

Charter for ASI Committee Chapters and SIGS

The ASI (American Society for Indexing) Bylaws contain language that directly pertains to Charters for Chapters and SIGs. The relevant articles are in **Appendix A** for your reference.

Provisions of ASI Chapter and SIG Committees

1. Chapter/SIG Committees are subject to the provisions of the ASI Bylaws.
2. Groups shall operate in accordance with and shall not be in conflict with the Policies and Procedures of ASI.
3. Each Chapter/SIG Committee will be governed by its own governing committee, which will be a committee of the Board, as described in the ASI Bylaws.
4. Members of each Chapter or SIG will choose the chairperson for the committee.
5. Chapters/SIGs will not be separate legal entities, and charters must be approved by the Board.
6. All Chapter and SIG assets will be titled in the name of ASI.
7. Chapters and SIGs shall report annually, on or before April 30, on their activities and finances to the Board.
8. Committees may be dissolved, with or without cause, with the approval of the Board; upon dissolution, the Chapter/SIG Committee will cease to operate.

Chapters and SIGs are a Committee of the ASI Board

Per the IRS, Committees are considered sub-organizations of ASI, and, therefore, ASI may be liable for their actions. Actions on the part of the Committees may not contravene the Bylaws or Policies and Procedures of ASI.

Affiliation Agreement

The Committee acknowledges that it will be governed by the Bylaws of ASI and will operate in accordance with the Policies and Procedures of ASI.

The Committee agrees to report, as required, on an annual basis.

The Committee agrees to conduct operations in a manner consistent with the Committee Guidelines.

Signed _____

Name (printed) _____

Date _____

Officer _____

Name of the Committee

Committee Guidelines

Definition of a Chapter or SIG Committee

- An ASI Chapter Committee is defined as a geographically based community of ASI members that meets locally or virtually to support professional development, camaraderie, and networking. An ASI SIG is defined as an interest based community of ASI members that meet virtually or in person annually to support professional development, camaraderie, and networking.

Maintaining Committee Charter

- Committees will be governed by ASI's Bylaws.
- Committees must renew their national affiliation agreement on an annual basis.
- Committees must have a minimum of six (6) members.
- Committees must annually elect at least one and up to three Committee lead officer(s). In the case of SIGs, if necessary, the lead officer may be selected by recommendations from the ASI president, with input from the Committee members.
- Committees must hold at least one meeting per year, preferably in person. However, using electronic means, if made available to all Committee members, is an acceptable alternative.
- Minutes of the business portion of the meeting will be recorded.

Affiliation Agreement Requirements

- Provide name and contact information for lead officer(s).
- Provide written programming report for the coming year.
- Provide a simple statement of anticipated income and expenses for the coming year.

Apparent Authority

- The Committee shall take all steps necessary to avoid any direct or indirect concept or appearance that it has apparent or real authority, expressed or implied, to bind or otherwise obligate ASI in any way for any act or omission of the Committee, its officers, directors, employees, agents, and members.
- It is the policy of each Committee that any communication on behalf of the Committee shall be official, at the discretion of the lead officer. No statements shall be made, either verbal or written, that conflict with the position or policy of the Committee. Those persons holding leadership positions in the Committee should understand that by virtue of their position any statements may be perceived as official and made on behalf of the Committee.

Forming Committees

- In order to form a new Committee, written application should be made to the ASI Board, via the President of ASI or the executive director.
- The ASI Board has discretion to approve formation of new Committees. The ASI Board has discretion to approve dissolution of Committees.

Logos, Symbols, and Intellectual Property

- If the Committee elects to create a logo, incorporation of the ASI logo is allowed only with the express written confirmation of ASI.
- If it is included, the ASI logo may not be altered in any way.

- Before adoption of a new logo, it will be presented to the board for review.

Meetings of the Committee

- Meetings (in-person or electronic) are open to members of ASI in good standing and non-members.
- Attendees who are non-members may attend meetings with programming; non-members will pay a non-member rate that is higher than the member rate.
- Meetings may not be held within 15 days before or after the ASI Annual Conference, unless the Committee makes arrangements to meet at the Conference.
- Minutes of the business portion of the meeting will be recorded.

Social Media Policy

- Generally accepted guidelines for good social media posting should be followed.
- Members should post responsibly, bearing in mind that they are personally responsible for what they post.
- Members must not publish any ASI confidential or proprietary information on a social media site.
- Members should not discuss other ASI members, clients, or vendors without their approval.
- Members must not post insults, obscenity, racial slurs or ethnic slurs. Matters such as religion and politics are not relevant to the advancement of the Committee or industry and, as such, should be avoided.
- Members must be aware of and respect copyright and fair use laws.
- Members should post information to social media and websites that contributes to awareness of the indexing industry and adds value for followers.
- ASI plans to publish a discussion list policy so that all members are aware of the policy.
- If there are infractions, members should draw this to the attention of the SIG or Chapter Leader.

