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# Society for Information Management Chapter Start-up Guide

<b>I. INTRODUCTION .....</b>	<b>2</b>
<b>II. IDENTIFY INTEREST IN CHAPTER START-UP .....</b>	<b>2</b>
<b>III. FORM A STEERING COMMITTEE .....</b>	<b>3</b>
<b>IV. INITIAL STEERING COMMITTEE MEETING .....</b>	<b>3</b>
INITIAL STEERING COMMITTEE SESSION .....	3
PLANNING FOR INITIAL EVENT .....	4
SELECTING A DATE FOR YOUR FIRST CHAPTER MEETING .....	4
<b>V. INITIAL EVENT .....</b>	<b>5</b>
<b>VI. POST-EVENT COMMITTEE MEETING .....</b>	<b>5</b>
<b>VII. ESTABLISH CHAPTER BOARD .....</b>	<b>6</b>
CHAPTER PRESIDENT (ALSO REFERRED TO AS CHAPTER CHAIR) .....	6
VICE PRESIDENT (ALSO REFERRED TO AS VICE CHAIR).....	6
MEMBERSHIP CHAIR.....	6
TREASURER .....	6
PROGRAM CHAIR.....	7
ADMINISTRATOR .....	7
COMMITTEES:.....	7
<b>VIII: LEGAL MATTERS.....</b>	<b>7</b>
BY-LAWS .....	8
NEED FOR LEGAL ADVICE .....	8
FILING FOR INCORPORATION .....	8
IRS REQUIREMENTS/COMPLIANCE .....	8
PROCEDURES FOR OBTAINING IRS RECOGNITION:.....	8
<b>IX. ADDITIONAL / ON-GOING ACTIVITIES .....</b>	<b>9</b>
<b>APPENDIX A: SIM VISION &amp; MISSION.....</b>	<b>10</b>
<b>APPENDIX B: SIM CODE OF CONDUCT .....</b>	<b>11</b>
<b>APPENDIX C: SAMPLE ARTICLES OF INCORPORATION.....</b>	<b>15</b>
<b>APPENDIX D: SAMPLE BY-LAWS .....</b>	<b>18</b>
<b>APPENDIX E: SIM DUES &amp; MEMBER INFORMATION COLLECTION PROCESS .....</b>	<b>26</b>



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Through IT Leadership

# Society for Information Management Chapter Start-up Guide

## I. Introduction

There are a number of considerations to take into account as you begin to form your local chapter. The following suggestions are offered to help you in your mission, but you are encouraged to talk with the SIM headquarter team and other SIM International chapters to maximize your efforts. Each start-up venture is different and resources are available to help customize an approach that will work best for you.

## II. Identify Interest in Chapter Start-up

Individuals willing to volunteer time during the start-up phase may come from a variety of sources and may include one or more of the following:

- IT Practitioners who have heard of SIM and see the value of establishing a local chapter
- Current or former SIM member who have re-located to the area
- At-Large SIM members who would like to expand their networking with people in the area
- Academicians and other IT thought leaders who wish to support the community they serve
- CIO and/or IT leadership groups that want to broaden their network beyond the local community, increase the value for their constituencies and leverage the support functions of a central group

### Gather names of key contacts

Individuals interested in starting a SIM chapter (i.e., founding members) should consider compiling a list of all of the key contacts they have in the area who may be interested in assisting in SIM chapter start-up activities. A personal connection should then be made to assess their willingness to participate either as a member of the organizing team or as a future participant. Founding members can also work with SIM Headquarters (HQ) to locate other potential contacts in the area. This will include pulling a list of SIM At Large members in the area, initiating an outreach to companies headquartered in other cities but with operations in new chapter's geography, and generating a list of IT executives working in the area.

### Research other CIO and IT organizations in the area

One way to fast-start a SIM chapter is to build on an already existing local organization(s). Founding members should compile their knowledge of other CIO and IT organizations in the area and contact those organizations to determine the following:

- 1) Does the group have a similar mission to SIM?
- 2) What is the membership make-up of the group and is this similar to the committee's thoughts on how they would like to form their chapter? (i.e., Are vendors, academicians, consultants and IT managers allowed in the organization?)
- 3) Is the group interested in expanding or working with a group like SIM?
- 4) Who runs the group currently?
- 5) Is there a fee to belong to this group? If so, what activities does the fee support?
- 6) Is the group incorporated as a non-profit organization?

If the opportunity exists to work with an already established group, a memorandum of understanding will be developed and a transition plan established.

# Society for Information Management Chapter Start-up Guide

### III. Form a Steering Committee

A highly successful steering committee will consist of a group of 4-6 individuals who share a common vision and are willing to dedicate their time in the formation of a SIM chapter. This group will set the framework and tone for the chapter, and it is also likely that the chapter's first officers will come from this group. It is important that there are at least 2 or 3 influential CIOs (or an equivalent practitioner position) in the group. The CIO focus will help to ensure the needs of the practitioner community are served and CIO involvement will be important in marketing the group to other CIOs in the area. Non CIO participation in the steering committee or in support functions (e.g., event planning, promotional activities) has proven to be invaluable for many chapters involved in start-up activities.

### IV. Initial Steering Committee Meeting

#### Initial Steering Committee session

Once the initial steering committee members are identified, the parties should gather to discuss vision, purpose and direction. The ultimate objective of this meeting should be to form an agreed-upon plan of action for getting the chapter established. At a minimum, this plan should include the following:

#### **Vision & Mission**

Steering committee members should reach a shared view on the organization's purpose and scope of activities. Consider using the SIM International mission and vision statements (see **Appendix A**) to facilitate the discussion

#### **Membership Criteria**

The committee should discuss the specific membership criteria for the chapter, which may be more restrictive (but not less restrictive) than SIM. The following membership criteria have been adopted by SIM chapters:

- Practitioner: A senior-level IT professional in either a public or private sector organization meeting the following criteria:
  - Corporate/divisional head of a corporate or divisional IS organization.
  - Member of an IS management staff supporting corporate/divisional IS heads with key management roles, as certified by the head of the organization.
- Academic: A full-time university or college faculty member making a significant contribution to the IS field.
- Consultant: Leaders at the partner/principal level who influence the direction of their own company or their clients' companies, and who directly contribute to the IS profession.
- Other leader: A non-IT executive such as vendor, recruiter or leader from another profession who has a major role in matters impacting strategic IT direction.

