



ACEDS | ASSOCIATION OF CERTIFIED
E-DISCOVERY SPECIALISTS
A BARBRI PROFESSIONAL ASSOCIATION

CHAPTER POLICY AND PROCEDURE HANDBOOK

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Preface

This manual is intended to provide information and guidance to chapter leaders and members of the Association of Certified E-Discovery Specialists (ACEDS). It first outlines the purpose, mission and structure of ACEDS, and then, for new and emerging chapters, it outlines the chapter formation process, describes how the chapter board is assembled, and explains the chapter's relationship with ACEDS. For existing chapters, this handbook will serve as a guide and reference for the ongoing activities of the chapter.

The information in this manual is a guide based on ACEDS' experience with chapters across the globe. This is not, however, a legal document and nothing in this manual should be construed as legal requirements or legal advice. This manual does not conform to any state, federal or international statute, regulation or norm since legal requirements may vary widely.

Like any guide, the manual is a flexible document that will change from time to time to assist with and strengthen the working relationship between ACEDS, its members and its chapters. All chapter leaders will be asked to read and acknowledge receipt of this manual.

About ACEDS

ACEDS is the world's leading organization for e-discovery education, training and certification. We are a member-based global professional association for individuals and organizations in the private and public sector who work in the fields of e-discovery, information governance, compliance, and the broader legal community. ACEDS provides training, certification and professional development courses in e-discovery and related disciplines to law firms, corporate legal departments, service providers, the government, and institutions of higher learning.

ACEDS is a division of The BARBRI Group, a global legal education company that provides legal and professional development training and education to students, lawyers and other legal professionals.

The Purpose

The purpose of ACEDS and its chapters is to build a community of professionals for the exchange of ideas, guidance and the development of best practices in e-discovery and related disciplines, and to offer training and the Certified E-Discovery Specialist (CEDS) certification and other educational initiatives. As an autonomous association that develops its educational offerings and services for the benefit of its members and potential members, ACEDS operates on the principle that the CEDS certification, training, continuing education, and networking will be instrumental to member success in the legal community.

The purposes of ACEDS are:

- to build a member-based community of professionals and create a forum for the exchange of ideas, guidance and the development of best practices in e-discovery and related disciplines;
- to foster professionalism, contribute to and advance the quality of education and management in e-discovery and related disciplines;
- to promote and advance a unifying influence in the advancement of technology in the legal profession;

- to identify and promote the fundamental skills, knowledge and talents required and advance the body of knowledge for managing e-discovery projects;
- to collaborate with universities and other educational institutions, law firms, corporations and governments to encourage education and career development in e-discovery and legal technology;
- to seek and foster contact and cooperation with other organizations and associations which relate to e-discovery and legal technology and to collaborate in matters of common interest and benefit;
- to develop, foster and maintain professional practices, fair and ethical conduct, and sound credentialing standards and principles; and
- to offer e-discovery training, certification and other educational initiatives in related disciplines.

The Mission

The mission of ACEDS is to help professionals and students working in or entering the legal community to improve and certify their e-discovery knowledge and skill, increase their technology competence, advance their careers and create opportunities to increase their contacts in e-discovery and related fields. ACEDS accomplishes this mission by providing:

- Live and online training and education through classes, workshops, seminars, webinars and presentations;
- The Certified E-Discovery Specialist (CEDS) certification, which meets the highest levels of integrity, professional standards and competency assessment;
- The E-Discovery Executive Certificate (eDEX) Course for those new to the e-discovery community;
- News, scholarship, information and analysis from our members and partners; and
- Community-building through in-person and online events providing networking opportunities through regional and local chapters.

Regional and local chapters of ACEDS are bound by and will adhere to this purpose and mission.

Vision Statement

The forward-looking vision of ACEDS is to grow the association membership, increase recognition and acceptance of the CEDS certification, and improve the technology competence of our members and the larger legal community.

Leadership and Management

ACEDS is managed and operated by the officers and staff employed by the Association who shall have such responsibilities and perform such duties as are prescribed for their office by their employment arrangements. The President of ACEDS shall be responsible daily for the administration, management and operation of ACEDS. There shall be appointed directors and such administrative or other staff as the president and the Association may need, and such officers and staff will be responsible for the day to day activities of ACEDS, including operations, marketing, community and business relations.

The Global Advisory Board

ACEDS has established a Global Advisory Board (the "Board") consisting of a chairperson appointed by the president, and a diverse and inclusive body of leaders and members of the e-discovery and legal community.

The responsibility of the Global Advisory Board members is to provide guidance, scholarship and thought leadership on industry trends, policy and program development to ACEDS. Board members will function as ambassadors of the ACEDS brand, products and services, and provide new and relevant ideas that will help ACEDS grow its membership, improve and promote adoption of its training and certification programs, and to fulfill the mission of ACEDS.

The Global Advisory Board may form committees consisting of a diverse selection of individuals drawn from law firms, corporate legal, government, service providers, the judiciary and industry associations to assist in fulfilling its advisory obligations to ACEDS.

Membership

Membership in ACEDS is open to any person who is interested in the purpose and mission of ACEDS, consistent with the policies, requirements and qualifications set forth in this manual and any applicable chapter bylaws.

ACEDS will collect annual membership dues from each member of ACEDS, for each category of membership, and will collect fees for training, certification and renewal of certification, as well as for other services offered by ACEDS. All dues and fees are payable in advance on the anniversary date of membership or certification. Reduced membership and fees are available in circumstances where prospective members and renewing members are facing financial hardship.

Members are entitled to attend and participate in education, training and certification programs offered by ACEDS and shall be entitled to access additional content, services and benefits as may be determined from time to time by ACEDS.

Members in good standing are eligible to vote in regional or local chapter elections. "Good Standing" shall mean the member's dues and obligations to ACEDS are current.

ACEDS may adopt and publish ethical standards and rules of conduct which apply to all members which shall govern the professional activities and behavior of all ACEDS members.

Neither ACEDS membership nor CEDS certification is transferrable to any other person.

Any member not current with their dues or fees shall not be entitled to exercise the rights and privileges of membership until such time as the default is cured.

Chapters

Regional or local chapters are an extension of ACEDS. Our chapters are intended to further expand the purpose and mission of ACEDS and provide to members additional opportunities to advance their careers through training, certification and networking events on a local level.

Currently, ACEDS has established or is establishing chapters in the locations listed below.

Benelux (Netherlands)	Jacksonville, FL	Portland, OR
Central Texas (Austin)	Kansas City, MO	San Francisco, CA
Chicago, IL	London, UK	Seattle, WA
Dallas, TX	Los Angeles, CA	South Africa
Denver, CO	New England	South Florida
Detroit, MI	New York City	Toronto, Ontario
Dublin, Ireland	Ohio	Twin Cities, MN
Houston, TX	Philadelphia, PA	Washington, D.C.

Wisconsin

Additional chapters may be established as the need and interest arises.

ACEDS members within the geographic region of an ACEDS chapter lead the local chapters and they work cooperatively with ACEDS leadership. Chapter leaders are responsible for operating and administering the activities of a chapter together with guidance and assistance from ACEDS leadership and staff. Chapters exist to offer educational and networking opportunities to members in their local community.

Local and regional chapters will be established pursuant to a chapter agreement with ACEDS, and each chapter will have bylaws to govern chapter operations. The chapter agreement and bylaws are necessary to more closely align and unify the federation of ACEDS chapters that have emerged across the globe. At the same time, ACEDS and the BARBRI Group have an interest in preserving the ACEDS brand, the intellectual property and products proprietary to the ACEDS brand.

Except as authorized by ACEDS leadership or by the bylaws of a local or regional chapter, no chapter or chapter leader may act on behalf of ACEDS or hold him or herself out to the public as authorized to act or speak on behalf of ACEDS or BARBRI without the prior express written consent and approval of ACEDS.

Diversity

ACEDS is committed to the inclusion of diverse voices and experiences, and to that end is committed to act affirmatively to achieve a diverse and inclusive membership and leadership.

Establishing a Chapter

Chapter Representative

In the early stage of the chapter establishment process, ACEDS will select a chapter representative to begin the process. This person, who must be an active ACEDS member, will serve as a liaison between the chapter and ACEDS throughout the chapter formation process, until a local chapter board has been selected. To be eligible for the position of chapter representative, interested candidates should be CEDS certified or in the process of being certified, and they should reside in the geographic area where the chapter is being established. It is an aspirational goal of ACEDS to have as many chapter leaders as possible achieve the CEDS certification.

Chapter Representative Responsibilities:

Is the responsibility of the chapter representative to:

1. Use the sources listed below to contact and recruit new members who wish to be actively involved in the formation and operation of a local ACEDS chapter;
2. Organize calls and meetings to build interest in the new chapter;
3. Plan, coordinate and work with ACEDS towards the establishment of the chapter;
4. Understand the policies and procedures outlined in this handbook for local chapter board governance, operations and elections;
5. Establish chapter goals, pre-plan educational and networking activities, and create a chapter annual budget; and
6. Keep ACEDS informed about the status of the chapter establishment process, including submitting meeting notes, planning the chapter launch event and communicating membership issues and concerns.

Initial Chapter Establishment Requirements

A minimum of 15 ACEDS members, including at least three who are CEDS certified, are required to establish a chapter. Anyone who is not a member should contact ACEDS to inquire about becoming a member.

The expectation is that in the formation process proposed chapters will have enough local interest and the initial resources necessary to sustain the chapter's existence and attract new members. ACEDS will provide logistical advice, contacts and marketing resources to help launch a new chapter.

An initial step in deciding whether to establish a new chapter is to determine the degree of interest in the proposed geographic region. Many factors can influence interest and involvement in a chapter, including location, time commitment, and level of responsibility. Densely populated areas may have broader interest; less populated areas can have fewer but nonetheless strong interest.

It is recommended that members interested in forming a chapter consider reaching out to the following sources in a geographic location to gauge the local level of interest:

- Law firms
- Consulting firms and freelance e-discovery or forensics professionals
- Local bar associations, paralegal associations, law schools and universities
- E-discovery and litigation support service providers or vendors
- Corporations (particularly, corporate legal departments)
- Local city, county and federal government offices (legal departments)
- Banking institutions and accounting firms

Genuine effort should be made to reach out to individuals in the region and ask if they or their organization would be interested in helping to establish a chapter. Names and contact information should be obtained for anyone expressing interest.

Once a listing of potential members has been compiled, an official notice of the formation of the Chapter will be sent to these sources by ACEDS.

Written Request to Establish a Chapter

ACEDS will begin the evaluation process for the establishment of a local chapter once it receives a written request from the chapter representative. This written request must indicate an interest to establish a local ACEDS chapter and the rationale for its establishment. The following items should be submitted with the written request:

1. A list of the names, contact information and short biographies of the local members interested in being installed as the initial chapter board (see Chapter Operations, below, for a description of the chapter board roles and responsibilities);
2. A promotional strategy for reaching out to local firms, corporations, service providers, government offices, and potentially media outlets in the area regarding the establishment and launch of the new chapter;
3. A proposed calendar of meetings and events to be held by the local chapter for the following 12 months;
4. A proposed budget for the cost of any chapter launch event and the meetings and events for the following 12 months;
5. A list of interested or potentially interested sponsors who may underwrite chapter activities and events.

Approval of a New Chapter

ACEDS will evaluate the written request to establish a new chapter and will notify the chapter representative of its decision in writing following a needs assessment based on the following criteria:

1. The number of ACEDS members in the region;
2. The number of CEDS-certified professionals in the region;
3. The membership growth rate in the region; and
4. Any known educational and training needs of professionals in the region.

Once approved, ACEDS will install the initial chapter board members. This process includes sending each board member a copy of the Chapter Handbook and asking each board member to acknowledge receiving and reading the Chapter Handbook. ACEDS will have a chapter leader meeting with the newly installed board to discuss the chapter launch, expectations for the chapter board, and to answer any questions local chapter board members may have.

During the first year of operation, the chapter leaders will work to draft local chapter bylaws that will govern the operation of the chapter.

Funding a Chapter Launch

ACEDS will carefully monitor the costs of the chapter's inaugural event and will work with the chapter leadership in accordance with the practices set out in the Chapter Finances section below

Additional information on the chapter launch process may be obtained from the ACEDS Team at chapters@aceds.org.

Chapter Operations

Chapter Agreement and Bylaws

The current president of each chapter will review and acknowledge receipt of a chapter agreement that defines the relationship between ACEDS and the chapter. The chapter agreement also grants to each chapter permission to use the brand, intellectual property and proprietary products and services of ACEDS.

ACEDS recognizes that different chapters in different locations may have local customs and practices that are unique, and therefore no set of guidelines will always apply in all circumstances. For that reason, each chapter will create and implement local chapter bylaws to standardize chapter operations and address the unique needs of each chapter. Attached as **Appendix A** is a suggested form of Chapter Bylaws.

Bylaws are intended to provide uniform structure and organization for each chapter, may address topics and issues that are not covered in detail within the policy and procedure handbook, or provide guidance and structure for the unique requirements of each chapter. Each chapter's bylaws will be developed by the local chapter board members with guidance from ACEDS during the first year of chapter operation. Members of the chapter board will be given an opportunity to review and vote in favor or against the local bylaws by simple majority vote.

Chapters may revise their bylaws by proposing changes with the advice and consent of ACEDS. Proposed revisions to bylaws will be distributed to the local chapter membership for comment. The chapter board will vote on proposed revisions, with a three-fourths majority in favor of the revision required to accept the revision.

All chapter bylaws and revisions to chapter bylaws must be submitted to ACEDS for final review and approval. ACEDS will retain a copy of the final and any revised bylaws for each chapter.

Leadership—The Chapter Board

The initial board shall be selected and installed by ACEDS in coordination with local members interested in participating. The initial board roles will be for a two-year term, except that board members installed for the initial board term may, after their two-year initial term, be nominated and elected to a full board term. Chapters may determine whether term limits are appropriate.

Each regional or local chapter must have a board of directors consisting of a seven (7) roles: a president, a vice president, a secretary, a treasurer, a director of membership, a director of marketing, and the immediate past president of the board, who shall be a member of and an advisor to the current board.

A chapter board may also choose to have up to five directors at large, appointed upon a majority vote of the board, who caucus with the board, but who do not have voting power or any official responsibilities other than to advise the board. Directors at large function as advisors, ambassadors and persons of influence within the chapter territory and industry. Directors at large who do not actively participate in chapter activities will be asked to step down.

The initial board will be responsible for establishing the chapter's bylaws and general rules of operation and governance.

Board members and nominees for board positions should be CEDS certified or in the process of achieving the CEDS certification and should live or work in the chapter territory.

If at any time a chapter board member is unable to perform their duties or resigns, the board should call a meeting to discuss and name a replacement as necessary. Vacancies may be filled by the chapter board for the remainder of an unexpired term, but the vacant seat will be subject to vote at the next chapter election.

Chapter board members may be removed for cause upon notice and after an opportunity to be heard and after a three-fourths vote of the board.

Benefits of Board Members

Chapter board members receive a 50% discount on all products and services offered by ACEDS and their ACEDS membership is complimentary while they are serving as a board member.

Directors at large are not eligible for the product discounts, but their membership is complimentary provided they maintain an active interest and regularly participate in chapter business and events.

Leadership—Roles and Responsibilities

ACEDS must be informed always of the members who sit on the local chapter board. The names and contact information for each board member must be known to ACEDS. The roles and responsibilities of regional and local chapter board members are as follows:

Chapter President – The president is responsible for leading and managing the chapter board and for ensuring that all policies, practices, activities and events are consistent with the purpose and mission of ACEDS. The president will preside over all meetings of the board and have oversight of the board members and all chapter business. The president will monitor the budget, establish the agenda for meetings and events, and be available to board members and chapter members for guidance. The president must have a record of excellent attendance to chapter events and meetings. Term: Two years.

Immediate Past President – the immediate past president is an advisor to the president and the board. The immediate past president begins serving as an advisor immediately upon the installation of the newly elected president and serves until the next elected president. This role serves as special ambassador of the chapter and ACEDS. The immediate past president will preside over nominations and elections.

Chapter Vice President & Director of Education – the vice president will fulfill the responsibilities of the president in his or her absence or inability to fulfill the president's role. The vice president will work directly and cooperatively with the board members to develop the educational, networking and training events organized by the chapter. This includes identifying and engaging potential sponsors, guest speakers and creating programs that promote the goals of ACEDS. Term: Two years.

