



# ChIPs Chapter Handbook

The go-to guide for Chapter Leaders and those thinking of establishing a new chapter.  
Information in this handbook is not intended for members outside of leadership.

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## ChIPs Mission and Background

ChIPs is a nonprofit organization that advances and connects women in technology, law and policy. We seek to accelerate innovation through diversity of thought, participation and engagement. Membership is open to anyone who shares our mission.

Founded in 2005 by seven women chiefs of intellectual property, ChIPs has expanded to over 3,000 members and nearly a dozen local chapters in the United States and abroad. Individuals from the private sector and government comprise the ChIPs community. Our members are engaged at the heart of current events — as active participants in the lawmaking, policymaking, judicial, advocacy and innovation processes.

## ChIPs Chapter Charter

In addition to membership, ChIPs has local chapters to help women connect with others in their area. Chapters support the ChIPs mission by offering local communities a range of activities and events intended to inspire, motivate, and educate, while strengthening connections. Each Chapter host a minimum of four formal events per year that fit within the themes of networking, education and/or community outreach. In addition to the formal events, some Chapters host dinners, book clubs and movie nights.

## CHAPTER GOVERNANCE

Each Chapter is governed by four to five individuals, known as Chapter Leaders. Chapter Leader roles must include:

- Two Chapter Co-Chairs
- Two to three Chapter Advisors

The ChIPs Board of Directors must approve all Chapter Leaders.

When identifying Chapter Leaders please consider the following:

- Diversity of all types
- A mix of representatives from in-house, law firms and government No more than one Chapter Leader can be from the same organization
- Individual's level of involvement with ChIPs and dedication to ChIPs mission

## Chapter Leader Roles

Chapter Co-chairs are responsible for the oversight of the Chapter. At least one co-chair should participate in the monthly Chapter call, hosted on the second Wednesday of each month. If a Co-chair is unable to participate a Chapter Advisor can join as a representative of the Chapter.

Chapter Advisor roles should encompass one or more of the following activities: event planning and programming, chapter growth and diversity efforts, and chapter sponsorship and finance. If possible write role descriptions for each of your Chapter Advisors to make it clear what tasks an individual manages.

## Chapter Leader Terms

We encourage Chapter Leaders to commit to a two-year term. After two years, Chapter Leaders have the option to continue on for an additional two-year term or cycle off. If a Chapter Leader cycles off the remaining Chapter Leader can nominate someone for approval by the ChIPs Board of Directors.

## Chapter Reporting

On January 31 of each year, each Chapter will provide a Chapter Program & Activity Report to the Executive Director, who will share it with the ChIPs Board of Directors at the Annual Meeting of the Board of Directors.

The report at minimum should include a listing of all Chapter events hosted during the previous calendar year (Jan 1 - Dec 31) and detail the following information:

- Event title
- Event type (networking, CLE, charitable)

- Event Date
- Event Location
- Event sponsors
- Sponsorship dollars received (if any)
- Event speaker and speaking topic (if applicable)
- Number of confirmed attendees

Reporting is an essential review process that enables us to ensure all ChIPs members are getting equal opportunities to access their full membership benefits. If a Chapter is no longer actively holding events and providing opportunities for their members they are subject to suspension, re-structuring or discontinuation at the Board of Directors discretion.

## **CHAPTER MEMBER LISTS & COMMUNICATIONS**

ChIPs maintains a ChIPs member list that contains basic contact information individuals agree to share with ChIPs. ChIPs may provide Chapter Leaders with limited member information for the purposes of managing their local chapter events. This information is maintained in accordance with our Privacy Policy.

### Data Protection

ChIPs strongly values the importance of privacy. ChIPs operates in countries where data protection laws have been enacted, which regulate the way in which the data of ChIPs members (including personal information) is handled or processed. ChIPs recognizes that its responsibilities include responsible handling of member data, and for providing Chapters with ChIPs' expectations of their roles and responsibilities related to the management and handling of member data. All ChIPs Chapters have a responsibility for ensuring all information related to ChIPs members is collected, stored and handled appropriately in accordance with ChIPs' Privacy Policy. Chapters shall only process member information as necessary to fulfil their responsibility for managing local chapter events, or as otherwise instructed by ChIPs. Chapters must at all times comply with the principles governing the use of member data as stated in the ChIPs Privacy Policy and all applicable data protection laws. Chapters are not entitled to adopt practices that deviate from this Policy. Chapters must immediately notify ChIPs of any instances where they believe there may have been non-compliance with the Policy or applicable data protection law.

## CHAPTER EVENTS

To promote greater engagement of the local ChIPs member network and the advancement of the ChIPs mission, Chapters are encouraged to host at minimum of two programming events per year.

Chapter events are intended for active ChIPs members. At their discretion, Chapter Leaders may invite non-members to attend Chapter events as a way of introducing them to the ChIPs organization and mission and gauging interest in joining. This excludes invited speakers and VIPs.

Non-members may attend one Chapter event. If they would like to attend additional Chapter events they will need to apply for membership or pay an event registration fee.

### Types of Events

Chapter events should include one or more of the following elements:

- Networking
- Learning and development
- Community outreach

Examples of Chapter events include:

- Haute Tech
- All Program
- Networking dinners
- Substantive law panels
- Panel discussions featuring community leaders such as judges and practitioners

### Event Sponsorship/Fees

Chapters are responsible for covering the cost of their events. If an event sponsor or host cannot be secured for an event, a reasonable registration fee may be charged.

## Event Support from ChIPs National

Chapter event planning and execution is the responsibility to the Chapter Leaders. Please refer to the Chapter Event Planning Handbook for further information about planning Chapter events and requesting support from ChIPs National.

## **Chapter Leader Acknowledgement**

Your signature below indicates that you have read, understand, and agree with the policies and procedures found in the ChIPs Chapter Handbook.

Signature:

Name:

Date:

Chapter:

Chapter Role: