



ACM**SIGGRAPH**

**POLICY GUIDELINES**  
**Approved June 27, 2019**

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## Foreword

These guidelines are intended to be a working document of policies and principles as they affect the daily operations of ACM SIGGRAPH. Policies are generated by action items, task force recommendations and resolutions from members; they are adopted by a majority vote of the Executive Committee. At the beginning of their term all members of the ACM SIGGRAPH Executive Committee will sign a document stating that they have read the current version of the Policy Guidelines.

## Definitions

ACM SIGGRAPH: The Association for Computing Machinery's Special Interest Group on Computer Graphics and Interactive Techniques. The organization, one of the Special Interest Groups (SIGs) of ACM.

SGB EC: The ACM SIG Governing Board Executive Committee

EC: ACM SIGGRAPH Executive Committee

SNA: SIGGRAPH Conference (Held in North America each July/August since 1974)

CAG: SNA Conference Advisory Group

SA: SIGGRAPH Asia Conference (Held in Asia each November/December since 2008)

SACAG: SA Conference Advisory Group

AB: Advisory Board

## Overarching Principles

ACM SIGGRAPH is a volunteer-run organization which hosts a set of conferences and year-round activities for its members. More than a thousand volunteers help create vibrant conferences and an effective organization each year. In this section, we enumerate the required duties and expected behaviors for ACM SIGGRAPH's volunteer team.

### Volunteer Expectations:

We expect all leadership to have and all volunteers to strive to have

- significant familiarity with the culture and processes of the annual conferences and an understanding of the ACM SIGGRAPH organization and its strategic vision, plan, goals, and priorities (for Conference leadership positions)
- an understanding of the ACM SIGGRAPH organization and its strategic vision, plan, goals, and priorities and a familiarity with the culture and processes of the annual conferences (for EC positions)

Further all volunteers should

- make all decisions with the best interests of the entire organization and its diverse constituencies in mind
- challenge the organization and the conference to achieve excellence in all spheres of influence
- engage in respectful dialogue in order to collaborate on strategic and operational goals

- communicate with sensitivity on issues that are controversial and protect confidential material
- value our time together as volunteers and come to meetings prepared for dialogue and decision-making
- recognize respectful dissent and still emerge as one voice
- value collaboration among the EC members, conference teams, volunteers, staff, committees, industry and other professional organizations
- commit to succession planning through mentoring and development of volunteers and staff

### **Volunteer Required Duties:**

The individuals serving on the EC, CAG, and SACAG or as SNA or SA Conference Chairs, Standing Committee Chairs, Advisory Board Chairs, or Award Chairs must be ACM SIGGRAPH Professional, Pioneer, Affiliate, or Student members. A Professional member is a member of both ACM and ACM SIGGRAPH and an Affiliate member is a member of only ACM SIGGRAPH.

These volunteers must also read and sign a document acknowledging that they have read the following documents:

- ACM Anti-harassment Policy
- ACM COI Statement (annually because conflicts change)
- this Policy document

All volunteers must have the ability and willingness to devote the necessary time to SIGGRAPH volunteer work. Jobs have varying workloads ranging from a few tens of hours per year to ten or more hours/week so volunteers should ensure that they have the time required for the role before committing.

### **Volunteer Recruitment and Appointment:**

All leadership positions described in this document must be advertised broadly to ensure that SIGGRAPH members have the opportunity to step forward.

If the appointment of a volunteer for a role is to be approved by the EC, the EC should be presented with a list of potential candidates for comment before any of the candidates are approached regarding their interest in the role.

## **SECTION I: MEMBERSHIP**

*1.1 Member Benefits.* The member benefits are set by the EC with the approval of the SGB EC.

*1.2 Professional Members.* A person becomes a professional member of ACM SIGGRAPH only after enrolling and paying the required dues. The dues for ACM SIGGRAPH are determined by the EC with the approval of the SGB EC.

*1.3 Pioneer Members.* A Pioneer membership is a Full Membership that is earned after twenty (20) years of contributions to some aspect of computer graphics and/or interactive techniques. All members of the computer graphics community are welcome, including the following: engineers, academics, artists, educators, and practitioners. Members must pay the required dues.

*1.4 Associate Members.* An associate member is a person who is not a full member but meets the requirements for Associate membership as determined by the EC. Members of a professional or student ACM SIGGRAPH chapter shall qualify as Associate Members.

*1.5 Student Members.* A student member is actively furthering their education at an institution of higher learning. SNA and SA student volunteers receive a complimentary one-year student membership.

*1.6 Voting Members.* All Professional, Affiliate, Pioneer, and Student members of ACM SIGGRAPH may vote in any ballot conducted by ACM SIGGRAPH. Associate members cannot vote.

## **SECTION II: EXECUTIVE COMMITTEE (EC)**

While the duty of the EC is to guide and oversee all of the activities of ACM SIGGRAPH, as stated below, it should be primarily a strategic rather than an operational committee. The EC is responsible for developing long term strategies to guide and govern the organization and these strategies will be implemented by the other committees and units of ACM SIGGRAPH. The EC members will lead and/or be involved in a group of Strategy committees that assist this effort. The current set of Strategy committees is described in [Section 6.8](#).

*2.1 Executive Committee (EC).* The EC comprises Officers, Directors, and Ex-Officio Members. The duty of the EC is to guide and oversee all of the activities of ACM SIGGRAPH. There are Ex-Officio members on the EC for purposes of communication and deliberation. The Directors at Large will serve as liaisons to the Standing Committees (SC), representatives to the CAG and SACAG, and members of and possibly leaders of a Strategy Groups. The Chair of the CAG is currently (2019) an appointed voting Director. Each elected Director, except the Chair and Treasurer, is responsible for two of the following three duties: CAG or SACAG liaison, liaison to an SC group, or head of a Strategy group.

*2.2 Officers.* The Officers of ACM SIGGRAPH are the Chair, Chair-elect, Treasurer, and Treasurer-elect.

*2.3 Number of Directors.* The number of elected Directors shall be set by the EC with a supermajority vote and shall be no fewer than four and no more than ten.

*2.4 Ex-officio Members.* The EC may designate ex-officio members. The following are currently ex-officio non-voting members of the Board:

SIGGRAPH Conference Chief Staff Executive  
EC Representative(s) to the CAG (if not a member of the EC)  
Chair of the SACAG  
SIGGRAPH Asia Conference Chief Staff Executive  
EC Representative(s) to the SACAG (if not a member of the EC)  
ACM Program Director for ACM SIGGRAPH  
Project Manager(s) for ACM SIGGRAPH  
Representative from the Nominations Committee

*2.5 Election of Directors.* Directors are elected to three-year terms beginning September 1 of the year of their election.

*2.6 Terms.* No one should serve on the EC for more than two consecutive full terms as a voting member independent of position, exceptions decided by a super-majority vote of the EC. An exception is that individuals appointed to roles to replace a volunteer who steps down early will be allowed to complete their full complement of terms. The partial term does not count against their term limit.

*2.7 Meetings.* In addition to the meeting at the SIGGRAPH Conference, the Executive Committee of ACM SIGGRAPH meets several times a year, either in a face to face or a virtual meeting. The face to face meetings are usually November, February, and May/June. The virtual meetings are usually held every other week.

Required Meeting attendance:

- All meetings: EC members (elected, appointed, and ex officio) and Strategy Committee Chairs.
- Meeting at SNA: All Standing Committee Chairs, the SNA N+1 and N+2 Conference Chairs, and the SA N and N+1 Conference Chairs.
- For other meetings, other attendees, including Standing Committee Chairs, other ACM SIG Chairs, affiliated society chairs, and strategy team members may be invited by the Chair as deemed necessary.

We realize that because of logistical issues not all EC members may be able to attend all the meetings, e.g., travel from Asia, but they are urged to attend as many as possible.

When the approval of the EC is required for any issue the following process will be used. There will be a presentation of the issues involved followed by a general discussion. When appropriate, a formal motion will be made and seconded. There will be a call for discussion and then a vote.

Any EC member can make a motion upon the Chair granting them the floor. It is the responsibility of the Chair to ensure that the meetings are run in a smooth and productive manner. If, in the opinion of the Chair this is not happening, the Chair can invoke Robert's Rules of Order.

*2.8 Only One Position.* No person may hold more than one position on the Executive Committee simultaneously. No voting members of the EC can be either a Chair of a Standing Committee or an Advisory Board or an SNA or SA Conference or Program Chair or a specific Awards Chair. Please refer to SNA or SA documents for further restrictions. No Chair of a Standing Committee can be an SNA or SA Conference Chair. Volunteers should avoid any actual or perceived conflict of interest stemming from serving in multiple roles.

As a matter of professional courtesy, when new volunteers are selected, others within the organization who might be affected by this selection should be informed. A volunteer being considered for a position within ACM SIGGRAPH should consider their current and potential commitments, as well as the support for ACM SIGGRAPH work from their employer. Volunteers should be sure not to overcommit to their volunteer jobs.