SIM adheres to a strict policy against marketing or commercial activity (see Code of Conduct in **Appendix B**). In addition, each chapter is expected to adhere to the following policies:

- At least 70% of the total chapter membership base should be comprised of practitioner
- All chapter members will be International members

#### **Dues/Fees**

Fees paid to SIM International annually are \$160 for a for-profit member and \$80 for a non-profit member.



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# Society for Information Management Chapter Start-up Guide

*All SIM chapter members must also belong to SIM International per the by-laws of SIM International!*

Projected annual funding requirements? Determine total chapter dues as national + chapter portions.

Should the dues be inclusive of meeting fees, or will members be charged separately for meetings?

Should the fees include any social segments of meetings?

Will any meeting be opened to guests (non-members) and should a guest fee be established?

## **Interim Governance**

Delegate specific assignments to individual steering committee members for planning the first chapter meeting, including generating attendance for the meeting, obtaining speakers, etc. These positions may eventually evolve into a more formal chapter board position. (See Section VII. Establish Chapter Board for more information)

## **Timeline and Process**

Develop a timetable and a generally agreed-upon process for tasks such as drafting bylaws, setting dues levels, electing officers, and initiating the process of incorporation as a non-profit organization.

## **Planning for Initial Event**

### **Selecting a date for your first chapter meeting**

You do not need bylaws or IRS recognition to get your activities started, and your potential members will be much more impressed by a quick start-up of beneficial programs than they will be by endless steering committee "organizational meetings."

### **Meeting Format and Program Content**

It may be helpful at first to brainstorm among the group about what is really wanted and not wanted at the meeting. Any items below left unresolved can then be discussed:

Length of meeting

Dinner/lunch/breakfast

Sequence of meeting (e.g.. social, meal, business, program)

Roundtables vs. Workshops/seminars vs. 1 speaker vs. Panel

Who is the audience (background, position), and what do they want to hear

Paid/national speakers vs. local/free/part of a number of appearances

SIM resource as speaker: Board member, APC researcher, influential CIO

Utilize Speakers Bureau

### **Meeting Location**

Geographic spread of members

Type of location: Office conference rooms, university facilities, hotels, restaurants

### **Funding sources**

Obtain a sponsor (would get recognition and an introduction, without including any sales)

Charge a nominal fee to attendees?

### **Marketing**

Mail, E-mail or Personal phone calls



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## Society for Information Management Chapter Start-up Guide

What is the content of the message?

Provided at the event: SIM brochures, presentation, testimonials from other SIM chapter members

### V. Initial Event

The first event should aim to achieve the following objectives:

- Networking and getting to know each other
- Promoting and educating the audience about SIM as a valuable organization to its members and the IT community
- (optional) Providing a speaker or panel that provides thought leadership on a current/hot topic in IT

This meeting should also contain the following elements:

- Marketing materials and brochures that attendees can take with them
- Sign-in sheet that includes contact information: name, company, title, phone, email
- A request for volunteers to participate in the steering committee activities
- A Q&A session for attendees to discuss SIM
- One or more SIM representatives from other SIM chapters or the Executive Board should be present to network, answer questions, and possibly present.

*NOTE: An online event registration system is available on [simnet.org](http://simnet.org) and is free of charge to all SIM chapters. Please contact SIM HQ to find out more!!*

### VI. Post-Event Committee meeting

After the first event has been completed and a solid list of contacts interested in SIM has been established, the committee needs to begin working on formally establishing the chapter and defining the details of how the chapter will be run. The committee should meet soon after the first event to discuss the following topics:

- **Governance:** Committee members will need to play interim roles until a board structure can be established and board members can be voted into office. (See VII. Establish Chapter Board)
- **Timeline:**
  - When will the next event be held?
  - When will the board be established?
  - When will legal matters be completed?
  - When can members begin registering as members and paying dues?
- **Establish a dues structure:** Each local chapter establishes their own dues structure. In addition to the local portion, each chapter collects and remits \$160 for each for-profit member and \$80 for each non-profit member to SIM International. (i.e. [local dues: \$125] + [national portion: \$160] = \$285 total dues) – See Appendix A for the SIM International Dues Collection Process
  - *All SIM chapter members must also belong to SIM International per the by-laws of SIM International!*
- **Marketing to a broader audience:** See the resources available at [www.simnet.org](http://www.simnet.org) under Communities > SIM Chapter Leaders > Marketing Resources
- **SIM Chapter Leadership orientation:** The committee and the future board should review the online materials that explain leadership best practices and the resources available to SIM chapters. This is located at [www.simnet.org](http://www.simnet.org) under Communities > SIM Chapter Leaders > Chapter Start-up Primer



## Society for Information Management Chapter Start-up Guide

- **Membership Tracking:** SIM HQ offers the SIM national database free of charge for tracking membership online. A directory and reporting tools are available to all SIM chapters free of charge. This incorporates online dues payments and event registration as well.
- **Chapter website:** SIM HQ also gives chapters the tools to host and manage the content of a chapter website through [www.simnet.org](http://www.simnet.org) at no additional charge to the chapter. Contact SIM HQ for more information!

### VII. Establish Chapter Board

The organization of a chapter is involved, but it can be a very rewarding experience for those involved, and can truly benefit the information technology community. Each chapter is required to establish a Board of Directors, including Chair/President, Membership Chair & Treasurer. Therefore, what officer positions and responsibilities should you consider? Below you will find a listing of typical chapter leadership positions. If you are organizing a local chapter this will help you to inform others of how they can help you achieve that goal. If you are merging with an existing organization, you can compare this structure to how the chapter is currently set-up to see if there are some improvements that you can make.

It is also important to remember that everyone is volunteering their time, and that everyone has other work that keeps them busy. If an individual is cautious about accepting one of these roles due to his or her time commitment to work, then it may serve the chapter to encourage this individual to decline the nomination or position.

