetings. They should follow the same general format:

- A welcoming statement, usually by the chapter chair, to welcome attendees and to talk briefly about the chapter
- introduction of the speaker
- the talk
- a question and answer period
- a closing statement to thank the speaker for the program and announce the next meeting

A program meeting can be speakers from local organizations, corporations, or universities; roundtable discussions or specialized panel discussions; hardware demonstrations; joint meetings with other societies that focus on computer applications; site tours; and social events. Sources for speakers and discussions include local organizations, corporations, and scholars. It is a good idea to get speakers from other parts of the country. Many companies are often willing to pay all expenses connected with sending an individual to speak to an ACM Chapter.

Many chapters organize regional symposia and conferences. These conferences are often held in cooperation with other chapters or organizations. It is important to note that any affiliation with an ACM chapter requires advance

approval from either the Local Activities Coordinator or the Director of SIG Services. The proceedings from ACM-approved conferences are eligible to appear in the ACM Digital Library.

Community Service Meetings

ACM chapters usually have a community service component to their programs. Chapters often serve as the outreach arm of the Association; promoting information technology and computing at the grassroots level is a critical part of ACM's mission. Here are a few suggestions for community projects:

Speakers bureau: An organized pool of computing professionals offer to lecture and lead discussions on IT topics and careers for schools and other civic groups.

Television and film production: Closed circuit presentation of chapter speakers has been arranged through education networks; special programs have been developed for education television and for local stations that carry public interest programs.

Donations of ACM publications to Local Institutions: Copies of back issues of ACM publications can be solicited from members. Complete sets are welcomed by libraries in educational institutions.

Programming courses: This is perhaps the most common chapter activity in the education field. Classes have been organized for audiences ranging from elementary school students to classroom teachers, as well as the disadvantaged in the local area.

Career guidance in computing: chapters can cooperate with the local school system in career guidance days.

Sponsorship of student chapters (To view the directory of ACM Student Chapters visit: https://www.acm.org/chapters/find-a-chapter)

ACM Student Chapters require a professional ACM member to serve as sponsor. Student Chapters look to Professional Chapters for advice and assistance. Professional Chapters may offer themselves as a source of speakers for student meetings, and as an introduction to Professional Chapters as the students prepare to graduate. Student Chapter members can assist Professional Chapters at professional development seminars and other large events; students are usually willing to trade a half-day's work for free registration.

Chapter Conferences: Technical Meeting Request Form and Budget Spreadsheet

Example of Conference TMRF

This form should be completed to obtain ACM approval for Chapter conferences. Chapter conferences can only be approved if the chapter is in good standing, having submitted the most recent Annual Report. A downloadable copy of this form is available here: https://www.acm.org/chapters/chapter-sponsored-conferences.

The Chapter Chair is responsible for the conference under the terms of the "Statement of Understanding" of this TMRF. All co-sponsors must sign the Hold Harmless Clause of the ACM TMRF (page 4).

The Chapter Chair should contact the Local Activities Coordinator at ACM headquarters with any questions.

ACM Chapter Conference - Technical Meeting Request Form (Event TMRF)

This form should be completed to obtain ACM approval for a Chapter conference. Only professional chapters active for at least one year are eligible to apply.   Chapter conferences can only be approved if the chapter is in good standing, having submitted the most recent Annual Report.

The Chapter Chair is responsible for the event under the terms of the <u>"Statement of Understanding"</u> of this TMRF. *All co-sponsors* must sign the <u>"Hold Harmless Clause"</u> on page 4. The Conference Chair should contact the Local Activities Coordinator at ACM headquarters with any questions (local_activities@acm.org).

Chapter Name: _____

Title of Conference: _____ (_____)

     Start Date: _____ End Date: _____

     Meeting Location (city/state): _____ Country: _____

     Facility: _____

     URL: _____

     Frequency of Program: _____

LIST OF SPONSORS (including Chapter):
Only non-profit organizations may co-sponsor a chapter conference and they are financially and legally responsible.

Name of Sponsor and Co-Sponsor	City, State, Country	Percentage of Financial Sponsorship

LIST OF COOPERATING ORGANIZATIONS:
Cooperating Organizations may be for-profit or non-profit entities that are supporting your conference through financial or pro-bono services and are not financially or legally responsible.
NOTE: You may display a sponsor or cooperating organizations logo and acknowledge their contribution, however advertising for their organization or any of their products is strictly prohibited.