Chapter Secretary – the secretary is responsible for maintaining the chapter's records, scheduling and coordinating board meetings, creating and filing of the minutes for board meetings, taking attendance at meetings and distributing minutes to the chapter board and to ACEDS. The secretary should work with the board leadership to publicize board meetings and chapter updates, as well as share all communications with the ACEDS chapter team at chapters@aceds.org. Term: Two years.

Chapter Treasurer – the treasurer is responsible for the financial records of the chapter and making sure that the chapter stays within its budget. The treasurer will work with the chapter leadership to plan and prepare an annual budget and periodic financial statements with the assistance of ACEDS. The treasurer will also be

responsible for managing the finances related to events and activities, will be the main point of contact for sponsors and vendors, and will manage the cash flow from outside entities and sponsors to the chapter and ACEDS. Term: Two years.

Chapter Membership Director – the membership director is responsible for recruiting new and retaining existing members. The membership director maintains communication with current members and seeks to encourage potential members within the chapter's region to join ACEDS. The membership director is well versed and informed on the value of ACEDS membership. The membership director is also responsible for maintaining membership lists and coordinating membership drives with the assistance of the marketing director, coordinating new member recruitment at events, and annual membership renewals for existing members within the chapter. Term: Two years.

Chapter Marketing Director – the marketing director is responsible for organizing, promoting and marketing the chapter's educational and networking activities, meetings, elections and other newsworthy events and opportunities through social media, the website and press when applicable. The marketing director shall notify ACEDS of activities and events and enlist ACEDS assistance in promoting events. This role also assists with maintaining the chapter web page and creating articles and press releases about chapter activities. The marketing director works with the vice president and the membership director to coordinate and promote membership drives designed to recruit new and retain existing members. Term: Two years.

Directors at Large – will advise the board in decision making and shaping of the chapter, its policies and practices, and Directors at Large will function as ambassadors, promoters and advocates for the ACEDS brand, products and chapter events and activities. Directors at Large are not voting members of the chapter board and are not required to attend all board meetings or calls but are encouraged to do so and they will be held to account for long periods of absence or inactivity with the board. Term: Directors at Large serve at the pleasure of the local chapter board.

Leadership—Chapter Elections

After the two-year term of the chapter board initially installed by ACEDS, the chapter should seek to hold elections for all future chapter board roles, except Directors at Large.

Board members will be elected to serve in a position on the local board by a majority vote of the eligible members of the chapter. In accordance with the policies and practices of ACEDS and the local chapter bylaws, elections shall be held at an annual chapter meeting scheduled for such purpose and notice of such meeting will be well-publicized within the geographic region of the chapter.

To be eligible for nomination to a role on the chapter board a member must be in good standing and should be either CEDS certified or actively pursuing CEDS certification. "Good standing" is defined as a member whose annual dues are paid and current and who has an excellent record of attendance at chapter meetings and events.

Sample nomination and election forms may be found in **Appendix B** to this handbook or may be obtained from the ACEDS Chapter portal on the website.

Chapters may regulate the procedures used to formally elect board members, provided that all election outcomes are achieved by a majority vote.

The immediate past president currently sitting on the board will be responsible for administering the chapter board election process.

Active members of ACEDS in good standing are entitled to a single vote in elections for chapter board members.

Chapter Meetings

Chapter Leadership Conference Calls

Each Month ACEDS will host a conference call for chapter leaders. It is expected that each chapter president or vice-president will attend the call. Chapter presidents may designate another chapter board member to attend the call. The purpose of the call is to give chapter leaders access to the ACEDS leadership and to report on both Association news, policy changes or general information and to share chapter news and events from across the globe.

Chapter Board Meetings

Board meetings should be held monthly by the chapter leadership. All board members and directors at large should attend monthly board meetings. Prior to the meeting, the president, vice president and secretary should develop and circulate an agenda outlining topics and chapter business to be discussed at the meeting, including chapter finances, event planning and membership growth. Monthly board meetings may be held by phone, video conference or in person.

A typical board meeting should begin with (1) review of the previous board meeting minutes, (2) the state of the chapter's budget and finances, (3) the status of membership, (4) planning and execution of educational and networking events, and (5) new business, if any.

The president or vice president and at least half of the remaining board members, not including directors at large, must be in attendance to establish a quorum and conduct chapter business.

Each present board member will get one vote for any significant chapter-related business decisions made at a board meeting. Any of the seven board members may call for a vote on an issue, and once seconded by another board member, the issue shall be put to a vote. Examples of issues upon which a vote may be required may include a topic for or type of event, how to fill a vacated board seat or add a director at large, or how to expend funds or incur expenses.

The secretary shall record the minutes of the meeting, including the agenda, any significant chapter business decisions, any votes taken on issues, and the particulars of planned or upcoming events and activities. A suggested meeting minutes format is attached in **Appendix C**.

The secretary will distribute meeting minutes to the chapter board members. The president or vice president will approve the minutes. The secretary will then file the minutes in the chapter portal to be retained by ACEDS within two weeks of the board meeting.

The latest edition of *Robert's Rules of Order* will govern parliamentary process and procedures during chapter board and other meetings. A synopsis of Robert's Rules is attached in **Appendix D**.

General Membership Meetings

Chapters will also hold general membership meetings at least three times each year to enable the chapter members to have access to the chapter leadership and to offer input on chapter operations. General membership meetings may be coordinated with and held in conjunction with other chapter events.

Non-members may be invited and should be encouraged to attend general membership meetings. General membership meetings should include discussion and the presentation of available materials on the benefits of membership in ACEDS, training and certification programs.

Annual Membership Meeting

Every year, one general membership meeting will be designated the annual meeting of the chapter during which elections for board members or votes on other significant chapter issues will be discussed.

Chapter Finances

A sustainable business model is necessary to keep chapters properly funded and operating and to help ACEDS balance its books annually. ACEDS chapter and financial operations staff will work to help support each chapter and to manage their finances with the treasurer of the chapter.

ACEDS does budget a limited amount of funding to support chapter and national events, but the expectation is that chapters will effectively budget for and support their individual chapter events, including the chapter launch.

Each chapter will prepare and submit an annual budget on or before December 1 for the forthcoming year. The budget will include a schedule of proposed meetings and events to be held during the year, a projection of the cost and how expenses for the event will be paid. A sample budget is included in **Appendix E**.

There are expenses associated with launching a chapter, with coordinating and holding chapter events and meetings, and with ACEDS hosting and attending national events. The following are the guidelines for funding chapter events:

For New Chapters

When planning a launch event for a new chapter, the chapter leadership should budget not only for the venue, food and beverage, but also for between \$1500 and \$2500 for the expense of ACEDS coordinating, marketing and supporting the chapter launch. It may be necessary to budget for additional expenses if travel, speaker or other miscellaneous expenses are needed for a chapter launch. All the expenses should be covered by the sponsorships or other external funding for the event.

For Existing Chapters

Existing operational chapters planning an event should also budget for venue, food and beverage, as well as any additional expenses that are anticipated, including travel, speakers, printing, etc. Additionally, a 20% administrative fee should be added to the budget for each event to cover ACEDS internal administrative expenses, including marketing, operations and general support. If chapter leaders would like ACEDS executive staff to attend an event, this should also be accounted for in the event budget.

Chapter leaders, in coordination with ACEDS chapter and financial operations staff, will identify venues and costs and then seek sponsorships from ACEDS partners or others to secure the funding for an event. Once the sponsors are identified, ACEDS will invoice the sponsors, collect the funds and disburse the money to the venue for the event.

It is the responsibility of the chapter board, through its treasurer, working in coordination with ACEDS, to keep track of the finances for the chapter, including expenses, sponsorships and disbursements.

Chapters will also submit any other expenses with receipts to ACEDS for reimbursement within 30 days of an event.

The chapter treasurer will periodically reconcile financial records with ACEDS financial operations staff as determined by ACEDS.

Marketing

ACEDS marketing department in coordination with the local chapter marketing director will help promote the chapter launch, the inaugural chapter event, and future events and activities of the chapter.

ACEDS marketing department will create a website for each chapter. This website will include chapter board members, event information, membership information and other important chapter and Association information.

ACEDS will create a logo specific to each chapter. Brand style guidelines and logo usage should be consistent with the purposes of ACEDS and the local ACEDS chapter.

Each chapter will receive a "Chapter Kit," which will contain an ACEDS branded tablecloth and marketing and promotional materials.