#### **Chapter President (also referred to as Chapter Chair)**

Responsible for all communications between the chapter and SIM International  
Attend monthly conference call/meeting with Chapter Presidents Board (President from each chapter)  
Oversees all chapter operations  
Approves and signs-off on all projects - financial and operational  
Approves and appoints special committees and task forces as needed  
Manages the chapter in conformation with chapter by-laws  
Calls and directs chapter board meetings, prepares agenda for and presides over all meetings

#### **Vice President (also referred to as Vice Chair)**

Oversees various projects, committees, and task forces  
Responsible for projects as requested by the Chapter President  
Functions in Chapter Presidents' place as requested by Chapter President  
May become Chapter President if approved by chapter membership

#### **Membership Chair**

This position oversees the process of recruitment and retention of chapter membership.  
Attend regular National Membership Committee calls (consists of membership chairs from all chapters)  
Responsible for serving as the primary membership contact for the chapter  
Responsible for the duties of the Chapter Administrator for various Chapter Back Office functions, including new member and dues processing.  
Responsible for receiving all new membership applications and approving/declining these applications

#### **Treasurer**

This position is responsible for financial record keeping, database, deposit and money management.



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## Society for Information Management Chapter Start-up Guide

Initial responsibility to set up the bank account(s) to accept deposits for membership dues  
Holds and maintains the chapter banking records and for all communication with the chapter's bank  
Coordinates the invoicing of chapter members with the Membership Chair and SIM HQ to ensure that the chapter membership has paid their chapter dues  
Responsible for ensuring tax forms are filed with the IRS  
May be responsible for budgeting meetings, dinner or lunch functions, newsletter production, and other special projects as requested by the Chapter President

### **Program Chair**

Arranges meetings and peripheral requirements (e.g. facilities, registration, catering, etc.)  
Recommends programs and speakers to the chapter Board of Directors  
Coordinate speakers and events  
Represents chapter to visiting speakers

### **Administrator**

Several chapters have found it worthwhile establishing a 'chapter administrator' to handle various clerical duties (e.g., maintain the member database, distribute communications to members, etc.). More information regarding scope of work and various approaches is available.

### **Committees:**

Education  
Membership  
Program  
Publicity  
Research  
Charity  
Scholarship

## **VIII: Legal Matters**

There are two key legal steps your chapter must take before it can operate as an official non-profit association:

1. File articles of incorporation within the state where the chapter will be based (See **Appendix C** for a sample).\*
2. Obtain Internal Revenue Service recognition as a tax-exempt organization.\*

\* It is recommended that the chapter consider hiring legal counsel and a local accountant to assist in these matters.

Prior to taking either of these steps, you will need to have your bylaws completed, your first officers elected, and your first year's budget prepared.

### **IMPORTANT NOTE**



## Society for Information Management Chapter Start-up Guide

Each chapter shall be solely responsible for its debts and liabilities, and for fulfilling all requirements imposed by governmental authorities, including report and return requirements. Chapters shall not be responsible for the debts or liabilities of SIM International, or for fulfilling requirements of SIM International imposed by governmental authorities.

### **By-Laws**

Each chapter shall adopt its own government instruments and published bylaws, and shall establish its own governing body. See **Appendix D**: Sample By-Laws.

### **Need for Legal Advice**

The simplest way to accomplish incorporation and IRS recognition is to work with an attorney, preferably one who has trade association or professional society clients and understands the processes involved.

### **Filing for Incorporation**

This process will vary from state to state, but generally the agency you will be dealing with is the Secretary of State's office. Any branch of this office should be able to provide you with the information and forms for filing as a not-for-profit corporation.

If you do not use an attorney, take advantage of your state employees charged with assisting in such matters. Filing fees in most states are under \$100.00. See **Appendix C**: Sample Articles of Incorporation.

### **IRS Requirements/Compliance**

SIM Chapters should have little difficulty gaining a tax exempt status under the provisions of Section 501(c)(6) of the IRS code, which covers a non-profit business league, which is defined as, "an association of persons having some common business interest, the purpose of which is to promote such common interest and not to engage in a regular business of a kind ordinarily carried on for profit."

It is unlikely that our chapters will be recognized for exemption under Section 501(c)(3) of the IRS code which covers charitable, religious, educational, scientific, and literary organizations. To qualify, the chapter would have to develop a case for exemption under the provisions of an educational organization. Few professional organizations in the past have been able to do so. In the event the chapter desires to attempt to be recognized under 501(c)(3) the forms and instructions can be obtained from your local IRS office.

### **Procedures for Obtaining IRS Recognition:**

1. The Society for Information Management is a Corporation duly organized and existing under the General Not-For-Profit Corporation Act of the State of Illinois.
2. The Society has been granted an exemption from Federal Income Tax under Section 501(c) of Internal Revenue Code of 1954. This exemption only applies to the International organization. SIM Chapters must apply separately to receive their own federal income tax exemption status. International can assist by preparing a federal income tax group exemption application (contact SIM headquarters for more information). States tax laws vary so each chapter will need to determine if any action is necessary to satisfy their states requirements.
3. Beginning in 2007, the IRS modified the criteria for filing IRS Form 990 (Return of Organization Exempt for Income Tax). Each chapter is now required to file an IRS Form 990, 990-EZ, or 990N postcard. In the past, this was only required of chapters generating revenue in excess of \$25,000. In order to file this form, the chapter must have its own



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## Society for Information Management Chapter Start-up Guide

identification number, even though it has no employees. To obtain an identification number, submit a completed IRS Form SS-4 to its Regional IRS Office. In turn the IRS advises the potential chapter of its identification number.

4. Chapter application for IRS recognition of exemption is to be filed on IRS Form 1024 (for 501(c)(6) status). Appendix B Form 1024, and IRS Form SS-4 must be filed with the District Director for the key IRS District in which the chapter is located.

The block for Section 501(c)(6) exemption should be checked and Parts I through IV and Schedule C must be completed. On these forms if a chapter does not have an employer identification number, then enter the word "none" and attach a completed Form SS-4 to the application. On Form 1024, recommended "Activity Codes" for block 6 of the form probably will be 205, 200, and 123.

5. The chapter must indicate on Form 1024 and attached statements that it is not organized for profit or organized to engage in an activity ordinarily carried on for profit, and that no part of its net earnings will inure to the benefit of any private shareholder or individuals.

A copy of the chapter bylaws and international SIM brochure should accompany Form 1024 when the form is submitted to IRS District office. Also accompanying Form 1024 or 1023 must be a certified statement of receipts and expenditures and a balance sheet for the current year and three immediate prior years (or the years the organization was in existence, if less). Neither bank statements nor ledger sheets will be acceptable for this purpose since they are not classified. Profit and loss or other similar operating statements are not acceptable since they do not show all receipts and expenditures. Every attachment should show the name and address of the chapter, the date, an identifiable heading, and that it is an attachment to the application form.

### IX. Additional / On-going Activities

- **Centralized Membership System** – Each new chapter will be set-up to use the Centralized Membership System at no additional cost to the chapter. The Centralized Membership System and other web based tools provide the capability to track membership, process dues payments, and manage event registration. Contact SIM HQ for more information!
- **Meetings** – Each chapter should hold regular meetings. Many of SIM's current chapters hold meetings from September through June with July and August off for the summer. The frequency of the meetings varies by chapter. For example, Southern California SIM meets every other month. Chicago SIM meets every month, alternating every other meeting downtown vs. suburbs. The timeframes also vary between breakfast, lunch or evening meetings.
  - **Event Registration:** SIM HQ offers an event registration tool that is free to all chapters. This allows you to post information about your event on simnet.org and have your attendees register and pay for the meeting online. All data collected will be stored in the SIM national database. Contact SIM HQ for further information about this tool and how to take advantage of it!
- **Special Interest Groups** – Many chapters offer "CIO Roundtables" which are opened to the Senior IT Executive only. The broader membership would participate in chapter meeting and events. Some chapters formed Special Interest Groups around areas of interest.



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# Society for Information Management Chapter Start-up Guide

## APPENDIX A: SIM Vision & Mission

### Our Vision

To be recognized as the community that is most preferred by IT leaders for delivering vital knowledge that creates business value and enables personal development.

### Our Mission

SIM is an association of senior IT executives, prominent academicians, selected consultants, and other IT thought leaders built on the foundation of local chapters, who come together to share and enhance their rich intellectual capital for the benefit of its members and their organizations.

SIM members strongly believe in and champion:

- The alignment of IT and business as a valued partnership;
- The creation and sharing of best practices;
- The effective, efficient and innovative business use of information technology to continuously bring to market valuable products and services;
- IT management and leadership skills development that enables our members growth at each stage of their career;
- The replenishment and education of future IT leaders including a strong role in influencing university curriculums and continuing education;
- Working with the IT industry to shape its direction; and
- Policies and legislation that stimulate innovation, economic development, healthy competition and IT job creation.
- Serving our communities and the industry through giving and outreach



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# Society for Information Management Chapter Start-up Guide

## APPENDIX B: SIM Code of Conduct

### PURPOSE:

SIM is a not-for-profit association of key information technology leaders dedicated to

1. Knowledge sharing among its membership,
2. Serving as the voice of the IT leader on key issues,
3. Developing future IT leaders, and
4. Giving back to the communities in which we operate.

The professional network our members have established over the years is a result of relationships based upon trust, openness, and mutual respect. Ever since its founding in 1969, SIM has taken great pride in building decorum for knowledge sharing and participation that is unencumbered by commercial bias.

SIM believes that IT leadership comes from many disciplines, including practitioners, academics, consultants, and vendors. As such, the SIM membership criteria allows for both consumers as well as providers of IT products and services. Membership acceptance is based upon the candidate's impact upon and contribution to professional practices that advance the business value of Information Technology in the organizations we serve. This open door to a diverse set of IT leaders requires a quid pro quo on the part of all participants to preserve the decorum mentioned above, rather than serving as a platform for individual or organizational commercial gain.

SIM understands the value of networking to build professional and personal relationships. We expect our members and affiliates to be proud of their personal and company's accomplishments and to share valuable experiences and insight. Promotion of products and services, whether or not in the IT marketplace, is a natural occurrence in established personal relationships among professional colleagues. This Code of Conduct is intended to clarify when behaviors cross the line of what is in the best interest of the membership of our Society as a whole.

The Code serves as a guideline subject to broad and responsible interpretation by SIM officers. It is supplemented by SIM policies and practices that are written to be more specific in certain areas. Failure to abide by these codes of conduct will normally result in a warning and could lead to dismissal from participation in SIM in accordance with Chapter and SIM HQ by-laws. This Code of Conduct will be reviewed annually by the SIM Leadership to evaluate relevance to actual experiences and to highlight areas needing further clarification.

### GENERAL EXPECTATIONS:

Lists of SIM members, chapter meeting attendees, conference attendees, or other similar documents published by SIM may not be used for the purposes of broadcast or cold call solicitation without the written consent of the appropriate SIM Chapter or Central officers. Sales and marketing brochures may not be distributed at any SIM event without the written permission from the SIM leaders in charge of that event. Such promotional materials can discreetly be given to individuals attending the event upon request of the receiver.

No one, belonging to or affiliated with SIM, may use the SIM logo, or other means of identifying the SIM brand, in any documentation without the written consent of the appropriate Chapter or SIM HQ officers.



## Society for Information Management Chapter Start-up Guide

No one except those who were past or current full SIM members in good standing may reference their past or current SIM membership in documents such as resumes, biographies, or company profiles.

SIM actively promotes the sharing of ideas and intellectual capital among its membership. We encourage this exchange by publishing papers and reports submitted by members and partners; forming working and special interest groups to exchange information and best practices; and enabling SIM web sites to serve as document repositories on topics of interest.

When such activities are contemplated, the following principles must be observed:

1. The focus of such activities must be primarily intellectual and not commercial. Any reference to products and services offered by the author or participant must be incidental to the focus of the document or activity. All activities are expected to be highly professional and objective in tone and content.
2. Initial availability of the offering should be made through chapters or SIM HQ who will only communicate offerings that meet these guidelines. Once a member has opted to receive a document or participate in an activity, future communications with that member regarding the document or activity are appropriate.
3. Authors and discussion group leaders are encouraged to submit all documents and group activity reports to the SIMNet website where they will be placed in a repository and made available to all members as part of SIM's intellectual capital.

