

# CHAPTER OFFICER'S MANUAL

**American Society for Information Science  
and Technology**

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**Revised 1996/ 1997**

ASIST  
CHAPTER OFFICER'S MANUAL  
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## PREFACE

Welcome to your new role as an officer of an ASIST Chapter. Your election or appointment represents the trust that the members of your Chapter place in you and your ability to serve their interests. By accepting your position, you have indicated your willingness to accept their trust and to form another trust with ASIST - one that assures everyone that you will work conscientiously to further the goals of ASIST and to follow the policies established for the organization.

The purpose of the Chapter Officers Manual is to guide and alert new Chapter officers to certain 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 ASIST Constitution and Bylaws.

Working together, the Chapter Assembly Director, Headquarters and all Chapter officers will keep the manual up-to-date. As a general rule, Headquarters staff will update the manual each summer, before distributing it to all new Chapter officers at the beginning of each administrative year. Chapter chairs should keep their personal copies of the manual up-to-date by including appropriate sections of Chapter Memos issued by the Assembly Director and by incorporating new or revised sections that result from Chapter Assembly or Board actions.

Comments, suggestions and criticisms 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.

# I. CHAPTER ADMINISTRATION

## A. PURPOSE AND ORGANIZATION OF CHAPTERS

### ASIST Chapters

ASIST Chapters consist of groups of 15 or more members living or working within 50-mile radii or some other well-defined geographic areas. Ideally, Chapter areas 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 ASIST .

### Purpose of Chapters

According to the ASIST Constitution, one of the purposes of the Society is "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." Chapters are an ideal vehicle for accomplishing a portion of this important mission.

Chapters 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. Chapters should make all reasonable efforts to involve students of information science who are located within their boundaries.

Among the many ways in which chapters can assist the Society in its concerns are by participating in ASIST -wide technical and governance activities, suggesting recipients of national awards or candidates for national office, hosting ASIST Annual and Mid-Year Meetings, promoting exhibits at ASIST meetings, supporting the ASIST Placement Service, recruiting individual and institutional members, contributing material to ASIST publications and, in general, supporting the goals and objectives of the Society.

### Creation of Chapters

Section 7.16 of the ASIST Bylaws outlines the process for Chapter creation: "Fifteen or more Members or Representatives of Institutional Members living or working within an area of not more than a 50-mile radius, or some other well-defined geographic area, desiring to form a Chapter may submit to the Board of Directors a written application signed by all the applicant members together with a set of tentative bylaws for the proposed Chapter. Upon approval of the application and proposed bylaws, a charter will be issued by the Board of Directors in the name of the Society. The geographic boundaries of each Chapter shall be fixed by the Board of Directors at the time the charter is approved and may be altered from time to time by the Board. More than one Chapter shall not be chartered in any given area."

Specific guidelines and procedures for Chapter organization can be found in Appendix B and Appendix M.

## **Chapter Bylaws**

The Board of Directors has approved "Model Bylaws for ASIST Chapters" as revised in May 1976 (see Appendix C). Chapters are urged to review their bylaws periodically and revise them as necessary or to submit new bylaws if the current set is out-of-date or cannot be found (copies of bylaws for most of the Chapters are available from Headquarters). The Model Bylaws are guidelines and Chapters enjoy considerable latitude in enacting bylaws of their own, provided only that all Chapter bylaws are in harmony with those of the Society.

To facilitate review of bylaws by the ASIST Constitution and Bylaws Committee and the ASIST Board, all variations from the Model Bylaws should be noted and justifications for the proposed changes offered.

Revised Chapter bylaws should be sent to Headquarters for approval by the ASIST Constitution and Bylaws Committee before the bylaws are sent to the Chapter membership for approval. Chapter officers are urged to read their Chapters' bylaws to learn of official procedures and to suggest revisions.

## **Chapter Membership**

All individual and institutional members of the Society whose mailing addresses are within a Chapter's geographic boundaries are automatically members of that Chapter unless they ask to become members of another Chapter. No individual or organization may become a member of a Chapter except by becoming an ASIST member. Chapters may collect money from persons and institutions who are not members to place them on mailing lists for meeting notices and other mailings. Fees for this "affiliation" shall be determined by the Chapters. If Chapters assess local dues of ASIST members, non-payment shall not deny an ASIST member the privilege of Chapter membership.

## **Dissolution of Chapters**

Chapters are granted charters for indefinite periods of time, with the intent that all Chapters will remain active. However, Chapter charters may be revoked by the ASIST Board of Directors upon recommendation for dissolution from the Chapter leadership or membership, from the Board or from the Chapter Assembly. Specific procedures and guidelines for chapter dissolution are contained in the ASIST Bylaws, Section 7.17, and in Appendix M of this manual.

If a Chapter is dissolved, Chapter officers will transfer all Chapter assets and records to ASIST Headquarters.

## **B. CHAPTER GOVERNANCE**

Governance of ASIST Chapters and their activities is performed at several levels by different organizational units and sets of officers. While the ASIST Board of Directors retains ultimate authority over the actions of each Chapter and all Chapters collectively, the responsibility for oversight is spread among individuals in several units. Those of primary significance are members of the Chapter Assembly and the elected and appointed officers of each Chapter.

### **Chapter Assembly**

ASIST Chapters are related to one another and to the Society through the Chapter Assembly, which consists of the Assembly Director, the Deputy Assembly Director, a Representative or Alternate from each Chapter of the Society, and the Assembly Representative or Alternate for Student Chapters. 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 Chapters.

The Chapter Assembly Director, who also serves as a member of the Board of Directors, and the Deputy Assembly Director, who serves on the ASIST Board when the Director is absent, are elected by the Assembly from among current Assembly Representatives, alternates and any ASIST member who has served as a representative or member of the Chapter Assembly Advisory Committee during the prior three years. Elections are held every two years in even-numbered years. There is a limit of two consecutive terms. 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.

The Assembly Director reports pertinent Board of Directors actions and proposals to the Chapters through the Assembly Representatives and/or through direct communication with all Chapter officers. Conversely, the Director reports the concerns and advice of the Chapter Assembly to the Board and solicits Chapter views on pending actions affecting Chapters. The Assembly Director should be kept apprised of Chapter activities.

The Deputy Chapter Assembly Director, who is elected at the same time as the Assembly Director and serves a concurrent two-year term, serves as presiding officer of the Chapter Assembly and as a member of the ASIST Board of Directors in the absence of the Assembly Director. The Deputy Director shall have a voice on the Board of Directors at any meeting, and vote only when the Chapter Assembly Director is not present.

The Chapter Assembly Advisory Committee shall consist of the Assembly Director, Deputy Assembly Director and five members appointed for two-year terms by the Assembly Director from among the outgoing and incoming Chapter Assembly members or Chapter officers. The Advisory Committee assists with Chapter Assembly activities and concerns at the discretion of the Director.

The other members of the Chapter Assembly are the Assembly Representatives elected or appointed by each Chapter to represent them in this body. Each Chapter must choose a

representative and an alternate representative with the expectation that one of them will attend all Assembly meetings.

The Chapter Assembly generally meets twice a year - at the ASIST Annual Meeting in the fall and the ASIST Mid-Year Meeting in the spring. Each Chapter should ensure that its Assembly Representative or Alternate Representative attends the meetings. In the absence of the Chapter Assembly Representative and Alternate, the Chapter chair should designate another member who will be in attendance to serve as temporary representative. ASIST policy requires that in such cases the Chapter chair provide written notification to the Chapter Assembly Director of the specific individual who will represent the Chapter, if that individual is not a Chapter officer.

The Society cannot provide funding to support the travel expenses of attendees at the Chapter Assembly Meeting. These expenses must be borne by the individuals or, if necessary, by the Chapters.

### **Chapter Officers**

Each ASIST Chapter is managed by a slate of elected and appointed officers who carry out the plans and projects for the year. 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 ASIST .

ASIST policy requires that Chapters elect or appoint, at a minimum, a chair, an Assembly Representative and an Alternate Assembly Representative. Chapter members may serve in more than one office, except that the Representative and the Alternate Representative must be different individuals. **Chapter officers serve on the Society's Administrative Year basis .** (*The ASIST Administrative Year commences with the adjournment of the meeting of the outgoing Board of Directors following the Annual Business Meeting each year.*) Outgoing Chapter officers are encouraged to meet with incoming officers to effect a smooth transition of duties and internal procedures and to transfer Chapter documents and records.

Though each Chapter may determine the specific responsibilities of its officers, as a general rule, the following descriptions of duties apply.

**Chair.** The Chapter chair is the most crucial officer within any Chapter. The chair generally sets the tone for what the Chapter will provide its members during the year of office. It is important that the chair begin the term with an explicit indication of what the Chapter is to achieve in the year ahead. Chairs must also exert strong leadership in assuring the membership that all other officers will accomplish their assignments during the year.

The following activities are usually among the chair's specific responsibilities:

Set the tone for the Chapter's activities, providing leadership that assures all Chapter members that they will derive benefits from their participation in the Chapter. This should include, but not be limited to, regular communication with Chapter members through letters, newsletters, meetings, telephone calls, etc., and substantive program planning (which many chairs delegate to chairs-elect).

Submit the Annual Financial Report of the Chapter for the preceding year to the Executive Director by October 30. (See Financial Reporting and Responsibilities and Appendix F.)

Submit the Annual Activities Report of the Chapter to the Executive Director within 30 days of the start of the Administrative Year. (See Chapter Reporting Requirements and Appendix E.)

Manage the affairs of the Chapter, including chairing the annual business meeting and all regular meetings of the Chapter executive committee, and providing accurate minutes of all Chapter meetings with copies to Headquarters, as required by the ASIST Bylaws, Section 3.71.

Appoint chairs and members of Chapter committees and encourage regular reports from all standing and special committees.

**Chair-elect.** The chair-elect, who automatically becomes chair in the following year, works closely with the chair in planning and executing Chapter programs. The chair-elect assumes the duties and responsibilities of the chair in the event of the chair's absence, resignation or removal from office. In many ASIST Chapters, the chair-elect assumes the primary responsibility for planning the Chapter's programs during the year.

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

**Secretary and Treasurer.** The secretary and treasurer or secretary/treasurer carry out the customary functions of these offices and execute the decisions and policies of the Chapter executive committee. Unless otherwise stipulated, the secretary receives the monthly membership transaction reports from Headquarters. The treasurer is responsible for maintaining the Chapter's financial accounts and must be aware of Society policies regarding Chapter finances and financial reporting.

**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 the overall Chapter and ASIST goals. 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 the chair, past chair or other current officer of the Chapter.

Chapters may elect or appoint Assembly Representatives for one-, two- or three-year terms.

**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. The Alternate Assembly Representative may serve in another Chapter office concurrently, but the Assembly Representative and the Alternate Assembly Representative must be different individuals.

**Chapter member Record Holders** Maintains all Chapter member records, including all additions, deletions and changes to the records. He/she works in partnership with HQ to ensure all Chapter member records are accurate. This individual also tracks member, prospect and customer participation in local meetings, workshops and programs to be better able to target mailings to likely prospects and follow up with prospects and customers.

### **Chapter Committees**

Chapters should create committees, as needed, to carry out the projects and goals of the Chapters. All Chapters should have executive committees, consisting of the Chapter officers, and nominating committees; in addition, many Chapters have committees on membership, publications, education, programs, employment, publicity, awards, hospitality, planning and other functions pertinent to Chapter activities.

The executive committee conducts and manages the affairs of the chapter, subject to the Chapter bylaws, and possesses all powers necessary or incidental to that purpose.

### **Chapter Nominations and Elections**

**Nominations.** Nominations to the ballots for Chapter officers should be made by standing committees on nominations, as provided for in the Chapters' bylaws. The committees should prepare ballots, including at least two nominees for each office to be filled.

In identifying candidates to be included on ballots, nominating committees should seek individuals who are willing to commit their time and energy in leading the Chapter. All nominees must be members of ASIST and the Chapter at the time of their nominations. Before nominating committees complete their ballots, all nominees should confirm their willingness to serve and their ability to perform the functions of the offices for which they are being proposed.

**Elections.** Chapters should hold their elections at least six weeks prior to the Annual Meeting of the Society. Early elections provide new officers the opportunity to begin generating ideas for the following year before they take their new offices.

Chapter elections should be conducted by mail ballot to all voting members of the Chapters (including students). One member of the Chapter should be designated the teller, who is responsible for counting votes and reporting the election results. New officers should be informed of their election immediately. Election ballots may be destroyed after the newly-elected officers take office.

## **C. CHAPTER FINANCES**

### **Chapter Funding Policies**

Chapter activities are financed through a combination of funds earned or raised locally by each Chapter and rebates to each Chapter on the basis of the number of Chapter members.

The rebates provided by ASIST to all Chapters are sent in two installments during each Administrative Year. The payments are only made if Chapters have complied with the ASIST Bylaws provision (Section 7.14) requiring that an Annual Financial Report be filed with the Executive Director by October 30 of the new year and that Chapters provide the names of (at least) a Chapter chair and a treasurer.

At the start of each Administrative Year, Chapters will know the amount of their full rebates from Headquarters for the year. The amounts are calculated from the May 31 membership count of the year just-ended and are based on payments of \$2 per regular member and institutional member representative and \$1 per student member of the Chapter. One-half of the year's total rebate, minus any Chapter expenses incurred at Headquarters, is sent to the Chapter on or about November 30 of each year. The second half of the rebate, less any Chapter expenses incurred at Headquarters, is provided on or about May 30.

As indicated above, Chapters must comply with financial reporting requirements before they will receive their rebates. Appendix F outlines the Board policy for withholding portions of Chapter rebates for non-compliance.