Chapters will also have access to their own ACEDS branded LinkedIn page. The director of marketing for the chapter will be designated as a page administrator and each chapter can utilize this page to advertise events or raise chapter awareness about the chapter (Note: The LinkedIn page is NOT to be used as a means for business or self-promotion and unauthorized activity will be removed and will result in a warning for the chapter).

Upon Chapter launch, ACEDS will prepare a press release geared toward the geographical region of the Chapter. ACEDS will prepare the press release. Chapter leaders should provide the following information to ACEDS for the drafting of the press release:

- Chapter name (i.e. ACEDS "_____" Chapter)
- Chapter board members and brief (3-5 sentences) bios
- Information regarding the chapter's first launch event including date, time, location and other relevant registration information
- A quote from the chapter president regarding the chapter launch

ACEDS will also announce the launch of new chapters across its media channels, such as the ACEDS digital newsletter, social media accounts and other avenues.

Chapter events can be marketed to members in the geographical region through the following means: Social media, newsletter, email campaigns to membership and other avenues.

Each chapter's marketing director and membership director will be given access to the mailing list for members and potential members in the territory of the local chapter. The mailing list is to be used only to: (1) notify recipients of chapter meetings and events, (2) promote chapter news and events, and (3) recruit new members to join ACEDS and the chapter.

Each chapter will have the option of preparing a chapter newsletter. ACEDS will make available to the chapter a newsletter template that chapters may use. Each chapter will be responsible for the content of their own newsletter.

On a quarterly basis, the marketing director of each chapter will meet with the ACEDS marketing team via a scheduled conference call. This call will discuss marketing needs of each chapter for the upcoming quarter and address any other marketing concerns that arise. Calls will be scheduled by ACEDS Director of Marketing in cooperation with ACEDS Chapter staff.

It is important to schedule events, mailings and press releases in advance so that ACEDS marketing staff will have resources in place to support the chapter.

Chapter Events

A primary objective of ACEDS chapters is to host events that provide quality educational content, opportunities for chapter members to connect with one another, stay current on issues in the electronic discovery and legal technology field, and to augment their knowledge and skills and advance their careers.

Chapter leaders should organize and promote chapter events and activities in coordination with ACEDS Marketing, Chapter and Financial Operations staff. Registration and the collection of sponsorship funds or special event fees will be administered through the ACEDS website, chapter webpages, or by Financial Operations staff in coordination with the treasurer of the chapter. While ACEDS staff will help to facilitate the funding for chapter events, each chapter will be responsible for securing sponsorship or other funding for the costs associated with its events.

The following are recommendations for the types of events chapters should seek to hold:

Networking Events: Chapters are asked to host at least two social networking events per year. These are social events at local venues where existing, new and potential members may gather to share experiences and ideas. Most chapters host more than two networking events each year.

Educational Events: Chapters are asked to host at least four learning events per year. These events should feature a variety of new and interesting topics and a diverse gathering of speakers who are leaders in the e-discovery industry or the legal community. The duration of each event is left to the discretion of the chapter's board; however, they must last for a minimum of one hour. Attendees at chapter educational events are eligible to receive one CEDS credit per hour of learning. Whenever possible, chapters should seek to offer CLE credit for attorneys, paralegals and PMI certified project managers or other professional groups.

Co-Hosted Events: ACEDS encourages chapters to host both learning and networking events with other organizations as long as these events foster ACEDS' mission, purpose and goals. Event partnerships should be approved by ACEDS, particularly where shared resources or funds are involved.

Third-Party Events: ACEDS encourages chapters to participate in third-party events with other organizations as long as these events foster ACEDS' mission, purpose and goals.

Charitable Initiatives: Chapters are also encouraged to participate in or host events in support of local or regional charitable organizations.

To begin planning an event, chapter members will complete the event form on the ACEDS website. This will begin the process of coordinating, scheduling and marketing the event with the Chapter and Marketing teams at ACEDS. The type of event, sponsors, speakers, the venue, date and time of the event will be required.

Event Admission Fees

Members of ACEDS in good standing shall not be required to pay any admission fees for attending chapter events, except in circumstances where chapter members have been given appropriate notice and agreed in advance to pay the admission fees for a special event.

Members of other chapters who visit a chapter other than their home chapter are not required to pay an admission fee when attending chapter events.

Non-members of ACEDS may be charged an admission fee for chapter events or shall be encouraged to join ACEDS in lieu of paying the admission fee.

In circumstances where other industry associations, organizations or trade groups have entered an Affinity Partnership with ACEDS, members of such organizations will be permitted complimentary or discounted attendance at local chapter events.

Event Funding

Funding for chapter events must be provided by the chapter through sponsorships or budgeted funds. Chapter leaders are encouraged to reach out to their contacts within the legal community to solicit organizations who may be interested in sponsoring chapter events.

Chapter leaders should continuously seek sponsors for their learning and networking events. Sponsors can be private or public sector companies or organizations with relevant connections to the e-discovery and legal industry.

ACEDS, too, is continuously seeking event sponsors, and chapter leaders should consult with ACEDS Chapter and Marketing staff for potential sponsorships. ACEDS will maintain a list of potential sponsors and their availability in regions that encompass local chapters.

Sponsors can bring signage to promote their company and the chapter can market accordingly.

Chapter Membership

Chapter members must be members of ACEDS and should live or work in the region in which the chapter is established. ACEDS membership is international and follows a member wherever a member may live. Chapter membership is local. If a member moves, they may transfer chapter membership to a chapter in their new location.

There are several categories of membership that are used for tracking purposes only. There is no difference in the level of membership; just the way in which ACEDS tracks them.

The current categories of membership are:

Members. Anyone may become a member of ACEDS and shall become an active primary member upon payment of the Association annual dues.

Certified Members. A certified member is a primary member who has achieved the credential of Certified E-Discovery Specialist (CEDS) or recertification of said credential and whose annual association dues are current.

Student Members. A student member is primary member who is eligible for reduced annual association dues provided the member is enrolled in an accredited post-secondary school of higher education, college or university.

To maintain a regional or local chapter, there should be a minimum of 15 active ACEDS members involved with and actively participating in chapter meetings and events. At least three of the chapter members must be CEDS certified, not including chapter board members. If the number of chapter members falls below the required 15, ACEDS reserves the right to review chapter processes to decide whether the chapter should remain operational.

Membership Dues

Annual ACEDS membership dues will be established by the Association and will be posted on the ACEDS website. Annual student membership dues, for students registered and attending post-secondary academic programs, will also be posted on the ACEDS website.

Annual membership dues will be paid by members or their affiliated organization on the ACEDS website. ACEDS will monitor membership and send reminders to members as they approach their anniversary dates.

Chapters may choose to charge additional membership fees as established by the chapter board and incorporated in chapter bylaws and approved by ACEDS. Under no circumstances may local chapter dues exceed \$50 annually. If chapter dues are adopted, they will apply uniformly to all members of a chapter, including chapter board members who implement them. Any chapter that decides to charge local chapter membership fees will have those funds held in account for that chapter.

In addition to the benefits outlined in the section below, members whose ACEDS dues and obligations to the Association are current will enjoy all the privileges and benefits of membership and are eligible to vote in their regional or local chapter elections.

Reduced membership dues are available upon a demonstrated need for members and renewing members facing financial hardship. Application for hardship consideration may be made on the ACEDS website or by contacting customerservice@aced.org.

Membership Benefits

Membership in ACEDS is intended to provide an educational and career uplifting experience. There are numerous benefits to becoming an ACEDS member:

- **Visibility and recognition** – Being a member of ACEDS and participating in local chapter meetings and events, particularly as a board member, helps professionals stand out as leaders in the e-discovery industry and the legal community. Board members and members are frequently recognized on the ACEDS and chapter websites, on social media, in the weekly ACEDS digital newsletter and at conferences or events.
- **Educational and professional growth** – Membership and chapter events provide opportunities to get training from experts in the field during roundtable discussions, seminars and lectures. Through discussions and sharing of information with other members, chapters provide a forum for members to share best practices, improve their skills and stay updated on recent events and issues in the electronic discovery and legal technology space.
- **Networking opportunities** – Through membership and chapter participation members are afforded opportunities to connect and stay in touch with like-minded professionals in their area, establishing contacts that can help members elevate their careers and grow their personal networks.

