

The cover features a large red triangle on the left side, pointing towards the top right. The rest of the cover is white, except for a black triangle on the bottom right. The text is placed within these geometric areas.

asis&t

Association for Information Science and Technology

CHAPTER
MANUAL

2023-2024

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All Chapter Leadership Resources are available online: <https://www.asist.org/chapters/chapter-leadership-resources/>

Approved by the Board of Directors August 14, 2023

PREFACE

The purpose of the Chapter Officers Manual is to guide and Chapter officers and those interested in forming a chapter to the approved procedures regarding Chapter organization and administration, to suggest possible Chapter activities, and to remind officers of certain deadlines. Chapter officers are also encouraged to consult their Chapter bylaws for specific rules regarding their chapters' organization and to review the ASIS&T Constitution and Bylaws.

Working together, the Chapter Assembly Director, Headquarters, and Chapter Officers will keep the manual current. Headquarters staff will update the manual each August before distributing it to all new Chapter officers at the beginning of each administrative year.

Comments and suggestions from Chapter officers regarding the content, organization, format, or any other aspect of the Manual are very much welcomed and should be directed to the Assembly Director.

ORGANIZATION AND PURPOSE OF CHAPTERS

Chapter Organization

Regional Chapters

An ASIS&T Regional Chapter is made up of all active ASIS&T members in a defined region of the world. Regional Chapters embrace information science "communities," including within their boundaries the people, institutions and organizations that find interest in meeting together and that wish to participate in and carry forward the programs and purposes of ASIS&T. Regional chapters are managed by and report to the Chapter Assembly. Individuals must be a current member of ASIS&T to be a member of a Regional Chapter.

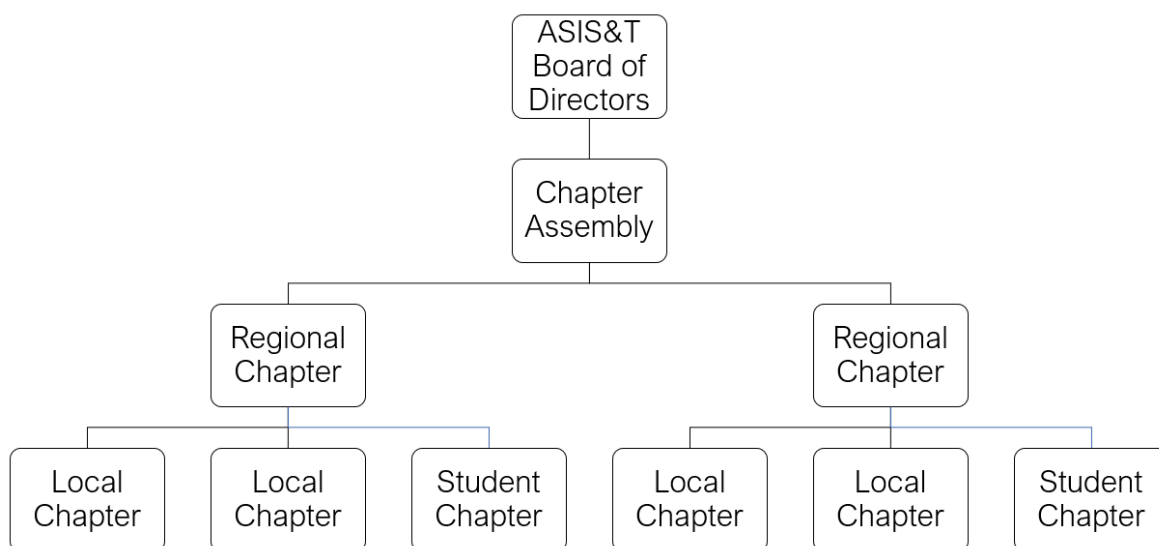
Local Chapters

In regions where there are enough members in a concentrated area, local chapters may be created. Local chapters in North America may be formed to represent individual states, and local chapters outside of North America may be formed to represent individual countries. Local chapters are managed by and report to the Regional Chapter. Individuals must be a current member of ASIS&T to be a member of a Local Chapter.

Student Chapters

Student chapters may represent all students within a region or may be specific to a single institution. Student chapters are managed by and report to the Regional Chapter. As with all other ASIS&T chapters, students may only be a member of a student chapter if they are a member of ASIS&T.

Reporting Relationship



Purpose

The purpose of each Chapter shall include but not be limited to the following:

1. To provide its members with a variety of channels of communication within and outside the profession, including meetings and publications, and with a service organization to help them in their professional development and advancement
2. To provide opportunities for people interested in one or more aspects of information transfer to meet socially, to exchange professional observations and experiences, and to share in the development of their mutual professional interests;
3. To represent the Association in international, interdisciplinary, and interorganizational activities, either as a Group or through one or more of its officers or members, at the request of the Board of Directors or such pertinent Committee or Committees established by the Board of Directors; and
4. To provide a more tailored membership experience to members within their own geographic and cultural context.

Each chapter is like a society within the Association that is maintained by the members. They operate as semi-autonomous networks of members operating within a standard set of rules (bylaws). Chapters provide forums for ASIS&T members who share a common geographical area to interact. Among the many ways in which chapters can assist the Association in its mission are:

- participating in ASIS&T-wide technical and governance activities,
- suggesting recipients of national awards or candidates for national office,
- hosting ASIS&T Annual Meetings,
- promoting sponsorship and exhibits at ASIS&T meetings,
- recruiting individual and institutional members,
- contributing material to ASIS&T publications and,
- supporting the goals and objectives of the Association.

Each chapter is created strictly based on its geographic location, providing a local microcosm of the Association-at-large, and representing members with the same

diverse interests as the membership-at-large. By comparison, SIGs are semi-autonomous networks of members, organized by the members themselves to pursue interests in particular content areas. Committees are created by the Board of Directors to provide advice and counsel to the Board on matters of concern to the officers or the Association as a whole. Each of these units is a resource to the others, and issues of corresponding interest should be shared freely among them. Chapters, SIGs, and Committees are encouraged to work together in developing programs and projects to meet the needs of ASIS&T members.

CHAPTER MEMBERSHIP

All ASIS&T members are eligible to become members of Chapters, upon payment of the prevailing membership dues. Under no circumstances may non-members of ASIS&T be members of a Chapter.

ASIS&T members will be added to the Chapter roster within one week of joining ASIS&T. Any ASIS&T member whose membership has been discontinued will also no longer retain chapter membership.

Chapters may collect money from individuals and institutions who are not members to place them on mailing lists for meeting notices and other mailings. Chapters shall determine the fee for this "affiliation". If Chapters assess local dues of ASIS&T members, non-payment shall not deny an ASIS&T member the privilege of Chapter membership so long as they are a member-in-good-standing of ASIS&T.

CHAPTER GOVERNANCE

The ASIS&T Board of Directors retains ultimate authority over Chapters. The responsibility for oversight of the Chapters collectively is the responsibility of the Chapter Assembly, the oversight of each Regional Chapter is the responsibility of the elected and appointed regional officers of each Chapter, and the oversight of each Regional Chapter is the responsibility of the elected and appointed regional officers of each Chapter.

Chapter Assembly

The Chapter Assembly is the official coordinating body for all Chapters and their activities. The Assembly consists of:

- The Assembly Director;
- The Deputy Assembly Director;
- The Immediate Past Assembly Director;
- The Chapter Assembly Steering Committee;
- The ASIS&T Board Liaison to Chapters; and
- One representative from each Chapter.

As a body, the Assembly's purpose is to manage the collective affairs of the Chapters and to advise the Board of Directors about the mutual interests and common problems of the Chapters.

The Chapter Assembly meets four times per year, once at the ASIS&T Annual Meeting and three times via remote conferencing. Each Chapter should ensure that its Assembly Representative or Alternate Representative attends the meetings. If the Chapter

Assembly Representative or Alternate is unable to attend, the Chapter Chair may designate another individual to represent the Chapter.

Chapter Assembly Director

The role of the Chapter Assembly Director is to:

- Lead the Chapter Assembly and Chapter Assembly Steering Committee;
- Call, plan and manage Chapter Assembly and Steering Committee Meetings;
- Solicit Chapter officers lists, budgets, annual reports;
- Chair the Chapter Awards Jury;
- Present Chapter awards at Annual Meeting; and
- Serve as the Chapter liaison to ASIS&T Committees at the discretion of the ASIS&T President.

In addition to representing the interests of the Chapters to the Board, the Assembly Director must also maintain formal and informal lines of communication with the Chapter Assembly and each Chapter.

Deputy Director / Director-Elect

- Assist the Director with the above
- Take notes at the Annual Meeting of the Assembly
- Serve as the Chapters liaison to ASIS&T Committees at the discretion of the Assembly Director

Immediate Past Director

- Attend the Annual Meeting of the Assembly
- Chair of the Chapter Assembly Nominations Committee and manage the election process

ASIS&T Board Liaison

One Board at-large Board member is appointed every three years to serve as the Chapter Liaison for a three-year term. This individual is the conduit between the Chapters and the Board of Directors and represents the interest of the Chapters on to the Board.

Chapter Assembly Steering Committee

The Chapter Assembly Steering Committee has the general responsibility of assisting the Assembly Director in the management of the Chapter Assembly. The committee consists of:

- The Chapter Assembly Director;
- The Chapter Assembly Deputy Director;
- The Immediate Past Chapter Assembly Director;
- Chapter Board Liaison; and
- Four other members elected from among the current and former Local and Regional Chapter officers and Assembly Representatives.

The Chapter Assembly Steering Committee is responsible for:

- Evaluating and approving all Special Project Fund requests;
- Serving on the awards juries; and
- Serving as liaisons between the Chapters and the Assembly Director.

Chapter Assembly Elections

Eligibility and Terms

Deputy Chapter Assembly Director: The Deputy Chapter Assembly Director serves a one-year term, and the end of which they automatically become the Chapter Assembly Director. The Deputy Chapter Assembly Director is elected by the Chapter Assembly. Any ASIS&T member who has served as a Chapter officer or on the Chapter Assembly is eligible to run for election as Deputy Director.

Chapter Assembly Steering Committee: Members of the Chapter Assembly Steering Committee serve two-year terms. Two members of the Steering Committee are elected each year. Any ASIS&T member who has served as a Chapter officer or on the Chapter Assembly is eligible to run for election as Deputy Director.