### **CONSTITUENCY EXPECTATIONS:**

The following outlines the expected behavior of the various constituencies involved in or associated with SIM:

#### **Members:**

Members are expected to participate in SIM activities for the purpose of knowledge sharing and networking, rather than for selling. SIM members who feel they have been sold to without their consent have the right to request the seller to stop and can report such behaviors to the appropriate Chapter or SIM HQ board members.

SIM encourages members to invite guests to many events. It is a valuable recruiting and promotional method. Prospective members, those in a position to promote SIM, such as the press or dignitaries, and social guests are normally welcome. Guests should not be invited for the purpose of selling to other SIM members.

SIM members in transition are encouraged to use the network they have established with their fellow members to help them in career counseling and job search. Many chapters have specific programs to help members in transition and may assist with broadcast emails on their behalf.

Members in doubt about how to handle a specific situation should seek Board advice, rather than taking matters into their own hands.

#### **SIM Leaders:**

SIM leaders, either elected or appointed, have the additional responsibility to manage SIM activities for the good of the Society as a whole, rather than any individual or organizational gain. This should be the foremost criteria when conducting



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## Society for Information Management Chapter Start-up Guide

SIM business such as event planning, topic and speaker selection, communications to members, and selection of vendor partners/sponsors.

### **SIM Sponsors:**

From time to time, SIM will seek sponsors of programs and events to help defer costs. SIM is appreciative of the sponsor's willingness to devote resources and understands its obligation to give the sponsor appropriate exposure to the membership in accordance with established agreements. SIM members are encouraged to show their appreciation to SIM sponsors by taking an active interest in products and services that may be of use to them. For the most part, SIM establishes a sponsorship model that is based upon non-intrusive marketing. This gives the SIM member the choice to visit booths, pick up promotional materials, and interface with sponsors in a way that best suits their needs. SIM provides lists of conference attendees with only postal addresses to selected sponsors and, from time to time, sells the SIM mailing list to sponsors for specifically approved postal mailings through bonded third-party providers. All signage, advertising, and formal promotions are expected to be in good professional taste and subject to SIM approval.

### **SIM Partners:**

SIM HQ and some Chapters have special offerings for selected product and service providers. The SIM HQ offering is called the SIM Partner Program. It is reserved for organizations that would like to establish a closer and broader relationship with SIM by joining this program for an annual fee. SIM limits participation in this program and is careful to select reputable partners that provide intellectual value on topics of interest to our membership and show they can cooperate in the demeanor expected in this Code of Conduct. They are afforded special privileges because of this unique partnership and do have access to our members by sponsoring Webcasts, publishing papers on our website, and providing speakers for our local and national events. SIM values these partnerships not just because of their financial contribution, but more importantly due to their intellectual contribution.

### **Speakers:**

Effective speakers are critical to the success of SIM's program offerings. SIM genuinely appreciates the willingness of experts to share their insights and experiences in a positive, open way. Speakers are expected to provide content of primary value to the audience rather than the presenter's organization. This applies to all speakers who volunteer their time, and are paid a fee or honorarium or pay SIM for a speaking slot.

Speakers are welcome to proudly discuss accomplishments of themselves and their organizations, as long as it is part of a learning message. Direct sales pitches or marketing presentations that include one-sided promotion and/or competition bashing is not appropriate, regardless of the stature of the speaker. This same demeanor and professional courtesy is expected of SIM audience members that participate in commentary or question and answer sessions.

Copies of speaker's slides are normally made available on SIM websites or, at the speaker's discretion, can be sent by them directly to participants who have asked for them.

### **Academic and Affiliations:**

SIM is glad to support reputable academic and not-for-profit organizations in our field, and from time to time will sponsor workshops, working groups and discussion forums in conjunction with them. SIM does not support using these organizations as a front for personal commercial interests. SIM members wishing to promote activities of academic or not-for-profit organizations should do so through the approval of the appropriate SIM Chapter or Central officers.



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## Society for Information Management Chapter Start-up Guide

### **Commercial Alliances:**

From time-to-time SIM has established relationships with for-profit organizations seeking to utilize SIM as a channel for their products and services. The development of new relationships by SIM HQ is currently on hold pending a taskforce analysis and review of their findings by the SIM leadership.

### **Professional Alliances:**

SIM has and will continue to reach out to other professional organizations where we mutually gain strength and synergy. This applies to vertical alliances with other IT-based professional organizations, as well as horizontal alliances with groups similar to SIM representing other key functional activities within a company.

While SIM respects the rights of these professional organizations to operate under their own codes of conduct, it is expected that members and affiliates of those organizations will operate under the SIM Code of Conduct when participating in jointly held events or in informal networking with SIM members as a result of the alliance.



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Through IT Leadership

# Society for Information Management Chapter Start-up Guide

## APPENDIX C: Sample Articles of Incorporation

ARTICLES OF INCORPORATION

OF

SOCIETY FOR INFORMATION MANAGEMENT,

**(Group Name)**, INC.

### ARTICLE I

The name of this corporation shall be: SOCIETY FOR INFORMATION MANAGEMENT, **(Group Name)**, INC.

### ARTICLE II

The term of existence of the corporation is perpetual.

### ARTICLE III

The purpose of the corporation shall be: To promote and foster the development of information systems for the improvement of management performance. The corporation will serve itself as a cohesive group with a common voice in regards to its interests. This corporation shall be NOT FOR PROFIT.

### ARTICLE IV

There shall be 5 members of the initial board of directors of the corporation. The name and addresses of the persons who are to serve as Directors until the first election thereof are as follows:

**(List officers here)**

The manner of election of directors shall be stated in the by-laws.