- **Preferred pricing** – Members receive exclusive discounts on ACEDS training products and events, in addition to conferences and other education events held by other professional organizations through our Affiliate and Affinity Partner programs.
- **CEDS credit** – Members are eligible for CEDS credit for use in obtaining their initial certification or recertification for attending and participating in ACEDS chapter and other events.
- **Access to content** – Members of ACEDS receive a membership login to the website and access to hundreds of on-demand webinars, training material, the ACEDS Career Center, and other members-only content.
- **Mentorship** – Members will have access to the ACEDS Mentorship Program which pairs less experienced individuals in the industry with seasoned professionals who can help guide and direct training, certification preparation and career development.

Membership Drives

Each chapter is encouraged to have at least two membership drives annually designed to encourage individuals within the chapter's region to join ACEDS. Included in these drives will be renewals of expired or expiring memberships.

Chapter membership directors will:

- Coordinate with ACEDS Marketing to develop a digital marketing membership campaign;
- Conduct individual phone and/or email outreach to local non-members (regional lists may be obtained from ACEDS);
- Hold networking events specifically targeted to non-members; and
- Offer raffles or offer other incentives to existing members to evangelize the benefits of membership and encourage non-members to join.

ACEDS has developed materials to assist in recruiting new members. Attached in **Appendix F** is an *ACEDS Justification Letter*, which may be provided to potential members who need to convince their employer to pay for ACEDS membership. Additionally, a *Non-Member Event Follow-Up Letter* is also attached, which may be used to persuade non-members who have attended a meeting or event to join ACEDS.

Also available from ACEDS will be a draft welcome letter which chapter membership directors may use to welcome new members to a chapter.

Lastly, included in each Chapter Kit will be marketing collateral identifying the value of membership and certification, as well as information on how potential members may join.

Chapter Mailing Lists

Regional ACEDS membership lists and regional mailing lists are maintained by ACEDS. Each chapter membership director may request the list of existing, new, expiring and expired members for follow up. Expiring and expired members should be contacted to ensure they renew their memberships.

Chapters and the chapter leadership are prohibited from sharing these lists with other individuals and from using these lists for personal or commercial solicitation. These lists may be used to inform members of events and chapter developments, as well as to provide notice of meetings and elections for the local chapter. If there is a perceived misuse of the member lists, ACEDS and the

chapter board will investigate, and ACEDS reserves the right to take appropriate action if misuse of mailing lists does occur.

Non-Solicitation Policy

Increased career mobility and business generation is a common goal for many members of ACEDS. However, the use of the Association and local chapters, which in no way limit membership, for the purpose of soliciting business is not consistent with the purpose and mission of ACEDS. It is both distracting and unenjoyable when training, educational and networking events are interrupted or dominated by a business development or sales environment. Accordingly, ACEDS has created a culture where educational and networking events are expected to be “sales free” or non-solicitation zones. This policy applies at all chapter events.

ACEDS has created product and service-oriented forums, affiliate programs and sponsorships where commercial messaging is expected and welcome. Members and chapters are expected to adhere to this policy in their marketing and promotion and when planning in-person and virtual events. Overt disregard of this policy may result in suspension or revocation of membership.

Members are encouraged to network in person and through other forums, and it will be difficult for members to network without discussing the focus of their work. This policy is intended to prevent aggressive sales tactics that dominate networking interactions. The following guidelines are intended to further inform the execution of this policy.

- Members should not introduce themselves for the purpose of selling their products/services during meetings or for the purpose of obtaining free advice.
- Members are not to leave promotional materials on meeting tables or openly distribute such materials during meetings unless permission has been given.
- It is permissible for members to discuss their services or provide additional information to a prospective client member upon specific invitation/inquiry during meetings. Without express inquiry initiated by a member, however, solicitation is strictly prohibited during meetings.
- Outside of meetings members are expected to exercise good business judgment and good taste in contacting and conversing with other members with respect to their services. Harassment is strictly prohibited.
- The membership roster and meetings are for personal and professional development and not for solicitation. Furthermore, each member agrees not to engage in any bulk solicitation of others and/or guests (via mail, telephone, fax, email, personal visits, or any other means) for any business or other purpose.

Contact Information

If you have any questions or concerns about ACEDS or about starting or operating an ACEDS chapter, please contact the ACEDS Chapter Team at chapters@aceds.org.

APPENDIX A

Sample Chapter Bylaws

Bylaws

Establishing a Chapter of the Association of Certified E-Discovery Specialists

ARTICLE 1 NAME AND LOCATION

The name of this organization shall be _____ (hereafter the "Chapter"), and it shall be a regional chapter of its parent organization, the Association of Certified E-Discovery Specialists (ACEDS). The location and office of the Chapter shall be in the City and State of _____, as designated in the documents on file with the Association of Certified E-Discovery Specialists.

ARTICLE 2 PURPOSE

ACEDS is a worldwide professional member association operating in the private and public sectors to provide training, education, certification and professional development courses to individuals and organizations working in the field of e-discovery and the broader legal community.

The purpose this Chapter is to build and strengthen the ACEDS community of professionals, provide for the free exchange of ideas, guidance, training and education of Chapter members, and to provide networking opportunities. The Chapter shall be affiliated with ACEDS and shall operate in all respects in accordance with the written policies and practices published by ACEDS.

ARTICLE 3 FORMATION OF CHAPTER

In accordance with the policies and practices of ACEDS, the _____ Chapter of ACEDS is hereby formed. Regional and local chapters of ACEDS function as an extension of ACEDS and are not separate legal entities. Local chapters of ACEDS are intended to focus attention on e-discovery education, training and the exchange of ideas on a regional level by providing forums, networking events, and training on a local level.

ARTICLE 4 BOARD OF DIRECTORS

A. **Responsibilities, Composition and Terms.** (1) A Board of Directors (the "Board") shall manage the _____ Chapter and be responsible for developing opportunities that encourage the exchange of ideas, education, training, and the creation of new relationships among chapter members. Each member of the Board shall be at least 18 years of age, shall be working in e-discovery, and preferably should have achieved the CEDS certification or be working toward achieving the CEDS certification. Board members who do not currently hold the CEDS certification shall make a concerted effort to obtain CEDS certification during their term in office.

(2) The Board shall be comprised of the officers set forth in Article 5 of these bylaws. The initial Board of Directors shall be installed by ACEDS in accordance with established procedures for launching a chapter. Thereafter, each member of the Board shall be elected by a simple majority of the membership of the local chapter for the term described in Article 6.

(3) Subject to the approval of ACEDS, the number of directors, the titles and terms of the Board members may be fixed from time to time by action of the Board, provided that any action by the Board to affect such increase or decrease in the number of directors or the titles or terms of the directors, shall require the vote of a majority of the entire Board. No decrease in the number of directors shall shorten the term of any director then in office.

B. **Removal and Terms Limits.** (1) Any member of the Board may be removed from office for cause by a two-thirds vote of the Board at a special meeting of the Board called for that purpose.

(2) Any member of the Board may resign from office at any time by delivering a written resignation to the Board. Unless otherwise specified in the resignation notice, the resignation shall take effect upon receipt thereof by the Board. Acceptance of such resignation, unless required by the terms thereof, shall not be necessary to make it effective.

(3) Each member of the Board shall serve a term as specified in Article 5 of these Bylaws. The terms for each member of the Board will be staggered to avoid having all such terms expire at the same time. Board members may be elected to and serve in no more than two (2) consecutive terms in any one office.

C. Vacancies on the Board and any newly created Board positions or officers may be filled by a majority vote of the Board then in office. A Board member elected to fill a vacancy caused by resignation, removal or inability to serve shall be installed to hold office for the unexpired term of his or her predecessor.

D. **Board Meetings.** (1) Board meetings may be held at any place within or without the State as the Board may from time to time fix or as shall be specified in the notice, or waiver of notice thereof, but in no event shall Board meetings be held less than twelve (12) times per year. At least three mandatory meetings of the Board shall be held as general membership meetings at such time and place as shall be fixed by the Board or by the officer calling the meeting to enable the membership of the chapter to participate in the business of the chapter.

(2) Notice of the date and time of meetings of the Board shall be required to be made to all members of the Board at least eight (8) days prior to the meetings. Such notice shall be made by or at the direction of the president of the chapter.

(3) Special meetings of the Board may be called by or at the direction of the President, or by a majority of the Board members then in office.

(4) Notice of the time and place of each special meeting of the Board shall be delivered to each Board member at such address as he or she may have designated in a written request filed with the Secretary at least eight (8) days before the day on which the meeting is to be held, provided, however that if such notice is for a special meeting requiring prompt action, such notice may be sent to each Board member by electronic means or by telephone, not less than forty-eight hours before the time at which such meeting is to be held. The requirement for furnishing notice of a meeting may be waived by any Board member before or after the meeting or when a Board member attends the meeting without protesting the lack of notice to him or to her.