Chapters may assess local dues of their members and may collect money from "affiliates" who are not members of ASIST for purposes of maintaining their names on mailing lists. However, if Chapters assess local dues of ASIST members, non-payment shall not deny an ASIST member the privilege of Chapter membership. Chapters may also carry out special fund-raising activities and may seek funds from the Chapter Project Fund and/or the Chapter Development Fund (see Special Chapter Funds).

To assist ASIST members in organizing new Chapters, the Board of Directors has authorized the availability of \$50 in seed money for individuals attempting to begin new Chapters. In addition, upon request, new Chapters may receive payments totaling \$1 per member during the first three months following Chapter chartering to assist in organizational expenses. These funds are only available during the first three months.

All Chapter funds, including the rebate from Headquarters, as well as all other revenue derived from Chapter activities, programs and publications, are assets of the Society and are subject to the standard accounting procedures of the society. Although Chapters enjoy great latitude in the use of their funds, if the Society experiences severe economic problems leading to such situations as reorganization, bankruptcy or dissolution, these funds could be recalled to the Society's general treasury at the discretion of the Board of Directors. In such cases, all Chapter assets and liabilities are discharged or disposed of according to Article 9 of the ASIST Bylaws.

The Executive Director has overall responsibility for all ASIST operating fund-raising activities and the receipt, administration, and expenditure of those funds within approved ASIST

budgeting and accounting policies. Society members or bodies wishing to raise funds for a particular purpose must have approval from the Executive Director before initiating such activities. Such initiatives are strongly encouraged. NOTE: The policy is enacted to encourage coordination of fund-raising efforts and to ensure the national recognition of contributions.

\* See appendix P for Fund Raising Policy

### **Financial Reporting and Responsibilities**

Given that chapters operate under the legal and financial auspices of the Society, their financial activities are understandably subject to the same review as the Society's by its auditors. The financial reports prepared by the chapters and submitted to ASIST headquarters serve as the basis for this review. In addition, these reports can also help the chapter analyze its own activities to determine if it is meeting its programmatic and financial objectives.

In spite of the benefits of preparing reports to help assess the chapters' financial position, we recognize that this reporting requirement is generally viewed by chapter officers as a burden. Given the "necessary evil" aspect of chapter financial reports, we have worked hard to develop a simple, easy-to-follow procedure that will minimize the time it takes you to prepare these reports. (See Appendix G for complete easy to follow instructions).

Chapter Annual Financial Reports are included in the Society's annual reporting to the Internal Revenue Service and must include a detailed statement of Chapter income and expenses of all types for the previous 12 months. The per-capita dues rebates are included as income for Chapters. Chapters should consider establishing auditing committees to review and approve Annual Financial Reports.

Chapter chairs are responsible for filing Chapter Financial Reports with the Executive Director. Failure to file the chapter's Annual financial report by October 30 may result in withholding of Chapter rebates and the imposition of an external audit at considerable cost to the Chapter. (See Appendix F.)

An important reason for these stipulations is that Chapter balances are reflected in the ASIST Financial Statements. Each year, ASIST undergoes a standard external, independent audit of its financial position and Chapter activities are crucial to this process. As a part of the audit, the specific accounts of at least two Chapters are selected for detailed audits; the remaining Chapters undergo cursory audits which include confirmations of cash balances.

### **Reporting Schedule**

Reports Due to ASIST Headquarters

Quarterly Reports:	Cash Receipts/Income Journal (3 Months of Activity)
	Cash Disbursements/Expense Journal (3 Months of Activity)
	Bank Reconciliation (Quarter Month End)
Due Dates:	Quarterly - 30 days after quarter ends

Annual Report:                   Income Statement  
   Cash Receipts/Income Journal (3 Months of Activity)  
   Cash Disbursements/Expense  
   Journal (3 Months of Activity)  
   Bank Reconciliation (Last Month of Fiscal Year)

Due Date:                   Annually - October 30

The ASIST fiscal year is **October 1, 1991 through September 30**. Your quarterly reports will be due:

<u>QUARTER STARTS</u>	<u>QUARTER ENDS</u>	<u>REPORT DUE</u>
Oct. 1	Dec. 31	Jan. 31
Jan. 1	Mar. 31	Apr. 30
Apr. 1	Jun. 30	Jul. 30

**Fourth Quarter/Year-end reports are due:**

Jul. 1	Sep. 30	Oct. 30
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### **Quarterly Reports**

Each chapter is to complete a financial report on a quarterly basis . The purpose of these quarterly reports is to provide assurance to ASIST 's auditors that chapters are maintaining control over their financial resources and to provide ASIST headquarters with a quarterly update on the financial condition of each chapter.

In addition, these reports give chapter treasurers a structure that will greatly simplify their work at year-end. Please call the ASIST Business Manager if you have any questions about or problems completing your quarterly reports -- we're here to help!

### **Financial Records Retention**

Chapters should retain their financial records in a safe place. Detailed financial records (including invoices, payment records and statements) should be kept for the current fiscal year and the past three fiscal years. In addition, check stubs and financial reports should be kept for seven years.

### **Bank Accounts**

Chapters should establish local checking accounts in which they keep sufficient funds to cover their annual operating expenses. Funds in excess of current operating needs are best kept in savings accounts, certificates of deposit or other interest-bearing accounts.

Each year, Chapter officers must complete new signature authority cards provided by their banks or savings and loans to allow new officers access, as appropriate and necessary, to the Chapters' funds. In addition, the ASIST Executive Director is to be included as an authorized signatory for all Chapter accounts, investment instruments, and investment accounts

Bank statements for chapter bank accounts, and other financial institution reports, are to be sent directly to ASIST headquarters. Chapters may submit photocopies of statements to headquarters on a timely basis as a substitute for direct mailing by the bank. Headquarters copies the statements to keep on record and forwards the statements to the chapter within 48 hours. (See Appendix O for more information of chapter bank statements).

### **Bank Confirmations - Annual Audit**

As part of the annual ASIST audit, all Chapter bank balances will be confirmed by the auditors. Thus, Chapter treasurers must provide the following information regarding all Chapter accounts: names and addresses of banks; titles and account numbers of all accounts (checking, savings, certificates of deposit, etc.); and a list of Chapter officers (by title, not name) who may sign checks and the number of signatures required for a check (or withdrawal).

In September of each year, bank confirmation forms will be prepared and sent to Chapter treasurers for their signatures to request bank balance information. These forms must be returned to Headquarters as soon as possible so that the auditors can forward them directly to the banks involved.

### **Special Chapter Funds**

As a rule, Chapter activities, including publications, meetings and special projects, are to be supported by Chapters' treasuries or from revenues generated from the activities themselves. However, in recognition of instances in which Chapters may need additional financial assistance to accomplish a worthwhile project, the Chapter Assembly administers two funds to support Chapter development and special projects -- the Chapter Development Fund and the Chapter Project Fund.

Guidelines for application and use of these funds are contained in Appendix N. The intent of both the Board of Directors and the Chapter Assembly is that the funds be used to support and assist specific worthwhile and innovative projects and to support Chapters having difficulty meeting operating expenses.

The Chapter Assembly Advisory Committee considers and evaluates all requests for monies from the Chapter Funds and awards funds to projects on the basis of merit and applicability. The Assembly Director can convene the committee by mail, telephone or scheduled meeting as often as necessary, but a report on fund status must be made to the Board of Directors at least once a year.

Depending on the project and the fund from which the support comes, Chapters may receive outright grants, advances or loans. Among the projects for which advances have been given in

the past are an online workshop, a national conference on energy and environment information resources and workshop for online international retrieval systems for reference services.

Other projects funded in the past include a speakers bureau for high school and college students and science teachers, a Chapter news telephone hotline and a local Chapter membership directory.

When funds are granted, Chapter representatives are expected to report on the Chapter's use of such funds at the Chapter Assembly.

### **Tax Status**

ASIST , the parent organization of all ASIST Chapters, is authorized as a non-profit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. This tax exemption pertains to federal income taxes on income earned from the primary activities of ASIST , including those of Chapters. ASIST , on behalf of its Chapters and other sub-units, bears the full responsibility for the filing of annual federal tax returns. Once again, however, the Chapters must provide full financial information, as requested, so as not to jeopardize the tax status of the organization.

Under a separate authorization, ASIST is also exempt from the payment of local sales taxes in Maryland. This exemption does not apply to other locations. Chapters are not exempt from the payment of local sales taxes.

ASIST counsel doubts whether the Society's letter of local sales tax exemption from the Maryland relieves income that is raised locally by the Chapters from the tax and reporting requirements of the states in which income is raised. That question can only be resolved within each local jurisdiction. Each Chapter is encouraged to contact Headquarters prior to seeking local tax advice to determine the tax and reporting requirements for income that Chapters raise locally.

Chapters that wish to apply for tax-exempt status in their states should obtain from Headquarters a copy of the ASIST Charter showing the Society's tax-exempt status as a 501(c)(3) organization. Since the tax exemption requirements in each state are different, it is impossible to predict the outcome of Chapters' requests. However, Chapters may assume that if more than one Chapter exists in a state, and one of the Chapters receives tax-exempt status, all other Chapters in that state are also exempt.

The ASIST Federal Tax Identification Number is 53-0259452. Chapters do not need their own tax ID numbers. The ASIST number should be used by Chapters when setting up local checking or savings accounts.

### **Bonding**

ASIST insurance policies do not include bonding for Chapter treasurers. Chapters should exercise care in electing and appointing officers authorized to handle Chapter funds.

## **D. ADMINISTRATION OF CHAPTERS**

### **Chapter Reporting Requirements**

As noted earlier, Chapter chairs are responsible for filing two annual reports with the Executive Director: the Annual Financial Report (by October 30) and the Annual Activities Report (due 30 days after the close of the Administrative Year), which should include the officers rosters for the coming year. The Annual Activities Report should also be sent to the Assembly Director.

Often, incoming Chapter chairs ask outgoing chairs to prepare the Annual Activities Reports. The Annual Activities Reports outline meetings, programs, publications and other activities of the past year, as well as descriptions of plans for the coming year and problems confronted or foreseen by Chapters. Reports may be brief and informal. Chapters may use the Chapter Annual Activities Report and Checklist (see Appendix E) as their report; the Checklists are also used in submitting documentation for the Chapter-of-the-Year Award. Chapters who wish to be considered for Chapter-of-the-Year must submit the reports by August 15.

### **Communications with and among Chapters**

Communication between the Chapter Assembly Director and all Chapters, and among the various Chapters, is important to the effective management of the ASIST Chapters. Periodically during the year, the Assembly Director issues Chapter Memos discussing recent Board and Assembly actions and upcoming events and reminding Chapter officers of various administrative matters. Chapter Memos are sent to all Chapter chairs and Assembly Representatives, as well as to newsletter editors, Student Chapter Advisors and Student Chapter chairs. Chapter chairs are encouraged to send copies of Chapter Memos to their officers and committee chairs. All Chapters are encouraged to submit news about their activities to ASIST headquarters for use in publicizing chapters, and for reviewing and evaluating chapters for year end chapter awards. Chapters are also encouraged to make use of listserves such as ASIST -L and chapter-L to share information.

All Chapter officers and Chapter committee chairs (from both student and regular Chapters) are encouraged to attend the Chapter Officers Workshop held each year during the ASIST Annual Meeting. At these workshops, the Chapter Assembly Director and other individuals, as needed, discuss Chapter activities, common problems, new opportunities and other topics of interest to Chapter members. Among recent topics have been ideas for attracting speakers and attendees to Chapter meetings; newsletter production and distribution; membership campaigns; and bylaws.

### **Officers Rosters**

Prior to the beginning of each administrative year, revised Chapter Officers Rosters must be submitted to Headquarters. Failure to submit rosters may result in the withholding of a portion of Chapter rebates and the lack of a Chapter listing in the annual ASIST Handbook and Directory. Copies of Appendix D can be used for the convenient transmittal of all necessary information regarding Chapter officers.

## **Member Records**

ASIST maintains an automated member records system for up-to-date information on all ASIST and Chapter members. A complete Chapter membership list is provided to each Chapter free-of-charge in September of each year. In addition, a monthly update is provided to each Chapter, indicating all additions, deletions or changes of which Headquarters has been notified. The updates are sent routinely to the Chapter secretary (or other Chapter officer designated by the chair). *Given that chapters assign various officers the responsibility of maintaining member records, it is important that the chapter notify headquarters, in writing, each year, as to who should receive these updates.*

For the most effective use of the ASIST membership lists, Chapters should update their master files of Chapter members immediately upon receipt of the monthly reports from Headquarters. Chapters should also take care to update their lists of affiliate members, if any; the responsibility for these lists rests entirely with Chapters.

Once Chapters receive their updated membership lists and update their own master files, the following information should be gathered or activities performed:

- a) notify Chapter officers of changes or additions to their mailing lists;
- b) write "welcome letters" to new members and send copies of the letters to the chair and newsletter editor;
- c) follow-up on members who have dropped their memberships for reasons other than moving out of the Chapters' regions;
- d) keep track of the number of new members, continuing members and lapsed members for the Chairs' reports at the annual business meetings; and
- e) welcome new members when they attend Chapter meetings.

Chapters that prefer not to maintain their own master membership files may request complete membership printouts and mailing labels from Headquarters. These services are performed within 10 working days of date of receipt of written requests. Chapters will be charged for these services at cost, the total expense of which will be deducted from Chapters' rebates. Appendix I contains the form that should be used to order membership lists or mailing labels from Headquarters.

## **Chapter Mailing lists**

Chapters may not sell, rent or release their chapter mailing lists to other organizations or companies. All such requests should be forwarded to Headquarters for handling.

## **Chapter Mailings**

Mailings of Chapter meeting announcements, Chapter newsletters and other materials can be costly. In many Chapters, members' employers share in the expense of these mailings.