### ARTICLE V

The affairs of the corporation are to be made by a President, Vice-President, Secretary, and Treasurer and such other officers as determined by the board of directors. Such offices will be elected by the Board of Directors annually at the established annual meeting of the corporation or such other meetings as are called to determine same, said date to be determined by the Board of Directors. The names and addresses of the persons who are to serve as officers until the first annual election of officers or special meeting to elect officers, under these Articles of Incorporation are as follows:

**(List officers here)**



# Society for Information Management Chapter Start-up Guide

## ARTICLE VI

The corporation shall have the following types of members who shall be admitted if they meet the following qualifications:

Persons who are interested in the development at information systems and improving the performance of management.

## ARTICLE VII

The principal office of the corporation will be at (List address). The designated registered agent is: (List officer), who, by his signature below accepts this designation.

(Officers Signature)

(Type officers name here)

Registered Agent

## ARTICLE VIII

The By-laws of the corporation are to be made, altered or rescinded by the Directors of the corporation.

## ARTICLE IX

These Articles of Incorporation may be amended by the act of the Board of Directors of the corporation. Such amendments may be proposed and adopted in the manner provided in the By-laws of the corporation.

## ARTICLE X

The names and residence addresses of the subscribers of these Articles of Incorporation are:

(List officers names and addresses here)

## ARTICLE XI

The effective date of the corporation shall be the date of filing of these Articles



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# Society for Information Management Chapter Start-up Guide

of Incorporation.

## ARTICLE XII

The purpose if or which the corporation is organized are exclusively religious, charitable, scientific, literary and educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code, or shall be distributed to the Federal, state or local government for a public purposes. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas, of the county in which the principal office of the organization is then located, exclusively for such purposes.

IN WITNESS WHEREOF, we have subscribed our names this (Date).

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME, personally appeared (List officers here), who produced (state) Driver's licenses, as proper identification, who both took an oath, and who executed the above and foregoing Articles of Incorporation, and who acknowledged before me that they have read, understands and have executed the Articles for the purposes therein expressed.

WITNESS MY hand and official seal in the County and State aforesaid this (Date).



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# Society for Information Management Chapter Start-up Guide

## APPENDIX D: Sample By-laws

### BY-LAWS

of the

### SOCIETY FOR INFORMATION MANAGEMENT

(Group Name)

### ARTICLE 1

#### Purpose and Activities

Section 1. PURPOSE. This Chapter shall be known as the \_\_\_\_\_ (the "Chapter") of the Society for Information Management (the "Society"). The Chapter is organized for the educational purpose of fostering the development of information systems for the improvement of management performance, as consistent with the purpose of the Society. The Chapter is chartered by the Society and is responsive to the Society's rules.

Section 2. ACTIVITIES. The activities of the Chapter shall strive to strengthen professional communications among management personnel responsible for directing the design and implementation of management information systems in both private and public organizations. These activities will include:

1. Providing an interdisciplinary forum for those concerned with all aspects of management information systems.
2. Providing an opportunity to hear presentations by leading management information system professionals and executive managers who are the beneficiaries of the product of management information systems.
3. Providing an opportunity for critical examination of the problems and opportunities involved in the development of information systems for the improvement of management performance.
4. Providing an opportunity for the exchange of ideas concerning management information systems with member counterparts primarily within the Central Florida Metropolitan area.
5. Conducting programs for the education of executive managers, aimed at developing an understanding of information potentials and management considerations of systems development.
6. Additional activities as approved by the Chapter Executive Committee.

The contents of the activities will include:

## Society for Information Management Chapter Start-up Guide

1. Theoretical considerations of the purposes, nature, form, and structure of information systems and of the development process.
2. Applications of information systems, both proven and prospective, primarily in connection with their significance to executive management performance.
3. Systems development methodology, including principles, skills, practices, and techniques primarily for the management level of the systems development process.

The activities of the Chapter will be addressed to persons from both the public and private sectors, including but not limited to:

1. Executive managers who are the beneficiaries of the product of management information systems and who are responsible for authoring and controlling their development.
2. Supervisory managers who are responsible for the day-to-day functioning and aspects of the development of management information systems.
3. Educators who are concerned with researching and teaching the theory, methodology, principles, and practices of information systems development and application for management.
4. Consultants, vendors and others who are interested in promoting management aspects of management information systems.

### ARTICLE II

#### Membership

Section 1. QUALIFICATIONS. Any person who meets the applicable qualifications for membership in the Society is eligible for membership in the Chapter. Persons who serve in any of the following capacities are eligible:

- Senior information managers in public or private sector organizations who are either (1) heads of corporate or divisional information systems organizations, or (2) hold management staff positions supporting corporate or division information systems heads.
- Academic positions at accredited universities or colleges, who are making significant contributions to the field of information systems.
- Consultants from service vendors who serve information managers and directly contribute to the information systems profession.
- Non-IS Executives, holding senior business positions in public or private sector organizations, whose primary responsibility is not information management, but who play a key role in the use of information technology in their own organizations.
- Other Leaders who hold positions involved in the shaping and influencing of law and/or government policy involving the professional issues of concern to information managers.



## Society for Information Management Chapter Start-up Guide

Section 2 APPLICATION FOR CHAPTER MEMBERSHIP. Application for membership in the Chapter shall be submitted to the Secretary of the Chapter on such forms as shall be approved from time to time by the Chapter Executive Committee.

Section 3. RIGHTS AND LIABILITY OF MEMBERS. Each member of the Chapter shall have the right to vote on those Chapter matters referred to the membership by the Chapter Executive Committee. The members of the Chapter shall not be liable for the debts or obligations of the Chapter. No member shall receive compensation rendered to the Chapter except as otherwise approved by the Executive Committee. A member may be reimbursed for expenses, including overhead, reasonably incurred on behalf of the Chapter if approved by the Executive Committee.

Section 4. MEMBERSHIP YEAR. The membership year for all classes of members shall be from January 1 to December 31.

Section 5. MEMBERSHIP DUES. Dues for each member of the Chapter shall be determined annually by the Executive Committee.

1. Dues are payable upon application for membership. Membership runs on a calendar year basis. Membership dues are due as of December 31<sup>st</sup> of each year for the following years' membership.
2. If dues are not paid within three months of payable date the Executive Committee may terminate the membership in default.

