Association for Computing Machinery
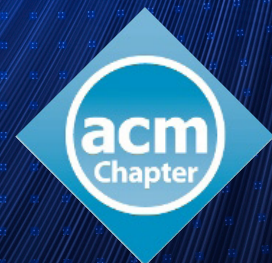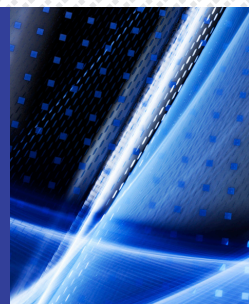
S T U D E N T

CHAPTER-IN-A-BOX

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

acm
Chapter

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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 student chapters must adhere to the ACM Chapter bylaws. To view the ACM Student Chapter bylaws please see **Appendix A**.

RESPONSIBILITIES OF CHAPTER OFFICERS

ACM student chapters are required to have a Chair, Vice Chair, and Treasurer who are ACM student members, as well as a Faculty Sponsor who is an ACM professional member.

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, Faculty Sponsor, 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 ACM Student 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 — This is one of the premier technology outreach programs in the computing industry. The ACM DSP has over 250 lectures from nearly 100 different speakers! http://dsp.acm.org/

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

UPE/ACM Student Chapter Scholarship Award — Upsilon Pi Epsilon, the Honorary Computer Science Society, and ACM encourage academic excellence for students in the computing discipline. UPE initiated this award with ACM to raise the importance of academic achievement and professional commitment in our future computer professionals. Up to two awards of $1,000 each are given from UPE each year to competition winners. Winners also receive a certificate of commendation.

ACM Student Chapter Excellence Awards — These awards recognize outstanding ACM student chapters in several categories. Chapters that display considerable initiative during the academic year are encouraged to apply. http://www.acm.org/chapters/student-chapter-excellence-awards

ACM Student 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.

A full-year electronic subscription to XRDS, ACM's Student Magazine

ACM Student Quick Takes (SQT) — a quarterly email newsletter with each issue highlighting ACM activities, programs, and offerings of interest.

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. To request promotional materials, fill out the application at the following URL: https://campus.acm.org/public/qj/profqj/promotional_materials.cfm

Chapter Outreach

If you would like to promote one of your events or notify local ACM members of your chapter, please send a draft of the email you would like sent to local_activities@acm.org. Please be sure to include the geographic areas you would like to reach, i.e., city or zip code range.

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

ACM offers use of its Chapters-Announcement listserv to publicize noteworthy chapter events and conferences to ACM members in a specified area. The person requesting such services must have a valid ACM membership, and should send a message in plain text format, along with a zip code range or ranges, to local_activities@acm.org. 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 conferences, workshops or seminars
- Special awards or recognition
- Scholarships
- Contests/competitions

Recognition of Service Certificates

Recognition of service certificates for outgoing officers who have served at least one year in office will be issued free of charge upon written request. The ACM President and Secretary sign these certificates. Send your request to local_activities@acm.org.

CHAPTER WEB TOOLS

Chapter Website Hosting

Chapter officers are now able to set up their chapter website on the ACM servers and publicize it through the URL http://your_chapter_name.acm.org. To take advantage of this service, Chapter officers should complete the form at: http://campus.acm.org/public/infodir/chapter_server_account_request.cfm.

The chapter server account will allow officers to load files through SFTP (Secure FTP

over SSH) to set up and maintain their Chapter web pages. Technologies available to chapters include PHP, MySQL, Tomcat, and Perl. ACM will consider loading any open source software that Chapters may need to develop and maintain their web pages.

The host provider that ACM uses is A2 Hosting. You can find their Knowledge Base and learn how to host, develop, and maintain your website at this URL: https://www.a2hosting.com/kb. The good place to start familiarizing yourself would be cpanel which is where users are able to access their individual hosting account from: https://www.a2hosting.com/kb/cpanel.