Name	Address	Contact email

PLEASE LIST CONTRACTS TO BE SIGNED:

Venue or Vendor	Estimated Value

Content of Meeting (brief abstract):

Estimated attendance: _____

☐   Check this box if you require a Certificate of Insurance for your conference.

Chapter Chair Information:

Name : _____

ACM Membership Number: _____ (required)

Phone Number: _____ Email: _____

Chapter Treasurer Information:

Name: _____

ACM Membership Number: _____ (required)

Contact Information: _____

Phone Number: _____ Email: _____

Current Balance in Chapter Bank Account ($): _____

Additional Comments or Notes:

Statement of Understanding

The enclosed Conference TMRF has been prepared to the best of my ability. It is complete and accurate and I agree to provide ACM with required reports.

If this event is approved by ACM, I agree to comply with ACM financial policies for Chapter Conference. I understand that whenever it becomes known that income or expense will vary more than 15% (or the amount of contingency) in any major category of the budget, an amendment must be sent to the Chapter Coordinator at ACM HQ for approval distribution. I will provide a final financial report along with a summary of the events activities as part of the Annual Chapter Report.

I am informed of the ACM policy on free circulation of scientists as it applies to the ACM Resolution on Sponsorship of International Conference of 25 May 1975 and of the spirit and intent of the relevant Resolution on the Free Circulation of Scientists of the International Council of Scientific Unions. I know of no aspect of the proposed conference which is contrary to this intent.

ACM will indemnify you for any damages you may incur provided that you have adhered to the foregoing policies and procedures

_____   _____   _____
Chapter Chair Signature   Member Number   Date

_____   _____   _____
Chapter Treasurer Signature   Member Number   Date

For Co-Sponsored Conferences
HOLD HARMLESS CLAUSE AND STATEMENT OF UNDERSTANDING
BETWEEN
THE ASSOCIATION FOR COMPUTING MACHINERY, INC.
(hereafter known as "ACM")
and

_____
(Name of Co-Sponsor)
_____
(Address)

Re: _____
      (Name of Conference)

Date of Conference: _____

Hereafter known as the "Sponsor(s)."

The Co-sponsor(s) assumes responsibility for the legal and financial liabilities associated with the above named Conference based on their percentage of co-sponsorship as listed on page 1 of this document.

The Co-sponsor(s) agree to hold harmless and indemnify ACM, its directors, officers, employees, agents, and assigns from and against any and all liability, loss, requests for payment, damages to persons and property including loss of use thereof as well as fines and penalties imposed by any governmental or regulatory authority and reasonable attorney's fees and disbursements in connection with the above captioned event.

In addition, the Co-sponsor(s) acknowledges that ACM does not maintain insurance covering the Co-sponsors and it is the sole responsibility of the Co-sponsor(s) to obtain comprehensive General Liability and Contractual Liability insurance to insure losses or casualties associated with the Conference.

The Co-sponsor(s) also acknowledge that there is a financial risk involved with sponsoring the Conference, and that the Co-sponsor(s) shall bear the burden of financial loss to the Conference based on their percentage of co-sponsorship as listed on page 1 of this document.

I certify that I am an agent for the sponsoring organization and have the authority to make legal commitments for the organization.

For
_____ Date_____
    (Name of Organization)

By _____ Signature_____
    (Print Name)

Example of Budget Spreadsheet

ACM Chapter Event Budget Detail	#	fee	total
REVENUE			
Registration Income			
Advance			
Chapter Members	0	$0	$0
Chapter Student Members	0	$0	$0
Other: _____	0	$0	$0
Other: _____			
Late/On-site			
Chapter Members	0	$0	$0
Chapter Student Members	0	$0	$0
Other: _____	0	$0	$0
Other: _____			
Total Registration Income	0		$0
Exhibit Income			
Table tops	0	$0	$0
Other: _____	0	$0	$0
Total Exhibit Income	0		$0
Miscellaneous Income			
Corporate Support	0	$0	$0
Other: _____	0	$0	$0
Other: _____	0	$0	$0
Total Miscellaneous Income	0		$0
TOTAL INCOME			$0

EXPENSES	#	fee	total
Publicity			$0
Committee			$0
Registration			$0
On-Site Logistical Expenses			
Room Rental	0	$0.00	$0
Screens	0	$0.00	$0
Overhead Projectors	0	$0.00	$0
Data Projectors	0	$0.00	$0
Microphone Rental	0	$0.00	$0
Music License Fees (Recorded)	0	$0.00	$0
Security	0	$0.00	$0
Networks	0	$0.00	$0
Other: _____	0	$0.00	$0
Other: _____	0	$0.00	$0
Total On-Site Logistical Exp.			$0