Chapters with large mailing lists (at least 200 names) may benefit from the use of non-profit, bulk mailing permits, which Chapters must apply for through their local post offices. While non-profit bulk rates are considerably less than first class mail rates, special rules for the use of bulk permits require additional handling. For example, all bulk mailings must be prepared in zip code sequence, bundled according to postal regulations and delivered to specific post offices. In addition, bulk mailings typically require one to three additional weeks for delivery. Each Chapter should assess its own capabilities and needs in determining the feasibility of using a bulk mail permit.

Chapters needing assistance with the planning or implementation of their mailings are encouraged to contact Headquarters for advice or help. If necessary and possible, Headquarters may be able to handle Chapters' mailings, though reasonable charges are likely to be assessed. Chapters are encouraged to provide two weeks or more advance notice if Headquarters will be asked to prepare Chapter mailings.

### **Supplies and Materials**

Headquarters supplies all Chapters copies of the ASIST membership brochure, describing the Society and its programs and containing an application form for membership. Headquarters can also supply such promotional materials as publications flyers and order forms, Annual and Mid-Year Meeting materials (calls for papers, programs, registration forms, exhibits information, registration forms), press releases, recruitment posters, careers booklets and miscellaneous announcements. Requests for these materials are accepted at any time, but Chapters are reminded that if large supplies will be needed, advance notice to Headquarters may be required.

ASIST does not provide stationery for Chapter use.

### **Use of ASIST Logo**

Chapters, as official units of ASIST, are both entitled and encouraged to identify themselves with ASIST through the use of the ASIST acronym and logo. However, in order to protect the legal standing of ASIST and the exclusive rights to the acronym, certain guidelines must be followed.

The ASIST acronym in any form (including the logotype version) is a registered service mark of the Society. Essentially, this protects the Society 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 a number of responsibilities that ASIST must consider at all times. Specifically, the Society can lose its exclusive right to use the mark and/or can be held liable for its misuse if it is improperly used. Therefore, ASIST has a policy that allows Chapters use of the ASIST service mark within the following guidelines:

1. On the headings of all official newsletters
2. On official stationery
3. On programs for meetings, seminars, etc., which have been properly approved

4. On award certificates that have been properly approved
5. On publicity for all ASIST -recognized/approved functions
6. On technical publications which have been properly approved

As a general rule, "proper approval" requires action by the Board of Directors. In many cases, such as in the production of newsletters and the preparation of awards certificates, blanket approval has been given for the use of the ASIST name and logo, pending review in each case by Headquarters. Such review is routine. Chapters need not receive approval for the use of the logo for each issue of their newsletters; rather, when redesigning their newsletters, approval should be sought as part of the design process.

When preparing approved materials on which you plan to use the ASIST logo, please note that the version reproduced here is the only existing ASIST logo. 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**

While Chapter officers will want to maintain files of recent records and communications concerning the Chapter, it is not expected that these files, which will continually expand, will be sent from officer to officer, year after year. At the same time, however, it is desirable that ASIST maintain a written history of each Chapter.

Therefore, Headquarters bears the burden of maintaining the archival materials, but 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 forwarded regularly. Headquarters is not equipped to receive large shipments of old records and materials from every Chapter. Once received, Headquarters will forward materials to the ASIST archivist at the University of Michigan who will make the final determination of the archival value of the records.

## **II. CHAPTER PROGRAMS AND ACTIVITIES**

ASIST members join the Society for a variety of reasons, but, as a rule, the reasons include interaction among colleagues with similar professional interests. While not all members will be active participants in Chapter programs, Chapter officers will want to inform the members of the activities available.

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 Chapter receive value for their memberships. 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 provide service is usually the best way to get help.

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 membership recruitment, meetings, publications and job/career-related efforts.

## **A. MEMBERSHIP RECRUITMENT AND PROMOTION**

Membership promotion involves attracting new members and retaining current members. If Chapter officers and members are enthusiastic about ASIST, believe in its aims and activities and reflect this interest in their programs, Chapters will attract new members and keep old ones. Though Chapters often plan specific recruitment activities, the most important way in which Chapters participate in membership promotion is through the provision of valuable, quality services.

For many people, Chapter activities are the primary reason for joining professional organizations. They recognize the value of associating with colleagues in their profession. Such association can provide professional development, as well as important leads for future employment opportunities. For these people, retention frequently depends on active and interesting Chapter programs. Convening regular meetings, issuing newsletters and maintaining regional placement services will keep members involved in Chapter affairs. In addition, these are likely people for Chapters to tap for specific responsibilities or tasks in Chapter activities. Appoint them to committees, ask them to give papers at meetings or choose them to serve on special projects that put them in the limelight.

Some Chapters have affiliate or associate members or non-members to whom regular mailings or meeting announcements are sent. Chapters are urged to send lists of such people to Headquarters so that special letters and promotional materials regarding ASIST can be sent to them. Chapters can also assist in identifying and soliciting potential Institutional Members and Annual Meeting exhibitors in their areas.

New ASIST and Chapter members should receive welcoming letters from the Chapter as soon as the Chapter learns the names of its newest members. Also, new members should be identified and welcomed at Chapter meetings (perhaps, introduce them and ask them to talk briefly about what they do) and/or be listed in Chapter newsletters.

Each year, approximately 20 percent of the ASIST membership fails to renew its membership in the Society. Headquarters regularly notifies Chapters of their non-renewing members. Chapters can assist in bringing these members back into ASIST by contacting them personally. Membership chairs or other key individuals in Chapters should listen for complaints that might foretell potential member dropouts.

If members do not renew, Headquarters would like to know the reasons why (change of interest, financial reasons, dissatisfaction with Society or Chapter programs, forgetfulness, etc.). Chapters sometimes ask why the names of long-standing members, including those who attend Chapter meetings on a frequent basis, are not included on the membership listings provided by Headquarters. In most cases, these members did not renew their memberships in ASIST and have been dropped from the rolls. Chapters are urged to offer a gentle reminder to these probably-forgetful members.

## **B. CHAPTER MEETINGS**

For many ASIST members, Chapter meetings are the most important benefit of membership. Chapter officers are responsible for helping ASIST retain these members, making the planning and scheduling of local meetings and programs a critical function.

### **Schedules and Publicity**

Meetings should be scheduled on a regular basis and, when possible, at the same location from meeting to meeting. An obvious exception to this rule, however, exists for Chapters that serve large geographic areas. In these cases, occasional meetings might be held in areas convenient to the most-distant members.

Chapter meetings should be scheduled as far ahead as a year in advance, if possible, and the dates and locations should be published frequently in Chapter newsletters. In addition, upcoming meetings should be announced at each Chapter meeting.

Local media outlets can often be used for promotion of Chapter meetings, if advance notice is given. Related organizations in the area, as well as local colleges and universities, are frequently eager to promote meetings of interest to their constituents.

All Chapters should give careful consideration to the timing and topics of local activities so as not to detract from or conflict with ASIST -wide meetings or other activities. (See Appendix H for Board policy on this issue.) Chapter officers are encouraged to call on Headquarters staff for assistance in determining potential conflicts.

## **Funding Support for Meetings**

As a general rule, Chapter meetings are supported by local Chapter funds, rather than by Society funds. Exceptions to this rule must be specifically approved by the Board. (See Special Chapter Funds for possible funding options.)

## **Business Meetings**

Chapters are required to hold annual business meetings each year. Generally, these meetings are the last ones of the Administrative Year. Written notice of annual business meetings must be mailed to all Chapter members, along with the report of the nominating committee, at least 30 days prior to the meetings.

Chapters may hold special business meetings at such times and places as the executive committees may determine, with 15 days prior written notice to members.

**Rules of Procedure.** A majority or ten Chapter members, whichever is smaller, constitutes a quorum for conduct of business at Chapter meetings, unless Chapter bylaws provide otherwise. Chapter meetings are to be conducted according to Robert's Rules of Order (latest edition), so far as applicable and when not inconsistent with the ASIST Bylaws. The rules of procedure may be suspended by a majority vote of those present and voting at any meeting.

## **Suggestions for Chapter Meetings**

Good 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.

While programs of many types can be planned and Chapters are encouraged to be creative and experimental in their program planning, several successful program types have emerged:

- a) distinguished guest lectureships
- b) prominent local practitioner or specialist
- c) symposium comprising several speakers focused on a single topic
- d) informal panel presentations with speakers offering brief statements and then engaging in open discussion
- e) meetings to discuss papers in recent issues of JASIST or to review new books in the field
- f) audiovisual programs
- g) informal audience participation sessions with competent moderators

- h) technical tours to libraries, information centers and other information facilities
- i) social programs, such as annual Christmas parties, receptions for new members, casino nights or Spring picnics

Regardless of the formats selected for 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 far enough in advance to ensure that necessary questions are answered: 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?

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

### **Co-Sponsored Meetings**

Chapters are encouraged to cooperate with other professional societies and/or educational institutions 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 Chapters co-sponsor meetings with other organizations, it is important that the sponsorship status be clearly indicated and that ASIST not be indicated as a sponsor unless specific approval has been given. And, as with Chapter meetings, co-sponsored meetings should not be scheduled to conflict with ASIST -wide or ASIST -sponsored meetings.

### **All-Day Meetings**

Chapters serving large geographic areas should consider all-day meetings with intense technical discussions to justify the time and expense associated with long distance travel. Where possible, Chapters should conduct meetings using advanced information dissemination technologies, such as telecommunications and audio/video tapes.

In preparing all-day meetings or special symposia, Chapters' first considerations should be program content that will keep the interest of the attendees for the entire day. 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.

Speakers should be knowledgeable persons able to speak on current developments. Many well-known individuals in the field of information science have their own travel budgets and might consent to participate in the day's events without expense to the Chapter beyond food and lodging. Or, speakers (and speakers' expenses) could be shared with local academic institutions or other local organizations that have brought the speaker from out of town. An attractive and informative printed program should be prepared, containing photographs (if possible) and complete biographical data of all speakers; there is a direct relation between the professional appearance of the program announcement and the attendance. If the meeting is held at a local information facility, tours could be arranged.

Symposia can be financed by registration fees, as well as by exhibitors' fees if exhibits are a part of the meeting. The registration fees, which probably should be higher for non-members, can also include the price of lunch or dinner, if these will be an integral part of the program.

If exhibits are planned, all local representatives of national manufacturers of hardware used in data transmission, communications and information storage and retrieval should be notified of the opportunity to participate in the program. They should be asked to indicate the number of booths of a specified size that they would require. The expense of renting curtains and floor space as well as the cost of clean-up personnel and security guards must be considered when setting fees to be charged. ASIST Headquarters can assist Chapters in arranging for an exhibits program.

Publicity should appear several months prior to the symposium in news publications of related national organizations. Local media (newspapers, TV, radio, etc.) should be contacted; a directory of local media can be obtained from the telephone company, the city convention bureau, the local chapter of a professional society on public relations, or the publicity department of a large organization.

Chapters should consider holding joint meetings with other ASIST Chapters (e.g. the three ASIST Ohio Chapters hold an annual workshop/seminar, rotating among the three areas of the state represented by the Chapters).

### **Chapter Participation in National ASIST Meetings**

ASIST Annual Meetings and Mid-Year Meetings are generally hosted by the ASIST Chapters serving the cities in which the meetings will be held. When Chapters do not exist in the cities, or local Chapters are unable to provide the necessary support, other Chapters in the region may be asked to assist. Under the overall direction of Headquarters, the local Chapters help with local

publicity, hotel arrangements, social events, tours, on-site coordination and other important activities that contribute to the success of large national meetings.

## C. PUBLICATIONS

### General Policies and Procedures

While Chapters enjoy great latitude in the preparation of publications, several matters require stringent policies to protect the Chapters and ASIST from potential difficulties. The Board of Directors has resolved that proposed Chapter publications, excepting newsletters and internal communications, intended to bear the symbol, logo and/or name of ASIST, require specific Board approval, generally based on the recommendation of the ASIST Publications Committee. This resolution applies to publications sponsored in whole or in part by Chapters, including proceedings and papers of Chapter meetings, non-periodical publications of Chapters, and publications which could be considered publications of the Society. (See also Use of ASIST Logo and Appendix J for additional policies associated with Chapter publications.)

ASIST, as the parent organization and contractually-bound to outside publishers, holds the copyright on all Chapter publications and has the right of first publication or dissemination of Chapter publications. Though these rights can be waived, they must be waived explicitly to avoid potential legal entanglements.

Chapters are not authorized to sell their publications without expressed approval of Headquarters, which can be obtained by request to the Executive Director. The written requests should include samples of the publications to be sold and justification for the proposals.

All Chapter publications should carry the following statement: *"The American Society for Information Science and Technology assumes no responsibility for statements advanced by contributions to the Society's publications. Editorial views do not necessarily represent the official position of ASIST."*

Headquarters can help Chapters plan for the design and printing of special publications, such as meeting procedures, directories and brochures.

Copies of all Chapter publications and reports, including newsletters and announcements of Chapter meetings, should be sent routinely to:

- a) Headquarters (2 copies)
- b) the Chapter Assembly Director
- c) the President of ASIST
- d) the Chair of the ASIST Publications Committee
- e) the Chair of the ASIST Membership Committee
- f) other ASIST Directors or Committee Chairs as the Chapter sees fit.

### Newsletters

The most prevalent publication from ASIST Chapters is the Chapter newsletter, which has become the most effective way to communicate with the membership about Chapter activities. All Chapters are encouraged to produce at least four newsletters per year; a monthly newsletter is very appropriate and much appreciated by members. Electronic newsletters, listserves, and chapter WEB sites offer other alternatives for communications.