Nomination and Election

In August of each year, the Immediate Past Chapter Assembly Director will issue a call for nominations for the Deputy Chapter Assembly Director and two open Chapter Assembly Steering Committee positions. This call should be sent to all ASIS&T members over the Open Forum in iConnect and through every Chapter community. The Immediate Past Chapter Assembly Director will assemble all nominations and work with ASIS&T staff to set up an on-line election form. Each member of the Chapter Assembly gets one vote. The Chapter Assembly Representative should discuss their vote with the Executive Committee of the Chapter they represent before casting it. The Chapter Assembly Elections should be completed no later than August 31.

Chapter Officers

Each ASIS&T Regional and Local Chapter is managed by a group of elected and appointed officers who carry out the plans and projects for the year. By running for office, Chapter members make commitments that, if elected, they will perform their responsibilities in an ethical manner and will develop and manage activities that further the goals of the Chapter and of ASIS&T.

At a minimum, each Regional and Local Chapter must have a Chair who is the presiding officer and the Assembly Representative.

In addition, the standard bylaws allow for the election of a Chair-elect, Secretary, Treasurer or Secretary/Treasurer, and other officers as deemed necessary to carry out the work of the Chapter. These positions may also be appointed.

Though the responsibilities of Chapter officers vary slightly from Chapter to Chapter, the following guidelines apply.

Chair

The Chapter Chair is the most crucial office within any Chapter. The Chair sets the tone for what the Chapter will provide its members during the year. It is important that the Chair begin the term with an explicit indication of what the Chapter is to achieve in the year ahead. The Chair also ensures that all other officers know their assigned duties and helps them accomplish them during the year.

Among the chair's specific responsibilities are the following:

- Provide leadership that assures all Chapter members derive benefits from their

participation in the Chapter. This should include, but not be limited to, regular communication with Chapter members and substantive program;

- Serve as default Assembly Representative for the Chapter;
- Submit the Annual Report and Annual Budget (in conjunction with the treasurer or secretary/treasurer, if the office exists);
- Manage Chapter affairs, including chairing the annual planning meeting and providing accurate minutes of all Chapter meetings with copies forwarded to Headquarters and to the Chapter Assembly Director;
- Appoint chairs and members of Chapter committees; and
- Serve as chair of the Chapter's nominating committee.

Assistant /Co-Chair

In some Chapters, a position known as Assistant or Co-Chair has been created to work with the Chair in carrying out the Chapter's activities.

Chair-elect

The Chair-elect, who automatically becomes Chair in the following year, works closely with the Chair in planning and executing Chapter programs and serves as the default Alternate Chapter Assembly Representative. The Chair-elect will assume the duties and responsibilities of the Chair in the event of the Chair's absence, resignation, or removal from office. In most ASIS&T Chapters, the Chair-elect assumes the primary responsibility for planning the Chapter's programs during the year, including the technical sessions to be proposed for the following Annual Meeting.

The Chair-elect is also responsible for ensuring that the officer's roster for the year he/she will serve as Chair is sent to the Assembly Director and Headquarters immediately following elections.

Assembly Representative

The Assembly Representative is the Chapter's official voice in the Chapter Assembly and, therefore, should be intimately familiar with the goals and desires of the specific Chapter, as well as goals of the Chapter and ASIS&T. Assembly Representatives must also be willing communicators, since they must report to the Chapters on all matters addressed by the Assembly. The most effective representatives are often immediate past chairs of Chapters since these individuals have spent several years working within their chosen Chapters and observing the actions of other Chapters. Assembly Representatives may serve in other Chapter offices concurrently. If a Chapter has only one officer (Chair), this person is by default the Assembly Representative. It is the Chair's responsibility to ensure that an Assembly Representative is elected or nominated prior to the next Annual Meeting of the Assembly.

Alternate Assembly Representative

The Alternate Assembly Representative serves as representative to the Assembly in the event of the Assembly Representative's absence, resignation, or removal from office.

Secretary or Treasurer or Secretary/Treasurer

These positions are recommended but not required. In many Chapters, Secretary/Treasurer is a combined position, elected for a one- or two-year term. The Secretary or Secretary/Treasurer keeps records of all meetings and all correspondence to members and assists in making logistical arrangements for Chapter meetings and activities. The Treasurer or Secretary/Treasurer must also be aware of Association

policies regarding Chapter finances and expenses, as this officer, in cooperation with the Chair, prepares and submits the Chapter's budget and receives the Chapter's quarterly financial statements.

Communications Officer

The Communications Officer carries out one of the most important functions of the Chapter - communicating with members. This officer should be in regular contact with the membership to solicit information for the newsletter, iConnect, Twitter, Facebook page, and whatever other regular communication channel(s) are used by the Chapter. The Communications Officer should not only be familiar with the subject area but should also understand the procedures and mechanisms of using ASIS&T-owned/sanctioned channels with the assistance of Headquarters.

Membership Officer

Chapters play an important role in recruiting and retaining ASIS&T members and are asked to communicate with members who have lapsed or about to renew to encourage their continued involvement in ASIS&T. The Membership Officer is responsible for managing those communications on a monthly basis.

Webmaster

Each Chapter is provided with a sub-site within the ASIS&T website. This sub-site can be maintained by HQ staff but it is recommended that each Chapter have its own webmaster who can make changes to the Chapters website and continue to build new content.

Chapter Committees

Chapters should create committees, as needed, to carry out their projects and goals. In addition, all Chapters should have an Executive Committee comprised of the officers of the Chapter. The Executive Committee should work together to conduct and manage the affairs of the Chapter. The Executive Committee should be empowered to fill vacancies in Chapter offices, should they occur, until the next regular election for that office.

Chapter Officer Elections

While many Chapters prefer to hold elections during the Annual Meeting from among those present at the Chapter Business Meeting, this process excludes many Chapter members who may wish to serve but are unable to attend the Annual Meeting. Therefore, Chapters should hold their elections at least six weeks prior to the Annual Meeting so that leadership can turn over at the time of the Annual Meeting. Chapters should strive to involve all members in their leadership structure, regardless of their physical presence at the Annual Meeting. Use of social networking and online conferencing tools enables involvement by a geographically broad membership base. The Chapter Executive Committee should regularly evaluate the nominations and elections process for their Chapter to ensure involvement by a wide range of participants without bias.

Nominations

Ideally, candidates for Chapter officers should be nominated by a standing committee consisting of the Chapter chair and two other Chapter members appointed by the chair. The committee should solicit nominations and prepare the ballot, ideally with at least two nominees for each office to be filled. Nominations from the membership should be

encouraged. In identifying candidates to be included on the ballot, the nominating committee should seek individuals willing to commit their time to providing the necessary leadership for the Chapter. All nominees must be members of ASIS&T and the Chapter at the time of their nominations and agree to maintain their membership through their term.

Elections

All Chapters should hold their elections six weeks prior to the annual Chapter planning meeting, which is held in conjunction with the ASIS&T Annual Meeting. Early elections provide new officers the opportunity to begin generating ideas for the following year and to make necessary plans to prepare for attending the all-important planning meetings. Chapter elections should be conducted by online ballot to all active members of the Chapters. ASIS&T HQ is available to create and distribute online ballots.

Once the election is concluded, the Chapter Chair must notify the Chapter Assembly Director and the Executive Director. New officers should be informed of their election results immediately so that they may begin making their plans for office and for attendance at the planning meeting.

FORMING A NEW CHAPTER

Regional Chapters

ASIS&T has defined twelve Regional Chapters. Each region has a critical mass of members in that region. The regional definitions can be found at Appendix A. The regions are as follows:

- | | |
|-----------------|----------------|
| 1. US West | 7. Europe |
| 2. US Northeast | 8. Africa |
| 3. US Midwest | 9. Middle East |
| 4. US South | 10. Asia |
| 5. Canada | 11. South Asia |
| 6. Americas | 12. Oceania |

Regional Chapters will continue to exist in these regions so long as there are at least 50 active ASIS&T members in the region and an elected leadership of the Regional Chapter. If membership in a region drops below 50 and there is nobody willing to serve in a leadership position, the Regional Chapter will be deemed dormant.

Forming a Local Chapter

Getting Started

The first step in forming an ASIS&T Chapter is to determine if there are at least 30 members in the defined area and sufficient interest among those members to warrant the creation of a Chapter. To make this determination, a member or group of members may contact Head-quarters to obtain a list of members in the state/country. That member should then create a community on the ASIS&T iConnect Community Platform to start discussions on the topic of starting a chapter. To start a community on the iConnect platform, follow these steps:

1. Log into www.community.asist.org
2. Click on Communities > All Communities
3. Click on “Create a New Community” in the upper right corner
4. Enter the community name as something like “Proposed Ohio Chapter”

5. Settings should be:
 - a. Who can join? ASIS&T Members
 - b. Who can view? ASIS&T Members
 - c. Moderation? No Moderation
 - d. Member Invitations? Allow
 - e. Include a library and discussion
6. Post a message to Open Forum inviting members who are in the location to join the community
7. Invite the members in the area to join the community

Using the iConnect platform, members can then start and engage in conversations on the topic of creating a chapter. If sufficient interest exists, the members can then take the next steps in forming a Local Chapter.

Proposing a Local Chapter

In order to form a new Local Chapter, interested members must follow a simple, but important, process that is designed to offer some assurance that a chartered Chapter will be able to maintain a membership constituency and provide programming to local members.

To form a new Local Chapter, a member or group of members must apply to the Regional Chapter Chair. The application must contain:

- A letter of intent that specifies the Chapter name and purpose statement;
- Authenticated signatures of at least 20 current members;
- Draft Bylaws (approved by the ASIS&T Parliamentarian);
- A list of officers for the proposed Chapter; and
- An activity plan for the year.

All proposed Local Chapters are strongly encouraged to adopt the "Standard Bylaws for Chapters" (Appendix B).

The Regional Chapter Chair will submit the application for a new Local Chapter to the Chapter Assembly Director for Chapter Assembly approval. If approved by the Assembly, the proposal will then be forwarded to the ASIS&T Board of Directors for final approval.

