

# ACM & SGB Volunteer Organizational Structure

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## Outline

### ■ ACM Volunteer Structure

- Council, EC, Boards, Committees
- SGB, SGB EC

### ■ SGB Meetings

- ACM reports, Council & Board Reports, Program Reviews, Best Practices
- Program Reviews, SIGs in Transition, Dissolution of a SIG, Formation of a New SIG
- Voting

### ■ Issues to Be Aware Of

- DL Income, SIG Allocation

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2005 SIG Officers Orientation

## ACM Council (“Council”)

### ■ Highest governing authority in ACM

#### ■ Comprised of:

- President, Vice-President, Secretary/Treasurer
- Past President
- Chair of SIG Governing Board (“SGB”),  
Chair of Publications (“Pubs”) Board
- Chairs of Education (“Ed”) Board, Membership  
Services Board (“MSB”), and new Professions Board  
are also typically invited to attend and participate
- 3 SGB Representatives
- 7 Members at Large

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## ACM Council’s Duties

### ■ Two face-to-face meetings per year

- Often at a major ACM conference or event

### ■ Responsible for:

- Formulating policies of the ACM and supervising their execution by the officers of the ACM
- Sending an Annual Report to members of the ACM
- Adopting an annual budget for the ACM
- Adopting, maintaining, enforcing, and publishing a public code of professional ethics which shall be binding on all members of the ACM

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## ACM Executive Committee (“EC”)

- **Responsible for managing the activities of ACM between Council meetings**
- **Comprised of:**
  - President, Vice-President, Secretary/Treasurer
  - Past President
  - Chairs of SGB and Pubs Board
  - Chairs of Ed Board, MSB, and new Professions Board are also typically invited to attend and participate



## ACM EC’s Duties

- **Approximately four face-to-face meetings per year**
  - Two co-located with Council meetings
  - One at ACM (budget), one at ACM Awards Banquet
- **Monthly conference call**
- **Responsible for:**
  - Managing the activities of the ACM between Council meetings except in matters for which Council action is specifically required
  - Often considers specific issues (e.g., annual budget) in advance of Council meetings and makes recommendations to Council on those issues



## ACM Executive Committee (“EC”)

- **Officers:**
  - President: David Patterson
  - Vice-President: Stuart Feldman
  - Secretary/Treasurer: Laura Hill
  - Past President: Maria Klawe
- **Board Chairs:**
  - SIG Governing Board: Robert Walker
  - Publications Board: Ronald Boisvert & Mary Jane Irwin
  - Membership Services Brd: Terry Coatta
  - Education Board: Eric Roberts & Andre McGettrick



## ACM Council (“Council”)

- **4 Officers and 2 Board Chairs from the ACM EC:**
  - Patterson, Feldman, Hill, Klawe
  - Walker, Boisvert, Irwin
- **3 SGB Representatives:**
  - Alain Chesnais, Alexander Wolf, Jennifer Rexford
- **7 Members at Large:**
  - Roscoe Giles, Wendy Hall, Michel Beaudouin-Lafon,
  - John “Scooter” Morris, Barbara Ryder
  - Gabriel Silberman, David Wise
- **[http://www.acm.org/key\\_people/council.html](http://www.acm.org/key_people/council.html)**



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## Boards

- **4+ Boards manage ACM's products and services:**
  - SIG Governing Board ("SGB")
  - Publications ("Pubs") Board
  - Education ("Ed") Board
  - Membership Services Board ("MSB")
  - Professions Board — currently being formed
- **Chairs or Co-Chairs of the Pubs Board and SGB are members of the ACM Council and EC**
  - Other Board Chairs are not officially members of either the ACM Council or EC but are typically invited to attend and participate

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## SIG Governing Board ("SGB")

- **Chair: Robert Walker**
  - [http://www.acm.org/key\\_people/sigbrd.html](http://www.acm.org/key_people/sigbrd.html)
  - Works closely with Office of SIG Services at ACM (Director: Donna Baglio)
- **Responsible for:**
  - Forming Special Interest Groups ("SIGs"), managing them and setting policies for their management, and recommending their dissolution
- **Formerly called the "SIG Board"**

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## Publications ("Pubs") Board

- **Co-Chairs: Ronald Boisvert & Mary Jane Irwin**
  - [http://www.acm.org/key\\_people/pubsbrd.html](http://www.acm.org/key_people/pubsbrd.html)
  - Works closely with Office of Publications at ACM (Director: Mark Mandelbaum)
- **Responsible for:**
  - Production and management of all ACM publications, including magazines, journals, and the ACM Digital Library
  - Conference proceedings and SIG newsletters (officially, though in practice handled in partnership with the SIGs)