Incoming Chapter chairs should consider the appointment of newsletter editors or Publication Committee chairs one of the most important appointments to be made. Effective newsletters, coordinated by the editor, can make a significant difference in the success of Chapters. In some communities, active student Chapters are willing to assist in newsletter production.

Newsletters lend themselves to informal, friendly and readable styles that are often unavailable through other media. In addition, newsletters can be produced quickly and at relatively little expense. For these reasons, and many others, most Chapters see the value of using their newsletters as primary tools for membership retention.

As a general rule, Chapters are responsible for the production and distribution expenses of their newsletters. However, in some cases, some of the expenses are absorbed by the employers of the editors. In other cases, expenses may be offset by the sale of advertising in the newsletter. In all cases, Headquarters is prepared to assist Chapters in determining the most appropriate production methods and, if necessary, in getting the newsletters produced. Of course, expenses for such services will be billed against the Chapters.

To encourage communication among Chapters, newsletter editors can send copies of their newsletters to the editors of all Chapter newsletters.

While distinctive design and timely distribution are important for successful newsletters, most critical to good newsletters is the content. Newsletters should be written to reflect the particular personality of the membership. The following are among the types of content most frequently enjoyed by members:

- calendars of meetings (local, regional, national) of the Chapter, ASIST and related organizations
- announcements of continuing education programs in information science in the area
- reviews of Chapter meetings or abstracts of papers presented at recent Chapter meetings
- messages or special announcements from Chapter officers
- reports by Chapter committees
- reports and reviews of ASIST Annual and Mid-Year Meetings
- reports from Chapter Assembly
- news items about Chapter members
- names, addresses and phone numbers of new Chapter members
- short biographies of selected Chapter members or officers
- election ballots, with biographies of candidates
- announcements of employment opportunities in the area
- membership surveys
- reports on current research and development by members
- cartoons, puzzles, games, etc.

profiles of information center facilities in the area

## **D. SPECIAL PROJECTS AND ACTIVITIES**

### **Public Policy Activities of Chapters**

ASIST Chapters are encouraged to become involved in pertinent issues of public policy. However, the Board of Directors has developed certain guidelines that must be followed.

Since Chapters comprise experts in various areas of information science, they are encouraged to comment publicly on subjects within their areas of competence. Of course, such experts should behave in an objective, reasonable and professional manner. Constructive criticism from those who clearly know what they are talking about should be welcomed. Chapters should keep Headquarters and the Chapter Assembly Director advised and informed of any such activity resulting in public pronouncements and critical comments.

Whenever questions arise regarding the propriety of Chapters taking positions on public issues, please consult the Executive Director for assistance.

### **Placement/Career Services**

Chapters can provide essential assistance to Headquarters in the operation of the ASIST Placement Services. Through the efforts of appointed placement officers at each Chapter, the Placement Centers operated at ASIST Annual and Mid-Year Meetings can be expanded to include significantly more employers and job seekers. In addition, local placement officers can assist both their members and members throughout ASIST by participating in efforts associated with Placement Centers and Jobline.

Specifically, placement officers can provide the following:

- a) lists, including the names of appropriate contact persons, addresses and telephone numbers, of organizations that hire individuals in the fields of information. Headquarters will use these lists to promote both the Jobline service and the Placement Centers.
- b) suitable candidates for jobs announced in Jobline. The long-term success of Jobline as a member benefit is dependent upon the satisfaction of the employers who list current openings.
- c) encourage local employers to advertise their job openings in Jobline and through the Placement Center. In both cases, complete information is available from Headquarters. Please note that charges do apply for all listings in the Jobline.

By no means should Chapter placement activities be limited to those conducted by Headquarters. In addition to the services that reach a national - and international - audience, local services limited to the chapter service areas are also valuable.

## **Chapter Participation in Educational Programs**

Over the years, ASIST Chapters have produced outstanding courses, tutorials and other types of educational programs in information science and technology. These efforts enhance the value of ASIST membership within Chapter areas, augment the prestige of the profession, raise the professional level of participants, and frequently, provide an additional revenue source for Chapters.

Chapters are free to design educational programs strictly for the benefit of their own members without approval or involvement of ASIST committees or staff. However, Chapters must get approval before participating in regional, national or international programs and before offering Certificates of Attendance to participants.

All educational activities of a regional, national or international nature which involve ASIST participation, sponsorship or support require approval by the ASIST Continuing Education Committee. While there are a number of reasons for the approval process, an overriding one is that none of the parties involved wants to find itself competing with other ASIST units in the offering of programs. Chapter proposals for continuing education courses must be referred to the Continuing Education Committee for comment and review before any ASIST involvement is assured. Detailed proposals, including course outline, audience, other organizations involved, anticipated fees, etc., should be sent to the Continuing Education Committee, in care of the Executive Director.

To offer ASIST Certificates of Attendance to participants of Chapter continuing education programs, the ASIST Continuing Education Committee must approve courses. Since the purpose of the certificates is to acknowledge that courses have met the standards established by ASIST, the course design and content must be reviewed. For review by the ASIST Continuing Education Committee, all course materials must be provided to the committee, in care of the Executive Director, at least 90 days before the offering date. If approved by the committee, Chapters will receive blank certificates for their use. Chapters are responsible for providing to Headquarters a complete list of all attendees receiving certificates.

Chapters are also encouraged to participate in the ASIST Continuing Education/Professional Development Program. With particular knowledge of the needs and interests of their unique memberships, Chapters are often in the best position to determine appropriate courses, instructors, potential attendees, etc. Speak to the ASIST Meetings Planner for details of Chapter involvement in the national program.

## **Chapter Awards**

The ASIST Awards and Honors Committee has prepared criteria for three awards that Chapters may present to reward the efforts of individual Chapter members. The presentation of such local awards is totally optional, but can be useful in maintaining the enthusiasm of Chapter members and in identifying ASIST members for possible participation in national affairs, committees and programs. Please note that the criteria provided by the ASIST Awards and Honors Committee are meant to be guidelines; Chapters may augment the criteria if they wish.

**The Chapter of the Year Award** recognizes individuals who have contributed the most to the Chapter or profession during one year or for a cumulative period, such as five years. All Chapter members, excluding those on the awards committee, are eligible. All Chapter members, including members of the executive committee, but excluding those on the awards committee, are eligible.

**The Chapter Event of the Year Award** recognizes the best event held by a Chapter (or jointly by two or more Chapters) during the previous year (July-June). Any Chapter event is eligible, including technical programs; seminars; panels; workshops; CE courses; product exhibitions; tutorials; fund raisers; or other events. Joint events held with other associations are also eligible.

**Chapter Publication of the Year Award** recognizes the best publication produced by a Chapter (or jointly by two or more chapters) during the previous year (July-June). Any type of Chapter publication is eligible, including newsletters, electronic newsletters, web pages, meeting proceedings, directories or other publications. To be considered, a publication must be in a format that is readable/usable by the jury members.

The ASIST Awards and Honors Committee suggests that a Chapter awards committee, consisting of one officer or committee chair and two Chapter members-at-large, be appointed by the Chapter chair with the concurrence of the executive committee. The committee's responsibility would be the selection of award winners on the basis of the criteria established by the Chapter. Suitable gifts for the winners might be framed certificates noting the name of the award, the winner and the date.

The Chapter Assembly administers the awards. A jury selects the recipient of the award from nominations made by the Chapters, or Society at Large.

### **Research Activity**

Chapter members, as representatives of ASIST and the Chapter, are encouraged to participate in information science research activity, subject to approval of the Board of Directors. Whenever the Society or one of its Chapters is to be named in a research project, the proposal must be submitted to and approved by the Board before it moves forward to any outside organizations.

### **Liaison with Outside Groups**

Chapters are encouraged to work with external organizations, such as local companies, professional associations and institutions of higher education, on projects related to the interests of information science. However, any such arrangements that require formal legal and/or financial conditions or relationships are subject to prior Board approval.

### **Other Special 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.

- a) Donations of ASIST publications to local institutions. Complete sets of back issues of ASIST publications are often welcomed by college and university libraries. Chapter membership can be surveyed for extra issues.
- b) 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.
- c) 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.
- d) Maintain an exhibit booth. Chapters are urged to staff exhibit booths or information tables at meetings of other professional organizations. Chapter members, particularly in local communities, are the best sources of information about ASIST and information science. Depending on the nature of the meetings, the Chapters might represent the Chapter itself or the Society, if it is a national meeting.
- e) Promote 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, business people, civic leaders, etc.

Chapters wishing to provide modest funding for selected members might also consider the following suggestions:

- a) provide full or partial funding for Chapter members or local students to attend ASIST Annual or Mid-Year Meetings.
- b) design a program through which the Chapter provides dues subsidies for members temporarily between jobs.
- c) create a plan outlining chapter support for an event at an ASIST Annual or Mid-Year Meeting. Of course, activities of this sort must be coordinated with Headquarters, but there are numerous activities, such as receptions, lunches, portfolios, etc., for which ASIST seeks support. Chapter grants could contribute to one or more of these items.

## **E. CHAPTER-OF-THE-YEAR AWARD**

Since the first awards were given in 1976, the ASIST Chapter-of-the- Year Award has recognized Chapter members who, by working together, make an important contribution to the accomplishment of the goals and purposes of ASIST in their geographic areas. Specifically, the Chapter- of-the-Year Award recognizes "outstanding Chapters for their participation in, and

contributions to, the American Society for Information Science and Technology and the advancement of information science." (See Appendix L.)

Chapters that have won this award take pride in displaying their certificates in prominent locations. Winning Chapters enjoy a renewed camaraderie and dedication to the Society and, often, their inactive members once again participate in programs and meetings.

All Chapters are eligible for the Chapter-of-the-Year Award each year. Appendix E describes the mechanisms and selection criteria for the award. While the Checklist is a required part of the Annual Activities Report and, by itself, can constitute a self-nomination, all Chapters are encouraged to prepare nomination packages designed to sweep the judges off their feet!

Each Chapter should appoint one individual familiar with the Chapter to compile a record of the year's accomplishments. This person should keep a file of everything that the Chapter does, including newsletters, meeting announcements, minutes of meetings, attendance at meetings, directories, etc. Give the person a copy of the award guidelines and the nominating package information. Then, be sure that six copies of the complete package are received at Headquarters by August 15th and attend the Awards Banquet at the Annual Meeting when the "secret" winner is announced.

You've worked hard all year - go for the award!

CHAPTERS

KEY ADMINISTRATIVE DATES

- October 30 Annual Activities Report, with plans for coming year, must be filed with Headquarters and Chapter Assembly Director.
- November 30 First Chapter rebate from Headquarters, only if previous year's final Financial Reports and current Officers Roster have been received at Headquarters.
- May 30 Second Chapter rebate from Headquarters.
- August 15 Nominations for Chapter-of-the-Year Award due at Headquarters. Nominations must include six copies of all documentation.
- September Treasurers receive financial reporting packet for coming year.
- September 30 Close of ASIST fiscal and administrative years.
- October Treasurers complete bank confirmation forms and return them to ASIST auditors.
- October 30 Annual Financial Report for the year just ended must be filed with the Executive Director.
- Immediately following chapter elections New Chapter Officers Roster sent to Headquarters and to the Chapter Assembly Director.
- Every month Headquarters sends membership records for new, renewed and transferred members, and address changes for updating chapter records.
- Any time Label and membership list requests. Allow 10 working days for processing.
- Anytime there are Changes in Officers New Chapter Officers Roster sent to Headquarters and to the Chapter Assembly Director.

## **APPENDIX B ORGANIZING NEW CHAPTERS**

According to Section 7.16 of the ASIST Bylaws: "Organization of Chapters. Fifteen or more Members or Representatives of Institutional Members living or working within an area of not more than a 50-mile radius, or some other well-defined geographic area, desiring to form a Chapter may submit to the Board of Directors a written application signed by all the applicant Members together with a set of tentative bylaws for the proposed Chapter. Upon approval of the application and proposed bylaws, a charter will be issued by the Board of Directors in the name of the Society. The geographic boundaries of each Chapter shall be fixed by the Board of Directors at the time the charter is approved and may be altered from time to time by the Board of Directors. More than one Chapter shall not be chartered in any given area."

ASIST members wishing to establish new Chapters should contact Headquarters and the Chapter Assembly Director. A "Starter Kit," consisting of the following items, will be provided.

- a) cover letter with instructions
- b) procedures and guidelines for chartering and dissolving Chapters
- c) sample petition form
- d) Model Bylaws for ASIST Chapters
- e) Chapter Officers Manual
- f) ASIST Members in the proposed Chapter area
- g) ASIST Constitution and Bylaws
- h) ASIST membership brochures and application forms
- i) names and addresses of current Chapter chairs

Also see Appendix M for additional procedures and guidelines.

Groups wishing to establish new Chapters should conduct an organizational meeting to which all ASIST members and other interested people within the proposed Chapter boundaries are invited. The objectives of the proposed Chapter and its initial programs and meetings should be discussed.

If the group chooses to establish a Chapter, a formal petition should be prepared and signed by 15 ASIST members. Temporary officers should be elected and a steering committee set up to prepare draft bylaws and a slate of nominees for office. At the next meeting, officers should be elected for the first year, the proposed bylaws should be approved and a Chapter name should be selected (generally the name of the most prominent city in the service area.)

Once these activities are completed, the proposed bylaws, list of Chapter members and officers and the petitions should be sent to the Chapter Assembly Director and Headquarters. The proposed bylaws will be forwarded to the Constitution and Bylaws Committee for review. Assuming all matters are in order, the charter request will be submitted to Chapter Assembly and the Board of Directors for approval.