At each stage in the process, the approving authorities (i.e., Regional Chapter Chair, Assembly Director, Chapter Assembly, and Board of Directors) will judge the application on the basis of its relevance to ASIS&T interests and needs, engagement of the membership in that area, and the potential ability of the proposed Chapter to recruit and maintain an active membership.

Forming a Student Chapter

Student Chapters are typically formed within individual institutions based on the interest of a core group of students to engage more formally with ASIS&T. The first step in forming a student chapter is to identify a Student Chapter Advisor. This individual must be a member of ASIS&T and their role is to advise the chapter on ways to engage with ASIS&T, as well as with the Regional and any Local Chapter(s).

To form a new student Chapter, a student member or group of members must apply to the Regional Chapter Chair. The application must contain:

- A letter of intent that specifies the Chapter name and purpose statement;
- Authenticated signatures of at least 5 current student members at the institution or within the geographic region designated for the student chapter);
- Draft Bylaws (approved by the ASIS&T Parliamentarian);
- A list of officers and the advisor for the proposed Chapter; and
- An activity plan for the year.

All proposed Student Chapters are encouraged adopt the "Standard Bylaws for Chapters" (Appendix B).

The Regional Chapter Chair will submit the application for a new Student Chapter to the Chapter Assembly Director for Chapter Assembly approval. If approved by the Assembly, the proposal will then be forwarded to the ASIS&T Board of Directors for final approval.

At each stage in the process, the approving authorities (i.e., Regional Chapter Chair, Assembly Director, Chapter Assembly, and Board of Directors) will judge the application on the basis of its relevance to ASIS&T interests and needs, engagement of the membership in that area, and the potential ability of the proposed Student Chapter to recruit and maintain an active membership.

DISSOLVING A LOCAL CHAPTER

Local Chapters may be dissolved at the instigation of the chapter membership, the Regional Chapter, the Chapter Assembly, or the Board of Directors. The dissolution of a Chapter may be considered for several reasons, including, but not limited to, the following circumstances:

- The Chapter has engaged in no activity for one or more years;
- The Chapter is unable to identify any individuals willing to serve as officers;
- The Chapter is unable to retain a membership of 50 or more individuals;
- The Chapter poses a financial burden for the Association.

The steps to dissolve a Chapter are:

1. The Chapter Assembly Director notifies the Chapter's officers and members, providing them the opportunity to request additional time to resolve the issues that have led to proposed dissolution. If there is no interest among the officers and members to work to resolve the situation then
2. The Chapter Assembly Director presents the recommendation to the Assembly. If the Assembly concurs then
3. the recommendation is submitted to the ASIS&T Board for its approval. If the Board agrees then
4. the Chapter involved is notified of the action and is given a dissolution date.

In the event of a dissolution of a Local Chapter, any retained earnings revert to the Regional Chapter's retained earnings account.

Chapter Administration

The effective administration of Chapters requires a commitment on the parts of the Chapter officers, the Chapter Assembly Director and Headquarters to perform their administrative and programmatic responsibilities in line with ASIS&T policies and specific

guidelines and policies established for Chapters. To achieve the common goal of serving ASIS&T members, the relationship requires open communication and timely accomplishment of responsibilities among all parties involved in the process. Below is the Chapter Administrative Calendar, to which you should refer throughout the year.

Chapter Annual Calendar

Links to reporting forms can be found at <https://www.asist.org/chapters/chapter-leadership-resources/>

HQ Sends Quarterly Financial Statement	October
Hold Chapter Business Meeting	October/November
Chapter Assembly Meeting at Annual Meeting	October/November
Chapter Leadership Handoff	October/November
HQ Sends Quarterly Financial Statement	January
Chapter Assembly Meeting via Remote Conferencing	January
HQ Sends Quarterly Financial Statement	April
Chapter Assembly Meeting via Remote Conferencing	April
HQ Sends Quarterly Financial Statement	July
Chapter Assembly Meeting via remote Conferencing	July
Submit Annual Report	July 15
Submit Annual Budget	July 15
Allocations issued upon approval of budget	July
Hold Chapter Assembly Elections	August
Select Chapter Award Winners	August
Hold Chapter Officer Elections	September
Notify HQ of new officers	September

Chapter Reporting Requirements

Chapters are responsible for the following regular reports:

- Annual Chapter Budgets and Activities Plans: due to the Chapter Assembly Director and Headquarters no later than July 15.
- Officers Rosters: due to the Chapter Assembly Director and Headquarters immediately following elections (no later than two weeks prior to Annual Meeting), and whenever else there is a change in officers.
- Annual Activities Reports: This report, which doubles as the Chapter's nomination package for Chapter of the Year and other Chapter awards, should include both qualitative and quantitative information about the Chapter's activities during the year, including descriptions of conference sessions, publications, planning meetings, etc. The report is submitted online through the electronic submission form, on or before July 15. This report covers the period of July 1st through June 30. (Appendix C)
- Minutes of meetings, any newsletters or ASIS&T information sent to Chapter members without the assistance of Headquarters: send to Headquarters

whenever appropriate. These should be uploaded to the Chapter's iConnect Library.

Headquarters Reporting Requirements

ASIS&T Headquarters provides the Chapter the following information on a regular basis and on request:

- Monthly lists of members who have joined, those that are due to renew in the coming month, and those that have lapsed in the last month.
- Quarterly membership and financial reports in January, April July, and October.
- Annual membership figures (based on May 1 count) and allocation amount for next fiscal year (on May 15).
- Final financial statements by July 1.

Member Records

ASIS&T maintains an automated member records system that provides data about Chapter memberships. This list is visible to all Chapter members on iConnect. Designated Chapter officers with administrator authority for their Chapter on iConnect can download the roster with contact information at any time. Chapters may not make ASIS&T membership lists available to outside parties without explicit written permission from the ASIS&T Executive Director.

Chapter Communications

Chapters are encouraged to communicate with their members by any reasonable means available. The Chapter website, email via iConnect, and online newsletters are usually the most efficient ways of communicating with widely dispersed memberships.

Print Chapter mailings are routinely handled by Headquarters, when requested. Current and accurate membership lists are maintained at Headquarters. However, Chapter officers are free to handle mailings themselves, if Headquarters is notified of the plans. When official Chapter business (such as annual elections) is being conducted via print mail, labels generated by Headquarters must be used.

Chapter Descriptions

Each Chapter must have a Chapter description published on their website and is encouraged to review that description occasionally to determine whether it continues to reflect the nature of the chapter. Descriptions can be revised at any time. Please note that any revision that implies a change in purpose must be approved by the Assembly and the Board of Directors.

Chapter Logo

Each chapter is strongly encouraged to develop a logo that incorporates the ASIS&T Logo. ASIS&T Headquarters staff can assist in the development of such a logo.

Chapter Websites

Each Chapter has a sub-site on the ASIS&T website. Chapters may opt to host and maintain a site separate from the ASIS&T site if they so wish, but all Chapters are strongly encouraged to use the ASIS&T site to ensure consistency of branding and ease of access by ASIS&T members. Chapter webmasters are granted access to edit their sites and are asked to keep their sites current.

[iConnect Community](#)

Each Chapter has a community within the ASIS&T online community platform called [iConnect](#). This is a member-only site and when a member joins a Chapter, they are automatically added to the iConnect community. Discussion posts sent out on iConnect are received via email by each Chapter member, so this is the most effective way of reaching your members. The iConnect site also houses a library, a blog space, and a calendar where you can post upcoming Chapter events. Chapters officers will be given administrator access to their community so that they may access member lists and other useful reports.

[Planning/Business Meetings](#)

All Chapters are required to conduct annual planning/business meetings during or shortly before/after the ASIS&T Annual Meeting. At the planning meeting, the outgoing chair of each Chapter presents the annual activities report for prior year and the incoming chair reviews plans for the upcoming year and conducts any other Chapter business that might be necessary. Minutes of the meeting are to be prepared and copies must be sent to the Chapter Assembly Director and to Headquarters and distributed to the Chapter's membership electronically. The minutes must also be saved to the Chapter iConnect library.

Business/planning meetings can also be held at other times during the year if petitioned by 20 members of the Chapter or as called by the leadership of the Chapter. Headquarters will set up a Remote conferencing meeting for any Chapter upon request.

[Use of ASIS&T Logo](#)

Chapters, as official units of ASIS&T, are both entitled and encouraged to identify themselves with ASIS&T through using the ASIS&T acronym and logo. However, to protect the legal standing of ASIS&T and the exclusive rights to the acronym, certain guidelines must be followed.

The ASIS&T acronym in any form (including the logotype version) is a registered service mark of the Association. Essentially this protects the Association from others using the mark "in promoting the interests of information transfer research for scientific, literary and educational purposes." Along with the protection, however, come several responsibilities that ASIS&T must always consider. Specifically, the Association can lose its exclusive right to use the mark and/or can be held liable for its misuse if it is improperly used. Therefore, ASIS&T has a policy that allows Chapters use of the ASIS&T service mark in the following instances:

- On the headings of all official print and electronic newsletters;
- On official letterhead;
- On programs for meetings, seminars, etc., that have been approved by the Executive Director;
- On award certificates that have been properly approved;
- On publicity for all ASIS&T-recognized/approved functions;
- On technical publications that have been properly approved; and
- In conjunction with webinars and social media.

When preparing materials on which you plan to use the ASIS&T logo, please make sure you are using the current approved version. All previous versions and styles should be discarded. Reproducible copies of the logo are available from Headquarters.

Any uses of the name and/or logo that are not mentioned here require specific approval by the Board of Directors. When in doubt, descriptive materials of the intended use of the name should be sent to the Executive Director for review.

Chapter Archives

Headquarters maintains the archival materials for each Chapter in the Chapter's iConnect Library. Headquarters must rely on Chapters to provide the pertinent correspondence and other records that help tell the Chapters' stories. Materials deemed to have archival value should be uploaded to the Chapter's iConnect library regularly. Any Chapters holding materials that are not currently housed in their iConnect library should transfer those materials as soon as possible. Chapters wishing to maintain these materials in a library that is not accessible to all Chapter members may request an officer-only community separate from the Chapter community.