Wiki and Blogs

ACM offers two Wiki engines: MediaWiki (https://www.mediawiki.org/wiki/MediaWiki), the software of Wikipedia, and MoinMoin (https://moinmo.in/), an advanced, easy to use, extensible WikiEngine. Chapter officers will be able to start a wiki for their Chapter to carry out activities that require collaborative writing, document sharing, and website management.

ACM also offers the Movabletype (https://movabletype.com/) publishing platform for Chapter officers and members to use in setting up blogs relevant to their Chapter activities and interests.

To request a Wiki/Blog for your chapter, please complete the form at http://campus.acm.org/public/infodir/chapter_blog_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.

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:

Webinars: ACM keeps you at the cutting edge of the latest technical and technological developments with our ACM Learning Webinar series. Leaders and innovators present today's and tomorrow's hottest topics and issues in computing for busy practitioners, as well as educators, students, and researchers. Check out our archive of ACM Learning Webinars: http://learning.acm.org/webinar/index.cfm.

ACM Student Chapters should be sure to check out:

"The Changing Nature of Invention in Computer Science" by Dennis Shasha

"The Online Revolution: Education for Everyone" by Andrew Ng

"Computing Professionalism: Do Good and Avoid Evil..." by Donald Gotterbarn

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 ACM student 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

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

UIST 2015: Previews of papers that are presented at the Symposium on User Interface Software and Technology:
https://www.youtube.com/playlist?list=PLn0nrSd4xjja8TsLH0bWsvIvAYnVVP5Cx

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

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.

ACM will cover the cost of transportation for the speaker to travel to your event. For more information please visit: http://dsp.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:

Panel Presentation: Invite two or more people from a studio / company / university to discuss recent work they have done on a film / commercial / project that involves interactive techniques.

Site Visits: Invite your members to get a behind the scenes view of a local studio / facility / research lab.

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

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.

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.

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.

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.

College Students Shadowing Professionals: Pair college students with professionals in the students' desired career field. A student can spend the day with the professional at his/her place of work.

Advisory Board: Students in the educational institution are elected by their peers to serve on a committee that meets periodically with faculty members in the department. Students and faculty discuss issues such as curriculum, department activities, and any problems that arise during the school year.

Meet the Grads Night: Invite recent graduates to talk to current students. The graduates should be a mix of people who went to graduate school and people who started their careers right after graduation.

For more examples of student chapter activity ideas please see **Appendix C** or visit: http://www.acm.org/chapters/student-chapter-activities.

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.

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.

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/AssociationForComputingMachinery/.

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 E** 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. 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 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. 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 F**.

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.

More information on financial responsibilities and requirements please visit: http://www.acm.org/chapters/financial-responsibilities-reporting-requirements. For more information on corporate sponsorship 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 the <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 students at <School Name> and other interested persons in the community.

3. The Chapter is chartered by ACM.

Article III: Membership

1.   Membership in the Student Chapter shall be open to all ACM members and nonmembers.

2.   Voting membership in the Student 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. These individuals must be ACM Student Members. In addition, a Faculty Sponsor with an ACM Professional Membership is required. Other officers may also be established.

2.   The officers shall be elected by a plurality of 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 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 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

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

   a   The Faculty Sponsor shall be a voting member of ACM and either a member of the faculty or full-time staff of the <School name>

   b   The Faculty Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:

   i. helps provide continuity from year to year as student leadership and personnel change

   ii. promotes good student-faculty relationships

   iii. helps maintain university standards in all activities of the Chapter

   iv. 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

   v. represents the Chapter interests to the faculty and administration

   vi. for high school Chapters and underage students, the Faculty Sponsor must be in attendance at every meeting that is held in the evening. In the event that the appointed sponsor is not available,

another faculty member may chaperon the meeting. If both are not available, a local area professional, previously investigated and approved by the school, can be assigned to supervise evening meetings.

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 will 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. Funds given to the Chapter from the University shall be returned to the University.