E. **Quorum and Actions of the Board.** (1) Except as otherwise stated by law, or by these Bylaws, a majority of the Board shall constitute a quorum for the transaction of business or of any specified item of business. At any meeting held to remove one or more Board members, a quorum shall consist of a majority of the Board members present at such meeting. Whenever a vacancy on the Board shall prevent a quorum from being present, then, in such event, the quorum shall consist of a majority of the members of the Board excluding the vacancy. A majority of the Board members

present, whether or not a quorum is established, may adjourn a meeting to another time and place. Except as otherwise stated by law or these Bylaws, the vote of a majority of the Board members present at the time of vote, if a quorum is present at such time, shall be the act of the Board.

(2) Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto by the members of the Board shall be filed with the Secretary and maintained in minutes of the proceedings of the Board or committee.

(3) Any one or more members of the Board may participate in a meeting of the Board by means of a telephonic or video teleconference or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

F. The most senior member of the Board present at a meeting shall preside at and lead meetings of the Board.

G. The Board may designate standing or special committees as are deemed necessary for the operation and business of the Chapter. Such standing or special committees shall consist of members of the Board, Directors-at-Large and the general membership of the Chapter. Committees shall have such authority as the Board may delegate, except to the extent prohibited by law.

H. No member of the Board, the Directors-at-Large, or the general membership shall receive any salary, compensation or emolument for any service rendered to the Chapter or to ACEDS, except that ACEDS or the Board may authorize reimbursement of expenditures reasonably incurred on behalf of activities for the benefit of the Chapter.

ARTICLE 5 OFFICERS

A. The Board shall consist of the officers and directors specified in this Article, or such other officers as the Board may from time to time deem appropriate. One person may hold more than one office on the Board, except that the President may hold no other office, nor may any one person hold the offices of Vice President and Secretary or Treasurer.

B. **Roles and Responsibilities.** (1) **Chapter President** – The president is responsible for leading and managing the chapter board and for ensuring that all policies, practices, activities and events are consistent with the purpose and mission of ACEDS. The president will preside over all meetings of the board and have oversight of the board members and all chapter business. The president will monitor the budget, establish the agenda for meetings and events, and be available to board members and chapter members for guidance. The president must have a record of excellent attendance to chapter events and meetings. Term: Two years.

(2) **Immediate Past President** – the immediate past president is an advisor to the president and the board. The immediate past president begins serving immediately upon the installation of the newly elected president and serves until the next elected president. This role serves as special ambassador of the chapter and ACEDS. The immediate past president will preside over nominations and elections.

(3) **Chapter Vice President and Director of Education**– the vice president will fulfill the responsibilities of the president in his or her absence or inability to fulfill the president's role. The vice president will work directly and cooperatively with the board members to develop the educational, networking and training events organized by the chapter. This includes identifying and engaging potential sponsors, guest speakers and creating programs that promote the goals of ACEDS. Term: Two years.

(4) **Chapter Secretary** – the secretary is responsible for maintaining the chapter's records, scheduling and coordinating board meetings, creation and filing of the minutes for board meetings, taking attendance at meetings and distributing minutes to the chapter board and to ACEDS. The secretary should work with the board leadership to publicize board meetings and chapter updates, as well as share all communications with the ACEDS chapter team at chapters@aceds.org. Term: Two years.

(5) **Chapter Treasurer** – the treasurer is responsible for the financial records of the chapter and making sure that the chapter stays within its budget. The treasurer will work with the chapter leadership to plan and prepare an annual budget and periodic financial statements with the assistance of ACEDS. The treasurer will also be responsible for managing the finances related to events and activities, will be the main point of contact for sponsors and vendors, and will manage the cash flow from outside entities and sponsors to the chapter and ACEDS. Term: Two years.

(6) **Chapter Membership Director** – the membership director is responsible for recruiting new and retaining existing members. The membership director maintains communication with current members and seeks to encourage potential members within the chapter's region to join ACEDS. The membership director is well versed and informed on the value of ACEDS membership. The membership director is also responsible for maintaining membership lists and coordinating membership drives with the assistance of the marketing director, coordinating new member recruitment at events, and annual membership renewals for existing members within the chapter. Term: Two years.

(7) **Chapter Marketing Director** – the director is responsible for organizing, promoting and marketing the chapter's educational and networking activities, meetings, elections and other newsworthy events and opportunities through social media, the website and press when applicable. The marketing director shall notify ACEDS of activities and events and enlist ACEDS assistance in promoting events. The role also assists with maintaining the chapter web page and creating articles and press releases about chapter activities. The marketing director works with the vice president and the membership director to coordinate and promote membership drives designed to recruit new and retain existing members. Term: Two years.

(8) **Directors at Large** – will advise the board in decision making and shaping of the chapter, its policies and practices, and function as ambassadors, promoters and advocates for the ACEDS brand and products and chapter events and activities. Directors at Large are not voting members of the chapter board. Directors at Large are not required to attend all board meetings or calls but are encouraged to do so and they will be held to account for long periods of absence or inactivity with the board. Term: Directors at Large serve at the pleasure of the board.

(9) No part of the revenue, receipts or earnings of the Chapter shall inure to the benefit of, or be distributable to, the officers, directors or members of the Chapter or any other private person.

ARTICLE 6

ELECTIONS OF LEADERSHIP

A. Chapter elections shall be held in January of each year at the Annual Membership meeting of the chapter and will be conducted by general ballot. Votes may be tabulated on paper ballots and counted, or the chapter may choose appropriate electronic means for voting.

B. Each active member in good standing of the chapter shall be entitled to one vote per candidate, question or issue presented on the ballot.

C. Unless otherwise required by the policies and practices of ACEDS, these Bylaws, or applicable local laws, all actions of the membership shall be carried by a majority vote of the Chapter membership.

D. Voting by proxy or in absentia is not permitted.

E. Vacancies on the Board shall be filled by a majority vote of the Board for the unexpired term of the vacant office, and such office shall be subject to vote at the next Chapter election.

E. The Board of the Chapter shall cause notice of an election to be published to the Chapter membership at least forty-five (45) days prior to the election.

F. Any two Chapter members may nominate any other Chapter member for election to the Board of the Chapter during a fifteen (15) day nomination period to be established by the Board.

G. Nominations for officers and directors on the Board of the Chapter shall be circulated by the Secretary thirty (30) days in advance of the election by sending the names of the candidates and the roles for which each has been nominated to each member within the Chapter.

H. The Secretary will give notice of the date and time of the elections and will create and have election ballots available for each member in attendance to complete and submit.

ARTICLE 7 MEMBERSHIP

A. Membership in the Chapter is open to all persons within the defined geographic region of the Chapter who are working in e-discovery or with a general interest in the purposes of ACEDS. Membership will be organized as follows:

(1) *Primary Members* are any person who joins a chapter upon payment of the annual association and any chapter dues.

(2) *Certified Members* are primary members who have achieved the credential of Certified E-Discovery Specialist (CEDS) or recertification of said credential and whose annual association and chapter dues are current.

(3) *Affiliate Members* are members of another organization, association, corporation or entity that has a current Affiliate or Affinity Partnership Agreement with ACEDS whose association and any chapter dues are paid

(4) *Student Members* are primary members who are eligible for reduced annual association and chapter dues based on enrollment in an accredited post-secondary school of higher education, college or university.

B. Chapter membership dues may be established by the Board and each chapter member may be required to pay annual chapter membership dues in an amount to be determined by the local chapter Board after consultation with the membership and approval by ACEDS. Chapter membership dues shall be due on the date of each members anniversary.

C. Members whose national Association dues and, if applicable, local chapter dues are paid, and who have no other obligations to the Association, shall be active members in "good standing."

D. Active membership in good standing entitles the member to access to member-only content of the Association, to attend chapter meetings and events, and to one (1) vote on each nominee, question or issue presented by Chapter elections. Members may vote in person or by electronic means as established by the Chapter Board.

E. Members whose membership dues have lapsed shall become non-active members and shall not enjoy the rights and privileges of active members in good standing. Members may be suspended or expelled from the Chapter for good cause, except that no such suspension or expulsion shall take place without fair notice of the cause and an opportunity to be heard.