CHAPTER PROGRAMS/ACTIVITIES

Many ASIS&T members join to become a part of a Chapter and expect member benefit in return. Chapters enjoy a great deal of latitude in planning their activities and determining the types of projects, activities, and programs they will conduct. But for all of them, the overriding consideration must be that the members of the group receive value for their membership. All Chapters must be conscientious in their planning and consistent in their implementation of activities.

One of the best ways to keep members interested in the Chapter, in addition to providing valuable services, is to involve as many of them as possible in the activities that are planned. As with any organization, Chapters find that a personal appeal to someone who can help provide service is usually the best way to get help. Headquarters solicits volunteers annually and many express an interest in working with a Chapter. These names will be forwarded to Chapter leadership upon receipt.

While Chapters have engaged in numerous different activities and they are encouraged to think creatively when making plans. The most frequent and successful activities are in the areas of broadening the membership involvement, programs and publications, meetings, and continuing education courses. Examples of Chapter activities include:

- Regional or Local Educational Meetings
- Local Meetups and networking
- Online Meetups and networking
- Receptions at Annual Meeting
- Webinars
- Robust online conversations
- Awards programs

Membership Involvement

For most Chapters, successful membership recruitment/retention efforts are the result of good planning and valuable service to the members. The most successful Chapters are those that provide visible activities such as regional or local meetings and webinars. Involving members in Chapter activities is one of the most effective ways to keep the members interested and to keep the Chapter active. ASIS&T recommends that a Chapter appoint members to committees, choose some to serve on special projects, and ask members to give papers at meetings, organize webinar/tutorial/seminar topics, evaluate

Chapter programs, or prepare newsletter feature articles. All these projects help put members in the limelight and give them strong encouragement to continue their involvement.

Chapters should also identify people in their area who are not currently members of the Association, but who would have something to contribute to and to gain from involvement in the Chapter and in ASIS&T. Some of these people will be professional colleagues of chapter members, or they could be known from their writings in the literature. In their newsletters or special mailings, Chapters could encourage members to identify potential members and either invite them to join or ask the Chapter chair to do so.

Each month, ASIS&T Headquarters will supply Regional Chapter Chairs with a list of the members in their region who have joined or lapsed, and those who are due to renew. Regional Chapters will be asked to communicate with these members—to welcome newcomers, to invite lapsed members back, and to remind those due to renew of the value of their membership.

ASIS&T Headquarters is happy to provide materials to assist the chapter in member recruitment and retention. A PDF of the current [ASIS&T Membership Brochure](#) is available on the ASIS&T Website and can be printed locally. ASIS&T headquarters can also supply give-away items such as note pads, sticky notes, and pens.

Publications

Newsletters

The most prevalent publication from the ASIS&T Chapters is the Chapter newsletter, which has become the most effective way to communicate with the Chapter membership about the interests of the Chapters. All Chapters are encouraged to produce at least one newsletter or alternative form of substantive correspondence per administrative year. Best practice is to aim for one substantive correspondence in November/December summarizing the Annual Meeting, and another in July/August summarizing any midyear activities and promoting programming and other upcoming events.

The content of Chapter newsletters can vary widely, but they should always be written with consideration for the professional interests of the members. While Chapter business matters certainly can be discussed in the newsletter, it is best to emphasize substantive issues that help to keep the Chapters visible in the fields they represent.

In addition to the inclusion of such obvious items as reports from the Chapter officers, reviews of recent Chapter activities and ballots, some of the following ideas should be considered for the newsletter:

- Announcements of meetings, workshops and seminars that focus on the specific interests of the Chapter, whether sponsored by the Chapter or not
- Solicited articles on specific subjects pertinent to the area, written by Chapter members or others who may have knowledge to contribute
- Excerpts from and/or links to papers delivered by chapter members at ASIS&T meetings or in JASIST (be sure that copyright permission is granted)
- Book reviews and lists of recent publications by authors from the area
- Reports on current research being conducted by chapter members
- News items about Chapter members

- Names and email addresses of new Chapter members
- Short biographies of selected Chapter members or officers
- Membership surveys
- Reports on current research and development by members
- profiles of information center facilities in the area

Chapter newsletters are a highly visible evidence of membership value, but they must include valuable information if they are to serve member needs. While the primary responsibility for preparing the newsletter generally falls to the communications officer if the Chapter has one, all Chapter officers should assist in planning the issues for the year. Every officer should be able to offer suggestions that will lead to a couple of good articles each year.

Public Affairs

The ASIS&T Board of Directors encourages chapters to become involved in issues of public policy, when they pertain to the interests of ASIS&T members at local, national, and international levels. Although ASIS&T is limited by its Constitution and Bylaws and by its status as a non-profit educational (501(c)(3)) organization, occasionally it is appropriate for ASIS&T to comment on the activities of both local and national policy-making bodies. Chapters are encouraged to assist in the formulation of comments that ASIS&T presents in the public arena.

However, to assure that ASIS&T - as an organization - maintains a unified voice on major issues and to protect ASIS&T ' legal and tax-exempt status, specific guidelines must be followed by all chapters.

When formulating position statements on behalf of a chapter's membership, chapters must ensure that opinions expressed are a fair reflection of the thoughts and concerns of a representative group of chapter members. If the issues being addressed are uniquely of local (or regional) concern and are not likely to provoke national interest, chapters may record their opinions directly with the appropriate local entities, provided that statements presented clearly indicate that the positions expressed are those of the chapters' membership (not of the entire ASIS&T membership), and that the ASIS&T Executive Director is copied on all such communications and correspondence and kept informed in writing of all actions taken as a result.

In areas of national and international policy, chapter positions must be voiced through the ASIS&T Headquarters office. Specifically, chapter positions on such issues must be submitted to the Executive Director. The Executive Director's responsibility is, first, to insure that any statements made by ASIS&T chapters are consistent with positions taken or held at the global level, and, second, to transmit the statements on the chapters' behalf to the appropriate parties. When appropriate, such statements will be held at Headquarters until further action on the same issues is taken by the ASIS&T Board of Directors or by other ASIS&T chapters.

Chapter Meetings

Chapters provide the local connection for individual ASIS&T members who may or may not be able to engage with the Association at an international level. As an association, ASIS&T looks to its Chapters as a source of connection and uses that resource in a variety of ways. One of the more important ways to create this connection is through face-to-face and virtual meetings.

It is of utmost importance that Chapters comply with the ASIS&T Content Policy. The most important aspect of this policy is the following paragraph:

ASIS&T may set a cost for all content developed by members on behalf of ASIS&T and may offer that content for sale at a fee. ASIS&T may, at its sole discretion, decide to provide a discount on or waiver of that fee to current members. Content developed by members on behalf of ASIS&T shall not be offered to non-members for free without approval of the Board of Directors. Authors/creators of content retain copyright to the content and may use or distribute that content themselves through whatever means they choose.

If a Chapter wishes to offer content for free to non-members must comply with the following:

The Board of Directors will consider requests by members to make content developed by members on behalf of ASIS&T available to non-members for free. Such requests must include a detailed explanation of how this offering will compel non-members to join and the steps to be taken by the relevant component group (SIG, Chapter, Committee) to recruit new members as a result of making the content free to non-members.

No exceptions will be made to this policy.

ASIS&T Annual Meeting

The ASIS&T Annual Meeting presents an opportunity for chapters to gather a segment of their members together in one place. Chapters are encouraged to organize a social event in conjunction with any face-to-face ASIS&T Annual Meeting. This may take the form of a reception organized at the meeting venue or an off-site event. At a minimum, chapters may request meeting space at the venue to hold a brief meeting of the members in attendance. However, hosting a social gathering is a good way to bring in new people and create a welcoming environment.

The Regional and/or Local Chapter that encompasses the city where the Annual Meeting is to be held may play a significant role in “hosting” the Annual Meeting. The chapter may wish to organize tours of local sites, host a special event, recommend local presenters, and engage with the Annual Meeting Program Committee to ensure the local culture is well understood.

Local and Regional Meetings

Chapters may also consider planning their own physical or virtual meetings during the year, but they are cautioned about the complexities of meeting planning. Chapter meetings may take two forms, either chapter-sponsored local meetings or ASIS&T-sponsored regional meetings. Chapter-sponsored meetings are entirely organized, funded, and hosted by a Local Chapter and draw on members from a limited geographic area. ASIS&T-sponsored meetings are co-organized, co-funded and co-hosted by the Regional Chapter and Headquarters and draw members from throughout the region and internationally. Chapter-organized meetings should not be scheduled within eight weeks of the ASIS&T Annual Meeting. See Appendix D for more details on requirements for each meeting option.

Local Chapter Meetings

Good Local Chapter meeting programs--imaginatively-planned, timely and competently presented -- are certain to build up the interest and participation of local members. If the quality of programs falls short of members' expectations, enthusiasm, interest, and attendance will almost certainly drop off. In determining their programs, Chapter officers should consider the "personality" of their chapters and plan activities that address the specific, and often unique, interests of the membership. If a local student chapter has been chartered in a Chapter's service area, the students should be considered, and joint programs planned with them.

Chapters are encouraged to be creative and experimental in their program planning, several successful program types have emerged:

- distinguished guest lectureships
- prominent local practitioner or specialist
- symposium comprising several speakers focused on a single topic
- informal panel presentations with speakers offering brief statements and then engaging in open discussion
- meetings to discuss papers in recent issues of JASIST or to review new books in the field
- audiovisual programs
- informal audience participation sessions with competent moderators
- technical tours to libraries, information centers and other information facilities
- social programs, such as annual Christmas parties, receptions for new members, casino nights or Spring picnics

Regardless of the formats selected for Local Chapters' meetings, it is important that speakers be qualified and respected spokespersons for the topics they will discuss.

In scheduling meetings, Chapters should consider preferences of the members regarding time of the meeting, length, etc., as well as unique logistical and planning requirements associated with certain formats. Although preferences can vary widely, surveys conducted by some Chapters reveal the following preferences:

- evening meetings in the fall and spring
- social hours before or during meetings, rather than after them
- co-sponsored meetings with other related organizations
- programs concerning applications, rather than principles, with emphasis on research, development, and equipment
- informal and inexpensive programs

Among the most complex meetings to plan are dinner meetings, but Chapters should not be dissuaded from this format. More importantly, they should consider the specific logistical requirements and plan well in advance to ensure that necessary questions are answered:

- Is the location easily accessible by car and/or public transport?
- Is space available for those coming after dinner to hear the speakers?
- Will fees for the dinner be collected in advance, at the door or during the meal?
- Must dinner reservations be guaranteed?
- Is public-address system available?

