

Chapter Manual Samples

There is a wealth of online sample chapter manuals for student groups, student chapters of professional groups, and educational groups. Some of these chapter manuals are very well done and could serve well as model chapter manuals for any type of organization. Typically such chapter manuals include programmatic advice and central office contact information in addition to governance requirements/suggestions and reporting requirements. Some examples include:

American Chemical Society Local Section Officer's Resource Manual, available at http://portal.acs.org/portal/acs/corg/content?nfpb=true&pageLabel=PP_SUPERARTICLE&node_id=1737&use_sec=false&sec_url_var=region1

American Society for Information Science & Technology Student Chapter Manual, available at http://web.simmons.edu/~asist/temp/manual/student_chapter_manual

Association for Computer Machinery Student Chapter Manual, available at <http://www.acm.org/chapters/students/manual/manual-toc/>

Institute of Electrical & Electronics Engineers Communications Society Chapters Manual, available at <http://www.comsoc.org/socsTR/documents/chapmanual/~01.CHAPTERS MANUAL.MainBody.0403.pdf>

Institute of Internal Auditors Chapter Manual, available at http://www.theiia.org/chapters/pubdocs/119/Chapter_Manual_May2004.pdf

International Law Students Association Chapter Manual, available at <http://www.ilsa.org/members/ILSAChapterManual2008-2009.doc>

Kappa Delta Pi Chapter Tools & Resources, including Chapter Resources Notebook, available at <http://www.kdp.org/services/resources/resources.php>

Preventive Cardiovascular Nurses Association Chapter Manual, available at <http://www.pcna.net/library/ChapterManual.pdf?PHPSESSID=46ae138d8aac72ca19c79cf5b12a78a8>

United States Distance Learning Association, available at http://www.usdla.org/html/aboutUs/chapters/toolkit/05USDLA_ChManual.2.march.doc

United States Lacrosse Chapter Operations Manual, available at <http://www.uslacrosse.org/chapters/chaptermanual08.pdf>