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 and verify that the ACM Chief Operating Officer has signature authority on all bank 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 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 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. http://www.dsp.acm.org/

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.

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 on-going 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.

CS Alumni in Other Fields: Ask an attorney, physician, or veterinarian, etc. who studied computer science to hold a short conversation with the people-in-computing group. Have the speaker concentrate on how the computer science undergraduate degree helped her to succeed in her chosen field.

High School Students Shadowing College Students: Pair high school students with college students. The undergraduate should invite the high school student to spend the day with him or her, attending classes and eating meals together. (High school vacation days work well.)

College Students Shadowing Professionals: Pair college students with professionals in the students' desired career field. A student can spend the day with the professional at his/her place of work.

Departmental Posters: Gather a group of students to make posters advertising all of the departmental events. Alternately, students may create posters advertising course offerings for the upcoming semester, focusing on the fact that just one computer science course can be beneficial regardless of the person's major.

Poster Session: Organize a small poster session for students who have conducted summer research and participated in internships. Consider a cooperative effort with any and all local ACM student chapters.

Interdisciplinary Posters: Ask for volunteers who are double majors and who would like to be profiled in a poster display destined for the computer science lounge/laboratory area. Create high-quality posters, explaining how the presenters combine computer science with another major.

Banquet/Award Ceremonies: Reward academically outstanding students by

recognizing them at an end-of-semester banquet. Rewards can include gift cards for local restaurants or stores, plaques, or certificates. Be sure to include at least one "most improved" award.

Advisory Board: Students in the computer science department are elected by their peers to serve on a committee that meets periodically with faculty members in the department. Students and faculty discuss issues such as curriculum, department activities, and any problems that arise during the school year.

Mentoring: Pair younger students with older students based on similar interests and hobbies. Make sure that someone in the group is made explicitly responsible for driving group activities, so momentum begins early and keeps going.

Tri-Mentoring: Forming groups consisting of a first-year or sophomore, a junior or senior and a member of the computer science faculty. Different groups can consist of a high school student, undergraduate student, and faculty member; undergraduate, graduate, and faculty member; or undergraduate, graduate, and professional. Again, make sure that someone in the group is made explicitly responsible for driving group activities so momentum begins early and keeps going.

Tutoring: If at all possible, find funding for departmental tutors. (In extreme cases, where no funding can be secured, ask student volunteers to tutor their peers in specific classes.) Tutors can sign up for time slots; the information can be emailed to majors; and students can meet the tutors in the computer labs or in special reserved rooms. Strive to create the ideal balance of students, male-to-female, international-to-US, etc. The tutors have good contacts with new students; they are ideally positioned to recruit new majors.

Alternatively, your chapter may want to organize volunteers to tutor local high school students, using a location on the high school campus.

Make a Website: Make a website for your chapter. Include upcoming activities, pictures and descriptions of recent events, and biographies of successful people in a wide variety of interesting computing-related careers.

Study Sessions: For classes, have students from the same classes can meet the night before a test to review the material and ask questions.

For GRE or graduate school preparation, ask faculty members to hold a study session for students interested in taking the GRE. Afterwards, encourage students to review each subject area (such as computer organization) as a group, using at least two sessions where all students prepare for the first meeting using notes and textbooks from previous classes. Individual members of the

group prepare presentations that address unanswered questions in a second meeting.

Allowing the students to ask experienced faculty members questions about the Exams will calm nerves and kick off the test preparation phase. "Dividing and conquering" further preparation keeps the group on task and lends efficiency to the process.

"Take Apart Your Computer" Day: Faculty members help students explore the inside of a computer. Alternately, student volunteers take computers apart with younger students, such as students from local high schools.

Research: Encourage professors to apply for grants from the National Science Foundation, ACM, etc. to fund research programs for students of all levels, not just upper-class students. Encourage fellow students to submit their research to current ACM Student Research Competition (http://src.acm.org) at conferences throughout the year.