- Can the restaurant provide for unexpected dinner guests?
- Should the Chapter make money on the dinner by charging a little extra?
- Is audiovisual equipment available? and
- Is parking adequate?

ASIS&T encourages invitations to ASIS&T officers, directors and Headquarters staff to visit Chapters to present timely and informative reports on major current programs, policies and services of ASIS&T , and to respond to questions from local members on matters of direct professional interest to them.

Regional Meetings

Regional meetings typically mirror the Annual Meeting in terms of format, and include panel, paper, and often poster presentations. They typically range in length from 1-3 days. Content may be invited or solicited through a call-for-papers and submission process. Regional Chapters should form a planning committee and determine the venue, format, and submission process for a meeting before proposing the meeting to Headquarters for consideration.

The content of a regional meeting should justify the time and expense associated with long distance travel for attendees. The program content must keep the interest of the attendees for the duration of the meeting. Programs should be organized with formal presentations and a variety of supplementary activities or events, such as exhibits, tours, meals, and social hours. Adequate time should be provided to encourage formal and informal discussions.

Chapter Co-sponsorship with Other Organizations

Chapters are encouraged to co-operate with other professional societies and/or educational institutions in their region in considering ideas for joint meetings. In many cases, Board approval is required, so planning should begin early, and the Executive Director should be kept informed.

When a Chapter co-sponsors a meeting with another organization, it is important to clearly indicate the sponsorship status. ASIS&T should not be indicated as a sponsor unless specific approval has been given. As with Chapter meetings, co-sponsored meetings should not be scheduled within a period of eight weeks before or after an ASIS&T-sponsored meeting.

Continuing Education Courses & Webinars

Chapters are also encouraged to assist in the planning and development of webinars and continuing education programs directed at meeting the professional and scholarly needs of their constituencies. Since Chapter officers and members are knowledgeable about the educational and professional needs of members in their region, can help the ASIS&T Professional Development Committee to identify leading professionals in the region and recommend individuals to lead webinars or seminars or to teach courses.

In addition, Chapters can and should initiate the development of webinars and other online continuing education courses that can be delivered in the chapter's time zone. If Chapter members perceive a need in a particular topic area, they are encouraged to explore and develop the idea, outline the course, and identify potential markets. This outline can be submitted to Headquarters with an indication of all costs, including the extent of ASIS&T involvement in development costs. Proposal and budget guidelines and timelines are available from ASIS&T Headquarters. A unique continuing education

event may be eligible for support from the Chapter Special Projects Fund.

The incentive for a Chapter to sponsor a webinar or other continuing education course is that it can help meet the needs of the Chapter's constituency and broaden the Chapter's potential membership base by promoting and publicizing Chapter activities to a larger group of people. In addition, the financial incentive should not be overlooked; a well thought out and publicized program that meets the needs of a clearly defined group could provide extra income to the Chapter. Chapters can also subsidize course fees for Chapter members, thereby providing yet another tangible benefit to the Chapter membership.

Please see the [Guidelines on How to Propose a Webinar](#) for more information.

Chapter-Sponsored Awards

Chapters often manage awards programs within the Chapter to recognize their members for outstanding achievement. Chapters may make awards at their discretion if they meet the following requirements:

1. The award must be listed on the "Awards" page of the Chapter's website. The criteria for the award and deadline for application must be explicit.
2. The call for nominations/applications for all awards must be shared on the chapter's iConnect email list and in Inside ASIS&T.
3. Awards to individuals who are not ASIS&T members are strongly discouraged. No award may be given to an individual who is not an ASIS&T member unless membership in ASIS&T is an explicit part of the award.
 - ASIS&T memberships, when given as part of an award, may only be funded with retained earnings. Chapters may not use allocation funds to award memberships.
 - Chapters may only award ASIS&T membership to non-members. Chapter awards may not be used to pay for membership for a current or recently (within the last 5 years) lapsed member.
 - If membership is offered as part of an award to a non-member, it must be spelled out on the website whether the cost of membership is provided in addition to the value of the award or if it will be deducted from the total amount of the award.
 - Memberships may only be paid out of a Chapter's retained earnings, not out of their allocation.
4. Requests for award funding must be submitted to ASIS&T Central at least 30 days prior to the end of the fiscal year (not later than June 1) for inclusion in the current fiscal year. Requests received after June 1 will be processed out of the following fiscal year's funds.

Chapters typically make their awards in conjunction with the Annual Meeting. Headquarters will poll Chapter leaders in early September to ascertain any planned awards so that payments can be arranged, and certificates created if they are needed.

Awards not meeting the above stipulations will not be supported by ASIS&T Central.

Other Projects

Among the most successful Chapters are those that maintain a high level of activity and who aggressively seek ways to be recognized in their own communities. While the

primary goal of Chapters is service to the membership, many projects serve the total membership indirectly by improving the reputation and visibility of the organization through efforts aimed at individual members or to community groups. The following ideas are among those initiated by Chapters over the years.

- Donations of ASIS&T publications to local institutions. Complete sets of back issues of ASIS&T publications are often welcomed by college and university libraries. Chapter membership can be surveyed for extra issues.
- Research support. Chapters can provide financial support to Chapter members involved in information science research that might be of direct and immediate benefit to other members.
- Career guidance. Chapters can counsel students during career days at local school systems or nearby colleges and universities. Chapter members can also staff recruitment desks at career- guidance clinics sponsored by local boards of education.
- Exhibit booths. Chapters are urged to staff exhibit booths or information tables at meetings of other professional organizations or information schools. Chapter members, particularly in local communities, are the best sources of information about ASIS&T and information science. Depending on the nature of the meetings, the Chapters might represent the Chapter itself or the Association, if it is a national meeting.
- Promotion the image of information science. Through the preparation and presentation of slide shows, short films, speeches, etc., Chapter members can promote information science to a variety of local audiences, such as students, businesspeople, civic leaders, etc.

GLOBAL CHAPTER AWARDS

Awards Jury

The jury for the Chapter Awards is chaired by the Chapter Assembly Director and is comprised of an ASIS&T Past President and four additional members appointed by the Chapter Assembly Director. Members of the Jury may not evaluate award submissions of any kind from their own Chapter.

Chapter of the Year Award

Each year since 1975, ASIS&T has honored a Chapter for its contribution to ASIS&T and the advancement of information science.

A Chapter may nominate itself for the Chapter of the Year Award by indicating they wish to do so on their Annual Report Form. It is important that an officer of the Chapter be given the responsibility to track the Chapter's accomplishments each year so that the report can be as thorough as possible.

The jury will look for the following when making its selection:

- Uniformly high performance over a year in member services and in contribution to the Association (a combination of newsletters or other publications, programs, or other activities);
- Well-attended and well-evaluated meeting or events;
- An innovative form or medium of information presentation;

- Public service or participation in a public effort, such as, a legislative hearing, standards committee, or other program;
- Noteworthy publications for the Chapter membership (newsletter);
- Noteworthy publications for an audience outside of ASIS&T;
- Special projects; and
- Other noteworthy activities not explicitly named above.

The award consists of a certificate to be presented to the Chapter Chair at the Chapter Assembly Meeting and recognized at the Awards Ceremony.

[Guidelines](#) for the award can be found on the ASIS&T Website.

Student Chapter of the Year Award

Each year since 1986, ASIS&T has honored a Student Chapter for its contribution to ASIS&T and the advancement of information science.

A Student Chapter may nominate itself for the Student Chapter of the Year Award by indicating they wish to do so on their Annual Report Form. It is important that an officer of the Chapter be given the responsibility to track the Student Chapter's accomplishments each year so that the report can be as thorough as possible.

The jury will look for the following when making its selection:

- Uniformly high performance over a year in member services and in contribution to the Association [this can be a combination of newsletters or other publications, programs, or other activities];
- Success in student member recruitment;
- A well-attended and well-evaluated meeting or event;
- An innovative form or medium of information presentation;
- A public service or participation in a public effort, such as, a legislative hearing, standards committee, or other program;
- A single publication for the Chapter membership (newsletter);
- A single publication for an audience outside of ASIS&T;
- Special projects; and
- Other noteworthy activities not explicitly named above.

The award consists of a certificate to be presented to the Chapter Chair at the Chapter Assembly Meeting and recognized at the Awards Ceremony.

[Guidelines](#) for the award can be found on the ASIS&T Website.

Chapter Member of the Year

The Chapter Member-of-the-Year Award is administered by the Chapter Assembly. The purpose of the award is to recognize the service of an individual to the life of ASIS&T through the activity of a particular Chapter. It is given for significant contributions to the membership of the Chapter through participation in and support of its events at a meeting, its publications, and its other activities. Any ASIS&T member who is currently a member of the nominating Chapter is eligible to receive the award. More than one awardee may be chosen in a given year. The same person may not receive the award for two consecutive years.

The award consists of a certificate to be presented to the awardee or their representative

at the Chapter Assembly Meeting and recognized at the Awards Ceremony.

[Guidelines](#) for the award can be found on the ASIS&T Website.

Chapter Publication of the Year

The Chapter Publication of the Year Award is administered by the Chapter Assembly. The purpose of this award is to recognize the best publication produced by a Chapter (or jointly by two or more Chapters) during the previous year. Any type of Chapter Publication is eligible, including newsletters, transactions, directories, or other publications.

The award consists of a certificate to be presented to the Chapter Chair at the Chapter Assembly Meeting and recognized at the Awards Ceremony.

[Guidelines](#) for the award can be found on the ASIS&T Website.

Chapter Event of the Year

The Chapter Event of the Year Award is administered by the Chapter Assembly. The purpose of the award is to recognize the best event held by a Chapter (or jointly by two or more Chapters) during the previous year. Any type of Chapter Event is eligible, including face-to-face or virtual meetings, webinars, social gatherings, tours, etc.

The award consists of a certificate to be presented to the Chapter Chair at the Chapter Assembly Meeting and recognized at the Awards Ceremony.