### *2.9 Conflict of Interest.*

See the [ACM Policy](#) for the definition of a Conflict of Interest (COI).

Potential COIs can be handled within the ACM SIGGRAPH volunteer infrastructure but must be declared. The ACM SIGGRAPH Chair will resolve a potential conflict of interest by an Executive Committee member or a standing committee chair. The ACM SIGGRAPH Chair-elect will resolve a potential COI by the ACM SIGGRAPH Chair. A person on a committee who has a potential COI should report it to the committee chair, and the committee chair will resolve the COI. The volunteer to whom a committee chair reports will resolve a potential COI by a committee chair. A person determined to have a conflict of interest will not participate in the discussion or decision on the relevant issue. All volunteers on the EC, CAG, SACAG, and the Standing Committee, Advisory Board, and Awards Chairs must sign the COI form annually.

### Section 2.10 Voting Policy

Unless there is an extreme time urgency all motions must pass by a majority (or supermajority where noted in this document) vote of the total number of Directors minus any who may have a Conflict of Interest. If there is an extreme time urgency then, as per Section 2.4 of the ACM SIGGRAPH Bylaws, a “majority vote” occurs when a quorum is present, and at least fifty percent of the quorum (those voting, or directors present) votes in favor of a matter.

## **SECTION III: OFFICERS**

*3.1 . Chair* The duties of the Chair are as follows:

- Leading and managing ACM SIGGRAPH;
- Calling and presiding at EC meetings; and
- Conducting ACM SIGGRAPH's activities in accordance with the policies of the ACM.

*3.2 Chair-elect.* The duties of the Chair-elect are as follows:

- Assisting the Chair in leading and managing ACM SIGGRAPH; and
- Presiding at meetings when the Chair is absent.

*3.3 Treasurer.* The duties of the Treasurer are as follows:

- Chairing the Finance Committee;

- Managing ACM SIGGRAPH's finances consistent with ACM policy. This includes preparing the annual budget for presentation to the EC for approval, monitoring the group's disbursements for adherence to the annual budget, and preparing financial reports as required; and
- Reporting ACM SIGGRAPH's finances to members at least once a year in ACM SIGGRAPH's regular publications.

3.4 *Treasurer-elect*. The duties of the Treasurer-elect are:

- Shadowing and assisting the Treasurer in managing ACM SIGGRAPH's finances.

3.5 *Past Chair*. For one year after the completion of their term as Chair, the Past Chair will be an ex-officio member of the ACM SIGGRAPH Executive Committee, unless they are already serving on the EC as a Director.

## **Section IV: ACM SIGGRAPH Budgets and Financial Policies**

4.1 *Guiding Principles*. The EC maintains a bank balance with ACM which is intended to cover shortfalls that may occur due to unforeseen events in conference planning and investments in the computer graphics and interactive techniques community. ACM requires a minimum amount in this fund which is a function of the yearly SNA, specialized conferences, and organization expenses.

The annual budget approved by the EC and subsequently by ACM, need not be balanced but may include more expenses than the expected income if the organization is significantly above the reserve amount required by ACM. All of the expenditures of the EC and the standing committees, but particularly those that are investments beyond the yearly income must be strategic and in support of the membership and its current needs. Unless there are significant extenuating circumstances, at least \$1M in 2018 dollars above the required reserve amount should be maintained.

No expenses that go beyond a balanced budget should be incurred until after SNA has taken place and it has been determined that that conference will not operate at a loss for that year. With ACM's fiscal year beginning on July 1 and SNA occurring in July or August, this should not be a burdensome constraint on the spending of the organization. If SA returns to a status where it also represents a potential financial liability, then the timing of that conference should also operate as a similar constraint on the EC spending.

All expenditures must be justified anew each year. Even if a budgetary unit has spent X dollars in the last year or sent Y people to SNA for each of the past five years, the volunteers responsible for that unit should still justify the request as part of a detailed budget request for the next year.

Care must be taken to avoid projects that request funds incrementally resulting in a larger total expense than expected. The total funds for a project must be requested at once (even if the project is over a year in duration) and all previous funds requested for the project must be included in any request for additional funds, even if that results in a higher level of approval being required.



#### *4.2 Finance Committee.*

The Finance Committee will be composed of the Chair, Chair-elect, Treasurer, Treasurer-elect, and the CAG Chair or their representative. Until September of 2020 when we have a Chair, and Treasurer-elect, the Finance Committee is composed of the President, the Vice President, Chair-elect, and the Treasurer. If the EC chooses a Treasurer-elect in September 2019 that person would be added to the Finance Committee. The EC may also opt to add a Director to the Finance Committee to better distribute the workload. The Finance Committee is an advisory body to the EC that reviews proposals and the preliminary budget but does not have any final authority on budget or expenditure approvals.

*4.3 Budgeting Process.* In January of each year, the Treasurer will meet with each of the standing chairs and the Chair via telecon to construct an initial budget for each budgetary unit. The budget will take into account the expected sources of income (membership dues, ACM Digital Library, return from SNA, SA, the specialized conferences, and other miscellaneous income) and will budget expenses for each of the standing committees and for the EC. The budget for the standing committees must take into account all expenses, including conference registrations (either for guests or contributor recognition), travel, and other forms of contributor recognition. The budget for the EC should similarly include all travel, contracted services, and other expenses.

Once the budget has been approved by the Finance Committee, it will then be sent to the Executive Committee for discussion and approval. All outside requests for project funding should be included with a recommendation from the finance committee as to whether the project should be funded or not.

The approval of the annual budget by the EC must be by a supermajority, as defined in the ACM SIGGRAPH Bylaws. After this approval is obtained, the budget is sent to ACM for final approval for their spring deadline.

The EC will try to avoid policy changes affecting how the ACM SIGGRAPH budget shall be implemented during the budget development cycle. (December-February)

*4.4 Budget Reporting.* The financial state of the organization should be reported to the membership at least once/year via an appropriate communications mechanism such as the Interactions newsletter and the siggraph.org website. A report of spending/income vs. the budgeted categories must be provided to the EC quarterly by the treasurer. Quarterly reports should also be provided to the standing chairs for their budgets. At no point should any of those entities spend beyond their budget without gaining approval through the procedures in the next section.

*4.5 Unbudgeted Expenses.* Every attempt will be made to include all expenses in the yearly budget. However, we recognize that strategic opportunities may arise mid-year either through the strategic work of the EC or from the membership. These should be approved with the following process:

- under \$2K in 2018 dollars: Treasurer or Chair
- above \$2K and below \$10K in 2018 dollars: Treasurer and Chair

- above \$10K and below \$50K in 2018 dollars: The Finance Committee will review and provide a recommendation to the EC which will approve with a majority vote
- above \$50K in 2018 dollars: The Finance Committee will review and provide a recommendation to the EC which will approve with a supermajority vote

#### *4.6 Financial Policies.*

*Interest Income.* The EC uses the interest from the ACM SIGGRAPH reserve fund as income in its operations budget.

*Conference Transfer.* The mandated SNA Conference transfer to the EC is 3.5% of total income. The mandated SA Conference transfer to the organization is a minimum amount plus a percentage of profits.

*SNA Conference Special Projects.* SNA Conference chairs are encouraged to make proposals to the EC for a portion of the reserve to be spent on special initiatives that need to be planned for early in the conference planning process. Examples might be:

- advance events in a new city to encourage attendance
- panels with local experts who are not regular SIGGRAPH attendees
- subsidy of registration rates in an expensive city
- new initiatives like the production gallery

*New Projects.* If the EC is considering a proposal that would have a significant impact on ACM SIGGRAPH, financial or otherwise, the following process should be followed. A significant financial impact is defined as 25% or more of the current funds above the required Reserve Fund balance. The proposal will be thoroughly discussed with all the affected components of ACM SIGGRAPH (Standing Committees, CAG, and SACAG) such that the EC has heard and carefully considered any concerns, and has done a careful risk/benefit analysis. Every effort should be made to ensure that there is a consensus on whether to proceed with the proposal. Agreement should be reached on the timing for re-evaluation and completion or termination of the project. Any such new project must be approved by a supermajority of the EC.

*Standing Committee Meetings.* The EC will set aside an amount in each Fiscal Year (\$60,000 in FY20) to fund face to face meetings held by the Standing Committees outside of the conferences. The expectation is that such meetings will be held at most every few years and not annually by a Standing Committee. Any Standing Committee desiring to hold such a meeting will submit their request during that Fiscal Year's budget cycle (deadline February 1 in 2020 and beyond, April 1 in 2019). The request will consist of the following: location, approximate date, number of people attending, estimated budget, purpose/goals for the meeting, and deliverables (written report for publication on the web, data showing impact, or other appropriate deliverables given the purpose/goals of the meeting).