Another option is to select several seniors from the capstone course (Senior Project, Senior Seminar, etc.) for a program where the seniors give advice to younger people. Some or all of them can demonstrate their work for the younger students.

Visit Universities: Small- or medium-sized colleges plan a field trip to a nearby large, research institution's campus to visit research project laboratories and/or hear graduate students talk about their research and their lives as graduate students. For large universities, plan a trip to a nearby small or medium-size college to present research and talk about lives as graduate students.

Meet the Grads Night: Invite recent graduates to talk to current students in the computer science department. The graduates should be a mix of people who went to graduate school and people who started their careers right after graduation.

Bulletin Boards: Gather a group of students to make announcement boards to be placed in public areas, advertising classes in the computer science department, career possibilities, research posters, pictures of local award winners and people in-the-news, tutoring opportunities, grants scholarships, other chapter meetings, etc.. Popular places to post would be restrooms, inside classrooms, and in dorms. Consider fun pictures of officers, blown up to poster size. This also helps to dispel stereotypes.

Scrapbook: Organize a group with scrapbook experience to construct a "people in computing" scrapbook. When high school people come for visits, show them the book. When young people in introductory classes talk about majoring or when faculty members suggest it, also share the scrapbook with them.

Buddy System: At the beginning of each semester, hold a meeting where people can gather and meet the other people in their classes. The students can then pair up with each other (or form small groups) and set up times to meet outside the classroom throughout the semester, so that the class goes more smoothly for each.

Communication Workshop: Find an expert in communication who is willing to volunteer time. Many schools or offices specialize in providing teaching and training for campus groups and departments. Frame the workshop as a general-audience event: How everyone can improve communication practices.

Lab Welcoming: The uninviting and unfamiliar COMPUTER SCIENCE laboratory environment can be daunting to people. Gather several older students and invite the laboratory assistants and any other student assistants in the department to a discussion session, providing information that will sensitize the students. The lab assistants should be sure to circulate among the students, be friendly, stop to ask how students who don't request help are doing, and not wait for students to summon a tutor.

Invite a Friend: Ask people to invite as many people as they can to a lunch or dessert event. Advanced students should briefly describe "why I am majoring in computer science" and "what our classes are like". The sponsor can suggest that taking one, single class can make a difference in one's career choices; that taking the introductory course is a win/win situation; that having no computing background serves as a filter to strain out future options. S/he also describes the support system in place for people-in-computing.

Interdisciplinary Activities: Invite students who are double-majoring or otherwise pursuing interdisciplinary paths, along with faculty members who perform interdisciplinary research to speak about projects. Examples include digital art, artificial life, mathematical simulation, etc.

Combined Event: Join forces with another campus group, such as a People in Science group, or the Society of People Engineers (SWE) for a combined event.

Laboratory Assistants: Invite juniors or seniors to volunteer their time and help out during busy lab hours. Alternately, recruit people to serve as paid laboratory assistants. Profile current tutors, during a chapter meeting, encouraging the students to discuss the benefits/advantages of their work.

Book Club: Invite students to participate in a monthly book club meeting, where they are free to discuss any interesting novels, but are encouraged to read computer science related books, such as Unlocking the Clubhouse: Women in Computing.

Oral Histories: People have valuable stories to share with succeeding "gen-

erations" of students. Have people tape each other and edit the footage into stories. Ask each pair to describe how each member chose computing as a major, what struggles s/he has had and how s/he overcame adversity, and her future plans.

Science Fair: Ask for student volunteers to judge high school or grade school level science fair projects.

Brain Games: Send out campus flyers from the chapter. The flyers should be filled with brain games and puzzles that exercise one's problem solving skills. Be sure to include a line that says "If you like these brain games, you'll love CS1!"

Graduate School Information Sessions: Ask computer science professors to hold a graduate school information session for students who are considering continuing education. Topics of discussion may include cost, what to expect, possible degrees one may obtain, and what to look for in a graduate school.