[Guidelines](#) for the award can be found on the ASIS&T Website.

Chapter Innovation of the Year

The Chapter Event of the Year Award is administered by the Chapter Assembly. The purpose of the award is to recognize innovation by a Chapter during the previous year that will have a positive impact on future operations, collaborations, or communications within the chapter, of other chapters, or of other units within ASIS&T.

The award consists of a certificate to be presented to the Chapter Chair at the Chapter Assembly Meeting and recognized at the Awards Ceremony.

[Guidelines](#) for the award can be found on the ASIS&T Website.

Regional, Local and Student Membership Awards

Each year headquarters will calculate the percentage increase or decrease in membership of each Regional, Local and Student Chapter. The Regional, Local and Student Chapters with the highest percentage increase in membership each year will be recognized at the Annual Meeting.

The award consists of a certificate to be presented to the Chapter Chair at the Chapter Assembly Meeting and recognized at the Awards Ceremony.

CHAPTER FINANCES

Regional Chapter activities are financed through funds held at Headquarters in the name of each Regional Chapter. Regional Chapter annual budgets run concurrently with the ASIS&T fiscal year (July 1st – June 30th). Regional Chapters have three sources of funds available to them each year.

Regional Chapter Budgets

All Regional Chapters must submit their budget for the year's activities by July 15. Based on the total income expected for the Regional Chapter, activities should be identified, and expenses estimated within the total amount of money available for the Regional Chapter. This plan includes any financial implications from any events held in that fiscal year, including revenue raised and expended. Regional Chapter allocations will be issued upon approval of the Regional Chapter budget. Regional Chapters that fail to submit a budget by the July 15 deadline will lose their annual allocation.

Headquarters will send Regional Chapters their budget form in late June. The form will indicate any carry-over funds from the prior year as well as the Regional Chapter's actual vs. budgeted revenue and costs for the prior year. Regional Chapters are responsible for entering anticipated revenue and costs for the coming year into the budget form and submitting it to Headquarters. Once a budget has been submitted and approved, each Regional Chapter Chair is authorized to approve Regional Chapter expenditures each year up to the total of the individual Regional Chapter's budgeted funds. Single expenditures of more than US\$1,000 must be approved by the Regional Chapter Assembly Director.

Regional Chapters are not to commit any expenses prior to their submission of annual budgets to Headquarters and to the Regional Chapter Assembly Director.

Sources of Revenue

Regional Chapter Allocation

In May of each year, HQ staff will run a list of current paid members of ASIS&T in the region including the amount of member dues generated by those members. That roster serves to document the value of membership generated by that Regional Chapter and is used for the purpose of determining Regional Chapter allocations each year. The Board will budget a set percentage of overall dues to be allocated to Regional Chapters based on the annual budget. The percentage is determined annually based on overall ASIS&T membership and the financial priorities of the organization. Each chapter's allocation will not be less than \$500. The greater the number of members of a Regional Chapter, the larger their allocation. Regional Chapters will be notified of the amount of their allocation in June of the preceding fiscal year so that they may create their budget for the coming year. Regional Chapter allocations must be spent within the fiscal year for which they are allocated, or those funds are forfeited at the end of the fiscal year.

Chapters that have not spent any of their allocation in the prior year will not receive an allocation in the subsequent year if the amount of the allocation due is less than the amount of retained earnings held by the chapter. Chapters that fail to submit an annual report and budget by July 15 each year will not receive an allocation for the subsequent fiscal year.

Earned Revenue

Throughout the year, Regional Chapters can earn revenue through the following types of activities:

- Event Registration Revenue
- Webinar Registration Revenue
- Sponsorships and other contributions

Revenue earned by the Regional Chapter is retained by the Regional Chapter at the end of the Fiscal Year.

Retained Earnings

Retained earnings are any Regional Chapter funds that were earned in a prior fiscal year and carried forward into a new fiscal year. Regional Chapters should maintain a modest level of retained earnings to support ongoing activities, but are encouraged to develop a plan for the expenditure of significant retained earnings on a project or undertaking that will grow the Regional Chapter and create value for its members. Retained earnings carry forward to future fiscal years if not spent, up to a maximum of 5 years at which time unspent retained earnings will revert to the ASIS&T retained earnings account. The oldest retained earnings will be spent first.

In the event of dormancy of a Regional Chapter, any retained earnings will be held for three years. At the end of three years those funds will revert to the ASIS&T retained earnings account.

Sponsorship and Contributions

If a Regional Chapter wishes to solicit donations, they are strongly encouraged to do so. Any funds raised on behalf of the Association are subject to the standard accounting procedures for the Association and the IRS rules that govern donations to a 501(c)3 organization. Regional Chapters should communicate directly with the Executive Director about their plans to solicit contributions to ensure that Regional Chapter activities do not conflict with the ongoing fundraising activities of the Association and contributions are recognized appropriately.

Regional Chapter Expenditures

Throughout the year, Regional Chapter activities may require financial support. Typically, Regional Chapters will expend funds on the following:

- Event-related expenses (food & beverage, audio-visual equipment)
- Speaker expenses (travel, honoraria)
- Awards (see stipulations on award expenditures under “Chapter-Sponsored Awards”)
- Marketing and Promotional Materials
- Printing
- Postage
- Social events

Regional Chapters have wide discretion as to how they spend their funds. However, Regional Chapters may not spend their funds on the following:

- Member dues (unless included in an award, and then only for new or significantly (more than three years) lapsed ASIS&T members and only from retained funds, not allocated funds).
- Travel support for an ASIS&T member (unless included in an award)
- Annual Meeting Registration (unless included in an award)
- Speaker honoraria for an ASIS&T member
- Any other form of financial support for services that benefit an ASIS&T member

When in doubt about the acceptability of specific expenses, Regional Chapter officers should contact the Regional Chapter Assembly Director or Executive Director for

guidance.

Reimbursement to individuals for Regional Chapter expenses will be made by Headquarters only after receipt of (1) authorization of the expense from the Regional Chapter Chair or Secretary/Treasurer or Treasurer (and Regional Chapter Assembly Director, if necessary) and (2) an explicit, detailed invoice or receipt from the individual or organization that rendered the service. Regional Chapters may work with ASIS&T Headquarters staff to arrange for direct billing to the Association by the vendor, bypassing the need for individual reimbursement. Reimbursement of expended funds or requests for payment should be sent to the ASIS&T Executive Director using the [ASIS&T Payment Request Form](#). ASIS&T HQ will issue a check or funds transfer to reimburse such expenditures within 10 business days of receipt of the request. The Chapter will bear the cost of any fees association with funds transfer outside of North America.

Local and Student Chapter Finances

Local and Student Chapter financial management is overseen by the Regional Chapter. It is left to the discretion of the Regional Chapter leadership to determine what percentage of the Regional Chapter allocation (if any) should be allocated to Local and Student Chapters. Regional Chapters may opt to handle funding requests from Local and Student Chapters on a case-by-case basis or they may opt to allocate funds to each Local and Student Chapter at the outset of the fiscal year. Local and Student chapters may maintain a retained earnings fund at Headquarters, or they may opt to combine their retained earnings with the Regional Chapter Retained Earnings fund. All reimbursement requests for Local and Student Chapter expenditures must be approved by the Regional Chapter Treasurer and sent to Headquarters for reimbursement. The same restrictions on expenditures that apply to Regional Chapters apply to local chapters.

In the event of a dissolution of a local chapter, any retained earnings revert to the Regional Chapter retained earnings account.

Cost of Headquarters Support

Many of the routine administrative tasks of Chapters are performed by ASIS&T Headquarters at no charge to the Chapters. This includes preparation of financial and membership reports, maintaining Chapter membership lists, updating Chapter websites, processing reimbursements, and supporting elections. In addition, there are no charges to Chapters for minimal assistance in arranging their planning meetings at annual meetings and webinars.

Other activities performed by Headquarters at the request of Chapters may be considered extraordinary and, in these cases, the Chapters may be charged for costs incurred for the staff time devoted to the effort. Examples of items considered to be extraordinary include the following:

- Special events and receptions at the Annual Meeting
- Preparing special promotional materials or publications
- All other special projects

When special assessments will be made, beyond those indicated in this manual or specified in other Chapter communications, the Chapter Chair or Secretary/Treasurer or Treasurer will be notified in advance of the expenditure.

Financial Reporting and Responsibilities

Since all Regional Chapter accounts are accumulated and held at Headquarters as dedicated funds, Headquarters bears the primary responsibility for annual reporting of Regional Chapter financial activities to the Board of Directors. Headquarters routinely handles such matters as the filing of federal tax reports and the compliance with auditor's requests for Regional Chapter financial data.

In addition, Headquarters prepares quarterly Regional Chapter financial statements which are sent to Regional Chapter Chairs and Secretary/Treasurers or Treasurers as well as the Chapter Assembly Director upon request. The Regional Chapter officers are expected to review the statements for accuracy and to assure that sufficient funds exist to cover the anticipated expenses of other projects to be undertaken during the fiscal year. No Regional Chapter officer should approve expenditures that exceed the available funds as indicated in the quarterly reports.

Please note that the ASIS&T fiscal year is July 1 through June 30. All financial reporting is synchronized to the ASIS&T fiscal year.

CHAPTER SPECIAL PROJECT FUND

Purpose of the Fund

The Chapter Special Project Fund was established by the Board of Directors to assist Chapters that want to undertake worthwhile projects but lack sufficient funds. It also exists as an emergency or loan fund for Chapters that run into financial difficulties. The Fund is administered by the Chapter Assembly Steering Committee. The Chapter Assembly Director regularly reports to the Board of Directors and the Chapter Assembly on the use of the Fund.

Requests for support from the Chapter Special Project Fund should be submitted no later than May 1 of the fiscal year preceding the year in which the funds are to be used. The amount budgeted to the fund is based on the funding requests received from Chapters but typically will not exceed a ceiling of US\$10,000. All requests for expenditures from the fund must initiate from a Regional, Local or Student Chapter Chair in the form of an online application which should include a written description of the proposed use, with a breakdown of costs. The Chapter Special Projects Fund application can be found at Appendix E.

Types of Requests

There are five general types of requests which can be made.