**4.7 ACM Overhead or Allocation.** (Taken from the [ACM SIG Finances page](#)) This fee is part of doing business at ACM. It is not a fee for service. It is currently calculated based on the total expenses of each SIG, both general operations and conferences.

To cover overhead, SIG leaders (through the action of the SGB) have chosen to implement a formula based on a sliding scale, starting at 16% in FY'07 and FY '08, and decreasing by 0.8% for every \$125K of expenses down to a minimum rate of 5.35%. Thus different SIGs and their conferences vary in the percentage used for overhead. The activities covered under overhead include general office support for SIGs and their conferences, accounting and finance support, and assistance with publications, membership, marketing, and webpage/wikis.

All non conference expenses for ACM SIGGRAPH are assessed on this sliding scale, starting at 16% and decreasing as stated above. ACM SIGGRAPH has set the ACM allocation rate for SNA at 6.35% and the ACM allocation rate for each specialized sponsored and co-sponsored conference at the maximum allocation rate minus 6% (currently this is an allocation rate of 10%). Note that because of the financial arrangement with Koelnmesse, SA is excluded from this calculation.

## **SECTION V: NOMINATIONS & ELECTIONS**

*5.1 Nominations Committee.* The Nominations Committee will consist of an even number of members (including the chair), greater than three.

The EC will select the Chair of the Nominations Committee several months before the start of their term. It is expected that the chair will often be a former member of the EC, CAG, or SACAG so that the chair has an understanding of the conferences and organization. The newly selected chair will join the nominations committee as a non-voting member immediately to create continuity. The term of the Chair of the Nominations Committee will run for two years starting April 15, with a possible second two-year term. This start date matches the workflow of the job because the slate for the summer election is due to ACM by the middle of March. The Past Chair will serve as a voting member of the committee for one year after the end of their term to assist in the transition.

By April 1 of each year, the Chair of the Nominations Committee will put forward an odd number of persons, numbering three or more, to serve on the Nominations Committee. These must not be members of the ACM SIGGRAPH Executive Committee. The Executive Committee must approve the candidates for the nominations committee before being accepted. The terms of the members will end the following April 15 and they can serve up to two additional one year terms on the committee. No member of the Nominations Committee can be considered for any position selected by or recommended by the Nominations Committee.

One member of the Nominations Committee, preferably the Chair, will be an ex officio member of the EC as a representative of the Nominations Committee. This person should also be engaged with the Governance Committee and/or Strategy Groups. This representative will be appointed by the EC with the approval of the Nominations Committee to a one year term, potentially renewable throughout their term on the Nominations Committee. The ex officio term dates will coincide with their Nominations Committee term dates as in the above paragraph.

The Nominations Committee is responsible for selecting the annual slate for the EC election and for recommending Chairs of Standing Committees to the EC.

*5.2 Nominations Process.* The Chair will put the call for nominations out via email to all of SIGGRAPH's constituencies (such as chapters, education committee, pioneers) and on the ACM SIGGRAPH website and social media outlets.

The Nominations Committee will make reference checks on any volunteer position the potential candidate has had within ACM SIGGRAPH for the previous five years and will require references for all candidates on the short list.

*5.3 Slate.* The Nominations Committee must select a slate of candidates and announce the slate to all ACM SIGGRAPH voting members at least two months before the election, as required by ACM. For Directors, the slate must contain at least two candidates for each Director slot as per Bylaws 9.1 *Slate*.

Under the previous bylaws if there were N positions open then we only required N+1 candidates and the top N candidates were the winners. So, if there were three positions open, then we required at least four candidates with the top three being the winners. Under the new bylaws we are dividing the open positions into different slots with at least two candidates for each slot. For example, if three director positions are open in a given election, the Nominations Committee might select two (or more) candidates from industry to run for one of the open director positions, two from academia to run for the second position, and two from the education community to run for the third. This "bucketing" of the candidates into positions will allow the nominations committee to ensure that all three open director roles aren't filled, for instance, with members who are from academia or that the EC doesn't have only representation from North America. With this modification to the Bylaws, the nominating committee will be able to achieve increased diversity in skillset, area of expertise, and geography on the EC.

*5.4 Petition candidates.* A petition from 1% of the voting members of ACM SIGGRAPH will place other consenting and eligible candidates on the ballot. All candidates must be ACM SIGGRAPH Professional members. The petition process will be in accordance with the ACM SIG petition process.

*5.5 Election.* ACM Headquarters will conduct the election among eligible voters by August 15, following the election procedures of the ACM, unless different procedures have been approved by the SGB. Of all the ballots returned in an election, the candidates receiving the largest number of effective votes for each position is declared the winner. ACM policies will be followed in resolving ties.

*5.6 Vacancies and Incapacitation.*

- *Chair.* Should the Chair leave office before their term expires, the Chair-elect will become the Chair and the EC will fill the vacant Chair-elect position. Should the Chair become incapacitated or be unable to fulfill their duties, the Chair-elect will temporarily assume the duties of the Chair.
- *Treasurer.* Should the Treasurer leave office before their term expires, the Treasurer-elect will become the Treasurer and the EC will fill the vacant Treasurer-elect position. Should the Treasurer become incapacitated or be unable to fulfill their duties, the Treasurer-elect will temporarily assume the duties of the Treasurer.

- *Other Positions.* Should any position other than Chair become vacant, the EC shall appoint someone to fill the vacancy for the remainder of the position's current term
- *Resignation.* An EC member may resign at any time by giving written notice to the Chair or, if the Chair is resigning, to the Chair-elect. The resignation shall be effective as of the time the resigning individual specifies
- *Removal.* An elected EC member may be removed for just cause by a super majority vote of the EC with the approval of the SGB EC

## **SECTION VI: COMMITTEES**

### *6.1 Standing Committees*

Standing Committees are established and their chairs appointed and removed by a majority vote of the EC. Standing committees exist until dissolved by a super majority vote of the EC.

Each Standing Committee must have membership in addition to the Chair. The Chair of a Standing Committee is responsible for recruiting the committee, ensuring that all policies and procedures of the committee are documented, and, near the end of their term, suggesting potential successors to the Nominations Committee. Each committee should have a second point of contact on their committee in case the Chair becomes unavailable. The Chair is responsible for ensuring that the programs of the committee align with the current strategic vision of ACM SIGGRAPH. The Chair will report the committee's activities annually, in June, to the Executive Committee. At the beginning of their term the Chair will sign a statement that they have read the current policy document. The Chair should suggest to all their committee members that they read the current policy document.

Given that all the Standing Committees are serving the SIGGRAPH community they should consider how they can work together to enhance this effort. They should consider having representatives serving on each others committees. All the Standing Committees should consider how their activities benefit the members of ACM SIGGRAPH and how they can enhance these benefits.

The following shall be standing committees of the Board:

1. Awards
2. Chapters (Professional and Students)
3. Communications
4. Digital Arts
5. Diversity and Inclusion
6. Early Career Development (S3)
7. Education
8. External Relations
9. History
10. Information Technology Services
11. Interactive and Immersive Experiences
12. International Resources
13. Lifelong Learning

14. Nominations
15. Practitioner Career Development
16. Professional Development
17. Publications
18. Research Career Development
19. Specialized Conferences

## 6.2 *Advisory Boards*

Advisory boards are created with a super majority vote of the EC and can be disbanded similarly. For ABs that interact heavily with other entities such as the conferences, there should also be an advisory vote of the CAG/SACAG or other governing body when they are created or disbanded. These rules pertain to Advisory Boards for ACM SIGGRAPH as a whole, Standing Committees can create their own Advisory Boards without EC approval as long as there is no budget impact.

Advisory Boards with specific responsibilities and leadership rules:

- SIGGRAPH Arts Advisory Group (AAG)
- [Conference Advisory Group \(CAG\)](#)
- [SIGGRAPH Asia Conference Advisory Group \(SACAG\)](#)
- Computer Animation Festival Advisory Board (CAFAB)
- Papers Advisory Group
- Pioneers

## 6.3 *Standing Committee Chair Nominations*

Except for the Nominations Committee, when a committee chair position is open, the position opening will be posted on the website and through all of SIGGRAPH's communication channels. The Nominations Committee will review applicants, consult with the existing committee and the EC, and make a recommendation to the EC who will make the final selection. In addition to its recommendation, the Nominations Committee will provide the EC with the names and application materials of all the people who applied for the position and the rationale for their recommendation.

The timeline for this process will be as follows:

April 1-30 - Call for Nominations Open

May 1-15 - Review by Nominations Committee

May 15 - Recommendation to EC

June 1 - New Chairs Announced

## 6.4 *Standing Chair Terms*

Committee chair terms will be for three years, beginning on September 1. Chairs can be re-appointed for a second term. If a standing Committee Chair is unable to complete the three-year term, a replacement will be appointed by a majority vote of the EC, after consultation with the Nominations Committee, to fill out the remaining term. The former chair may be included on the email alias for up to one year at the discretion of the new chair.