Visit High Schools: Ask for student volunteers to visit local high schools to educate younger students about the field of computer science and its benefits. Call high schools to find out times and dates for college/career fairs or other counseling events. Offer to attend the event and represent computer science.

Programming Contests: The Association for Computing Machinery holds local, regional, and international contests each year. During the contests, teams of three students must solve eight problems in a period of five hours. The winners of the local and regional contests move on to the international competition, where finalists receive awards, scholarships, and prizes. For more information, please visit the ACM programming contest homepage: https:// icpc.baylor.edu/welcome.icpc.

As a chapter event you may choose to hold a programming contest for introductory students only, with questions supplied by local professors. Invite advanced students to prepare for and to attend programming contests hosted by professional organizations.

"What Is COMPUTER SCIENCE, by the Way?" Showcase: Organize a short-series of workshops that happen every week or two, where faculty members (and perhaps PhD students) provide short, engaging presentations on their research, aimed at undeclared, exploring undergraduates. Provide lunch.

Career Luncheon: Ask several advanced students to research careers (e.g. project manager, consultant, Web page developer) and attend a luncheon "in character". Use several round tables, if the group is large. Have people rotate

among tables describing their work and "what a typical day is like."

Open House: Hold an information session close to registration time for prospective students. Invite current computer science majors as well as professors in the department to mingle with possible future computer science majors. Offer the prospective students tours of the department and its spaces.

First-year Orientation: During the spring, request inclusion in the school's first-year orientation program for students interested in the computer science major. Provide snacks and a good place for the students to circulate and get acquainted with other students and faculty in the department and learn about computing classes.

Conferences: Invite students to attend a people-in-computing conference, either locally or nationally, or persuade your university to host one.

Workshops, Software: Host a workshop, where volunteers from the computer science major teach other students the basics of certain software programs, such as Microsoft Office, Photoshop, PowerPoint, FrontPage, or even navigating the Internet.

Graduate School Applications: Faculty members, professionals, or graduate students give tips and advice to undergraduates who are filling out applications for graduate, professional school, assistantships, fellowships; writing personal statements and interviewing.

Resume Building: This meeting is to help chapter members build a resume for potential internships. The workshop will organize group activities such as ice breakers and public speakings to prepare for interviews.

Lego Mindstorms®: Gather a group of students to experiment with Lego Mindstorm® robots.

Community Service, Workshops: Hold periodic workshops for people in the community. Students can help citizens with any computer problems they may be having, or simply teach them to set up and use an email account. Additionally, students may help the unemployed or under-employed construct resumes and learn basic technology skills. The Ohio State University's TWICE group also helps teach a computer club for girls at a low-income elementary school and provides technical support for low-income neighborhood resource centers. An organization might also want to partner with a local free geek chapter (http://www.freegeek.org/) to collect, repair and redistribute old PCs.

Job Hunts: Assemble a group of students to attend a job fair in the nearest big city.

Mock Interviews: Have professors or professionals from area businesses

volunteer to participate in mock interviews for students contemplating graduate school or entering the work world.

Panel Discussions and Roundtables: Invite three or four people from the technology workforce to speak with students about their careers and lives outside work.

Database of Interview Questions: Construct a database of interview questions and add to the database as each year's group of seniors interviews. The database may also include general tips and advice for interviews.

Database of Research Opportunities: Compose a database which contains information about different research opportunities available to undergraduates.

Database of Scholarships and Grants: Build a database of scholarship opportunities for people in computing. Encourage people to provide the names and contact information for scholarships they have applied for or received.

Database of Internships: Have students submit reviews of their internships — location, specifics of the job, feedback, etc. —or keep on record places that are accepting students for internships.

High School Computer Science Demonstrations: Ask student volunteers to travel to local high schools to give computer science demonstrations for the younger students. Suggestions for presentations include robotics, basic game programming with graphics, and website design. Talk with principals and college administration to determine if high school students can audit or enroll in undergraduate CS1 classes. If both parties agree, advertise CS1.