1. Loans to be paid back at the completion of a revenue-generating project.
2. Cost-sharing projects between the Chapter and the Fund.
3. Seed money to launch a new revenue-generating activity that will become self-sustaining.
4. Direct Grants from the Fund for special projects with high technical merit that will result in increased membership, a new member benefit, or a product to be offered for sale.
5. Emergency loans to Chapters which run into financial difficulties because of annual operations.
6. Emergency grants to Chapters which run into financial difficulties. (In only special cases will money be given as a direct grant not requiring repayment.)

Application Procedures

Any Chapter wishing to apply for a loan or grant from the Fund may apply to the Chapter Assembly Director at any time, but funds may not be available until the subsequent fiscal year. The request must be submitted by the Chapter Chair. A request must contain the following specific items:

1. Chapter(s) making request.
2. Purpose, amount requested, type of request, and description of the project for which funds will be used.
3. The Chapter's resources that will be used to complete the project, e.g. technical experts, management capabilities, other sources of additional funds.
4. If it is a loan, the proposed terms of repayment.
5. Any special circumstances or considerations to the request.

The application form can be found at: <https://tinyurl.com/yxz2pxu5>

Evaluation Process

Upon receipt of the request, the Assembly Director will forward copies to the Assembly Steering Committee with any appropriate comments or recommendations. The Assembly Steering Committee will either approve or disapprove the request by a majority vote with the Director only voting to break a tie.

Criteria for Approval

The Steering Committee will use the following considerations in deciding whether or not to fund a request.

1. Will the project increase the visibility of and membership in the Chapter?
2. Does the Chapter have the resources to bring it to successful completion?
3. How much money is available in current or future fiscal year?
4. Is the amount requested reasonable for the Fund to handle and is it reasonable for the value of the project?
5. Any special considerations submitted in the Chapter request.

Special Emergency Allocations

Under special circumstances the Chapter Assembly Director will have discretionary authority to make emergency allocations of up to US\$200 to a Chapter. These may either be in the form of a grant or loan.

Reporting

Chapters that receive support through the Special Projects Funds must submit a report to the Chapter Assembly Chair each quarter outlining the progress towards accomplishing the goals of the project and expenditures to date. At the conclusion of the project, a final report must be submitted to the Chapter Assembly Chair. A copy of the written report must also be submitted to the Board for information purposes.

Handling of Funds

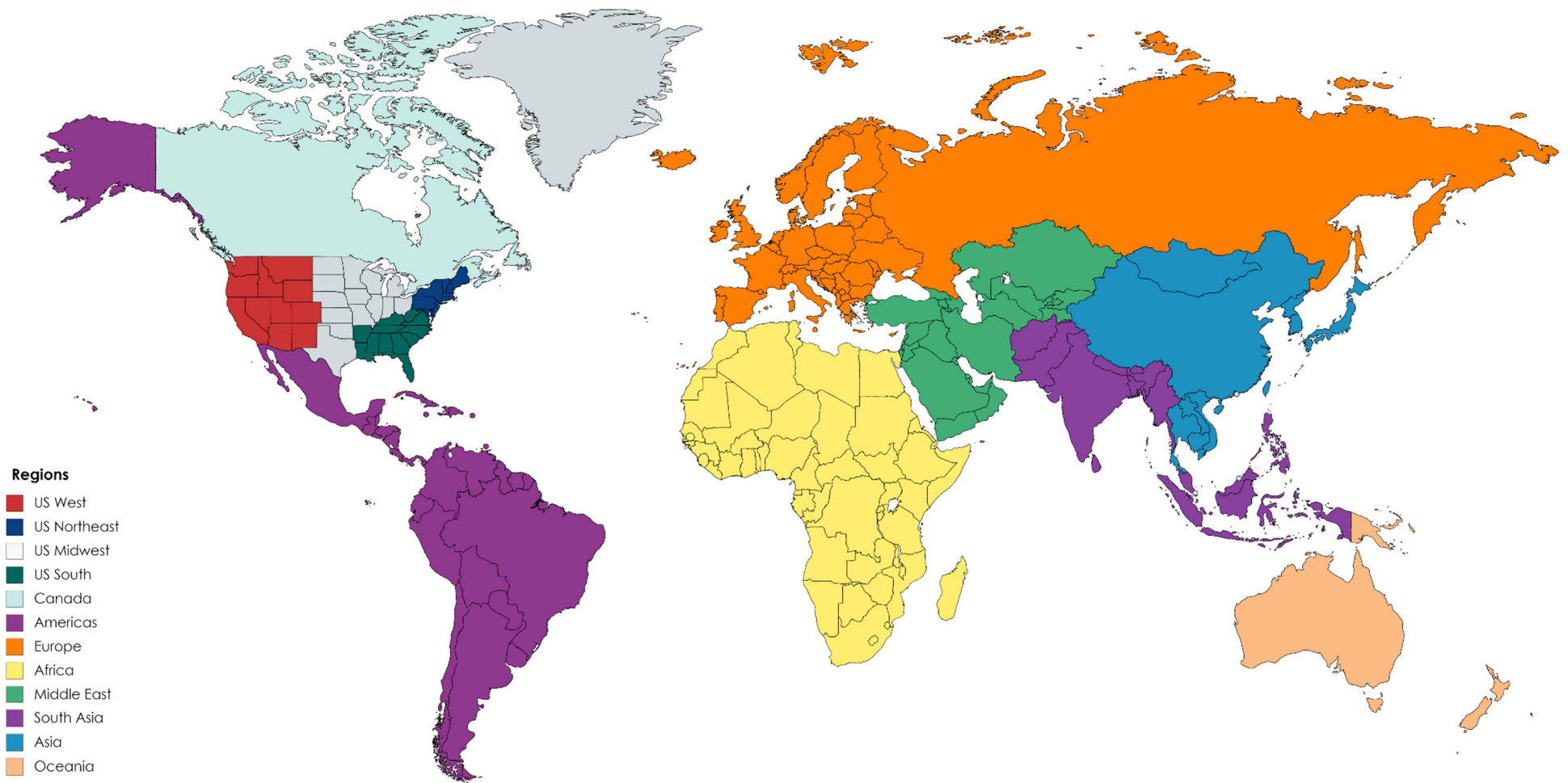
Upon approval of an application for funding from the Special Project Fund, the requested amount will be allocated to the Chapter. Expenditures against the project will be reimbursed upon submission of a request for reimbursement to the Executive Director. Requests for reimbursement should not deviate from the proposed and approved project budget without the approval of the Chapter Assembly Director.

Restrictions

The Chapter Project and Reserve Fund may not be used for the following:

1. Travel expenses unless they are an intrinsic part of an approved Chapter project and are specifically outlined in the original request.
2. Expenses incurred at an ASIS&T national or regional meeting unless they are part of an approved project and are specifically outlined in the original request.
3. Honoraria to speakers at an ASIS&T national or regional meeting unless they are part of an approved project and are specifically outlined in the original request.
4. Professional time spent on a project by an ASIS&T member.

Substantial time spent by Headquarters professional staff members in support of an approved Chapter project will be charged against that project and should be included in the original request.





Association for Information Science and Technology

_____ CHAPTER

ASSOCIATION FOR INFORMATION SCIENCE AND TECHNOLOGY

Article I. Name

The name of this organization is the _____ Chapter of the Association for Information Science and Technology (ASIS&T).

Article II. Purpose

The purpose of the Chapter is to provide an organization through which members of ASIS&T located within the Chapter area may participate in and carry forward the programs and purposes of ASIS&T. The Chapter shall promote the interests of the Society and its programs and shall make every reasonable effort to involve students of information science and related disciplines who are located within its boundaries.

Article III. Membership

Section 1. All Individual and Institutional members in good standing of ASIS&T whose mailing addresses are within the Chapter's geographic boundaries as established by the ASIS&T Board of Directors shall automatically be members of the Chapter. No individual or organization may become a member of the Chapter except by becoming a member of ASIS&T. Upon request, a member of ASIS&T may become a member of the Chapter even though the mailing address is not within its boundaries.

Section 2. Student members in good standing of ASIS&T who are located within the boundaries of the Chapter shall be student members of the Chapter.

Section 3. All members are entitled to receive Chapter publications. Official notices of Chapter meetings and programs shall be distributed to all members prior to the event.

Section 4. Individual members, Student members, and one certified representative of each Institutional member may vote on any questions submitted to the members of the Chapter at a meeting, or by formal ballot, and may serve as officers of the Chapter.

Section 5. Student members shall have the same privileges and responsibilities as Individual members.

Section 6. A Chapter member whose membership in ASIS&T has been terminated for any cause shall no longer be a Chapter member.

Article IV. Officers

Section 1. The officers of the Chapter shall include, inter alia, a presiding officer to be known as the Chapter Chair, a Chapter Assembly Representative, and an Alternate Assembly Representative. Nothing in these bylaws shall prevent any Chapter member from being elected or appointed to more than one Chapter office, except that the Representative and Alternate Representative must be different

individuals. Terms of office shall coincide with the Chapter administrative year which shall correspond with the ASIS&T administrative year.

Section 2. The Chapter Chair shall see that an annual financial report of the Chapter is filed with the Executive Director of ASIS&T within thirty days after the close of the ASIS&T fiscal year.

Section 3. The Chapter Chair shall preside over all meetings of the Executive Committee (See Article VII, Section 1) and the Chapter. The Chair shall appoint the Chairs and members of all committees, subject to the provisions of these bylaws.

Section 4. While not required, a Chapter Chair-elect should be elected in addition to the officers prescribed in Section 1 whenever possible. The Chair-elect shall actively assist the Chair and shall preside at Executive Committee or Chapter meetings in the absence of the Chair. The Chair-elect shall automatically succeed to the office of the Chair upon completion of the term as Chair-elect, or upon the resignation or death of the Chair.

Section 5. The Chapter may choose to elect additional officers, such as Secretary or Treasurer, at its discretion. Terms of office may span more than one administrative year, but should not exceed three administrative years.

Section 6. The officers of the Chapter must be members of ASIS&T. They shall be elected by a plurality vote of the members voting by means of a formal ballot. The report and recommendations of the Nominating Committee shall be distributed to all voting members prior to the Annual Chapter Business Meeting. The Chapter shall provide its membership with the opportunity to make additional nominations prior to distributing the final ballots.