## APPENDIX C

### **MODEL BYLAWS FOR ASIST CHAPTERS NOTES ON MODEL BYLAWS for ASIST CHAPTERS, STUDENT CHAPTER AND SIGS**

These model bylaws have been prepared for the convenience of ASIST Chapters and SIGs. All terms within the model are consistent with the ASIST Constitution and Bylaws.

The ASIST Charter, Constitution and Bylaws are the primary documents of the Society, defining the reciprocal rights and responsibilities of the Society and its members. ASIST members forming Chapters, SIGs or other subsidiary groups must remember that bylaws of such groups are secondary instruments, incomplete in themselves and subordinate to the primary documents of the Society. If members are dissatisfied with any provisions of the Society's Constitution and Bylaws, they should follow the prescribed procedures for amending them.

This model contains blanks, suggestions and alternative wordings [indicated by brackets]. Select the most appropriate option for your needs.

Users of the model are not required to follow it exactly. Changes should be incorporated to suit the needs of the subunit, as long as they remain consistent with the ASIST primary documents. Any deviations from this model must be noted with reasons stated for the proposed change.

approved by ASIST Board, 5/22/76 /revised May 1992

# MODEL BYLAWS FOR ASIST CHAPTERS

\_\_\_\_\_ CHAPTER

AMERICAN SOCIETY FOR INFORMATION SCIENCE AND TECHNOLOGY

Articles:            I Name  
                      II Purpose  
                      III Membership  
                      IV Officers  
                      V Meetings  
                      VI Dues and Finances  
                      VII Committees  
                      VIII Dissolution  
                      IX Other  
                      X Amendment

## **Article I. Name**

The name of this organization is the \_\_\_\_\_ Chapter of the American Society for Information Science and Technology (ASIST ).

## **Article II. Purpose**

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

## **Article III. Membership**

Section 1. All Individual and Institutional members in good standing of ASIST whose mailing addresses are within the Chapter's geographic boundaries as established by the ASIST 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 ASIST . A member of ASIST 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 ASIST who are located within the boundaries of the chapter shall be student members of the chapter.

Section 3. All members shall receive Chapter publications and official notices of Chapter meetings and programs.

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 mail, 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 ASIST 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 ASIST administrative year.

Section 2. The Chapter Chair shall see that an annual financial report of the Chapter is filed with the Executive Director of ASIST within thirty days after the close of the ASIST 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 officers of the Chapter must be members. They shall be elected by a plurality vote of the members voting by mail ballot. The Report and recommendations of the Nominating Committee shall be distributed to all voting members prior to the Annual Chapter Business Meeting; additional nominations may be made from the floor at the Annual Meeting.

Section 6. In the event of the resignation or death 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 ASIST Annual Meeting. Written notice of the Annual Business Meeting shall be mailed 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 written 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 mail 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 assessment. Chapter assessments shall not be levied on Institutional members or their representatives.

Section 2. The Chapter may collect monies from persons and institution 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 Society, Chapter or Group meetings or in mail balloting.

Section 3. The Fiscal Year for the Chapter shall be in conformity with the Fiscal Year of ASIST .

## **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 funds.

Section 2. There shall be a Nominating Committee, consisting of a Chair and two Individual members of the Chapter, designated 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 ASIST .

## **Article IX. Other**

For matters not covered under these Bylaws, the ASIST 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 ASIST Board of Directors. Such amendment shall be voted upon by mail ballot within sixty days after receipt by the Chapter Chair. The Chapter Secretary shall prepare and mail 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 the mailing of the ballot, by which date all ballots which are returned shall be counted. No amendment to these Bylaws shall take effect unless and until it has been certified by the ASIST Board of Directors as being in harmony with the Charter, Constitution, and Bylaws of ASIST . If so certified, the amendment shall be effective as of the date of the next regularly scheduled meeting of the Executive Committee.

approved by ASIST Board, 5/22/76; revised 1992.

Chapter: \_\_\_\_\_

FISCAL YEAR 19\_\_\_\_\_  
CHAPTER OFFICERS ROSTER  
(additional officers on back of form)

**CHAIR:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, ZIPplus4)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(FAX)

\_\_\_\_\_  
(E-Mail)

**CHAIR-ELECT:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, ZIPplus4)

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(Telephone)

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(FAX)

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(E-Mail)

**SECRETARY:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, ZIPplus4)

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(Telephone)

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(FAX)

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(E-Mail)

**TREASURER:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Mailing Address)

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(City, State, ZIPplus4)

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(Telephone)

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(FAX)

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(E-Mail)

**NEWSLETTER EDITOR:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Mailing Address)

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(City, State, ZIPplus4)

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(Telephone)  
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**ASSEMBLY REPRESENTATIVE:**

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Mailing Address)  
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**ALTERNATE REP:**

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(E-Mail)

**OTHER:** \_\_\_\_\_  
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(E-Mail)

**CHAPTER MEMBER RECORD HOLDER:**

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Mailing Address)

\_\_\_\_\_

(Mailing Address)

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(Mailing Address)

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(City, State, ZIPplus4)

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(Telephone)

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(E-Mail)

**OTHER:** \_\_\_\_\_

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(Name)

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(Title)

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(Mailing Address)

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(Mailing Address)

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(Mailing Address)

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(City, State, ZIPplus4)

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(FAX)

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(E-Mail)

**(Add additional pages if needed)**

**INSTRUCTIONS:** Complete this form every time your officers change (ie. elections, beginning of administrative year (AY), if an officer resigns, etc). ASIST administrative years run October 1 to September 30. For Example AY91 starts October 1, 1991 and ends September 30, 1992. AY96 Starts October 1, 1996 and ends September 30, 1997. All Chapter officer's terms should coincide with the ASIST Administrative Year.

**RETURN COMPLETED FORM TO:** Component Relations, ASIST, 8720 Fenwick Avenue, Suite 510, Silver Spring, MD, 20910. **OR FAX TO:** (301) 495-0810

*Questions?* Call (301) 495-0900

## CHAPTER ANNUAL ACTIVITIES REPORT and CHAPTER-OF-THE-YEAR CHECKLIST

**DIRECTIONS:** This Checklist is provided to help you prepare your chapter's Annual Activity Report. Answer each and every question to the best of your ability. The Checklist provides definitions where appropriate and in some cases offers suggested formats for answering particular questions. You need not follow these formats -- as long as you provide all of the information requested.

ASIST Headquarters completes portions of the report for each chapter. ASIST HQ provides the roster of current officers (on record at ASIST HQ), information about the number of members at the start and end of the reporting period, information about each chapter's compliance with reporting requirements (i.e. whether or not the chapter submitted the required financial reports on time), and information about the chapter's financial performance (based on the chapter supplied financial information). HQ will make copies of the information it compiles available to each chapter.

You can use your pen, typewriter or word-processor to provide the answers to the questions. You may submit your answers and supporting materials on paper via U.S. Mail, or Fax or you can E-mail your report to ASIST Headquarters and mail supporting materials under separate cover. *Please do not send your report on disk, unless it is in ASCII format.*

**Reports are due at ASIST HQ by AUGUST 15.**

MAILING ADDRESS: American Society for Information Science and Technology  
ATTN: COMPONENT RELATIONS  
1320 Fenwick Lane, Suite 510  
Silver Spring, MD 20910

FAX: (301) 495-0810

E-MAIL: ASIS@asis.org

PHONE: (301) 495-0900

**NOTE:** To be considered for Chapter-of-the-Year Award -- Six (6) copies of your report and all associated materials must be received at ASIST Headquarters **by August 15!** Please label your package: "NOMINATION FOR CHAPTER OF THE YEAR -- FORWARD TO AWARD JURY"

## GENERAL INFORMATION

Be sure to include the following information on the first page of your Activities Report.

1. Name of Chapter
2. Year covered by the report: July 1, 19\_\_\_\_ to June 30, 19\_\_\_\_
3. Name(s) and Signature(s) of the Individual(s) submitting the report and the Chapter Offices they hold.
4. The date the report was submitted (completed)
5. Is this package is being submitted as (select one):
  - a. Your required activities report **only**
  - b. Your self-nomination for Chapter-of-the-Year **and** activities report

### PART I. MEMBER-RELATED CRITERIA      5 points

6. What is the number of members active locally (serving on chapter committees or working groups)?
7. List names of members who the chapter would recommend to serve in ASIST national positions. (*committees, taskforces, etc. - recommendations should be based on the quality of the individual's work for the chapter*)
8. Describe the programs employed by the chapter for the purpose of member recruitment. Also describe activities the chapter engages in to welcome new and potential members and foster their participation in the chapter.
9. Describe the programs and activities employed by the chapter for the purpose of retaining current members. Also describe activities used to encourage members to participate in chapter activities
10. Please describe your follow-up efforts for non-renewed members.

## PART II. CHAPTER ACTIVITIES 40 points

### A. Meetings

Meetings are real-time, short-duration (from 1 hour to a few days) events that allow participants to interact Face-to-Face. In our high-tech world these face-to-face interactions may be aided by technology (i.e. video and audio conferencing).

Types of Meetings:

**Social** - Primarily providing an opportunity for attendees to enjoy each other's company; **Business** - Primarily geared towards conducting the business of the chapter; **Conference** - A single or multi-day, multi-session program offering information on a range of related issues/topics; **Presentation** - An informational presentation by a single speaker or panel of speakers; **CE** - A program to provide training on a specific topic. **Other** - please describe

11. List all meetings. Include dates, a description of the meeting and or its purpose, the name of any co-sponsor(s), the amount of and financial surplus (excess of revenue over expense) or deficit (excess of expense over revenue), the number of first time attendees, the number of non-member attendees (guests) and the total number of attendees. Indicate the type of meeting using the categories above. (**SUGGESTED FORMAT: create a table using the data items as column headers**)
12. What was the **average** attendance at meeting for the reporting period?  
(Average attendance = Total attendance for all meetings / total number of meetings)
13. What was the ratio of average attendance to chapter membership?  
(Average meeting attendance / total chapter membership)

### B. Projects and Services

In addition to meetings, chapters may engage in *projects* and *services*. *Projects* are typically one-time activities that last one year or less and address a particular issue or need (i.e. developing a networking resource manual to help chapter members get help from other members). *Services* are on-going activities that address a particular issue or need.

Types of *projects* and *services* include (but are not limited to): career guidance or other job related services; apprenticeship programs; service to institutions; promotion of ASIST, the chapter or information science; community assistance; consulting services; referral services; activities held in conjunction with ASIST annual or mid-year meetings; projects or services aimed at providing support to students or student chapters; group purchasing services; mentoring programs; etc.

14. List the chapter's projects and services by name, provide a brief description, indicate the number of members involved in organizing and providing the project/service, indicate the number of members and non-members served by the service. (**SUGGESTED FORMAT: create a table using the data items as column headers**)

### **PART III. COMMUNICATION 5 points**

#### A. Chapter Communications

15. What was the number of newsletters (attach copy of each) July 1, 19\_\_\_\_ through June 30, 19\_\_\_\_
16. Attach copies of any flyers, ads or other promotions
17. Are minutes kept for meetings?
18. Are minutes kept for committee meetings?
19. Special publications (directories, proceedings, etc. -- attach copies)

#### B. Public Relations

20. Describe any activities the chapter engaged in to inform the public about ASIST , the chapter and/or information science issues.
21. Do you send your newsletters to ASIST National HQ?
22. Do you send your newsletters to the Chapter Assembly Director?
23. Do you send your newsletters to other chapters?

### **PART IV. FINANCIAL 5 points**

22. Please list and describe key factors and activities that have affected the chapter's fiscal health in the last 4 quarters. Indicate whether the impact has been positive or negative

### **PART V. AWARDS 5 points**

23. List any awards received by the chapter. Include the name of the award, The date the award was received, the name of the award sponsor, and a description of the nature of the award. (**SUGGESTED FORMAT: create a table using the data items as column headers**)
24. List any awards given by the chapter. Include the name of the award, The date the award was given, the name of the award recipient, and a description of the nature of the award. (**SUGGESTED FORMAT: create a table using the data items as column headers**)

**ASIST BOARD OF DIRECTORS POLICY  
REGARDING CHAPTERS' FINANCIAL REPORTING RESPONSIBILITIES**

In order to satisfy ASIST ' fiscal responsibility chapters must submit their required financial statements by November 12<sup>th</sup>. Any chapter that has not submitted its Annual financial report by November 12<sup>th</sup> will be placed on “inactive status”, which means that funding from headquarters will cease. The chapter rebate will not be sent. If a chapter does not submit its Annual Financial Report and letter of explanation for the delinquent report by May 1<sup>st</sup> a letter will be sent to all members of the chapter informing them that the chapter is inactive and that the chapters’s financial report and letter of explanation must be sent to the Assembly Director and Executive Director by June 30<sup>th</sup>.

If the deadline is not met, de-chartering will be recommended by the Board and if the Board concurs, the chapter treasury will revert to the Society’s general fund, and an official announcement will be made of the dissolution.

ASIST policy requires the chapter rebate checks to be sent to the chapter treasurer, who is accountable for the funds. Hence, only those chapters having selected (at least) a chapter chair and a chapter treasurer will be eligible for the above-mentioned funds.

May 1987; October 1995

**APPENDIX G**



The ASIST fiscal year is **October 1, 1991 through September 30, 1992**. Your quarterly reports will be due:

<u>QUARTER STARTS</u>	<u>QUARTER ENDS</u>	<u>REPORT DUE</u>		
Oct. 1, 1991	Dec. 31, 1991	Jan. 31, 1992		
		Jan. 1, 1992	Mar. 31, 1992	Apr. 30
		Apr. 1, 1992	Jun. 30,	
		1992	Jul. 30, 1992	

**Fourth Quarter/Year-end reports** will be due:

Jul. 1, 1992	Sep. 30, 1992	Oct. 30, 1992
--------------	---------------	---------------

### 3. Quarterly Reports

Each chapter is to complete a financial report on a quarterly basis . The purpose of these quarterly reports is to provide assurance to ASIST 's auditors that chapters are maintaining control over their financial resources and to provide ASIST headquarters with a quarterly update on the financial condition of each chapter.