## 6.5 Standing Committee Charges.

The Standing Committees are gathered into several groups as described below. Each group will have one or more Executive Committee Directors as liaisons with the Executive Committee. The EC Director(s) should meet with their group approximately every two weeks to discuss strategic efforts and directions the EC wants the Standing Committees to pursue and also any issues the Standing Committee chairs want to bring to the EC. By doing this the Standing Committee Chairs should be fully aware of all relevant EC activity and vice versa.

**Career Development Grouping:** These committees focus on career development. Taken together, these six committees will provide year-round content, networking and mentoring for our members independent of their career path or stage of career.

### *Early Career Development Committee (S3)*

Early career is defined as undergraduate and graduate education as well as the first three years after graduation for non-academics. Plans, develops, and facilitates activities that bring additional year round value to the student members, and emerging professionals of ACM SIGGRAPH through integration with the SIGGRAPH community and career development year round. Activities include creating and managing a mentoring program and portfolio/reel/statement review. Provides continuity and institutional memory for the Student Volunteers and intern programs at SIGGRAPH and SIGGRAPH Asia and assist with the oversight of ACM SIGGRAPH Student Chapters.

### *Research Career Development Committee*

Plans, develops, and facilitates activities that support the career development of members with research careers in academia and industry. Creates and manages a mentoring program, provide guidance on tenure and promotions, career changes, funding, research management, and leadership of large projects and large teams. Provides best practices for advising and mentoring graduate and undergraduate students and interns.

### *Practitioner Career Development Committee*

Plans, develops, and facilitates activities that support the career development of practitioners working in industry and academia. The focus will be on how these activities relate to areas of professional interest to the SIGGRAPH community (SIGGRAPH areas). Creates and manages a mentoring program and provide guidance on promotions, hiring, project management and leadership, business development and entrepreneurship, moving into management and career changes, again focusing on how these relate to SIGGRAPH areas. Facilitates networking. i.e., connecting practitioners doing related work.

### *Lifelong Learning Committee*

Develops online educational materials such as webinars, online courses (SIGGRAPH University), and ACM Books and state of the art reports to support practitioners and other

members wanting to expand their skills by learning about new areas. Leverages the knowledge base of our membership in creating these materials.

#### *Professional Development Committee*

Plans and develops content that assists our members with necessary job skills such as speaking, writing, interviewing (both as the interviewer and as the job candidate), managing and leading people. Works closely with the Early Career, Academic Career, and Practitioner Career Development Committees to identify needed content.

**Online Communities Grouping:** These committees provide content to our members both current and archival via many different online mechanisms.

#### *Communications Committee*

Working in concert with the Digital Presence and Marketing/Communication Strategy teams of the ACM SIGGRAPH Executive Committee, the Communications Committee provides a communication vision for the ACM SIGGRAPH organization, planning out an editorial calendar and managing how the organization presents its activities on social media and via the monthly newsletter and the President's Corner blog. The Communications Chair will recommend and implement appropriate communication channels and will form a committee of volunteers and content editors/managers to implement the communications vision of the organization and to synchronize that vision with that of the SIGGRAPH conferences. The members of the committee will oversee content development, new functionality and updating of the ACM SIGGRAPH web site. The Communications Committee is also in charge of the ACM SIGGRAPH Village at both annual conferences.

#### *History*

Engages in activities to collect, preserve, and make accessible materials concerning the history of ACM SIGGRAPH and its role in the development of the computer graphics industry. Encourage and support the development of histories of both people and technological innovation that document the impact of SIGGRAPH and the field.

#### *Information Technology Services*

Provides information services support to the ACM SIGGRAPH community. Manages the siggraph.org server infrastructure (software/hardware). Works with the ACM IS team as needed on technical issues for ACM SIGGRAPH and ACM. Responsible for maintaining a database of accounts and email aliases for tracking purposes (both creation and deletion as appropriate).

#### *Publications Committee*

Documents the content presented at ACM SIGGRAPH sponsored events, using channels that are efficient and cost effective. Documentation includes archiving of all forms of media including video, software, and interactive content. Develops new forms of archiving and summarization as the forms of media evolve. Coordinates with ACM Publications Board and Digital Library as



new situations arise and on items with broader implications. Committee members to manage video channels such as youtube and vimeo.

**Focused Communities Grouping:** These committees provide support for subsets of our membership who share common interests or needs. The chairs of these committees will coordinate extensively with the chairs of career development committees on areas of overlap.

#### *Digital Arts Committee*

Fosters year-round engagement and dialogue within the digital, electronic, computational, and media arts. Facilitates dynamic scholarship and creative programming for the digital arts within the ACM SIGGRAPH organization. Promotes collaboration between artists and the larger computer graphics and interactive techniques community. Promotes collaboration between the Digital Arts Committee (DAC) and the art programs of the conferences.

#### *Diversity and Inclusion Committee*

Celebrates the diversity that exists within the ACM SIGGRAPH community and provides opportunities, both in-person and year-round, to connect with others with common backgrounds, ethnicities, and gender for mentoring and inspiration. The goal of this committee is to create a welcoming and nurturing community for everyone working in computer graphics and interactive techniques independent of gender, sexual orientation, ethnic background, religion, or abilities.

#### *Education Committee*

Supports educators in computer graphics and interactive techniques. This work encompasses both technical, creative, applied and interdisciplinary studies at all post-secondary levels that intersect curricular areas of computer science, engineering, art, design and related disciplines. The Education Committee undertakes a broad range of projects and activities in support of the computer graphics and interactive techniques education community, such as developing curriculum guidelines, providing instructional resources, organizing SIGGRAPH Conference-related activities and outreach at both post-secondary levels as well as K-12.

#### *Interactive and Immersive Experiences Committee*

Supports researchers and practitioners involved in the design and creation of interactive and immersive experiences (including AR, VR, projection, computer vision, sensors and related technologies). This role will be a champion for the development of best practices across the interactive and immersive design community. The chair will also lead efforts in career development, documentation and education media for our members in these fields.

#### *International Resources Committee*

Extend the reach and influence of the ACM SIGGRAPH conferences and organization globally through language and intercultural support.

#### *Chapters*

Promotes, plans, and facilitates the full integration of Chapter activities into ACM SIGGRAPH while identifying and facilitating the flow of additional ACM SIGGRAPH benefits through to Chapters. Provides a link for communication between ACM and Chapters regarding the details of ACM policies and procedures. Devises best “face” for Chapters on ACM SIGGRAPH Web and social media presence. Ensures compliance with all relevant policies and procedures. Develops a pathway for chapter members to transition into volunteer roles in the conference and organization

**External Grouping:** These two committees interact with external organizations, companies, and volunteers to support new and emerging areas as well as existing focused communities.

#### *External Relations Committee*

Manages relationships with professional societies and organizations that are external to ACM. Working with the EC, this committee identifies and establishes relationships with new organizations and companies according to the organization’s current mission and strategic plan. The chair of the External Relations Committee, in consultation with the EC and other organization standing committees, chooses the recipients of complimentary registrations for the conferences organized by ACM SIGGRAPH’s affiliated groups.

#### *Specialized Conferences Committee (SCC)*

Approves and monitors specialized conferences to ensure that they are financially and intellectually healthy and aligned with the mission and strategic plan of ACM SIGGRAPH. Promotes awareness of the specialized conferences and the resulting archival content to the broader community and works to improve the integration of the specialized conferences with other ACM SIGGRAPH events. Together with the External Relations Committee, the SCC works to strengthen existing ties and identify new venues, emerging themes or potential relationships with other conferences and organizations to broaden the scope of ACM SIGGRAPH. See [Section IX](#) for more detail.

### **Chair’s Grouping**

#### *Awards Committee*

Supervise all the Awards Committees of ACM SIGGRAPH. Facilitate the nomination of ACM SIGGRAPH members to higher ACM levels, e.g., Distinguished Scientists and/or ACM Fellows, and other ACM awards. Facilitate the Awards announcements and ceremonies at the conferences. See Awards Section XII for more details.

#### *Nominations Committee*

Selects slate for the annual Executive Committee election. Recommends candidates for Chairs of Standing Committees to the Executive Committee. For more information, see Section V.

### *6.6 Advisory Board Charges.*

#### *SIGGRAPH Arts Advisory Group (AAG)*

The AAG has been established to ensure that Art Gallery and Art Papers continue to be valued SIGGRAPH Conference programs that serve the artist community and beyond. This group will also provide counsel to the SIGGRAPH Conference Advisory Group (CAG) and SIGGRAPH Asia Conference Advisory Group (SACAG), as needed, on multi-year, cross-conference issues that affect the Art Gallery and Art Papers community.