Finances of the Committee

- As stated in the bylaws, all Committee assets will be titled in the name of ASI.
- ASI's fiscal year is January 1 through December 31.
- ASI will maintain a line-item statement of monies held in behalf of the Committee. Expenses will be deducted from this amount and may not exceed the current Committee funds available.
- Any expenditure on behalf of the Committee may be for Committee business use only.
- For all business purchases, a receipt must be acquired from the seller.
- Upon presentation to ASI, via US Mail or electronically, of a receipt and expense form, a reimbursement check will be mailed within 30 days.
- For larger expenses, such as booking a venue, Committees may supply appropriate paperwork and request that ASI send a check in order to secure the venue.
- There are no refunds for Committee membership.
- The Committee must retain financial records of the business of the Committee, including contracts and receipts.
- Annually, on or before April 30, the Committee will prepare and send to ASI a financial statement of expenses and income for the past year.
- Annually, on or before November 1, the Committee will prepare and send to ASI a budget of anticipated expenses and income for the coming year.

- Should a Committee pay an individual an amount that requires filing of a 1099 tax form, the Committee should notify ASI and provide the payee's W-9 and current contact information. ASI will prepare and file the 1099 tax form.
- Because all assets are held in ASI's name, should a Committee seek dissolution, the Committee may not attempt to spend down the resources allocated to the Committee within a three-month period prior to dissolution.

Lead Officers

- The Committee should annually, on or before December 31, elect the lead officer(s) of that Committee. Notification should be sent to ASI within 30 days of the election so that the officer(s)' current information is on file and can be updated online.

Committee Awards

- The Committee may create awards. A clear statement of the requirements and judging criteria must be available in writing for those seeking the award.
- Any awards given must clearly state that it is a chapter or SIG Committee award.
- There must not be an implied national ASI endorsement of the selected winner.

Dissolution of a Committee

- ASI retains the authority to dissolve a Committee, with or without cause. The Board anticipates that Committees would be dissolved due to low membership, lack of activity, or conduct counter to the ASI Bylaws, Policies and Procedures, or Committee Guidelines, or by the request of the Committee.

Appendix A. Bylaws that Pertain to Charters

The ASI Bylaws contain language that directly pertains to Charters for Chapters and SIGs.

ARTICLE X. COMMITTEES

The Board of Directors shall establish and dissolve all committees. The President shall appoint all committee chairs. Committee chairs shall appoint committee members with the consent of the President.

ARTICLE XII. CHAPTERS

Section 1. Creation

The Board may create Chapters in accordance with established procedures. All Chapter members must be members in good standing of ASI.

Section 2. Policies

Chapters are subject to the provisions of the ASI Bylaws.

Section 3. Charter

Each Chapter will be governed by its own committee of the Board. Members of each chapter will choose the chairperson for this committee. In other respects, the committee functions in accordance with Article X. Chapters will not be stand-alone corporations or other corporate entities. Chapter Committee Charters must be approved by the Board.

Section 4. Assets

All Chapter assets will be titled in the name of ASI. No Chapter will hold title to any assets.

Section 5. Reporting

Chapters are required to report annually on their activities and finances to the Board of Directors.

Section 6. Dissolution

A Chapter may be dissolved with the approval of the Board. In such case, the Board will cancel the Chapter Committee Charter and the Chapter Committee will cease to operate.

ARTICLE XIII. SPECIAL INTEREST GROUPS (SIGs)

Section 1. Creation

A Special Interest Group (SIG) consists of a group of members with a common interest. A Group can be formed according to the ASI Policies and Procedures subject to approval by the Board.

Section 2. Policies

SIGs are subject to the provisions of the ASI Bylaws. Groups shall operate in accordance with and shall not be in conflict with the Policies and Procedures of ASI.

Section 3. Charter

Each SIG will be governed by its own committee of the Board. Members of each SIG will choose the chairperson for this committee. In all other respects the committee functions in accordance with Article X. SIGs will not be stand-alone corporations or other corporate entities. SIG Committee Charters must be approved by the Board.

Section 4. Assets

All SIG assets will be titled in the name of ASI. No SIG will hold title to any assets.

Section 5. Reporting

SIGs are required to report annually on their activities and finances to the Board of Directors.

Section 6. Dissolution

A SIG may be dissolved with the approval of the Board. In such case, the Board will cancel the SIG Committee Charter and the SIG Committee will cease to operate.