In addition, these reports give chapter treasurers a structure that will greatly simplify their work at year-end. Please call the ASIST Business Manager if you have any questions about or problems completing your quarterly reports -- we're here to help!

#### 3.1 How to Complete your Quarterly Report

The quarterly report consists of three parts -- The Cash Receipts/Income Journal, The Cash Disbursements/Expense Journal, and the Bank Reconciliation. Below are step-by-step directions for preparing each of these:

##### 3.1.1. Cash Receipts/Income Journal (refer to Exhibit 1 for a sample journal)

This journal is used to record all the monies received by the chapter. **If your chapter maintains multiple bank accounts (i.e. checking, savings, and/or investment) you will need to maintain a separate journal for each account).** Prepare the journal as follows:

1. Write in the name of your chapter at the top, along with the beginning and ending month, day and year of the period for which you are reporting.
2. Enter all cash received (deposits) as you would in your checkbook.
3. Enter the date of each deposit and a description of whom the check(s) or money was received from in the first two columns.
4. Enter the total cash received/deposit amount in column three (CR).

5. Based on the purpose of the deposit allocate the deposit amount for each line to one or more of columns (A) - (H).

NOTE: The sum of columns (A-H) should equal the amount of the deposit in column (CR) for each line.

6. When a journal page is completed (either because it is full or it is the end of the quarter), add up all the columns. To check for accuracy, add columns (A) through (H); does this sum equal the total in column (CR)? If not, repeat this check for each line to find the mis-allocation and make the appropriate correction(s).

7. Start a new journal page. Be sure to start a new journal page at the beginning of each quarter.

### **3.1.1.1 Column Heading Descriptions**

To assist you in allocating cash received to columns (A) - (H), here are descriptions of the items that should be allocated to each of the columns:

#### (A) Chapter

Rebate - Twice a year, each chapter receives a rebate check from ASIST Headquarters (unless otherwise notified) representing the chapter's share of member dues.

#### \* (B) Meetings -

Chapter Income received from official ASIST chapter meetings. These are typically your monthly dinner meetings where chapter business is conducted. The income would be the fees collected from the individuals attending the meeting to cover the cost of the facility and refreshments. (See C and D below and examples on pages 4 and 7).

These meetings would not include those conducted jointly with other organizations. These meetings also do not include any educational programs. The income you receive is usually to cover expenses.

#### \* (C) Meetings -

Other Income received from meetings other than those classified as Chapter Meetings above. No chapter business is conducted at these meetings. These meetings could be those jointly held with other organizations or societies.

#### \* (D) Seminars &

Workshops Income received for holding seminars, workshops, continuing education, or technical sessions. These meetings or conferences are held with the intent to make a profit.

#### (E) Interest

Income Record any interest income earned on your bank accounts as indicated on the monthly bank statement(s).

(F) Donations

Received Any money received for contributions and donations made to your chapter or to be passed along to Headquarters.

(G) Advertising  
Income

Income received for advertising space sold in chapter newsletters or other publications.

(H) Other

Income received that is not classified in any of the other columns above. If you are unsure of where to classify an income item, record it here with an explanation of who it was from and why it was received.

\*NOTE: A single meeting may embody the activities discussed for each of the columns (B,C,and D). If so, do your best to determine what portion of the income should be allocated to each of these columns. You need not be precise in this determination. For example, if you believe that the meeting was about 1/3 chapter business, 1/3 other meetings, and 1/3 seminars, then allocate 33% of the deposit to each of columns B, C and D. Remember that the sum of columns A-H must equal the amount in column 3 (CR).

**3.1.1.2 EXAMPLE OF HOW TO RECORD A CASH RECEIPT:**

(refer to the sample Cash Receipts Journal - Exhibit 1).

On August 1, 1992, you received a check for \$200 from ABC Company. The check wasn't deposited to the bank until August 4, 1992. The \$200 was for a variety of payments that ABC Company was paying to your chapter. This is what the payments were for:

\$100 was for an advertisement for his company that you placed in the chapter's most recent newsletter.

\$75 was for a contribution to ASIST Headquarters, but given to the chapter to forward to Headquarters.

\$25 was for Ms. White, an employee of ABC Co. and a member of ASIST , who attended a Chapter Business Meeting the previous month.

*This is how you would record the receipt of this \$200 check.*

1. Column 1, Deposit Date: August 4, 1992.
2. Column 2, Description of Source: ABC Company.
3. Column 3/(CR), Cash Received(Deposit): \$200.00.
4. Column (A) Meetings-Chapter: \$25.00.
5. Column (F) Donations Received: \$75.00.

6. Column (G) Advertising Income: \$100.00.

**Remember** columns A-H should equal the amount in column 3 (CR) for each line.

### **3.1.2. Cash Disbursements/Expense Journal** (refer to Exhibit 2 for a sample journal)

This journal is used to record all the monies paid out by the chapter. **If your chapter maintains multiple bank accounts (i.e. checking, savings, and/or investment) you will need to maintain a separate journal for each account).** Prepare the journal as follows:

1. Write in the name of your chapter at the top, along with the beginning and ending month, day and year of the period for which you are reporting.
2. Enter all checks or withdrawals made as you would in your checkbook.
3. Enter the check date, check number and the payee to whom the check was made in the first three columns.
4. Enter the check/withdrawal amount in column four (CD).
5. Allocate the check amount for each line to one or more of columns (J) - (Q).

**NOTE:** The sum of columns (J-Q) should equal the amount of the check/withdrawal in column (CD) for each line.

6. When a journal page is completed, add up all the columns. To check for accuracy, add columns (J) through (Q); does this sum equal the total in column (CD)? If not, repeat this check for each line to find the mis-allocation and make the appropriate correction(s).
7. Start a new journal page. **Be sure to start a new journal page at the beginning of each quarter.**

#### **3.1.2.1 Column Headings**

To assist you in allocating cash disbursed to columns (J) - (Q), here are descriptions of the items that should be allocated to each of the column headings.

\*\* (J) Meetings -

Chapter- Expenses related to official ASIST chapter meetings. These are typically your monthly dinner meetings where chapter business is conducted. Usual expenses may be the cost of dinner, beverages and room rentals. The expenses should be related to any income you recorded in Chapter Meeting Income above. (See K and L below and examples on pages 6 and 7)

\*\* (K) Meetings -

Other - Expenses incurred from meetings other than those classified as Chapter Meetings above. No chapter business is conducted at these meetings. These meetings could be those jointly held with other organizations or societies. Typical expenses would be similar to chapter meeting expenses above, the cost of dinner, beverages, room rentals, etc.

\*\*  
(L) Seminars &  
Workshops

- Expenses related to conferences or meetings where seminars, workshops, continuing education, or technical sessions are held. These expenses may include room/hotel rentals, food and beverage costs, speaker fees, promotional expenses, registration expenses, travel expenses, etc.

(M) Publication  
Expenses -

Record all costs related to producing newsletters or other publications. This includes printing, postage, handling, etc.

(N) Supplies -

Costs for general supplies that are not classified elsewhere such as pencils, pens, notebook paper, copier paper, etc.

(O) Donations  
to ASIST HQ-

Record here, any money your chapter has sent to ASIST Headquarters for contributions. If the contribution is for a specific fund or purpose, please indicate this in the "Description" field.

(P) Bank Charges

Record monthly bank charges as indicated on the monthly chapter bank statements.

(Q) Other  
Expenses -

Paid expenses that are not classified in any of the other expense columns above. If you are unsure of where to classify an expense item, record it here with an explanation of what the payment was for.

\*\***NOTE:** A single meeting may embody the activities discussed for each of the columns (J,K, and L). If so, do your best to determine what portion of the expense should be allocated to each of these columns. Try to be as precise as possible -- if, for example you believe that the meeting was about 1/3 chapter business, 1/3 other meetings, and 1/3 seminars, then allocate 33% of the check to each of columns J, K and L. Remember that the sum of columns J-Q must equal the amount in column 3 (CD).

### **3.1.2.2. Example of How to Record a Cash Disbursement**

(refer to the sample Cash Disbursements Journal - Exhibit 2)

On July 15, 1992, your chapter holds a one-day conference at a Marriott Hotel. One ballroom is rented for the entire day. From 9:00am to 11:30am, a Chapter Business Meeting is held. From noon until 1:00pm, a lunch meeting is provided in conjunction with the Local ACM chapter. From 2:00pm

to 5:00pm, a seminar is given by Joe Smith who used an overhead projector. Directly following the seminar, a reception is held where food and beverages are provided.

In summary, a chapter meeting was held, an "other" meeting was held, and a seminar was given.

On August 1, you receive a \$1,400 invoice from the Marriott. \$900 was for the room rental, \$200 was for food and beverages at lunch, and \$300 was for food and beverages at the reception.

On August 3, you received another invoice from The AV Company, an audio visual company for use of the overhead projector; this one invoice is for \$50.

Joe Smith had signed an agreement to speak at the conference for \$400. No invoice was sent to you for these fees since you have a copy of the agreement.

On August 28, 1992, you write three checks (170, 171 and 172) to pay for these invoices.

This is how to record the checks written for the above expenses.

1. The Marriott Corporation.

Column 1, Check Date: August 28, 1992.

Column 2, Check Number: 170.

Column 3, Payee: The Marriott Corporation.

Column 4/(CD) Check Amount: \$1,400.

Column (J) Meetings - Chapter: \$300 (\$300 for room rental, 1/3 of \$900).

Column (K) Meetings - Other: \$500 (\$300 for room rental, 1/3 of \$900, \$200 for lunch).

Column (L) Seminars & Workshops: \$600 (\$300 for room rental, 1/3 of \$900, \$300 for the reception).

2. The AV Company.

Column 1, Check Date: August 28, 1992.

Column 2, Check Number: 171.

Column 3, Payee: The AV Company.

Column 4/(CD) Check Amount: \$50.

Column (L) Seminars & Workshops: \$50.

3. Joe Smith.

Column 1, Check Date: August 28, 1992.

Column 2, Check Number: 172.

Column 3, Payee: Joe Smith.

Column 4/(CD) Check Amount: \$400.

Column (L) Seminars & Workshops: \$400.

Assuming these were the only checks written for this reporting period (quarter), the totals would be:

(CD) Cash Disbursements: \$1,850.

(J) Meetings - Chapter: \$ 300.

(K) Meetings - Other: \$ 500.

(L) Seminars & Workshops: \$1,050.

To record the related income for this example, let's say that your chapter received \$2,750. \$750 was received for luncheon attendees (30 attendees at \$25) and \$2,000 was received for attending the seminar (40 attendees at \$50). You would record the income as it was received (as deposited), and record the \$750 in column (C) Meetings - Other for money received for the luncheon, and the \$2,000 column (D) Seminars & Workshops for money received for attending the seminar. The totals would be:

Column (CR) Cash Receipts:	\$2,750.
Column (C) Meeting - Other:	\$ 750.
Column (D) Seminars & Workshops:	\$2,000.

According to the example above, you would have earned a surplus of \$900 on this conference (\$2,750 income less expenses of \$1,850).

### **3.1.3. Bank Reconciliation**

The purpose of a bank reconciliation, is to be able to explain the difference between the bank statement balance and your checkbook balance at the end of a given period. Given that there are timing differences between when you write a check or make a deposit and when these transactions "clear" the bank, the reconciliation provides a way to "prove" that your bank balances are correct and that all funds have been accounted for.

#### **3.1.3.1 How to prepare the Bank Reconciliation**

(refer to Exhibit 3 for a sample reconciliation)

The bank reconciliation is divided into three sections or "reconciled balances". Below is the a summary of each section followed by step-by-step directions for completing a bank reconciliation:

In the first section you start with the bank statement balance as reported on your bank statement and arrive at an "adjusted bank balance".

In the second section, you start with your "unadjusted checkbook balance" as of the bank statement date and make adjustments to arrive at your adjusted checkbook balance.

In the last section, you start with your adjusted checkbook balance as of the beginning month of the quarter, and arrive at your adjusted checkbook balance as of the ending month of the quarter.

Note from the sample in Exhibit 3 that all three "reconciled" balances must be equal.

Here are step-by-step instructions to complete a monthly bank reconciliation:

#### **SECTION 1**

1. Enter the unadjusted ending bank statement balance on Line *1a*.

2. Add any deposits you made before the ending bank statement date that were **not recorded by the bank** on line *1b*. This is usually zero, unless you made a deposit on the last day of the month (or the last day of the statement reporting period).
3. Subtract any outstanding checks on line *1c*. Outstanding checks are checks that have been written up to the end of the month (or statement date) that have not yet cleared the bank. Be sure to include checks that remain outstanding from other months. This first reconciled balance is your "adjusted bank balance" (line *1c*).

## SECTION 2

1. Enter your unadjusted checkbook balance as of the end of the month (or ending bank statement date) on line *2a*.
2. Add any unrecorded income items such as interest, miscellaneous credit memos, unrecorded deposits, etc. on line *2b*.
3. Subtract any unrecorded expense items such as bank charges, miscellaneous debit memos, unrecorded checks, etc. on line *2b*. Also add or subtract any addition errors in arriving at your ending checkbook balance. This balance is your "adjusted chapter checkbook balance" (line *2c*). This balance should equal the "adjusted bank balance" above.