F. Membership in the Chapter shall be automatically suspended or terminated upon suspension or termination of a member or a Chapter's membership in the Association.

G. Membership in ACED or a Chapter is not transferrable or assignable to another person. No member of ACEDS may be a member of more than one chapter. Chapter membership may be transferred to another chapter.

ARTICLE 8 MEETINGS AND EVENTS

A. **General Membership.** At least three (3) of the meetings called by the Board each year shall be held as general membership meetings at such time and place as shall be fixed by the Board to enable the membership of the chapter to participate in the business of the chapter. Non-members are permitted to attend general membership meetings.

B. **Annual Meeting.** The Chapter membership shall have one Annual Membership meeting in January of each year and such meeting shall be only for the Board and active members in good standing to elect new officers and directors, to review Chapter business, or to address or vote on other noteworthy Chapter issues.

C. **Events.** The Chapter will plan for and conduct at least four (4) educational events for the benefit of the Chapter membership. Non-members may be invited to such events. The Chapter Board may elect to charge non-members a nominal fee for attendance at Chapter events.

D. **Board Meetings.** The Board of the Chapter shall meet monthly to discuss chapter business, affairs and activities.

E. **Chapter Leadership Meetings.** Each month the Association will host a Chapter Leaders Meeting, which may be conducted telephonically, to enable chapter leaders opportunities to express their views, present news, events and ideas to leadership and other chapter leaders, and to enable ACEDS leadership to communicate policies and practices to chapter leaders. At a minimum, chapter presidents and vice-presidents are expected to attend this meeting.

F. **Notification.** The Secretary of the Chapter shall maintain and publish a calendar of meetings and events to the Chapter membership and, in addition, shall ensure notice of all meetings and events are provided to the Chapter membership and to ACEDS.

G. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern meetings and proceedings of the Chapter.

ARTICLE 9 COMMITTEES

The Board of the Chapter may establish such committees as may be necessary to advance the mission and purpose of ACEDS and to conduct the business and affairs of the Chapter. The Board shall appoint a chairperson to lead the committee and may grant authority to the committee as the Board may deem appropriate.

ARTICLE 10 FINANCES

A. In the fourth quarter of each year, the Chapter Board, through its Treasurer, shall develop an annual budget that corresponds to the events, activities and meetings of the Chapter in the forthcoming year, and such budget shall include all anticipated revenue, costs and expenditures of the Chapter for the forthcoming year.

C. The fiscal year of the Chapter shall be the calendar year January 1 to December 31 each year.

ARTICLE 11 AMENDMENTS

These Bylaws may be amended, altered, or repealed, and new Bylaws may be made, by two-thirds of the members of the Chapter entitled to vote in the election of Board members at a special meeting of the Board called for the purpose of amending these Bylaws provided that any notice of such meeting include the proposed amendment, alteration or repeal of these Bylaws.

ARTICLE 12 DISSOLUTION

A. A Chapter may be dissolved and its charter to operate may be revoked by ACEDS when it is determined by ACEDS, with the advice of the Global Advisory Board, that the Chapter is no longer a viable entity, or for due cause, financial mismanagement, or flagrant disregard for ACEDS policies, these Bylaws or the policies and procedures of ACEDS, or when such action is in the best interests of ACEDS.

B. Upon dissolution of the Chapter, any and all assets of the Chapter shall be transferred to the Association.

These Bylaws are hereby adopted and approved on this the __ day of _____ 2020, by the members of the Board, as indicated by their signature below.

APPENDIX B

CHAPTER BOARD NOMINATION FORM



CALL FOR NOMINATIONS OF CHAPTER OFFICERS AND DIRECTORS
All members in good standing are eligible for nomination.

Submission Deadline: _____

The Nominations Committee is requesting nominations for the open leadership positions of the ACEDS _____
Chapter for the _____ year. This is your opportunity to nominate yourself or another exemplary ACEDS member to
participate in our chapter leadership.

My nominations for the ACEDS leadership are: (Please complete the information requested for each nominee)

- ☐ President ☐ Vice President ☐ Secretary ☐ Treasurer
☐ Director of Membership ☐ Director of Marketing

Name: _____

Title: _____

Company: _____

The nominee currently holds a: ☐ CEDS Certification ☐ eDEX Certificate

Why should you or the person you are nominating be elected to a leadership role in the chapter?

Any member may nominate him or herself or another member for a leadership position within the chapter. Nominees should preferably be CEDS certified or working toward their CEDS certification. The three most senior members nominated based on their membership anniversary date will be included on the ballot in the upcoming election. CEDS certified members will be considered first.

CHAPTER BOARD ELECTION FORM

BOARD ROLES ARE HELD FOR A TWO-YEAR TERM.

To nominate a candidate, select only one candidate per available board position



POSITION	NAME	SELECTION
President		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Vice President		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Secretary		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Marketing Director		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Membership Director		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Treasurer		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

APPENDIX C

BOARD OF DIRECTORS | MINUTES

Date | Time

Attendees:

- Name 1
- Name 2
- Name 3
- Name 4

Agenda topics

Agenda topic *Topic*

Discussion Conversation: Lorem Ipsum

Conclusion Closing: Lorem Ipsum

Action items	Person responsible	Deadline
• Action Item 1	Name	Date
• Action Item 2	Name	Date
• Action Item 3	Name	Date

Agenda topic *Topic*

Discussion Conversation: Lorem Ipsum

Conclusion Closing: Lorem Ipsum

Action items	Person responsible	Deadline
• Action Item 1	Name	Date
• Action Item 2	Name	Date
• Action Item 3	Name	Date

APPENDIX D

Synopsis of Robert's Rules of Order for Boards and Committees

First published in 1876, *Robert's Rules of Order* was written by US Army Brigadier General Henry Robert. He published a manual on parliamentary procedure after presiding over a meeting for which he felt he was unprepared. The goal was then and still is today to provide people from any organization a basic understanding of procedural rules and requirements for conducting a formal meeting. *Robert's Rules* are based on those introduced by Thomas Jefferson in the US House of Representatives. They have been adapted for use by smaller organizations. These rules are not actual laws; instead, *Robert's Rules* and parliamentary procedure in general are non-binding and intended as guidelines for the orderly conduct of a meeting or assembly of people who are charged with making decisions for an organization.

A **Board** is an administrative body of an organization consisting of officers with the authority to act on behalf of the organization; usually the members of the board are elected or appointed.

There are three main **Officers** that are essential to an organization board: **President**, who serves as the chairperson of any meeting; **Vice President**, who serves in the place of the president when necessary; and **Secretary**, who keeps the records for the organization

A President is responsible for:

- Opening meeting, calling it to order
- Announcing the order of business and agenda and keeping the meeting to the stated business
- Recognizing members to speak on the stated business
- Keeping tabs of voting procedures and announcing the results of each vote
- Refusing to honor frivolous motions and ensuring members act with decorum
- Deciding questions of order and responding to members' questions on procedure
- Handling all stated business efficiently
- Properly adjourning the meeting

A Vice President is responsible for:

- In the absence of the president, the vice president serves in the place of the president
- If the president is not able to serve, the vice president becomes the president
- The duties and obligations described in an organization's bylaws

A Secretary shall be responsible for:

- Keeping all minutes and records of proceedings and the organization
- Notifying officers and members of meetings and events
- Preparing prior to a meeting an agenda and order of business
- In the absence of the president or vice president, to preside over meetings

Other roles on the board, including the treasurer, are optional and the use of roles such as directors is permitted and should be provided for in the bylaws of the organization.

Meeting Minutes

The record of proceedings at a board meeting, the minutes should reflect what done at the meeting, not what was said. Minutes should include the type of meeting, the date, time and place, who presided and who was present. Minutes should contain a separate paragraph for each subject or topic during a meeting. The minutes of the meeting should be distributed by the secretary for

review by the board after the meeting.