#### *Computer Animation Festival Advisory Board (CAFAB)*

The Computer Animation Festival Advisory Board was established to elevate the role of the Computer Animation Festival (CAF) as a global asset for promoting SIGGRAPH (the conferences and the organization) to new communities and territories. The CAFAB will provide guidance and support to the CAF Chairs for SNA and SA. This group will also provide counsel to the CAG and SACAG as needed. Here is a link to a full description of the [CAFAB](#).

#### *Papers Advisory Group (PAG)*

The Papers Advisory Group (PAG) is an advisory group for the technical papers community and venue at SNA and SA. It recommends and vets papers chairs for SA and SNA and represents the papers community in multi-year, cross-conference issues.

#### *Pioneers*

Members of this networking, mentorship, advisory, and philanthropic group are passionate advocates of computer graphics and interactive techniques who share their opinions with the ACM SIGGRAPH Executive Committee and conference committees to help shape the future of the organization. Twenty years of experience in some aspect of computer graphics and/or interactive techniques is required for Pioneer membership. There is an additional dues cost, above the normal membership.

*6.7 Relationship of Standing Committees to Conferences.* Each Standing Committee (SC) will provide a liaison to the corresponding Conference subcommittee, where appropriate. Each such Conference subcommittee will provide a liaison to the SC. The chairs of these committees are encouraged, but are not required to be the liaisons. The EC and SACAG/CAG/Conference Chairs will identify the appropriate subcommittees and relationships.

The Conference subcommittee liaison to the SC will provide the SC with updates on direction, goals, and projects for the conference cycle.

The SC liaison to the Conference subcommittee will provide the Conference subcommittee with updates on current projects, goals, and strategic vision.

Liaisons will be placed on committee email lists so that they may keep abreast of the committee's ongoing plans. Liaisons should participate in at least one committee conference call to deliver their home committee's update on goals and projects.

Collaboration can include SC activities at the Conference, Conference involvement in an SC project, or a side project mutually run by the SC and Conference. If travel is needed to coordinate this project, the home committee will be responsible for providing travel funds for their representative.

Collaboration is subject to both committee chairs' mutual agreement on appropriateness and interest, and on their respective committees having the resources to perform the necessary work. Collaborative projects are subject to the approval of the Conference Chair.

#### 6.8 Strategy Committees

The set of Strategy Committees is not fixed and will change over time. In general the Chair of each committee will be a voting EC member but this may not always be the case. The members of the committees are not specified and may include people outside the volunteer structure of ACM SIGGRAPH. An exception is that the ACM SIGGRAPH Chair should always be a member of the Governance Committee.

The current Strategy Committees:

**Nurturing Communities** - increasing our services to better serve our existing communities.

**New Communities** - expanding our reach to engage with new communities that may create new research and applications for Computer Graphics and Interactive Technologies

**Marketing and Communications** - increasing the outside awareness of ACM SIGGRAPH and all that we do

**Digital Presence** - increasing the value to our members of our online and social media presence

**Data** - ensuring that we are gathering the necessary data so that we know who our community is and what their needs are

**Governance** - Ensuring that our policies and procedures are reflective of what we do, what we should be doing, and are the most effective and efficient possible.

*6.9 Ad Hoc Groups.* Ad hoc committees or task forces are established for a specific duration of time, not to exceed one year unless a longer duration is authorized by a majority vote of the EC. Ad hoc committees may be established and their chairs appointed by a majority vote of the EC. The chairs of those committees will be added to the EC-chairs email list and be included in the planning, reporting, and meetings of the standing chairs while their committee is in operation.

## SECTION VII: SIGGRAPH Conference

The SNA Technical Papers Chair will be approved by the EC. The Conference Chair will forward the list of suggested Chairs, from the PAG, to the EC for comment before contacting them. After the Conference Chair chooses a Technical Papers Chair, the choice is submitted to the EC for final approval.

*7.1 Conference Advisory Group.* The CAG handles basic issues of the annual SIGGRAPH conference. Their responsibilities include, but are not limited to:

- Providing strategic guidance from both a single and multi-year perspective
- Reviewing/defining/implementing policy and decisions that have multi-year impact.
- Soliciting/recommending to the EC both Conference and CAG Chairs
- Assisting Conference Chairs/Conference Committees as requested or as related to multi-year issues
- Creating/recommending Conference Budget to the EC

- Recommending to the EC future year conference sites prior to bids. Based on approved cities, selecting and notifying the EC of the confirmed site
- Developing/participating on RFP's for key contracted services
- Post-conference assessment of each conference and key contractor roles to determine any recommended changes

*7.2 CAG Chair.* The ideal candidate has strong familiarity with the conference, is familiar with the Organization and can work closely with both groups to build a bridge on strategic visions/priorities. The ideal candidate will have a demonstrated history of growing and developing leaders as well as working on strategic projects of significant scale or responsibility. The CAG reviews applications submitted for this role, presents a short list to the EC for input, interviews candidates, and then presents their nomination for the position to the EC for approval.

The CAG Chair serves a three-year term starting at the CAG Budget meeting. The CAG Chair may serve two terms in this position.

The duties of the Chair of the Conference Advisory Group are

- Managing the work of the CAG
- Serving as an ex-officio member of the Executive Committee and as the primary communication link between the SIGGRAPH Conference and the Executive Committee (working in concert with the EC reps to the CAG)

*7.3 CAG Composition.* The CAG consists of the following voting members: four conference chairs (N -1, N, N+1, and N+2), the CAG chair and up to two Executive Committee (EC) representatives. The CAG can also appoint up to two voting members-at-large.

*7.4 Conference Chairs.* The term of a conference chair on the CAG begins January two years prior to their conference and ends at their final budget meeting (typically in January following their Conference). Once a list of potential conference chairs has been identified, the CAG shares that list confidentially with the EC for input. The conference chairs are typically selected at the CAG Fall meeting and sent to EC for approval shortly thereafter. Once the EC approves the CAG's selection, the newly appointed Conference Chair is invited to participate in all activities. They do not have voting rights, however, until their term officially starts.

*7.5 EC Representative(s).* The EC reps to the CAG are full working and voting members of the CAG. They are responsible for serving as an information conduit between the EC and CAG. Their duties include attending all CAG and EC meetings, alerting the CAG when issues come up that should be handled by the EC, and bringing appropriate issues to the attention of EC. Their duties also include ensuring that the CAG is fully aware of the strategic priorities of the EC and working with the CAG to make sure their efforts and strategies are aligned with the EC priorities.

One EC Rep to the CAG is required. A second EC Rep can be added at the CAG Chair's discretion. The term of the required EC Rep will be one year, beginning October 1. The term of the second rep will end one year after joining the CAG. Either position can be extended for another year with the EC Rep, CAG and EC being in agreement.

The CAG makes a recommendation to the EC of the candidate(s) they believe will work best within the CAG structure. This decision is made after the yearly elections so all individuals on the EC can be discussed for this position. The EC makes the final decision taking into account the CAG's input.

Candidates who are also members of the EC will leave the room for the discussion and vote. A majority must select the representative. If this is not achieved on the first ballot, there will be a run-off between the top two candidates and discussion until such a majority is reached.

*EC Rep Qualifications.* In addition to the expectations described in the Overarching Principles (see Foreword), the ideal candidate will have the following qualifications:

- Willingness to work through CAG issues in a collegial manner that will be acceptable to the EC
- An understanding of which kinds of issues should be dealt with by the ACM SIGGRAPH EC or Chair
- A working knowledge of the industry and/or research practices of the computer graphics and interactive techniques industry The ability and willingness to devote time as necessary to CAG work. This commitment is estimated to be 2 to 4 hours weekly plus attendance at four to six CAG meetings, four EC meetings, and the annual conference, as well as other meetings deemed necessary each year
- The ability and willingness to reply promptly, i.e., within 24 hours, to all communication on CAG and other ACM SIGGRAPH issues
- The ability and willingness to perform work on a wide variety of issues that might involve interaction with many people, leadership of small groups, assembly of material, and creation and presentation of reports
- The willingness to fairly represent CAG decisions to the EC in addition to their own views if they differ from the majority of the CAG

*7.6 Invited Members of the CAG.* Two additional members can be added to the CAG to supplement the skill sets, diversity, and representation on the CAG. These individuals should not already be EC Members. Invited members fill a void from segments of the community that are not currently represented on the CAG. The CAG chair appoints these members-at-large. The EC does not need to approve these selections; however, the CAG Chair advises the EC of the selections. The term of these individuals is one year, beginning January 1. The term is renewable once at the discretion of the CAG Chair. The expectations of the Invited Members mimic those of the EC Rep to the CAG minus the conduit to the EC which is not expected of this role.

*7.7 Support Staff Members of the CAG.* The ACM Program Director supporting ACM SIGGRAPH as well as the lead from Conference Administration are non-voting members of the CAG. Another member of the Conference Administration team participates on the CAG to properly record all minutes/action items, and is also encouraged to participate fully in all agenda items.