## SECTION 3

1. Enter your adjusted chapter checkbook balance as of the first day of the beginning of the quarter on line *3a*.
2. Add total cash receipts on line *3b*. This amount should equal the total amount in column(s) (CR) from your cash receipts/income journal for the quarter. If you used more than one page of the cash receipt/income journal, be sure to add the totals in column (CR) to obtain your total cash receipts for the quarter.
3. Subtract total cash disbursements/expense on line *3c*. This amount should equal the amount in column(s) (CD) from your cash disbursements/expense journal for the quarter. Add the totals in the (CD) column if you have used more than one page to obtain total cash disbursements/expense. The balance of these three numbers is your "adjusted chapter checkbook balance" (line *3e*) as of the last day of the quarter. This amount should also be equal to the "adjusted bank balance" in section one, and the "adjusted chapter checkbook balance" in section two.

If you have voided a check previously included as an outstanding check, remove it from the outstanding check list (section 1) and adjust the beginning balances in your checkbook balances (sections 2 & 3).

### **3.1.3.2 Example of a Bank Reconciliation**

(refer to the sample bank reconciliation - Exhibit 3)

To prepare a bank reconciliation as of the quarter ended September, 30, 1992.

Here's what you will need:

Bank statement as of September 30, 1992 (or closest date)

Bank reconciliation for the prior period

Chapter checkbook

Cash receipts/income journal

Cash disbursements/expense journal

How to complete the bank reconciliation:

#### **SECTION 1**

1. Your *unadjusted bank statement balance* as of September 30, 1992 is \$1,660.00. Enter this on line 1a.
2. Compare the deposits and credits on each monthly bank statement of the quarter with your checkbook entries and your cash receipts journal. All have been accounted for in our example, therefore line 1b is zero.
3. After comparing all the checks written for the quarter from the checkbook and cash disbursements journal to the bank statements, we see that only one check (#171 for \$50.00) is not on the bank statement. Enter the check number and amount on line 1c.
4. Add lines 1a, 1b, and 1c. This \$1,610.00 is the *adjusted bank statement balance* at September 30, 1992.

#### **SECTION 2**

1. Your *unadjusted chapter checkbook balance* at September 30, 1992 is \$1,600.00. Enter this on line 2a.
2. After comparing the bank statements for the quarter to your checkbook and journals, you realize that you need to adjust your checkbook for the following items: \$25.00 of interest income and \$15.00 of bank charges for September 1992. On line 2b, record the checkbook adjustments: add the \$25.00 interest income and subtract the \$15.00 of bank charges. Net checkbook adjustments are an addition of \$10.00. Make this entry to your checkbook "9/30/92 bank reconciliation adjustment, \$10.00". (*Note in exhibits 1 and 2 that these adjustments are also entries in your journals*)

3. Add lines 2a and 2b. This \$1,610.00 balance is your *adjusted chapter checkbook balance* as of September 30, 1992, line 2c. We can see that this balance is correct because it equals line 1d above.

### SECTION 3

1. From your previous bank reconciliation ending June 30, 1992, you see that your *adjusted chapter checkbook balance* is \$500.00. This is your *adjusted chapter checkbook balance* at the beginning of this quarter, July 1, 1992. Enter this on line 3a.
2. Enter the quarter's total cash receipts/income from column (CR), \$2,975.00, to line 3b. This balance should include any adjustments you may have made in section 2, line 2b, such as interest income.
3. Enter the quarter's total cash disbursements/expense from column (CD), \$1,865.00, to line 3c. This balance should include any adjustments you may have made in section 2, line 2b, such as bank charges.
4. Add lines 3b and 3c. This \$1,110.00 balance is Net income or deficit for the quarter, line 3d.
5. Add lines 3a and 3d to arrive at \$1,610.00, *adjusted chapter checkbook balance* at September 30, 1992. This balance is indeed correct because it equals line 1d and 2c, above.

#### **3.1.3.3 Important Points to Remember When Preparing Bank Reconciliations:**

1. If your bank statement does not end at the end of the month, use the statement that ends closest with the month end.
2. Your unadjusted balances are the balances before you have made any adjustments.
3. **Section 3.** In the example, the balance in the chapter checkbook at July 1, 1992 (first day of this quarter) after you have made all adjustments is \$500. This amount should be your "adjusted chapter checkbook balance at June 30, 1992" in Section 2, line 2c of the previous quarter's bank reconciliation. Next quarter's adjusted checkbook balance at October 1, 1992 (section 3, line 3a) will be this quarter's adjusted checkbook balance at September 30, 1992 (section 2 line 2c or Section 3 line 3e).
4. The most reliable source of financial transactions is the bank statement. It is the bank's job to be accurate and the possibilities of bank errors are small in comparison with checkbook errors or omissions.

The next most reliable source of financial transactions is your checkbook. This is your primary record keeping tool. It should be kept as accurate as possible, but you still have to refer to your bank statements for bank charges, interest income, non sufficient fund notices (bounced checks), etc.

The least reliable source of financial transactions in terms of accuracy and completeness are your cash receipts and cash disbursements journals. This is true because you are transferring financial data from one source (your checkbook) to another (the journals). It is very easy to incorrectly transfer an amount and/or transpose a number.

### **3.1.3.4 What Do You Do If Sections 1, 2 & 3 Do Not Equal**

When preparing a bank reconciliation using the three sections, and you cannot arrive at the same three balances, start at the adjusted bank balance in section 1. Unless you have voided a check contained in your outstanding check list, or added them wrong, this is probably the most accurate balance. Therefore, you want the other two reconciled balances (lines 2c and 3e) to equal this adjusted bank balance (line 1d).

Next, try to reconcile your checkbook in section 2. Remember to add back any checks that were voided, interest income, miscellaneous credits, or any checks you wrote that were returned because the chapter did not have enough funds to cover it (you bounced a check). Also, remember to subtract any bank charges, miscellaneous debit memos, and any checks previously received (deposited) that were returned to the sender because they had insufficient funds.

Finally, when sections 1 and 2 equal, try to balance section 3. Any adjustments you make in section 2 will affect the journals in section 3 (add interest income to the cash receipts journal, subtract a voided check from the cash disbursements journal, etc.).

## **4. Year-End Report**

Each chapter is required to submit an Annual Financial report with ASIST headquarters by October 30 for the fiscal year just ended (September 30). This report is an integral part of the Society's consolidated financial statements. These statements are audited annually by independent, external auditors to assure the statements fairly reflect the society's financial position. Chapter reports are also included in the Society's annual report to the Internal Revenue Service. Therefore, it is critical that all chapters submit these reports on time and in the format detailed below.

The report mirrors the quarterly report format and should be very easy to complete. If you have any trouble completing the report remember that ASIST headquarters and the ASIST Business Manager are always available to help you complete your reporting requirements. Please call on us if you need assistance.

*PLEASE NOTE:* ASIST policy dictates that chapters who have not submitted their financial report by October 30 will not receive their chapter's rebate. If the chapter subsequently submits the report it will receive a portion of their rebate.

### **4.1 How to Complete your Year-End Report**

The process for completing your Year-End report is the same as the quarterly reports with one addition - the Income Statement.

### **4.1.1. Journals and Bank Reconciliations**

As discussed above, the Cash Receipts/Income Journal and Cash Disbursements/Expense Journal due at year end is for the last three months of the fiscal year. The Bank Reconciliation at year-end will be for the last month of the fiscal year. Both of these reports are completed in the same manner as they are for quarterly reports.

### **4.1.2. Year-End Income Statement** (refer to Exhibit 4 for a sample income statement)

**NOTE:** If your chapter maintains more than one bank account, be sure to consolidate the journals for all of these accounts to prepare the totals for the income statement.

The Income Statement due at year end is a summarization of all financial activity throughout the year. It is designed to be easy to complete. Chapters **do not** need to account for accounts receivable or accounts payable. This makes the income statement very straightforward. To ensure that this statement is easy to prepare -- **BE SURE TO PREPARE THIS REPORT LAST - AFTER ALL OTHER REPORTS HAVE BEEN CORRECTLY PREPARED**. The steps to complete this report are detailed below:

1. Enter the sum of your chapter's beginning adjusted cash balances for all your accounts as of the beginning of the fiscal year (October 1, 1991) on the line labeled *Cash* **and** the line labeled *Beginning Fund Balance*.
2. Each line item in the body of the income statement corresponds with a lettered column in the cash receipt/income journal (A - H) or the cash disbursements/expense journal (J - Q). Sum the columns from the journals for **all four quarters and for all chapter bank accounts** and transfer the column totals to the appropriate line on the income statement.
3. The difference between income and expense is your chapter's surplus (if it's a positive number) or deficit (if it's a negative number) for the fiscal year. Enter this number on the line labeled *Net Income <Deficit>*.
4. This surplus/deficit amount added to your beginning cash balance should equal your chapter's ending cash balance as of the end of the fiscal year (September 30, 1992) in the Ending Balances Section of the Income Statement on the line labeled *Cash and Ending Fund Balance*. This amount should equal the reconciled balances in the bank reconciliation for this quarter end.

This ending cash balance also equals the ending fund balance as of the fiscal year-end -- September 30, 1992.

### **4.1.3 Example of Preparing the Year-End Income Statement**

What you will need:

Your chapter bank reconciliation from the last month of the previous fiscal year.

Copies of your journals from all (4) quarters of this fiscal year (for all chapter bank accounts if you have more than 1).

Your Bank reconciliation for the last month of this fiscal year.

1. You have completed your 4th quarter journals and reconciliation and you have gathered all the materials listed above. Checking your bank statement from 9/30/91 (previous fiscal year-end) you see that the adjusted cash balance is \$300. Enter this amount in the *Beginning Balances* section on the lines labeled *Cash* and *Beginning Fund Balance* as of 10/1/91.
2. For this example, the only income you had before the fourth quarter was \$200 for your chapter's dues rebate from headquarters. Therefore, this amount becomes the total for column (A) of your Cash Receipts. Transfer this amount to the line on the income statement labeled (A). Likewise, transfer the column totals for columns (B) - (H) to the corresponding line on the income statement. (if you had a full year's worth of journals you add together the column totals for **all** of the pages to get the year's total cash receipts/income).
3. For this example, you had no expenses except for those in the fourth quarter so just transfer the column totals for columns (J) - (Q) to the corresponding line on the income statement. (again, if you had a full year's worth of journals you add together the column totals for **all** of the pages to get the year's total cash disbursements/expenses).
4. Total lines (A) through (H) on the income statement to arrive at *Total Income* for the year.
5. Total lines (J) through (K) on the income statement to arrive at *Total Expenses* for the year.
6. Subtract *Total Expenses* from *Total Income* to determine *Net Income <Deficit>*.
7. Add *Net Income <Deficit>* and *Beginning Fund Balance* to yield *Ending Cash and Ending Fund Balance*.

#### **4.1.4 What To Do If Your Ending Fund Balance Does not Equal your Reconciled Bank Balance**

If you have dutifully completed all of your journals and bank reconciliations *prior* to starting on the income statement, you should not have any problems. However, if problems do arise here's what to do:

Did you use the correct starting balance - the Adjusted ending balance from the last month of the previous fiscal year (in the case of the example - September, 1990).

Do all your Bank reconciliations - "reconcile"? If not, redo the ones that don't before proceeding to the income statement.

Have you transferred the journal column totals for **all** journals *and all* bank accounts correctly? Check to be sure that you have not transposed or omitted a number -- Or even more likely did you omit a journal page from your year-end totals?

Give up? - Hit the "Help Key" -- on your telephone - (301) 495-0900.

**ASIST BOARD OF DIRECTORS STATEMENT  
REGARDING SCHEDULING OF CHAPTER MEETINGS**

The ASIST Board of Directors reaffirms its position that chapter officers should give careful consideration to the timing and topics of national meetings when making plans for local chapter activities. National ASIST activities are designed to benefit chapter members and it is the responsibility of each chapter to refrain from activities that might interfere with the successful implementation of ASIST -wide meetings.

Specifically, chapters should not schedule meetings that compete in terms of speakers, topics or dates with the meetings planned by ASIST on behalf of the entire membership.

The Board wishes that chapters maintain flexibility in their activity planning and will not enact an explicit policy regarding scheduling. Instead, we will rely on the good judgment of chapter officers to ensure that they do not schedule technical programs that might logically have adverse effects on planned ASIST -wide activities.

Chapter officers are encouraged to maintain open lines of communication with Headquarters staff and to call upon staff resources for assistance in determination of potential conflicts.

The rationale behind the policy is to avoid a situation where attention, publicity, manpower, and potential attendees are drawn away from National Meetings. National meetings may provide suggestions and opportunities for chapter programming. For example, a two hour dinner meeting on the same general topic as an ASIST Mid-Year meeting could be advertised as a "get up to speed for the Mid-Year" meeting. Such promotional Chapter activities would be most beneficial in attracting people to the National Meeting if scheduled at least a month prior to that meeting.

May 1987; May 1995

1. CHAPTER: \_\_\_\_\_

2. FORMAT (Select one)

Labels: Pressure-sensitive \_\_\_\_\_

Labels: Four-up cheshire \_\_\_\_\_

Complete Roster printout \_\_\_\_\_

Membership Update \_\_\_\_\_

3. SEQUENCE (select one)

\_\_\_\_\_ Zipcode

\_\_\_\_\_ Alpha Name

\_\_\_\_\_ Membership Number

\_\_\_\_\_ Other (specify)

4. Job Description

5. Delivery Date (allow at least 10 working days plus mail time to calculate)

6. Requested by :

---

(NAME)

---

(ADDRESS)

---

---

---

---

(Daytime Phone)

7. Send completed job to:

\_\_\_\_\_ (NAME)

\_\_\_\_\_ (ADDRESS)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Daytime Phone)

Mail form to:

ASIST  
Administrative Services  
1320 Fenwick Lane, Suite 510  
Silver Spring, MD 20910

FAX: (301) 495-0810 email: ASIS @ASIS .org

**Chapter/ SIG Electronic  
Data Request Form**

You may select all or any combination of data from the following list.  
Please indicate which fields you are interested in by checking the box to the left.  
The file format is ascii delimited.