Section 6. MEMBERSHIP CATEGORIES. Categories of membership will be established by the Chapter Executive Committee to serve the needs and interests of the information systems management community. The categories may be reviewed and changed from time-to-time, but should embrace both individual and organizational membership.

### ARTICLE III

#### Meetings of Members

Section 1. ANNUAL MEETINGS. The annual meeting of the Chapter will be held in conjunction with one of the Chapter meetings – the specific month to be determined by the Chapter Executive Committee.

Section 2. CHAPTER MEETINGS. The frequency of Chapter Meetings shall be determined by the Chapter Executive Committee. These meetings shall be held for members and guests for the purpose of hearing presentations, exchanging ideas, and for transacting such business as may properly come before the meeting. The time of each meeting shall be as designated by the Chapter Executive Committee, and only such business as has been designated in the meeting notice shall be decided. No new business may be introduced into the agenda of the monthly meetings unless members have been duly notified in the meeting notice.

Section 3. PLACE OF CHAPTER MEETINGS. Meetings of the Chapter may be held at such place as may be designated by the Chapter Executive Committee.



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Section 4. NOTICE OF CHAPTER MEETINGS. A written or printed notice stating the place, date, and hour of the meetings, shall be delivered not less than five (5) nor more than thirty (30) days before the meetings. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the member at his or her address as it appears on the records of the Chapter, with postage thereon paid.

Section 5. QUORUM. Prior notice of a meeting having been given, those members present in person shall constitute a quorum. Notwithstanding anything to the contrary, the minimum attendance required for conducting chapter business shall be five voting members in good standing of the Society and the local Chapter.

Section 6. VOTING. Each member of the Chapter present in person shall be entitled to one vote on business pertaining to the Chapter. Unless otherwise decided by a majority of those present and voting, decisions shall be by a majority of those present and voting.

Section 7. SOCIETY Chapter members are encouraged to attend and participate in Society meetings and activities

### ARTICLE IV

#### Executive Committee

Section 1. GENERAL POWERS AND DUTIES. The Executive Committee, as hereinafter constituted, shall serve as the Board of Directors of the Chapter and shall be the governing authority of the Chapter. The business and affairs of the Chapter shall be managed by the Executive Committee, and the Executive Committee may exercise all such powers of the Chapter as are by law, or by these by-laws directed or required to be exercised by the Executive Committee.

The Executive Committee, in furtherance but not in limitation of its powers, shall have the power to:

1. Represent the members of the Chapter for all matters internal and external.
2. Establish the policies and practices of the Chapter.
3. Approve broad arrangements for all activities.

Section 2. REGULAR MEETINGS. There shall be at least two meetings of the Executive Committee during the period September through June. Additional meetings may be held at the call of the Chairman or at the request of any three (3) members of the Committee. The meetings will be held at the time and place as prescribed by the Committee members. Notice of the meetings shall be given in writing or verbally by the Secretary of the Chapter at least seven (7) days prior to the date of the meeting.

Section 3. QUORUM. Half of the total number of Executive Committee members shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

Section 4. VOTING. Decisions shall be by a majority of those present and voting.



# Society for Information Management Chapter Start-up Guide

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## ARTICLE V

### Officers and Members of Executive Committee

Section 1. OFFICERS. The officers of the Chapter (who must first be members in good standing of the Society and the local Chapter) shall be a Chairman, a Vice Chairman, a Treasurer, a Secretary, a Membership Committee Chair, a Program Committee Chair, and all Trustees, one of which shall be the immediate past Chairman. The officers, other than the immediate past chairman who serves as a Trustee, shall be elected annually for a one-year term. Two Trustees shall be elected at-large from the Chapter membership. No member may serve more than three terms in the same office.

Section 2. MEMBERS OF EXECUTIVE COMMITTEE. The executive committee shall consist of the officers of the Chapter.

Section 3. ELECTION. The annual election of the Chapter officers will be held at the May monthly meeting of the Chapter, or at such other time and manner as may be determined by the Chapter Executive Committee. Each member of the Chapter present in person, or otherwise able to respond in the designated manner, shall be entitled to one vote. Voting shall be conducted by written ballot to be distributed at the meeting. Each officer position shall be filled by the nominees receiving the majority of the votes cast.

Section 4. NOMINATION. The Nominating Committee shall annually, not later than the first day of May preceding each annual election (May meeting), nominate a candidate (or candidates) for the offices of Chairman, Vice-Chairman, Treasurer, Secretary, Editor, Program Chairman, the two Trustees to be elected from the membership-at-large, as provided in Section 1, above, and any additional Trustees (over those provided for in Section 1) and present the slate of candidates to the Executive Committee at the April Executive Committee meeting. Nominations may also be made from the floor providing prior consent has been received from the nominee by the nominator.

Section 5. REMOVAL. Any member of the Chapter may be removed by the Executive Committee, whenever in their judgment the best interests of the Chapter will be served thereby, by the vote of a majority of the members of the Executive Committee. Any member of the Executive Committee who is absent from three (3) consecutive meetings of the Executive Committee may be removed by the vote of a majority of the members of the Executive Committee, and any member of the Executive Committee may be removed either for or without cause by the vote of a majority of the members of the Chapter at any regular monthly meeting.

Section 6. RESIGNATIONS. Any officer may resign at any time by giving written notice to the Chairman or Secretary of the Chapter. Such resignation shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 7. VACANCIES. Any vacancies occurring in the elected officers or appointed officers for any reason shall be filled by appointment by the Chairman with the approval of the Executive Committee. Such appointment shall continue until the next annual election.

Section 8. DUTIES OF THE CHAIRMAN. The Chairman shall be the chief executive officer of the Chapter. The Chairman shall perform all duties that pertain to the office of Chairman and that may be assigned by the Executive Committee. In furtherance but not in limitation of the office, the Chairman's primary duties shall be to:



## Society for Information Management Chapter Start-up Guide

1. Preside over all meetings of the members of the Chapter.
2. Call and preside over all Executive Committee meetings.
3. Designate all committee members and the chairmen of the Membership Committee, the Nominating Committee, and of all Special Committees.
4. Accept and receive donations, gifts, devises, and bequests made to the Chapter and agree to any conditions or enumeration's thereto and to give receipts and acquaintances therefore.
5. Coordinate the Chapter's activities and programs and conduct any necessary business with the Society.
6. Ensure that all other offices of the Chapter are filled, supervise the officers and see that their duties are properly performed.
7. Submit a report of the operations of the Chapter for the preceding year to the members at the June monthly meeting.