*7.8 Membership of RFP Committees.* The RFP committees for the major contracts of the conference should include an EC representative in order to maintain good communication among the EC, the CAG, and the committee for the RFP. In addition to serving as an active member of the committee, the duties of that representative include updating the EC on the progress of the committee at key junctures:

- completion of the RFP
- number of bids received (including a preliminary assessment of quality)
- update on major discussion points in the committee's decision process
- presentation of the decision, rationale, and final bids to the EC after the vendor has been approved by the committee and the CAG
- presentation of the terms of the final contract after negotiations are complete

If possible, the chair of the RFP committee should also attend the EC meetings where the last two communications take place.

## **SECTION VIII: SIGGRAPH ASIA**

SIGGRAPH Asia (SA) is an international conference hosted in the Asia-Pacific region. SA should strive to have a registration structure similar to SNA with full conference, more limited passes, and one-day passes.

SA has a different management structure than SNA in that a company, Koelnmesse, has been contracted to both manage and be the financial backer for SA. The technical and creative content of SA is still managed by the volunteers similarly to SNA, i.e., with a Conference Chair and individual program chairs. However, Koelnmesse manages the budget and does all of the subcontracts for SA. Koelnmesse returns a guaranteed minimum amount to ACM SIGGRAPH and possibly more depending upon the profit from the SA conference.

SA will follow the same procedures as SNA with respect to required approvals from the EC: host City/Country and Conference Chair. The SA Conference Chair ideally should be located in the host country to facilitate negotiations with local entities.

A limited number of ACM SIGGRAPH leaders may also attend the annual SIGGRAPH Asia conference. For unbudgeted travel approval process see Section IV: Unbudgeted Expenses.

The SA Technical Papers Chair will be approved by the EC. The Conference Chair will forward the list of suggested Chairs, from the PAG, to the EC for comment before contacting them. After the Conference Chair chooses a Chair then the choice is submitted to the EC for final approval.

Similarly, a list of potential Courses Chairs will be submitted to the EC for comment and then the name of the individual selected will be sent to the EC for final approval. We realize that the SNA Courses Chair is not approved by the EC and thus is treated differently. However, the role and responsibility of the Courses Chair is different for the two conferences. For SA, the Courses Chair assembles their own jury and has the ability to have both juried and curated content. For SNA, the Courses Program is juried as part of the General Submissions Program so does not have a separate jury and the Courses Chair does not decide on curated content. Therefore,

both the responsibility and workload of the SA Courses Chair is higher which justifies the different approval process.

### 8.1 SIGGRAPH Asia Conference Advisory Group (SACAG)

*Membership.* The members of SACAG shall consist of:

- Chair
- ACM SIGGRAPH Executive Committee (EC) representative
- The Chief Staff Executive from Koelnmesse
- All the conference chairs of the current and future conferences who have been appointed
- The immediate past conference chair
- Two members at large

The duties of the Chair of the SACAG are

- Managing the work of the SACAG
- Serving as an ex-officio member of the Executive Committee and as the primary communication link between the SIGGRAPH Asia Conference and the Executive Committee (working in concert with the EC representative(s) to the SACAG)

All of these members are voting members and are on the SACAG mailing list.

The SACAG has a consultative panel whose members are non-voting members of the SACAG.

*Appointed Members.* The Chair and the two members-at-large are appointed members.

- Their appointment shall be by nomination and then voting by the existing SACAG members. The SACAG Chair must be approved by the EC and the EC must be informed of the selection of the two members-at-large
- Nominations may be made by anyone
- The appointments shall be for three years, starting in January
- All the appointments are renewable to a maximum of two consecutive terms
- A third consecutive term may be considered if there is no suitable candidate willing to take up the post, subject to EC approval
- The end of the term of the three appointed members shall be staggered, to ensure continuity
- The number of members at large may be varied, subject to a vote by the SACAG and approval by the EC
- In the event that any of the three members cannot complete their term, SACAG may, by voting, either leave the position vacant until the actual end of the term; or move to fill the vacancy immediately using the selection procedure described below for new members. This appointment shall be for the remaining of the term only although the new member may serve up to two additional terms.

*8.2 EC Representatives.* The selection procedures, requirements and responsibilities are the same as for the EC Rep to the CAG described above.



*8.3 The Chief Staff Executive from Koelnmesse.* The Chief Staff Executive represents Koelnmesse on the SACAG, as per the contract between ACM and Koelnmesse.

*8.4 Conference Chairs.* A conference chair becomes a member of the SACAG immediately upon appointment as conference chair. A conference chair's term in the SACAG ends at the end of the following conference.

*8.5 Consultative Panel.* The consultative panel consists of members appointed by the SACAG. They are not voting members of the SACAG. SACAG may appoint at any time consultative panel members who would be helpful to the work of SACAG and SA.

The appointment shall be made by voting by members of SACAG, for two years, renewable up to a maximum of two terms. The end of term is at the end of a calendar year, i.e. 31 December if a member is appointed in the first half of a year, that year will be counted in the two-year term, and so the member will serve the year of appointment and the following year. Otherwise that year will not be counted, and the appointment will be for two full years after the year of appointment.

There is no limit to the number of panel members. Their appointments shall be based on need, which SACAG has to assess carefully. Panel members are not to be on the SACAG mailing list.

*8.6 Voting.* For a motion to pass, a simple majority of the eligible SACAG members must approve it. Every member will be given ample time to vote; one day in time-critical cases, and three days otherwise.

The Contributor Recognition (CR) policy of SA should be similar to that of SNA. The SA CR policy will be recommended by the SACAG and approved by the EC.

## **SECTION IX: SPECIALIZED CONFERENCES**

ACM SIGGRAPH sponsors, co-sponsors, or is in cooperation with over twenty specialized conferences per year. The approval process for these conferences is managed by the Specialized Conference Committee (SCC). As part of that approval process, the SCC verifies that the proposed budget and registration numbers are reasonable and defensible given the proposed location and the registration at past events. For details of this process, see the [SCC Handbook](#).

A sponsored specialized conference is one for which ACM SIGGRAPH has 100% of the financial responsibility. A co-sponsored conference is one for which ACM SIGGRAPH shares the financial responsibility with another entity, e.g. another ACM SIG or an external group such as Eurographics. An in-cooperation conference is one for which ACM SIGGRAPH has no financial responsibility but approves of the specialized conference.

*9.1 Co-Located Conferences.* A specialized conference is said to be co-located with either SA or SNA if it is in the same city and during the same time period as SA or SNA. For a specialized conference to be officially co-located it must be either sponsored, co-sponsored, or

in-cooperation with ACM SIGGRAPH. A co-located conference can take place in a hotel, local university, or in the convention center.

In order for a specialized conference, workshop or symposium to co-locate in the convention center with the SNA or SA Conferences the organizers must also have the approval of the respective CAG/SACAG and Conference Chair because of possible space constraints.

*9.2 Budgets.* All Specialized Conference budgets in which ACM SIGGRAPH has a financial liability must be reviewed by the Finance Committee and approved by the Specialized Conferences Committee. When budgets are submitted, the previous five years' paid registration numbers, budgets, and actuals must be submitted.

*9.3 Funds for Conference Enhancement.* ACM SIGGRAPH funds grant proposals from conference organizers for up to 50% of the profit (after the allocation to ACM is deducted) from the previous year's conference for an activity or funding that would enhance their conference. The Specialized Conferences Committee evaluates and approves the proposals.

*9.4 Allocation Rate.* [See this section.](#)

*9.5 New Conferences.* Any new conference that is being sponsored, co-sponsored, or in-cooperation for the first time should be approved by the EC as well as the Specialized Conferences Committee. This evaluation should assess the alignment of the conference with the ACM SIGGRAPH strategic vision as well as the intellectual and financial viability of the conference.

## **SECTION X: VOLUNTEER RECOGNITION**

ACM SIGGRAPH recognizes that the organization and conference activities would not be possible without the hard work of hundreds of volunteers. For the volunteers who donate significant amounts of their time to the conferences and organization, ACM SIGGRAPH recognizes this effort through complimentary or reduced rate conference passes. For those volunteers who devote a significant portion of their time during the conference week to their volunteer work, ACM SIGGRAPH or the conference also covers some or all of their travel expenses.

*10.1 SNA conference complimentary registrations.* Each ACM SIGGRAPH EC member, Chair of a Standing Committee, and Chair of a Strategy Group receives a SIGGRAPH full conference complimentary registration and travel support to the conference. The SNA conference charges the organization for complimentary registrations at 75% of the early member registration rate.

*10.2 SA conference complimentary registrations.* ACM SIGGRAPH EC members and Chairs of Standing Committees, and Chairs of Strategy Groups can request full conference complimentary registrations to SA from Koelnmesse, but no travel support is given unless requested and significant work is being performed at the conference. The ACM SIGGRAPH Chair and EC Representative to the SACAG are expected to attend and travel support is provided. Other EC members can petition the Finance Committee to attend but this would

usually only happen once in their term.