Grade School Visits: Ask volunteers to take trips to area grade schools to educate students about the computer science field. Alternately, invite a grade school class to the college.

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 s/helter, soup kitchen, nursing home, etc.

Achievement Parties: Celebrate when students or faculty members in the department gain special recognition. Examples include job offers, graduate school acceptance or receipt of an award of special significance.

Ice Cream Parties: Invite professionals from various companies and seat them at different tables, each with a different ice cream topping. When students arrive, they receive their ice cream, and move from table to table to complete their sundaes. At the same table, they are able to meet and talk with the professionals. Alternately, place upper-class students at the tables and invite first-year and sophomore people to construct sundaes.

Movie Night: People spend a simple, relaxing night with other people in the computer science department, watching movies and eating popcorn. Recognize scenes where errors demonstrate that the producer had no computing consultant present or ask students to silently record the errors and award a prize for the "best set of errors". Movie night provides an opportunity for socializing and a break from studying.

T-shirt design contest: Gather a group of people to participate in a people-in-computing t-shirt design contest using computer generated graphics. Students vote on the best design, which will be used to make t-shirts for the entire group.

Revamp Display Cases: Redo the computer science department display cases so that they draw attention to more people and other underrepresented groups. Alternatively, as a creative, light-hearted, and social prelude, organize a "sculpting" party to produce computer art for the display cases — sculptures built from discarded computers and parts. Include pictures of the "artists".

Computer Jewelry: Design computer jewelry. Buy earring backs, beads, stringing material, glue, etc. and use old chips or motherboards to make computer-inspired jewelry. This activity is a fun and creative outlet for students and provides "free advertising", when other students ask about the jewelry.

Women in Computing event: A day to celebrate the impact of women in technology.

Computer Science Lounge: If the school has no computer science majors' lounge, organize a group of at least half people to approach the computer science faculty members and/or the administration to create a lounge with a kitchen area. If the school already has a computer science lounge, organize a task force to improve it. Again, request that faculty members provide help.

Stress Relief: Prior to finals time, bring materials for making stress-relief icons: silly putty, bean bags, rubber bands to snap, don't-worry dolls, don't-worry beads, etc. Use the activity as a light-hearted approach to finals time; however, augment the activity by asking junior and senior people to give general advice about preparing for finals. Ask each woman what computer science final(s) s/he will take. Ask for volunteers (who have had each class) to give spe-

cific advice for each final. Lastly, group people according to finals and invite them to organize study groups.

Communication Tools: Organize a listserv, Blackboard, or similar communication tool for local people-in-computing communication and/or among regional chapters and computing-organizations.

Organized Outings, Student's Choice: During one meeting, ask each participant to describe his/her favorite out-of-class activity (amusement park, concert, walking, hiking, working out, etc.) and then organize the event/activity in which the group shows the most interest.

Dinner: Meet another people from another chapter from a nearby institution at a restaurant that is approximately halfway between the two schools.

Luncheons, Professional: Invite professionals from various fields (databases, software engineering, project management, etc.) to speak to students during lunch time. More students are likely to attend the lecture in this informal setting where lunch is provided.

Meet the Faculty: Set up a luncheon date at the beginning of each school year and invite students and faculty to meet and socialize. Organize "how to succeed in computer science" discussions at these kinds of socials.

Blogs, Wikis: During a lunch or other event, invite people who write blogs to share by reading an entry. Hold the event in a tech-equipped room, so that the blogs can be viewed, as well. Distribute a handout with URLs. Ask the people to describe the process of creating a blog.

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:

1. A welcoming statement, usually by the chapter chair, to welcome attendees and to talk briefly about the chapter
2. introduction of the speaker
3. the talk
4. a question and answer period
5. 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: http://www.acm.org/chapters/find-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 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.

Acknowledgement of Support Letter Example

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