

ACRS Professional Chapter Reference Manual

Definition: ACRS Professional chapter is formed by a group of technical members from Industry/University/College/technical or technological school who join together to organize activities related to the fields of ACRS Technical Special Interest Groups.

Special Interest Groups: Details of Special Interest Groups can be found at <https://advancedcomputingresearchsociety.org/technical-sigs>

Guidelines for starting a Professional chapter:

1. Minimum number of Members required to start a Professional chapter :
ACRS Technical Member- 11
2. Physical Presence :
The professional chapter should have a physical presence. The full address from which it is going to be operated should be mentioned in the application
3. Office Bearers:
Office bearers (President, Vice-President, Treasurer, Secretary) should be selected from out of the 11 ACRS technical members
4. Listing of Activities in line with ACRS objectives:
Activities that are going to be planned in future are to be listed. Examples of activities include – Field trips, Distinguished lectures, conferences, poster and paper presentations, scientific extension activities etc.
5. Formation of Committees:
There may be several committees created for the smooth conduct of Professional chapter activities.
 - a. Field trip committee
 - b. Membership committee
 - c. Publicity and brand development committee
 - d. scientific extension activity committee
 - e. High School exposure committee
 - f. Distinguished Lecture series
 - g. Poster and Paper presentation
 - h. Fund raising

The above committees are only suggestive and the Office bearers of ACRS Professional Chapter may decide appropriately.

6. The application form should be downloaded, filled in and submitted to acrs@advancedcomputingresearchsociety.org
7. The activities should be initiated only after receiving the approval letter from Advanced Computing Research Society. The approval letters are generally given within a week after verification.

Benefits for Professional chapter

- a. Upon approval of professional chapter, start up allowance of \$200 will be provided to ACRS professional chapter.
- b. Chapters of excellence: One chapter every year will be recognized and awarded. "Chapter of the year Award" will be given in any one of the event organized by ACRS.
- c. "ACRS appreciation award" to one member of each chapter will also be given based on the unanimous recommendation of the professional chapter. The letter should be forwarded to ACRS by the President before the deadline each year.
- d. The members can create their website in the name of their professional chapter. This shall be linked to ACRS Website.
- e. E-certificate shall be provided to all the members.
- f. ACRS may include the activities conducted by professional chapters in their newsletter for better visibility.

Responsibilities of Office bearers of ACRS Professional chapter

The office bearers of ACRS Professional chapter are responsible for

1. Planning and execution of activities in line with the objectives of the research society.
2. Increasing the membership base of the society.
3. Submitting annual report not later than 30th April of every year with the following information:
 - a. Names of the office bearers
 - b. Report on the activities held over the past year with photographs
 - c. Financial statement
4. Nominating a single point of contact for all communication with ACRS.