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## Education (“Ed”) Board

- **Co-Chairs: Eric Roberts & Andre McGettrick**
  - [http://www.acm.org/key\\_people/edboard.html](http://www.acm.org/key_people/edboard.html)
- **Responsible for:**
  - Developing and recommending computing curricula
  - Participating in the Computer Sciences Accreditation Board
- **Standing Committees:**
  - College Education, Pre-College Education, Professional Development, Two-Year College Education, Computer Information Systems Task Force, CS Teachers Association (CSTA)



## Membership Services Board (“MSB”)

- **Chair: Terry Coatta**
  - [http://www.acm.org/key\\_people/mabrd.html](http://www.acm.org/key_people/mabrd.html)
  - Works closely with Office of Membership at ACM (Director: Lillian Israel)
- **Responsible for:**
  - Developing programs that enhance the value of membership in ACM
  - Recommending member benefits and services
  - 100+ ACM Chapters and 500+ Student Chapters
- **Formerly called the “Membership Activities Board”**



## Professions Board

- **Currently being formed, mostly from MSB**
- **Chair: Steve Bourne**
  - Probably will work closely with Office of Membership at ACM (Director: Lillian Israel)
- **Responsible for:**
  - Developing programs that enhance the value of membership in ACM for professional members and the profession
  - Career development, networking opportunities, best practices and qualified content, ethical behavior and standards, marketing the profession



## Committees

- **10+ Committees of the ACM Executive Committee (“EC”) and Standing Committees**
  - Coalition to Diversify Computing, Women in Computing, ACM History, Computers and Public Policy, Constitution and Bylaws, K-12 Task Force, Nominating, Elections, Professional Ethics, ACM International Collegiate Programming Contest, USACM
  - [http://www.acm.org/key\\_people/ec.html](http://www.acm.org/key_people/ec.html)
- **1 Committee of the ACM Council**
  - Awards Committee (15+ subcommittees)
  - [http://www.acm.org/key\\_people/comcoun.html](http://www.acm.org/key_people/comcoun.html)



## ACM Structure — Resources

- **ACM Constitution & Bylaws**
  - ACM Home Page / About ACM / ACM Constitution
  - <http://www.acm.org/constitution>
- **Overview of ACM Council, EC, Committees, Boards**
  - ACM Home Page / About ACM / Organizational Structure of ACM
  - [http://www.acm.org/about\\_acm/governance.html](http://www.acm.org/about_acm/governance.html)
- **Offices at ACM HQ**
  - ACM Home Page / About ACM / Volunteer and Staff Contacts / Headquarters Staff
  - [http://www.acm.org/key\\_people/hqstaff.html](http://www.acm.org/key_people/hqstaff.html)



## ACM Structure — Resources (cont.)

- **Annual Reports (including SIG Annual Reports)**
  - ACM Home Page / About ACM / Annual Reports
  - [http://www.acm.org/about\\_acm/commreports/homepage.html](http://www.acm.org/about_acm/commreports/homepage.html)
- **SIGs & SGB Bylaws (See ACM Bylaws #6)**
  - ACM Home Page / About ACM / ACM Constitution
  - <http://www.acm.org/constitution/bylaw6.html>
- **Individual SIG's Bylaws**
  - ACM Home Page / Special Interest Groups (SIGs) / SIG Bylaws
  - <http://www.acm.org/sigs/bylaws>



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  - Voting
- **Issues to Be Aware Of**
  - DL Income, SIG Allocation



## SIG Governing Board (“SGB”)

- **Establishes policies to govern ACM’s 34 SIGs**
- **Elected by SGB:**
  - Chair: Robert Walker
  - Past Chair: Alan Berenbaum
- **Elected by individual SIGs, or under certain circumstances appointed by SGB EC:**
  - Chair / President of each SIG
- **Elected by SGB as SGB Council Representatives:**
  - Alain Chesnais, Jennifer Rexford, Alexander Wolf
  - Not officially members of the SGB in this role, but if they are not currently sitting SIG Chairs they are typically invited to attend and participate



## SGB's Duties

- **Two face-to-face meetings per year**
  - Usually at / near Chicago O'Hare Airport
  - Near an NYC-area airport occasionally
- **Responsible for:**
  - Forming SIGs, managing them and setting policies for their management, and recommending their dissolution
  - Establishing a Program Review Policy that specifies minimum acceptable levels of SIG activity
  - Electing SGB Representatives to the ACM Council and SGB EC members