*10.3 SNA and SA conference complimentary guest registrations.* Conference complimentary guest registrations are intended for the following purposes:

- Allow family members to attend the conference
- Allow an Employer (supervisor or other management) to understand the magnitude of the conference for which they are approving employee volunteer time
- Allow individuals who would not normally attend the conference by registering/paying. This category includes individuals who may have influence over approving others to attend/register in the future. The EC, SACAG, and CAG members and the Chairs of the Standing Committees may also use these for development or strategic purposes of the conference or organization.

Other uses such as allowing Standing Committee members or the volunteer's students or colleagues to save money by attending for "free" are not appropriate.

The guest pass policy for SNA and SA Conference Advisory Groups, Conference Committees, and juries for their own conference are determined and documented by the CAG and SACAG respectively. Those policies should be in alignment.

*For SNA*

- **EC members:** Full Conference - 1, Select Conference – 2
- **EC Standing Committee Chairs:** Full Conference – 1, Select Conference – 2

*For SA*

- **EC members:** Full Conference –1
- **EC Standing Committee Chairs:** Full Conference –1

If any EC member or Standing Committee Chair has a need to exceed the number of passes noted above, exceptions to this policy should be addressed to the ACM SIGGRAPH Treasurer.

*10.4 Volunteer Recognition at SNA and/or SA for work at the conference or throughout the year*

The organization has a large number of volunteers who work with the organization and the conference via many different volunteer "bosses". Having a standard policy to refer to should help those senior volunteers ensure reasonable calibration across the various parts of the organization.

Conferences passes are not "free" to the organization, e.g., for SNA the cost is 75% of the early registration member rate for the category that the volunteer registers for. For example, the total cost was about \$130,000 for volunteers and \$60,000 for guests for SIGGRAPH 2018.

Setting consistent expectations for the volunteer teams is good for transparency and should reduce any appearance of "playing favorites."

If a volunteer is working during the conference the maximum that ACM SIGGRAPH will cover is travel, including hotel and food costs, for the number of days working plus one. For example, if they work at the conference for two days then they have three days covered. The SC Chairs

have flexibility in determining which volunteers need to be supported and for how long and they should exercise fiscal responsibility. The total for any SC cannot exceed the budgeted amount for that SC. See [here](#) for more information on allowable expenses.

Volunteers who are not working at the conference but have worked during the year are recognized by merchandise or a partial or full conference registration as shown in the table below. In addition, Level 3 and 4 Volunteers receive \$250 and \$500 travel support to the conference, respectively.

**Conference Support for Volunteer Time during the year, for volunteers without duties at the conference.**

Level	Hours per year (estimations)	Hours per Week (estimations)	Registration Discount at SNA or SA	Merchandise
1	40-80	1-1.5	None	Coffee Mug
2	80-120	2-2.5	25%	Coffee Mug + T Shirt
3	120-200	2.5-4	50%	Coffee Mug + T Shirt
4	200+	4+	100%	Coffee Mug + T Shirt

Estimated hours to be worked at the conference are valued at 4x and added into the hours worked outside the conference.

**SECTION XI: EXPENSE POLICY**

The following policy is based on the [ACM reimbursement policy](#) and the reimbursement policy set for Conference Committee travel. These policies apply to conference travel as well as travel to the EC, CAG, and SACAG in-person meetings.

*11.1 Travel to SIGGRAPH Conferences.* Full Conference registration is provided for the Executive Committee and all EC Standing Committee Chairs through specified registration procedures. Full Conference registration for Ad-Hoc Committee Chairs is provided at the Chair's discretion.

Travel expenses must be included in the committee budget for both chairs and any committee members who are expected to be reimbursed for travel. The expectation is that only people who are working extensively at the conference will have part or all of their travel covered.

*11.2 Committees of ACM SIGGRAPH.* Many committees of ACM SIGGRAPH meet in conjunction with the annual SIGGRAPH Conference. The committees may also have specific responsibilities related to both conferences.

Each ACM SIGGRAPH committee budget will include funds to cover the committee Chair to attend the SNA EC meeting, plus travel support for committee members to attend the conference for committee meetings and/or to support conference activities. Committee Chairs determine the reimbursement of travel support for committee members within their approved budget.

The Chairs of standing committees should include travel to SA in their budgets if they expect such travel. This expense should only be necessary for onsite meetings.

### *11.3 Air travel*

Plan travel as early as possible to get the best fares and most convenient travel times. Reimbursement is made for economy or coach airfare. In some cases, lower airfare is available by staying an extra night. Extra nights are reimbursable only when the total of airfare plus the extra hotel night is less than the airfare without the extra night. International travel may necessitate an earlier arrival or staying over an extra night. Such expenses are approved routinely. For flights over six hours, economy plus or extended legroom seating is reimbursable. Airfare tickets should be booked as nonrefundable. If last-minute cancellation is required then cancellation fee will be reimbursed. Business class or first class seating is non-reimbursable unless prior approval from the finance committee has been granted. Booking a coach ticket and then paying for the upgrade is permissible, but only the coach ticket price shall be reimbursed.

### *11.4 Travel by car*

An individual may opt to drive, rather than fly, to a meeting if it is nearby. Mileage (IRS business rate), tolls and parking fees are reimbursable. Reimbursement for travel by car is the lesser of mileage (at the applicable IRS business rate) plus tolls and parking, or estimated airfare. Estimated airfare is determined by establishing a reasonable airfare for the same trip if booked three weeks prior to travel. Rental cars are not reimbursable under ACM guidelines without prior approval.

### *11.5 Hotel*

Hotel reservations for the conferences are to be made through the conference housing system. Reimbursable hotel nights for EC members generally begins the night prior to the EC meeting, and continues through the night following the end of the conference. Reimbursement for additional nights must be pre-approved as per the Unbudgeted Expenses part of Section IV.

*11.6 Ground Transportation.* ACM SIGGRAPH will reimburse travelers for reasonable ground transportation costs to and from airports. Airport shuttle or taxis are considered reasonable in cost.

*11.7 Meals.* Reimbursement is available for meals while traveling on ACM SIGGRAPH business. The limit for reimbursement is set by ACM and is currently \$60/day in the US; \$75/day outside. This is not a per diem and meals must be itemized, including date/meal/place/cost. Amounts over the maximum per day are not reimbursed. Original receipts should be submitted if possible, and are required if the expense is over \$25.

If a meeting includes a group meal, one individual will put the full charge on a credit card, and then submit for reimbursement. The number of people at the meeting and a list of names must be included with the receipt.

*11.8 Internet.* Internet fees in the hotel are reimbursable.

*11.9 Personal Expenses.* ACM SIGGRAPH does not reimburse personal expenses such as movies, health club fees, entertainment, childcare, personal phone calls, or personal purchases.

*11.10 Tips.* Reasonable tips for services provided are reimbursable. Meal tips should be included with the meal receipt.

*11.11 Fees.* Currency conversion charges and bank fees for credit card use for international travel can be reimbursed. The following fees are not reimbursable: credit card interest fees, cash advance fees, or general ATM transaction fees.

*11.12 Receipts.* ACM policy requires original receipts for all expenses in excess of \$25 US except tips.

For airfare booked with electronic tickets, the following are considered "original receipts:" (1) email(s) showing itinerary and total amount paid, plus boarding passes if available; (2) airline receipt, plus boarding passes if available.

Sometimes a receipt may be lost during travel, or the traveler simply forgets to get a copy. This circumstance should be noted in the EXPLANATION OF EXPENSES portion of the expense report form.

*11.13 Travel Advances.* While travel advances are not normally issued, there are situations (for example, international travel), where they are desired. A request for an advance must be submitted to ACM at least four weeks prior to travel.

All travel advances require taxpayer identification (US Social Security number and taxpayer address, or similar information for those not working in the US). After the travel is complete, the individual submits the travel documentation, and the advance is cleared. If travel documentation is not received, the amount of the travel advance will be reported as income to the individual, and a 1099 (Miscellaneous Income) issued.

Should the advance exceed actual expenses, the recipient will refund the excess advance to ACM SIGGRAPH. If the expenses exceed the advance, ACM SIGGRAPH will reimburse the individual for the difference. If the requester already has an outstanding travel advance from a previous meeting or conference, no additional advance will be approved until the original is cleared.

*11.14 Combined Travel.* At times, those traveling for ACM SIGGRAPH will need to combine personal or professional travel with travel for ACM SIGGRAPH. An appropriate proportional split of travel expenses should be used.

*11.15 Traveling with Guests.* Guests may join authorized travelers on ACM SIGGRAPH trips, but ACM SIGGRAPH does not cover any travel expenses for them including increases in hotel charges due to higher occupancy. However, guests may be invited to join in for non-working group meals during the event at ACM SIGGRAPH expense.