Rules of Order

The phrase “rules of order” refers to written rules of parliamentary procedure adopted by an organization that relate to the orderly transaction of business in meetings and the duties of officers in such circumstances. Generally, for meetings the following procedures are followed:

- Meetings are called to order by the presiding officer
- The minutes of the previous meeting are reviewed for unfinished business
- There are reports from officers, directors and committees
- Pending business is dispensed with
- New business is raised and discussed

During meetings, officers and directors may generally comment upon business on the agenda and pending at the meeting or may raise an issue not on the agenda if the presiding officer calls for new business. The following procedures are generally followed:

- Once recognized by the presiding officer, an officer or director may comment on agenda business
- Points of clarification may be requested of any officer or director who is speaking on an issue; the presiding officer moderates clarifications
- Once discussion on an issue has concluded, the presiding officer may present a question for vote or determine the issue does not require a vote
- Motions to introduce new business, to nominate an officer or director, or to resolve or vote any issue or matter of significance, must be seconded
- Once seconded, the motion may be put to a vote
- The Secretary shall record the outcome of any vote taken during a meeting
- Simple motions, points of order or clarification, and matters incidental to the meeting shall not be put to a vote; they are moderated by the presiding officer

APPENDIX E

Sample Chapter Budget

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ACEDS CHAPTER BUDGET													
2														
3	Accounts	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>	<u>Dec-20</u>	<u>FY2020</u>
4														
5	10001 - Venue													0
6														
7	10005 - Food & Beverage													0
8														
9	10010 - Travel													0
10														
11	10015 - Speakers													0
12														
13	10020 - Other-Misc Entertainment													0
14														
15	10025 - Administrative Fees (20%)													
16														
17	Totals	0	0	0	0	0	0	0	0	0	0	0	0	0
18														
19														

APPENDIX F

NON-MEMBER EVENT FOLLOW UP LETTER

Use the following email message as a template for following up with guests at your chapter event who are not currently members. Add to it specifics about the event, such as a couple specific take-aways or action items.

Within this letter (see the “P.S.” below) or as follow-up, offer the Justification-ROI Package to the individual to use within his or her organization. Items **highlighted and in bold** represent specific areas that you should customize.

Dear **Name**,

Thank you for attending today’s event. We hope it provided you with valuable knowledge and information for you and your organization such as [add key takeaways from the event]. This event is one of many educational events that our chapter hosts throughout the year. We also have a few social events each year.

Access to in-person, local events like these is one of the many benefits of being a member of ACEDS and our chapter. Other benefits of membership include:

1. A mentorship program that matches you with a CEDS certified member who provides professional guidance for your personal journey in the legal industry and as a member.
2. Access to a local network of professionals who are navigating similar challenges to those you are facing
3. Free resources like on-demand webinars, white papers, authoritative reports, standards, and industry studies to keep your organization compliant and at the cutting-edge of industry practices.
4. Member-only discounts to premier in-person conferences and events globally.

With all of the access to continuing education and to the networking community, the ROI on your investment in a membership is in the thousands of dollars a year!

We personally invite you to become a member of the Chapter name and ACEDS International. We hope you’ll join today!

We look forward to seeing you at our next event.

Event Title: **Title**

Event Date and Time: **Date and Time**

Event Location: **Location**

Register: **Link to registration**

Sincerely,
Membership Director’s Name
ACEDS **Chapter Name**

[The following can be left in by the chapter or removed and sent as a follow up letter to the above email]

P.S. – Please let me know if it would be helpful for us to send a sample ROI Justification Package that you can provide to your employer to help support your membership request.



NEW CHAPTER MEMBER WELCOME LETTER

The New Chapter Member Welcome Letter is used to welcome new members to the chapter.

Send the Welcome Letter as soon as you receive word from ACEDS headquarters that a new member has joined. ACEDS headquarters sends new-member notifications via e-mail to chapter leaders including membership directors and any membership committee members (unless specified otherwise by the chapter), which include contact information. It is a good idea to either call or e-mail the member as soon as you receive the notification from ACEDS headquarters to welcome him or her to the chapter. If you choose to call first, let the new member know that you will be sending a welcome letter with information on how to stay connected and active with the chapter.

The Welcome Letter is a great way to notify a new member of the benefits of chapter membership. Take pride in your chapter offerings and explain the value that members receive by attending chapter networking and educational events. Be sure to include information about the next chapter event and let the new member know this is his or her personal invitation to attend. It would be even better to designate a chapter leader or member to meet the new member at the registration table to act as his or her “host” for the evening.

Personalize the letter. Insert appropriate information about your chapter where indicated between these highlighted marks **[]**. Include contact information for each board member including an email, phone number and perhaps their LinkedIn url. Most importantly, make sure they have information for the chapter membership director.

Dear [Name]:

On behalf of the Association of Certified eDiscovery Specialists and the [Chapter Name] Chapter of ACEDS, I would like to welcome you to our chapter.

You have joined a supportive and active professional community of over 2400 legal professionals globally of which over 1400 hold a CEDS. Our chapter includes [member number] members in the [city/region] area.

We want to be sure that you get the most from your membership so let's set you up for success.

Get Started

- Get to know your board! [link to chapter board on chapter webpage]
- Complete your membership profile by logging in to your account on the ACEDS website.

Get Connected

- We provide [monthly, bi-monthly, quarterly (choose one)] educational and social events, including career-growth programs.
- We hope to see you at our next chapter meeting [link to information about next meeting] to meet, network and gain or exchange knowledge and best practices.
- Connect with us on our social media channels
 - ACEDS [city/region] Chapter LinkedIn Group [link to LinkedIn group page]
 - ACEDS [city/region] Chapter Twitter [link to Twitter page]
 - Add any other social channels

Get Active

- You have the chance to make a difference with ACEDS through a leadership or volunteer role [list volunteer opportunities within the chapter]
- Submit an article or blog
- Share or comment on chapter information posted to social media

Once again, we welcome you to membership in ACEDS [city/region] Chapter and the premier association for eDiscovery and legal professionals. You are a valued member of our community, and we are dedicated to providing you with the information, strategies, networking and support necessary to succeed and excel in your legal career.

Sincerely,

[signature if available]

[Membership Director's Name]
ACEDS [city/region] Chapter

SAMPLE EMPLOYER MEMBERSHIP ONLY JUSTIFICATION LETTER

Use the following email message as a template for requesting an ACEDS membership be sponsored by your employer. Please include the total cost of membership plus the chapter fee if you would like to join the local chapter (highly recommended!) Items in bold represent specific areas that you should customize.

Hi **Manager's Name**,

Keeping up with the latest trends and best practices in e-discovery, information governance, privacy and legal technology in general, while at the same time ensuring that we remain compliant with laws is essential to our success. As technology advances, privacy, security, and regulatory concerns related to governing data and information continue to evolve. I want to make sure our organization stays ahead with the ever-evolving technology landscape and avoids risk by having strong discovery practices in place.

That's why I would like to pursue membership in the Association of Certified eDiscovery Specialists (ACEDS), an association for e-discovery and legal technology professionals with members located all over the world from New York to Australia. I believe it is a wise investment and one whose benefits will far exceed the initial cost.

For a modest annual individual membership fee of \$205 for 1 year of membership, ACEDS will provide me with immediate access to:

- Experienced, certified e-discovery advisors who can assist with specific questions and offer advice on handling certain situations;
- Free resources like on-demand webinars, white papers, authoritative reports, standards, and industry studies to keep your organization compliant and at the cutting-edge of industry practices;
- Members' only discounts to conferences, certification, seminars, e-Learning courses and other items;
- And much more...

ACEDS helps organizations save time and money by equipping its members with the skills they need to develop everything from electronic discovery to understanding the implications of emerging technologies like AI. Think of ACEDS like a professional development partner for our organization making me and our team more efficient and effective while keeping up with current best practices.

In sum, ACEDS will help me strengthen our organization's practices in this challenging, ever-changing environment. The ROI on investment amounts to thousands of dollars a year in my access to new solutions and continuing education. And that doesn't include the less tangible benefits, like building a strong professional network, growing my leadership skills, and avoiding risky practices that can end up generating additional fees from consultants and attorneys. I hope you will support my membership in ACEDS.

Thank you for considering this request.

Sincerely,

Your Name Here

[Former or pending members can choose to include this]

Over the past year **<or whenever your membership was active>**, I have used ACEDS to continue developing my eDiscovery and information governance skills. I have reached out to my professional colleagues from **Chapter Name** to get timely advice. My ACEDS membership enabled me to: **<insert information as a bulleted list>**.

The opportunity for me to develop better insight and gain knowledge in all areas of legal technology makes my continued membership in ACEDS a wise investment that will yield further dividends for **your organization**.



ACEDS | ASSOCIATION OF CERTIFIED
E-DISCOVERY SPECIALISTS
A BARBRI PROFESSIONAL ASSOCIATION

ASSOCIATION OF CERTIFIED E-DISCOVERY SPECIALISTS

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