

Student SIGCSE Chapter - Getting Started

Here is how set up a Student SIGCSE Chapter:

First, start meeting informally: lectures; discussion groups; and workshops, etc. This will give you a general idea of the level of interest at your school. You will need to find a faculty mentor as well, preferably one who is interested in Computer Science Education. Begin identifying people willing to serve as the nucleus, or core, of your group. Eventually your core must consist of ten people to petition for chartering as a SIGCSE Student Chapter.

Second, enter the names of three individuals to serve as Chair, Vice Chair and Treasurer. These individuals must be [ACM Student Members](#) and [SIGCSE Members](#). This core group should designate at least three acting officers: a chair, a vice-chair, and a treasurer. These interim officers must be members of both ACM and ACM SIGCSE. In addition, a Faculty Sponsor with an [ACM Professional Membership](#) and [SIGCSE Membership](#) is required. Once formed, your general membership need belong only to your group (the officers of your group must always belong to ACM and ACM SIGCSE).

Third, the core group and its interim officers must complete a chapter request (<http://campus.acm.org/public/chapters/AutoChap/>) as follows:

Step 1: Enter chapter name, chapter email address, chapter type (Student), and chapter sub-type (SIGCSE).

Step 2: Enter the names of three individuals to serve as Chair, Vice Chair and Treasurer. These individuals must be [ACM Student Members](#) and [SIGCSE Members](#). In addition, a Faculty Sponsor with an [ACM Professional Membership](#) and [SIGCSE Membership](#) is required.

Step 3: Enter chapter contact information (postal address and phone number).

Step 4: Enter the names of at least ten (10) individuals willing to carry out the chapter's mission and participate in activities. A CSV file (comma-separated values) containing the last name, middle, first name, and email addresses of these members will be required through the automated charting application (Example: "Doe," "John," "johndoe@domain.com"). You may also enter each member name individually.

Once the completed application is submitted, SIG chapters require additional approval by volunteers; this secondary approval process will take up to 2 weeks. You will be notified via email on the approval of your chapter.

FOR UNITED STATES CHAPTERS: The IRS requires chapters operating in the United States to have an Employer Identification Number (EIN). The EIN will serve as proof of a chapter's nonprofit status and allow ACM to include the chapter in our annual group filing with the IRS. ACM will request an EIN on your behalf which you will receive upon chartering.

If you have further questions regarding starting an ACM chapter, please contact local_activities@acm.org

Startup Support

For help in the formation/recognition process and to coordinate the activities of all Chapters please contact the Chapters Committee of the SIGCSE Board. You can obtain the names of the committee members by contacting the SIGCSE Board at sigcse-chair@sigcse.org.

The Chapters Committee can help to point you to all the resources available to you for building your chapter and possible activities. Additionally, your chapter can be listed in SIGCSE publications and on-line as a group "In-Formation". Each chapter is also eligible for a listing on the ACM SIGCSE Chapters home page (<http://sigcse.org/sigcse/programs/local-chapters>). A contact listing and email address on the SIGCSE web site can be a tremendous boost for a new chapter.

You will need to abide by the [Student SIG Chapters: ACM Bylaws](#), so every officer should read them.

Responsibilities of a Chapter

A chapter must hold a minimum of one meeting per year to be considered active. A chapter is also expected to set up AND maintain an online presence, for example a website or Facebook page. Finally, you should keep in regular contact with the SIGCSE Chapters Committee. It is important to let them know you are meeting and serving your constituency.

Once a year, at least one officer from your chapter must file an annual chapter activity report. This will be your most formal contact with ACM, our parent organization; ACM Headquarters will notify you at the appropriate time (usually June or July) of what and where to file. This annual report is also forwarded to the SIGCSE Board for information.

Handy Hints

A few words of advice on getting your group together: Distribute responsibilities; forming a chapter and keeping up the momentum requires more than a few dedicated souls. Even "minor" tasks take time and energy and can contribute to burnout. Delegating responsibilities is a deceptively difficult skill; don't underestimate its importance. A well-structured organization whose officers and board members have well defined responsibilities will survive longer than one without such a plan. Plan for transition. Many student chapters find it effective to transition leadership during the school year. This allows time for the outgoing officers to help train and support the incoming officers in their duties. Also remember that, as a Student Chapter, the running of the organization is up to the students, not the faculty mentor. The faculty mentor is available for support and to answer questions related to the operation of student organizations on a specific campus.

Try to schedule regular meetings (for example, the first Tuesday of every other month at X place) so that interested individuals always have a rough idea of when and where you meet, and can plan accordingly. Plan both educational and social activities. Maintain a constant stream of communication with current and potential members. Post meeting notices around campus, ask professors to announce meetings in class, and send email announcements if possible. Student meetings are often well attended if there is food. Establish a fixed contact person, email address or phone number for questions about membership and activities as soon as possible.