Section 9. DUTIES OF THE VICE-CHAIRMAN. The Vice-Chairman shall have all the powers and perform all duties of the Chairman in the absence or incapacity of the Chairman. In furtherance, but not in limitation of this office, the Vice-Chairman's primary duties shall be to:

1. Provide the advance planning for the Chapter meetings to include arrangement of facilities and coordination of meeting arrangements with the Program Chairman and others assisting in program planning.
2. Perform such other duties as may be assigned from time to time by the Chairman and Executive Committee.

Section 10. DUTIES OF THE TREASURER. The Treasurer shall be the financial officer of the Chapter and shall perform all duties that pertain to the office of Treasurer and that may be assigned by the Chairman and Executive Committee. In furtherance, but not in limitation of this office, the Treasurer's primary duties shall be to:

1. Keep full and correct account of receipts and disbursements in the books belonging to the Chapter.
2. Deposit the funds of the Chapter in a designated bank with the concurrence of the Executive Committee.
3. Dispose of funds of the Chapter as may be ordered by the Executive Committee, taking proper vouchers for such disbursements.
4. Render to the Chairman and members of the Executive Committee, wherever they may request it of him, an account of the financial condition of the Chapter.

Section 11. DUTIES OF THE SECRETARY The Secretary shall be the administrative officer of the Chapter and shall perform all duties that pertain to the office of Secretary and that may be assigned by the Chairman and Executive Committee. In furtherance, but not in limitation of this office, the Secretary's primary duties shall be to:

## Society for Information Management Chapter Start-up Guide

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1. Keep minutes of business meetings.
2. Attend the sessions of the Executive Committee and act as clerk thereof and record all the acts and notes and the minutes of all proceedings in a book to be kept for that purpose.
3. Notify members and the Executive Committee of all meetings.
4. Act as meeting registrar, collect all fees and deposit them in an account designated by the Chapter Treasurer.
5. Prepare, distribute, and collect the ballots at the annual election.
6. Perform other duties as may be from time to time assigned by the Chairman.

### Section 12. DUTIES OF THE MEMBERSHIP CHAIR.. The Membership

Chair shall be responsible for all activities necessary in support of maintaining an active Chapter membership. This shall include supervising the activities of the Membership Committee, including review and approval of membership applications, the preparation and distribution of the Chapter's publications plus any additional duties that may be assigned by the Chairman and Executive Committee. In furtherance, but not in limitation of this office, the Membership Chair's primary duties shall be to:

1. Maintain the mailing list of Chapter members.
2. Develop and implement promotional activities for the purpose of soliciting new members.
3. Prepare and mail the monthly newsletter to all persons on the mailing list.
4. Assist the Secretary at meeting registrations.
5. Present all applications for membership to the Membership Committee for its review and approval of those which it deems qualified for membership in the Chapter.

Section 13. DUTIES OF THE PROGRAM CHAIR. The Program Chair shall be responsible for planning the content of the Chapter meetings. This shall include supervising the activities of the Program Committee, working with the Society to insure participation in and with appropriate programs plus any additional duties that may be assigned by the Chairman and Executive Committee. In furtherance, but not in limitation of this office, the Program Chair's primary duties shall be to:

1. Recommend programs and speakers who are selected to participate in a program.
2. Extend invitations to speakers who are selected to participate in a program.
3. Represent the Chapter as host to visiting speakers from out of town.



## Society for Information Management Chapter Start-up Guide

4. Work with Vice-Chairman and other officers in preparation and execution of program arrangements.
5. Coordinate Chapter participation in programs sponsored by the Society.

Section 14. DUTIES OF TRUSTEES. Trustees will serve as members of the Executive Committee and perform such other duties as shall be established by the Executive Committee.

### ARTICLE VI

#### Committees

Section 1. SPECIAL COMMITTEES. The Chairman may establish and appoint special committees, not having and exercising the authority of the Executive Committee, to aid and assist the Chairman and Executive Committee in the management of the affairs of the Chapter.

Section 2. NOMINATING COMMITTEE. Prior to the first of April of each year, the Chairman shall, with the consent of the Executive Committee, appoint a Nominating Committee of no less than three (3) members. This committee will consist of two current Trustees and no less than one member of the Chapter who is not a member of the Executive Committee. Members of the Nominating Committee cannot nominate themselves for an elected office.

### ARTICLE VII

#### Amendments

These by-laws may be altered, amended or repealed and new and other by-laws may be adopted by resolution or resolutions duly adopted by a majority of the Executive Committee members present in person and submitted to and adopted by a two-thirds vote of the membership present and voting at any monthly meeting of the Chapter.



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### APPENDIX E: SIM Dues & Member Information Collection Process

The grid below outlines the processes that will facilitate the exchange of information between SIM Chapters and SIM International.

Date	Action	Responsible Party
As received	Provide confirmation of application approvals and receipt of payments	Chapters & SIM HQ
Twice monthly	Remit Chapter portion of member dues payments to the Chapter	SIM HQ
Month-end	Remit Chapter rebates for Enterprise Premier member payments received in that month.	SIM HQ
September	Issue annual invoice to Enterprise, At-Large and Academic members.	SIM HQ
September	Begin the renewal process for all Individual and Enterprise memberships	Chapters
Annually	Provide listing of phone numbers and email addresses of whom to contact for administrative matters and questions.	SIM HQ
Annually	Provide list of Chapter Officers including phone numbers and email addresses of whom to contact for Chapter administrative matters and questions. Provide the fee structure of Chapter for annual chapter dues.	Chapters

- Check Payments:** Members submitting dues via check should send their checks to SIM Headquarters:
 

Society for Information Management  
15000 Commerce Parkway, Suite C  
Mount Laurel, NJ 08054  
Attn: Membership Manager