
The Chicago Computer Society
Chapter and SIG
GUIDELINES & PROCEDURES|

* Purpose of a Special Interest Group (SIG)

The CCS Bylaws state:

" Special Interest Groups, hereafter referred to as SIGs, shall be organized on an as-needed or membership-requested basis with the approval of the Board of Directors. The purpose of SIGs will be to educate members about specific areas of microcomputer usage. A Society member will lead each SIG unless otherwise agreed upon by the Board of Directors. SIG meeting times and places will be determined by SIG Coordinators. "

* Guidelines for formation of a new SIG:

1. Interest to form a new SIG should come from announcements made at chapter meetings, SIG meetings, CCS WEB Site, Hard-Copy articles, and conversations with members and non-members of the Society.
2. The name and purpose of the SIG must be clearly stated and must relate to personal computing. If the purpose of the SIG duplicates the purpose of one or more existing SIGs, the proposed SIG must:
 - a. Indicate in its purpose, which existing SIG(s) may be effected and justify any duplication in purpose.
 - b. State how the proposed SIG and existing duplicate purpose SIG(s), agree to coordinate programs, attract membership and solicit vendor support.
3. A coordinator must be chosen to represent the proposed SIG and to attend all meetings related to the SIG's approval. The SIG coordinator must be a Society member in good standing.
4. A time for the proposed SIG meetings must be chosen that avoids conflict with all CCS chapter meetings and also avoids conflict with as many SIG meetings as possible.
5. A proposed SIG should find an appropriate and low cost meeting place. When possible, the CCS office should be considered as the meeting place of first choice to minimize rental costs.
6. The names of five to ten current CCS members, who regularly plan to attend the proposed SIG meetings, should be collected.
7. The proposed SIG coordinator must submit a budget including meeting room, equipment, reproduction and postage costs per meeting.

* Procedure for Approval of a SIG

1. The proposed SIG organizer must complete a SIG Application Form based upon the above application guidelines. The application form can be found and printed from the CCS Website under Members/Leadership forms or obtained from the CCS Vice-President.
2. The completed form is sent by mail or given to the CCS vice-president with an accompanying message.
3. Copies of the completed application will be distributed at the following board of directors meeting to announce the SIG's application.

4. At its next meeting, the finance committee will discuss the proposed SIG application and assess its financial and organizational impact on the Society. A representative of the SIG is must be present to clarify and justify information presented in the application form.
6. At the following board meeting, the finance committee will either recognize the proposed SIG as a CCS supported activity, or present its objections to recognition to the board. Recognition of the proposed SIG will then be open to board discussion.
7. Finally, a newly recognized SIG will be formally announced to the Membership in Hard-Copy and on the CCS WEB Site, indicating the Name of the coordinator and its meeting time and place.
8. A proposed SIG that is denied recognition may reapply to the Finance committee no sooner than six months from the date of the board meeting in which recognition was denied.