Food & Beverage	# of events	# of pp	$/person	
Continental Breakfast	0	0	$0.00	$0
Morning Coffee Refresh	0	0	$0.00	$0
Afternoon Coffee Break	0	0	$0.00	$0
Luncheons	0	0	$0.00	$0

Receptions	0	0	$0.00	$0
Banquet/Dinners	0	0	$0.00	$0
Other	0	0	$0.00	$0
F&B tax & gratuity @ 18% and 8.5%				$0
Total Food & Beverage				$0

Program/Publications

Handouts	0	$0.00	$0
Honoraria	0	$0.00	$0
Speaker Travel	0	$0.00	$0
Total Program/Publications			$0

Exhibits

Draped Tables	0	$0.00	$0
Electricity	0	$0.00	$0
Other: _____	0	$0.00	$0
Total Exhibits			$0

Financial Activities

Bank Charges	0	$0.00	$0
Returned Checks	0	$0.00	$0
Bad Debts	0	$0.00	$0
Other: _____	0	$0.00	$0
Total Financial Activities			$0.00
Total Expenses			$0
Contingency	$0	0%	$0
Gross Expenses			$0

REVENUE SUMMARY

Registration	$0	0%
Exhibits	$0	0%
Miscellaneous	$0	0%
Gross Revenue	$0	

EXPENSE SUMMARY

Publicity	$0	0%
Committee	$0	0%
Registration	$0	0%
On-Site Logistics	$0	0%
Food & Beverage	$0	0%
Program/Publications	$0	0%
Exhibits	$0	0%
Financial Activities	$0	0%
Conference Management	$0	0%
Total Expenses	$0	
Contingency	$0	0%
Gross Expenses	$0	0%
Gross Revenue	$0	
Gross Expenses	$0	
Surplus	$0	

Chapter Newsletter

The following are suggested topics that can appear in print and/or online versions of the newsletter:

Information on Activities

- Meeting announcement and biographical information for an upcoming speaker
- Chapter conference and/or Professional Development Seminar announcements
- Meeting announcements for other related organizations and other activities
- Most chapters establish contact with other computer societies in the area to exchange publicity announcements. Once the contacts are established, chapters should mail meeting notices to these groups and reciprocate by including their notices in the chapter newsletter.
- Announcements of ACM and ACM SIG conferences - these are all displayed on the ACM Conference Calendar at http://www.acm.org/conferences/conference-events

Chapter Membership and Leadership Information

- Chapter Membership Application
- Minutes of executive council meetings
- Reports on chapter committee meetings from the people involved along with announcements of future committee meetings.
- List of Council officers, their employers, and telephone numbers supplied by the secretary
- Names of all local corporate associate sponsors
- Chairperson Corner—Notes and updates supplied by the Chapter Chairperson

Reviews and Continuing Education

- Courses in the computer field given by schools, universities, and private companies, and government activities related to computing and technology.
- Meeting reviews; conference reviews; book reviews
- Articles on pertinent topics, obtained from the following sources:

- ACM news releases at http://www.acm.org/press-room/

- Newsletters from other ACM local chapters and related organizations: Exchange of chapter newsletters is a good means of keeping up with events in groups similar to your own. Other chapter newsletters are also a source of ideas on format and content.

APPENDIX G: ACKNOWLEDGE-MENT OF SUPPORT LETTER EXAMPLE FOR U.S. CHAPTERS

Acknowledgement of Support Letter Example for U.S. Chapters

Date:

Donor
Street Address/P.O. Box
City, State, ZIP

Attn:

Dear "Donor",

On behalf of the "Chapter Name", I would like to acknowledge and thank "Donor" for your generous contribution of $X,XXX support for "Event Name". "Chapter Name," as a subordinate of the Association for Computing Machinery, Inc., is a tax-exempt organization, exempt under Section 501(c) (3) of the US Internal Revenue Code of 1986 as amended. For additional information on Corporate Sponsorship, please visit: http://www.acm.org/chapters/chapter-responsibilities.

This contribution is deductible to the extent provided by law.

Sincerely yours,

"Name of Chapter Representative"
Title of Chapter Representative