## SGB EC's Duties

- **Several conference calls per year**
  - One before each SGB meeting, others as necessary
- **Responsible for:**
  - Acting on behalf of the SGB between SGB meetings except for actions that explicitly require SGB approval
  - Extending the term of office of a SIG's officers for an additional term
  - Recommending approval of SIG bylaws and amendments to ACM Bylaws Committee and CEO
  - Considering specific issues (e.g., Program Review recommendations) in advance of SGB meetings and making recommendations to the SGB on those issues



## SGB Executive Committee ("SGB EC")

- **Elected by SGB for 2-year term of office:**
  - Chair: Robert Walker
  - Past Chair: Alan Berenbaum
- **Elected by SGB for 2-year term of office (staggered elections) as SGB Council Representative :**
  - SGB Council Rep: Alain Chesnais
  - SGB Council Rep: Jennifer Rexford
  - SGB Council Rep: Alexander Wolf
  - Not officially members of SGB EC...
- **From ACM:**
  - Director of SIG Services: Donna Baglio



## SGB Executive Committee ("SGB EC")

- **Appointed by the SGB Chair and other Board Chair for 2-year term of office:**
  - Publications Advisor: Keith Marzullo
- **Elected by SGB for 2-year term of office (staggered elections) as Members at Large of SGB EC, then appointed to specific roles by the SGB Chair:**
  - Vice Chair for Operations: Joseph Konstan
  - V.C. for SIG Development: Vicki Hanson
  - Secretary: Eydie Lawson
  - Conference Advisor: Norm Jouppi
  - Large SIG Advisor: Michael Burke
  - Small SIG Advisor: Janice Sipior



## SGB EC Members at Large

- **Vice Chair for Operations:**     **Joseph Konstan**
  - Presides over SGB and SGB EC Meetings, including SGB EC conference calls
- **V.C. for SIG Development:**     **Vicki Hanson**
  - Identifies emerging technical areas and oversees transitional SIGs
- **Secretary:**                         **Eydie Lawson**
  - Acts as elections advisor, policy advisor, and financial and budgetary advisor



## SGB EC Members at Large (cont.)

- **Conference Advisor:**             **Norm Jouppi**
  - Oversees issues related to conferences as directed by the SGB
- **Large SIG Advisor:**             **Michael Burke**
  - Acts as liaison for large SIG issues
- **Small SIG Advisor:**             **Janice Sipior**
  - Acts as liaison for small SIG issues



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## Typical SGB Meeting Format

- **After New Officer's Orientation**
  - Orientation on Friday
  - Dinner Friday night, SGB meeting Saturday 9am-5pm
  - Arrive Thursday / Friday night, (hopefully) depart Saturday evening
- **Usual Spring / Fall meeting**
  - Dinner Saturday night, SGB meeting Saturday 7-9pm
  - SGB meeting Sunday 9am-3pm
  - Arrive Saturday night, (probably) depart Sunday afternoon
- **Next SGB Meeting will be 4-5 February 2006 (Saturday – Sunday) at / near Chicago O'Hare Airport**



## Typical SGB Meeting Agenda

- **State of ACM (ACM CEO: John White)**
- **Update on one or more ACM activities**
  - Committee report, FCRC, CSTA, USACM, ...
- **Council & Board reports**
  - Council, Pubs Board, Ed Board, MSB, ...
- **Program (aka “Viability”) Reviews**
  - 5 or more SIGs
- **Best Practices session**



## Program (aka “Viability”) Review

- **Should show that the SIG is viable, based on:**
  - Growing or stable membership
  - Solid finances
  - Healthy conferences
  - Publications / member benefits delivered on time
- **Presentation to SGB consisting of at most 5 slides:**
  - 1 slide on financials
  - 1 slide on membership and volunteer development
  - 1 slide on conferences
  - 2 slides on publications, other member benefits, or issues the SIG would like to highlight



## Program Review (cont.)

- **SGB EC reviews the materials in advance and makes a recommendation to the full SGB**
  - Desirable outcome is to be found “Viable”, with the next review scheduled for 4 years later
  - Less desirable outcomes are also possible...
- **SIGs in Transition**
  - If a SIG is found not Viable, usually due to not meeting member benefit obligations, it goes into “Transition”
  - Can not vote at SGB meetings or hold elections
  - Usually shepherded by the SGB EC Vice Chair for SIG Development or the Small SIG Advisor



## Dissolution & Formation of SIGs

- **Dissolution of a SIG**
  - If a SIG remains in Transition for an extended period, it may eventually be Dissolved (aka “De-Chartered”)
  - Assets revert to SGB, conferences may move to other SIGs, etc.
  - No SIG has ever been Dissolved solely for financial reasons, but SIGs do occasionally lose critical mass or momentum and get Dissolved
- **Formation of a new SIG**
  - Successful proposals must work their way through ACM, the SGB EC Vice Chair for SIG Development, the SGB EC, and eventually the full SGB for approval