**Send your request to:** ASIST , Component Manager

Phone: 301 495-0900, Fax: 301 495-0810, Email: ASIST @ASIST .org

**Selectable Maximum Length**  
**Element Name**

Last name	25	
First name	15	
Label name <sup>1</sup>	30	
Title	30	
Company Name	30	
Company Name (2)	30	30
Address	30	
Address (2)	30	30
City	20	
State	2	
Zip	5	
+4	4	
Country	18	
Foreign Zip	12	
Member Type <sup>2</sup>	3	

**Selectable Maximum Length**  
**Element Name**

Date Joined 4

Expir. Date 4

Telephone 10

Ext 4

Fax 10

E-Mail 1 30

E-Mail 2 30

Hold code<sup>3</sup> 1

Chapter Code 3

Alternate/additional

Chapter Code 3

SIG Code 3

Committee Code 4

Position Code 4

Committee Year 2

- <sup>1</sup> Label Name: Is a combination of the first & last names in one field, as it would appear on a label.
- <sup>2</sup> Member Type: Is their ASIST membership category (i.e. student member, regular member)
- <sup>3</sup> Hold Code: Is a particular code given to a member to explain why their member benefits & services have been suspended (i.e. balance due, bad address etc).

**Policy Concerning Publication and Dissemination**

1. ASIST shall have the right of first refusal for the publication or dissemination by any medium of any writing or audio or audio-visual creation presented at a meeting of the Society or any of its chapters, special interest groups, or other sub-units.
2. Those submitting works for publication or dissemination by the Society shall obtain any needed permission, including security clearance and permission to use portions already published. ASIST assumes no responsibility for obtaining such permission. Further, statements or opinions expressed by contributors in any work published or disseminated by the Society do not necessarily reflect the position or official policy of ASIST . "Work" is defined as(a) a writing (including a paper, address, chapter, monograph, or other publishable material); and (b) an audio-visual creation (including a recording or transcription of audience comments and statements in public floor discussions).
3. ASIST shall obtain a written transfer of copyright from the author or copyright owner and shall own the copyright for both the original term and any renewal or continuation, for all uses of any work published by the Society (subject to the rights retained by the author, see paragraph 4).ASIST shall have the exclusive right to make or authorize any other use of the work. ASIST may transfer these rights in turn, or choose to share them, or allow other publishers to obtain copyright for publications issued cooperatively with ASIST .
4. The Society will grant permission to authors for certain uses without fee or charge. The uses in the "Transfer of Copyright Agreement" are
  - 4.1 The right to make further copies of all or part of the published article for the author's use for educational purposes.
  - 4.2 The right to re-use all or part of this material in a compilation of the author's own works or in a textbook by the author.
  - 4.3 The right to reproduce or have reproduced copies for the author's personal use or for the internal use of the author's employer provided that the copies are not offered for sale.
  - 4.4 The right to make oral presentation of this or similar material in any forum.
  - 4.5 The right to any patentable or proprietary subject matter which may be contained in the work.
5. The Society may make royalty arrangements which supplement but do not supersede the transfer of copyright.
6. The Society shall appropriately publicize these policies in its publications, in communications to authors of submitted works, and in communications relating to meetings. No work shall be accepted

for inclusion in an ASIST publication or presentation at an ASIST meeting which does not comply with this policy unless an explicit waiver is authorized by the ASIST Board or its designated representative.

**ASIST BOARD OF DIRECTORS STATEMENT  
REGARDING CHAPTER POSITION STATEMENTS ON ISSUES OF  
PUBLIC POLICY**

The ASIST Board of Directors encourages chapters to become involved in issues of public policy, when they pertain to the interests of ASIST members at local, national and international levels. However, to assure that ASIST - as an organization - maintains a unified voice on major issues and to protect ASIST ' legal and tax-exempt status, specific guidelines must be followed by all chapters.

When formulating position statements on behalf of chapters' memberships, chapters must insure 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 ASIST membership), and that the ASIST 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 ASIST 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 ASIST chapters are consistent with positions taken or held at the national 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 ASIST Board of Directors or by other ASIST chapters.

May 1987

**ASIST CHAPTER-OF-THE-YEAR**

Purpose: To recognize outstanding Chapters for their promotion of ASIST and contributions to the advancement of information science through Chapter activities and programs.

Award: The award shall consist of a certificate for the Chapter and a certificate for each member of the governing body of the Chapter. The award shall be presented to the Chapter chair or delegate by the Chapter Assembly Director or designate. Presentations shall be made at the ASIST Annual Meeting at the Awards Banquet or at another formal function.

Nominations: Self-nominations will be accepted from all Chapters. Documentation supporting the nominations will consist of the ASIST standardized Chapter-of-the-Year Award report plus supporting documents, such as newsletters, fliers, meeting minutes, letters of recommendation and other publications relating to Chapter activities. The time period for these activities will be from July 1 of the preceding year through June 30 of the year in which the award is being presented.

Award Jury Committee: The committee to judge candidate Chapters shall be composed of the ASIST Executive Director (ex officio without vote); the Chapter Assembly Director or Deputy, who shall serve as chair; two members to be chosen by Chapter Assembly; and two members to be chosen by the ASIST president. The committee need not make an award if it finds no suitable Chapter.

Selection Criteria: The criteria contained in the Chapter-of-the-Year Award report constitute the guidelines for the Award Jury Committee. The activities should be weighed in relation to a Chapter's membership size and distribution.

Guidelines and purpose approved by Board of Directors January 31, 1981  
Amended May 15, 1981  
Revised May 15, 1986

Revised October 1994

## CHARTERING AND DISSOLVING ASIST CHAPTERS PROCEDURES AND GUIDELINES

One of the Board of Directors' most significant responsibilities is accepting, rejecting and dissolving ASIST chapters and student chapters. Strong chapters lead to a strong Society; weak chapters may sap the Society's strength. To carry out its responsibilities, the Board has adopted these Procedures and Guidelines.

### I. Procedures

- A. Upon receipt of a request to form or dissolve a chapter, the Board will ask the Chapter Assembly to review and report.
- B. In discharging its responsibilities, the Chapter Assembly will follow the Guidelines below and may extend its review into other pertinent areas. Reviews are expected to be thorough, but expeditious.
- C. While a request for charter is under review, the Board will consider providing seed money (up to \$50 during the Chapter's first three months) to defray the group's expenses.
- D. While a request for dissolution is under review, dues rebates and chapter and office privileges will continue in force.
- E. When the Chapter Assembly has completed its review, not to exceed one year, the Assembly Director, acting for the Assembly, will report to the Board. The report will describe the Chapter Assembly's review, discuss the activities of the group, attest whether requirements (if for charter) have been met and recommend action.
- F. Upon receipt of the recommendation, the Board will confirm it, reject it or defer action until later (providing reasons for rejection or deferral). In all cases, the group will be notified promptly.

### II. Guidelines

- A. Is the group active or potentially active?
  - 1. Enthusiasm. Dedication of the leadership, member interest and participation, willingness to undertake projects and activities. (For student chapters, include advisor interest.)
  - 2. Programming. Program content, regular meeting schedule, appeal to diverse interests of members.
  - 3. Size. Contiguity of membership, sources of membership in area, evidence of growth and stability, location of neighboring chapters, level of competitive pressure or cooperative opportunities in area. (For student chapters, include existence of local chapter.)

B. (For charter) Has the group fulfilled ASIST requirements?

1. Filed written application with signatures of at least 15 ASIST members. (For student chapters, there is no minimum size requirement.)
2. Submitted tentative bylaws, which may be adapted from the Model Bylaws for ASIST chapters.
3. (Optional) Proposed geographic boundaries. (For student chapters, no mandatory geographic or institutional boundary limitations.)
4. (For student chapter, name an advisor.)

C. (For dissolution) Should the chapter be dissolved?

A chapter normally retains its charter indefinitely, but lack of interest, membership or activity may make dissolution advisable. A recommendation to dissolve a chapter may arise from the chapter leadership or membership, from the Board or from the Chapter Assembly.

1. How do officers feel?
2. How do the members feel?

In its review, the Chapter Assembly should canvass both officers and members and should arrange for anyone who desires to speak for or against dissolution to be heard.

Adopted by ASIST Board of Directors, July 27, 1973

**CHAPTER DEVELOPMENT FUND and CHAPTER PROJECT FUND**

Guidelines for Chapter Development Fund

The Chapter Development fund was established to provide chapters with a resource (1) for building, developing and strengthening the chapter above and beyond what could be accomplished with local resources and (2) to make possible projects which could not happen with local resources.

1. Chapter Development Fund money should be used for projects which will result in a stronger chapter, e.g., by increased membership, publicity or exposure for the chapter, or through other means.
2. The money should be used to supplement local resources and be used when local efforts are insufficient, not in place of local effort.
3. The proposed budget should be carefully prepared and should be scrutinized as thoroughly as a chapter's (or ASIST 's) annual budgets.
4. The request should be considered in light of the current budgetary resources of the requesting chapter.
5. Chapter Development Fund money cannot be used to pay travel expenses for ASIST members or honoraria for speakers.
6. Actual expenditures may not be authorized without proper receipts or invoices available to ASIST Headquarters.

Approved by Chapter Assembly, May 1988

## **Guidelines for Chapter Project and Reserve Fund**

The Chapter Project and Reserve Fund was established to assist chapters by providing seed money for specific projects, an amount which is expected to be paid back to the fund upon the successful completion of the project.

1. Chapter Project and Reserve Fund money should be considered "up-front" money to cover initial expenses for a revenue-producing project, e.g., publicity, mailings and advertising.
2. The budget for the project should be carefully drawn up, especially in view of the expectation that the money will be repaid.
3. Fund money should not be requested in cases where the chapter's treasury could more than cover the project expenses.
4. The request should be considered in light of the current budgetary resources of the requesting chapter. Project and Reserve monies are appropriate where there is a healthy budget which may be jeopardized by too great an outlay of funds for a project before the return from the project.
5. Timeliness in repayment is expected. In all but the most unusual cases, repayment should occur within six to twelve months after the funds have been received by the chapter. A repayment schedule should be included in the request.

Approved by Chapter Assembly, May 1988

## **APPENDIX O**

### **CHAPTER BANK STATEMENTS**

Headquarters is to receive all chapter bank statements (and enclosures) directly from the chapter's banking institution. Headquarters photocopies the contents and forward the complete statement and contents to each chapter within 24 business hours.

To be sure this process is followed without complication, each Chapter Treasurer, upon taking office, should confirm that their banking institution is sending all statements to ASIST headquarters. Likewise, whenever bank accounts are added or changed, the Treasurer should follow the steps outlined below to be certain that bank statements are being handled properly.

1. Use the attached form letter to notify the manager(s) of your bank(s) that they should send bank statements directly to ASIST headquarters (the form letter gives the exact mailing address). Complete the form letter by entering the following information:
  - a. Mailing date
  - b. Bank Name & Address
  - c. Bank Telephone Number
  - d. Bank Account Name (e.g. checking, savings)
  - e. Bank Account Number
  - f. Your Bank Contact person (branch manager)
  
2. Send a copy of the form letter to ASIST headquarters so that HQ will have the bank contact information. **This is extremely important** as without this information HQ will not be able to follow up with a bank if a statement does not arrive at HQ when expected.
  
3. Using the attached form (labeled Chapter Treasurers Attachment 1) - send to ASIST headquarters the name and mailing address of the chapter officer who should receive the bank statements after HQ has processed them. **This is extremely important.** Obviously, headquarters can return the chapter's bank statements on time only if we are kept aware of the most current treasurer's name and address. Therefore this procedure should be followed whenever the treasurer moves or the office changes.

Remember to prepare separate letters if you have more than one account or more than one bank.

Also remember that the current ASIST Executive Director should be a signatory on all chapter bank accounts.

## APPENDIX P

### SUBSTANTIATING CHARITABLE GIFTS

To be in keeping with Federal law, the ASIST Board of Directors revised the policy regarding chapter or SIG fund raising activities in 1994. The '93 Tax Act included a provision disallowing a deduction for charitable contributions of \$250 or more **unless substantiated by a written acknowledgment** from the charity. ASIST itself, not any Chapter or SIG, is the tax-exempt charity recognized by the IRS; hence, any donations to chapters of amounts exceeding \$250 for which deductions are claimed must be acknowledged by ASIST .

Beginning in 1994, a donor's canceled check is no longer sufficient to substantiate donations. When ASIST acknowledges a donation of \$250 or more, it is required to list the amount of cash and describe any other property received from the donor. ASIST is also expected to indicate whether it provided any goods or services (e.g., advertising) in return for the contribution and if so, a description and good faith estimate of the value of these goods or services must be given.

The ASIST Board's policy is summarized below. Please comply with the Board's policy and make certain your donors are not embarrassed when claiming tax deductions. Inform headquarters promptly of all contributions made to your chapter, the purpose of the donation, and any value provided in return for the contribution, along with the complete address to which acknowledgment should be sent.

ASIST policy relating to fund raising activities:

#### Fund Raising Policy

All funds raised are the property of ASIST and subject to accounting procedures of ASIST  
The ASIST Executive Director has responsibility for all ASIST operating fund-raising activities, including receipt, administration and expenditure within approved policies  
Chapters must have approval from the ED before initiating activities  
Chapter or Special Interest Group fund raising activities are strongly encouraged  
Headquarters must have full knowledge of fund raising activities to coordinate efforts  
This policy does not cover in-kind contributions.