Section 7. In the event of the resignation, death or termination of membership of a Chapter officer other than the Chair, the Executive Committee shall appoint a member to serve until the end of the administrative year.

Article V. Meetings

The Executive Committee shall provide for an Annual Business Meeting. The Annual Business Meeting shall not occur within fifteen days of the ASIS&T Annual Meeting. Written notice of the Annual Business Meeting shall be distributed to all members of the Chapter not fewer than 30 days before the date of the meeting. Special business meetings of the Chapter may be held at such times and places as the Executive Committee may determine, upon 15 days prior notice to the members.

Article VI. Dues and Finances

Section 1. Any Chapter dues and assessments shall be set by affirmative vote of two-thirds of the members who vote by means of a formal ballot. If accepted by a vote of the membership, Chapter dues and assessments will be levied against all Individual members of the Chapter. Nonpayment of such dues shall not deny any member the privileges of Chapter membership, except that the Chapter may limit the privilege of voting or holding office in the Chapter for nonpayment of such Chapter assessments. Chapter assessments shall not be levied on Institutional members or their representatives.

Section 2. The Chapter may collect monies from persons and institutions who are not members of the Society to place them on a mailing list for meeting notices and other mailings, but such persons and institutions shall have no vote in Association or Chapter meetings or in formal balloting.

Section 3. The fiscal year for the Chapter shall be in conformity with the fiscal year of ASIS&T.

Section 4. The Executive Director of ASIS&T must be a signatory on all Chapter accounts.

Article VII. Committees

Section 1. The Executive Committee of the Chapter shall include the elected Chapter officers, the immediate Past Chair, and the chairs of such committees as may be appointed by the Chapter Chair. The Executive Committee shall also include appointed representatives to other associations as determined by the Chair. The Executive Committee shall conduct and manage the affairs of the Chapter, subject to these bylaws, and shall possess all powers necessary or incidental that purpose, including the right to appropriate and expend Chapter funds.

Section 2. There shall be a Nominating Committee, consisting of a chair and two Individual members of the Chapter, appointed by the Chapter Chair. This committee shall present a list of nominees to the members of the Chapter, as provided in Article IV, Section 5. The Nominating Committee shall present to the Membership more than one candidate for each office if possible.

Article VIII. Dissolution

In the event of a dissolution of the Chapter, the assets of the Chapter shall, after satisfaction of all liabilities and obligations thereof, be paid into the general treasury of ASIS&T.

Article IX. Other

For matters not covered under these bylaws, the ASIS&T Bylaws will be followed.

Article X. Amendment

These bylaws may be amended by an affirmative vote of two-thirds of the members of the Chapter voting on the proposed amendment. Such amendment may be proposed by petition of a minimum of ten percent of the Chapter members, filed with the Chapter Chair, or by proposal of the Executive Committee of the Chapter or the ASIS&T Board of Directors. Such amendment shall be voted upon by formal ballot within sixty days after receipt by the Chapter Chair. The appropriate Chapter officer shall prepare and distribute a copy of the proposed amendment together with a ballot to each voting member of the Chapter, setting forth a date not less than twenty or more than thirty days from the date of distribution of the ballot, by which date all valid ballots which are returned shall be counted. No amendment to these bylaws shall take effect unless and until it has been certified by the ASIS&T Board of Directors as being in harmony with the Charter, Constitution, and Bylaws of ASIS&T. If so certified, the amendment shall be effective as of the date of the next regularly scheduled meeting of the Executive Committee.

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About the Chapter

Chapter Name *

Form Submitted By: *

Submitter Email *

Fiscal Year *

Current Chapter Chair *

Current Chapter Chair Email *

Chapter Chair-Elect Name *

Chapter Chair-Elect Email *

List of all other current elected chapter officers, with contact information. *

Who represented your Chapter at the Chapter Assembly meeting at the last ASIS&T annual meeting? *

Chapter Activity During the Year

Membership *

Describe any efforts your Chapter made especially designed to recruit new ASIS&T members or retain existing ASIS&T members (e.g., welcome letters, calls or visits, etc.).

Member Communication *

Please describe the frequency of communication and methods you use to communicate with your members.

Programs *

What programs, including those presented at the ASIS&T Annual Meeting, did your Chapter sponsor or cosponsor during the fiscal year? (e.g., continuing education programs, regional meetings, webinars, promotional activities for your Chapter or ASIS&T, career guidance, ongoing services, etc.). Please list the name of the program, speakers involved, date and location, estimated attendance, revenue and expenses, a brief description of each program, and other participating organization or ASIS&T units, if applicable.

Collaboration *

Describe ways in which your Chapter engaged with other Chapters or SIGs (including student chapters) this year.

Future Collaboration *

Describe below your plans for the coming year to engage with other Regional and Student Chapters or SIGs:

Other Activities *

Describe your Chapter's participation in other noteworthy activities during the period (e.g., participation in a public effort, such as, legislative hearing, standards committee, representation at meetings of other organizations, etc.).

Publication(s)**Publication(s) ***

Describe the publications your Chapter produced during the activity period (e.g., newsletters, technical publications, pathfinders, joint publications, etc.). Briefly describe those publications here, indicate the publication frequency and intended audience, and enclose a copy of each publication (or provide the URL) with this report.

Publication Upload

Please upload the publication(s) described above.

20MB max

Choose File No file chosen

Second Publication Upload

20MB max

Choose File No file chosen

Third Publication Upload

20MB max

Choose File No file chosen

4th Publication Upload

20MB max

Choose File No file chosen

Awards

Do you wish to be considered for the Chapter-of-the-Year or Student Chapter-of-the-Year-Award? *

- ☐ Yes
☐ No

Would you like to nominate one of your members for Chapter Member of the Year?

- ☐ Yes
☐ No

If yes, please provide name of member.

Please describe why this member should be considered for Chapter Member of the Year

Do you wish your event to be considered for Chapter Event of the Year?

- ☐ Yes
☐ No

Event of the Year

Please indicate which event and why you think it should be considered for Chapter Event of the Year. Include information on attendees, planning committee, communication, etc.

Would you like a publication to be considered for Chapter Publication of the Year?

- ☐ Yes
☐ No

Chapter publication of the Year

If you answered yes above, please indicate which publication and why you feel it should be considered for the award.

Would you like to be considered for Chapter Innovation of the Year?

- ☐ Yes
☐ No

Innovation of the Year

If you answered yes above, please describe your chapter's innovation and why it should be considered for Chapter Innovation of the Year.

Please upload any awards documentation that you would like to be considered.

20MB max

Choose File

No file chosen

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Additional Information

Please include any other comments you would like to make about your Chapter's activities this year.

CHAPTER MEETINGS

Chapter meetings may take two forms, either chapter-sponsored or ASIS&T-sponsored. Chapter-sponsored meetings are entirely organized, funded, and hosted by the chapter and are typically more localized in nature, typically hosted by Local Chapters. ASIS&T-sponsored meetings are co-organized, co-funded and co-hosted by the Regional Chapter and Headquarters and draw members from throughout the region and internationally.

Responsibility for...	Chapter-Sponsored Meeting	ASIS&T-Sponsored Meeting
Site Selection	Chapter	Local Representatives & ASIS&T HQ
Programming	Chapter	Local Representatives w/ ASIS&T HQ Input
Speaker Recruitment	Chapter	Local Representatives
Pre-Registration Management	Either Chapter or ASIS&T HQ	ASIS&T HQ
Budget & Fee Setting	Chapter	ASIS&T HQ
Production of Materials	Chapter	ASIS&T HQ
Pre-Meeting Site Liaison	Chapter	Local Representatives & ASIS&T HQ
Marketing & Promotion	Chapter & ASIS&T HQ	Local Representatives & ASIS&T HQ
Sponsor Recruitment	Chapter	Local Representatives & ASIS&T HQ
Sponsor Follow-Up	Chapter	ASIS&T HQ
Post-recruitment Speaker Liaison	Chapter	ASIS&T HQ
Materials Acquisition	Chapter	ASIS&T HQ
Food & Beverage Selection	Chapter	ASIS&T HQ
A/V Selection	Chapter	ASIS&T HQ
On-site Management	Chapter	ASIS&T HQ
Payments of all Expenses	Chapter	ASIS&T HQ
Collection & retention of Revenue	Chapter	ASIS&T HQ

- Chapter will be recognized as an in-kind sponsor of the ASIS&T-Sponsored Meeting.
- ASIS&T staff time (both pre-meeting, travel to and on-site) will be accounted for in the budget
- No ASIS&T-sponsored meeting will be budgeted at less than break-even
- No ASIS&T-sponsored meeting should be promoted until an agreement on registration fees has been reached between the local representatives and ASIS&T HQ
- ASIS&T HQ may be able to provide a conference submissions portal for use by the planning committee
- All planning committee members must be current members of ASIS&T.
- ASIS&T HQ will provide conference/video call facilities for planning coordination.
- ASIS&T HQ will create a unique web page and registration portal for all ASIS&T-sponsored meetings.
- All materials generated in the meeting planning process should be loaded to the relevant ASIS&T Community.

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About the Project

Project Name *

Chapter Name *

Prepared by: *

Projected Start Date *

Projected Completion Date *

Project Description *

Purpose

Goals and Objectives *

List major project goals and objectives for each. For each goal please list a specific measurable objective.

Benefits *

Enter anticipated value from your chapter's perspective and from ASIS&T's perspective.

How will success be measured? *

How will you know you have achieved your goals and objectives? (e.g. What do you want to be able to announce in the final project report to ASIS&T?)

Resources

Committed Volunteers *

Please list the individuals who have made a commitment to this project. They should all be ASIS&T members.

Committed Speakers (if applicable)

List any individuals who have committed to speak at an event.

Facilities (if applicable)

Please indicate what facility will be used for this event and indicate the commitment status.

Partners (if applicable)

Please describe any arrangements with partners - what are the agreements for sharing costs event promotion, printing, mailing, administration, so there is no confusion after the event on who pays how much?

Constraints

Are there any known limiting factors (resources, timeframes, and deliverables)?

Budget

Budget *

Please upload the project budget, indicating anticipated revenues (if any) and expenses, along with any funds available from outside sources.

20MB max

Choose File

No file chosen