## Voting

- **Voting at SGB meetings is usually by acclamation or by a show of hands**
  - SIGs in Transition may not vote
- **If the vote appears close, a formal weighted written vote is taken**
  - Each SIG has at least 1 vote plus 1 vote for every 1000 members or fraction thereof
    - Based on membership as of most recent July 1
    - Every SIG not in Transition has at least 2 votes
  - List of number of votes per SIG is distributed at each SGB meeting



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## Digital Library (“DL”) Income

- **Digital Library (“DL”) income is a major revenue stream for ACM and the SIGs**

Revenue	FY'02	FY'03	FY'04	FY'05	FY'06
<b>x\$1000</b>	298	635	917	1,230	1,430

- March 2003 SGB Meeting (see Minutes for details)
  - **Motion:** Annually distribute the SIG DL money directly to the SIGs in proportion to their respective downloads of newsletter and conference proceedings over the preceding fiscal year. For conferences with multiple ACM SIG sponsorship, downloads are subdivided according to financial risk taken in the most recent instance of the conference.



## Digital Library Income (cont.)

- September 2003 SGB Meeting (see Minutes for details)
  - **Motion:** The SGB reaffirms the distribution of the SIG DL money according to the two motions passed at the March 2003 SGB meeting, in particular fund allocation proportional to downloads of newsletter and conference proceedings only, with magazine and journal downloads not considered in this fund allocation.
- March 2005 SGB Meeting (see Minutes for details)
  - **Motion:** Modify the DL revenue distribution mechanism by adding the phrase: No SIG will receive less than \$10,000 in DL revenue.
  - **Motion:** Allocate \$100k per year, from DL revenue, to support the CSTA... for a period of 3 years...



## SIG Allocation

- **The SIG Allocation is the “overhead” or “tax” that the SIGs contribute to ACM**
  - Based on the SIG’s total expenses, roughly 15% (details on next slide)
  - Covers the SIGs’ “share” of ACM operations
- **Hard to explain, especially to conference organizers**
  - Often misunderstood as a “fee for service” — i.e., “if we’re giving all this money to ACM why aren’t they handling registration / local arrangements / xx for us?”
    - Though ACM will help with site selection, ...
  - It’s the overhead that is required to be part of a larger organization (SIG Services, DL, insurance, etc.)



## SIG Allocation Calculation

- **Based on the SIG’s total expenses (not just conference expenses, though those often dominate)**
- **Minimum contribution of \$10,000**
- **Variable rate per \$125,000**
  - Starts at 16% + delta determined each FY
  - Decrease by 0.8% for every \$125,000
  - Minimum of 5.35%
- **For FY’06 the base is 16% + 1% delta = 17%**



## SGB — Resources

- **SIG Volunteer Information**
  - ACM Home Page / Special Interest Groups (SIGs) / Volunteer Information
  - [http://www.acm.org/about\\_acm/governance.html](http://www.acm.org/about_acm/governance.html)
  - SGB & SIG officers, Manuals, etc.
- **SIG Officers Manual**
  - ... / Volunteer Information / SIG Officers Manual
  - [http://www.acm.org/sig\\_volunteer\\_info/officers\\_manual](http://www.acm.org/sig_volunteer_info/officers_manual)
- **Office of SIG Services & Staff Roles**
  - ... / Volunteer Information / Office of SIG Services
  - [http://www.acm.org/sig\\_volunteer\\_info/sigsvce.html](http://www.acm.org/sig_volunteer_info/sigsvce.html)



## SGB — Resources (cont.)

- **SGB & SGB EC Minutes, Agendas, Backup**
  - ACM Home Page / Special Interest Groups (SIGs) / Volunteer Information / SGB and SGB EC Minutes
  - <http://www.acm.org/sigs/sgb/minutes>
- **Individual SIG’s Member Benefits**
  - ... / Volunteer Information / SIG Member Benefits
  - [http://www.acm.org/sig\\_volunteer\\_info/SIG%20Benefits%20FY06.doc](http://www.acm.org/sig_volunteer_info/SIG%20Benefits%20FY06.doc)
- **ACM & SIG Travel / Reimbursement Guidelines**
  - ... / Volunteer Information / ACM Travel Guidelines
  - [http://www.acm.org/sig\\_volunteer\\_info/travel.html](http://www.acm.org/sig_volunteer_info/travel.html)