Any question on ACM reimbursement policies should be sent to either the Treasurer or the program liaison working with ACM SIGGRAPH, currently Ashley Cozzi (acozzi@hq.acm.org).

*11.16 Submitting for Reimbursement.* Most travel is reimbursed using the travel reimbursement template, which can be found in a generic format [here](#).

Be sure to include the address to which the reimbursement check is to be sent. Be sure the entire address is visible on the electronic form. Include an email address to be used if questions come up about the paperwork submitted.

Reimbursement is available in non-U.S. currencies and is also available to those outside the U.S. by bank transfer.

All expense reports must be signed by the traveler requesting reimbursement and supported by original receipts. Expenses in foreign currency amounts will be converted at the exchange rate in effect on the day the check request is processed. In order to be reimbursed, expense reports must be received within 90 days of the completion of travel.

## **SECTION XII: AWARDS**

ACM SIGGRAPH presents awards to recognize exceptional achievements in computer graphics and interactive techniques. The awards are presented at the SIGGRAPH or SIGGRAPH Asia Conference. The award committees compile a list of nominated individuals and examines each carefully. All award winners must be members of ACM SIGGRAPH. With the exception of the SIGGRAPH Academy, awards are presented to one individual; the Executive Committee must approve exceptions.

The Awards Chair prepares ACM Fellow or Distinguished Member nominations (whichever the committee believes appropriate) for the award winners.

The Awards Chair also selects nominees for the Athena Lecturer Award, given annually by the ACM-Women's Committee to an outstanding computer science researcher. The names and nomination text for the nominees are forwarded to the ACM SIGGRAPH Chair, who submits the nominations to ACM on behalf of ACM SIGGRAPH (nominations have to be submitted by a SIG officer).

Though some ACM SIGGRAPH awards include special prizes, all award winners will receive:

- Plaque
- Complimentary full conference registration to the SIGGRAPH Conference at which they will receive their award

- Select conference registrations for any family members joining them at the conference
- Round trip economy transportation from the winner's home city to the conference
- Three nights of hotel accommodation during the conference
- Three days of meals
- A ticket for the winner and their spouse or significant other to attend a VIP celebratory luncheon for current and past award recipients

The ACM SIGGRAPH awards are as follows:

**SIGGRAPH Steven Anson Coons Award:** given to an individual who has made a significant lasting contribution to the field of computer graphics, both directly and through others over an extended period of time. The award is given in odd numbered years, and includes a \$6,000 cash prize and a specially commissioned and engraved statue (The Coons Surface).

**SIGGRAPH Distinguished Artist Award for Lifetime Achievement in Digital Art:** presented annually to an artist who has created a substantial and important body of work that significantly advances aesthetic content in the field of digital art.

**SIGGRAPH Outstanding Service Award:** given annually to recognize an individual for outstanding service to SIGGRAPH by a volunteer who has given extraordinary service both in the trenches and in positions of more responsibility or visibility, over a significant period of time. The award includes a lifetime membership in ACM SIGGRAPH. (Prior to 2013, this award was given in even-numbered years only.)

**SIGGRAPH Computer Graphics Achievement Award:** given annually to recognize an individual for outstanding achievement in computer graphics and interactive techniques. The award includes a \$2,000 cash prize.

**The SIGGRAPH Education Award:** given annually to a member for outstanding pedagogical contributions to computer graphics and interactive techniques at any educational level or within the context of any discipline. The award recognizes contributions in both innovative content and delivery.

**The SIGGRAPH Practitioner Award:** recognizes outstanding contributions to the practice and advancement of Computer Graphics and Interactive Techniques. The award recognizes the very best and most influential applications and practitioners. The award includes a \$2,000 cash prize.

**SIGGRAPH Significant New Researcher Award:** given annually to a researcher who has made a recent significant contribution to the field of computer graphics and is new to the field. The intent is to recognize people early in their careers who have already made a notable contribution and are likely to make more. This award includes a \$1,000 cash prize.

**SIGGRAPH Doctoral Dissertation Award:** awarded annually to recognize a recent doctoral candidate who has successfully defended and completed their Ph.D. dissertation in computer graphics and interactive techniques. This award recognizes young researchers who have already made a notable contribution very early during their doctoral study. The key criteria used to evaluate the nominations include technical depth, significance of the research contribution,



potential impact on theory and practice, and quality of presentation. Honorable Mention(s) may also be awarded.

The ACM SIGGRAPH Academy: an honorary group of individuals who have made substantial contributions to the fields of computer graphics and interactive techniques. These are leaders of the field, whose efforts have shaped the disciplines and/or industry, and led the research and/or innovation in computer graphics and interactive techniques. Five to eight members are expected to be inducted into the Academy each year beginning in 2019.

[ACM SIGGRAPH Awards](#) has more detail on the SIGGRAPH awards.

### *12.1 EC Oversight and Responsibility*

The Chair of the Awards Committee oversees for the awards program and serves as liaison between the awards committees and the ACM SIGGRAPH Executive Committee. The Chair also coordinates the ACM SIGGRAPH Awards Program with ACM by notifying the ACM Awards Committee of ACM SIGGRAPH Award activities, and ensuring that ACM award policies are followed.

The chair for each award committee is appointed for three years (which may be renewed once) by the ACM SIGGRAPH Chair upon recommendation of the Awards Chair and with consent of the Executive Committee. The Awards Chair will advertise for the open position, solicit input from the current committee members, provide an ordered short list to the EC for approval, and then contact the potential chairs to gauge their interest. After the top candidate has been identified, the EC will approve the selection.

There are seven awards committees:

- Technical Awards
- Distinguished Artist Award for Lifetime Achievement in Digital Art
- Distinguished Educator Award
- Outstanding Service Award
- Doctoral Dissertation Award
- SIGGRAPH Practitioner Award
- SIGGRAPH Academy

*Technical Awards Committee:* The Technical Awards Committee selects recipients of the Steven Anson Coons Award, the Computer Graphics Achievement Award, and the Significant New Researcher Award.

The Technical Awards Chair appoints a five-person Selection Committee, rotating one per year. If a new Chair is selected from the current committee, then the outgoing committee member will be asked to stay on the committee an additional year to keep a continual five-year rotation.

*Distinguished Artist Award for Lifetime Achievement in Digital Art Committee:* The Distinguished Artist Award for Lifetime Achievement in Digital Art Award Committee Chair appoints a

five-person Jury. Each Juror serves a two-year term with the possibility of one renewal (which means that two new jurors are appointed in one year, and three the next).

*Distinguished Educator Award:* The Distinguished Educator Award Committee Chair appoints a five-person Committee. Each committee member serves a three-year, staggered terms, with the chairperson selecting one or two new members each year.

*Outstanding Service Award Committee:* The Outstanding Service Award Committee Chair appoints a four-person Selection Committee. Each member serves a four-year term with two members rotating off every two years. Terms begin and end in even-numbered years.

*Outstanding Doctoral Dissertation Award Committee:* The Doctoral Dissertation Award Committee Chair names six members to the committee, serving a term up to three-years. The committee draws from recipients of the Significant Young Researcher, Computer Graphics Technical Achievement Awards, and those of similar accomplishments and recognition in the community.

*Practitioner Award Committee:* The Practitioner Co-Chairs appoint a five-person Selection Committee, rotating one per year. If a new Co-Chair is selected from the current committee, then the outgoing committee member will be asked to stay on the committee an additional year to maintain a continual five-year rotation.

*Academy Committee:* The Academy Chair appoints a five-person Selection Committee, rotating one per year. If a new Chair is selected from the current committee, then the outgoing committee member will be asked to stay on the committee an additional year to maintain a continual five-year rotation.

## *12.2 Committee Chair Responsibilities*

In addition to forming the selection committees and choosing award winners, committee chairs:

- Notify award recipients
- Prepare the short citation for the award recipients' plaques,
- Prepare the one page citation for the SIGGRAPH Conference Proceedings, the ACM Digital Library, and the conference and organization web site
- Prepare a short presentation describing each winner's accomplishments, to be used as part of the awards presentation ceremony at SNA or SA
- Present the awards in the opening ceremony of SNA or SA

The Award Chair coordinates with ACM SIGGRAPH and Conference management to:

- Ensure that award nominations are broadly solicited via the SIGGRAPH web pages, social media, monthly newsletters, and any other means they find useful and appropriate,
- Announce nomination process and due dates
- Provide each award winner, except the Academy inductees, with the opportunity to address the SIGGRAPH Conference during the award session
- Work with the Project Manager to ensure that plaques or statues and award checks are prepared

- Arrange for conference registration, hotel accommodations, and travel expense payments with the Project Manager
- Invite awardees and their immediate families to the awards luncheon

If chairs have no other source of funding to attend the ACM SIGGRAPH Conference, they may request conference travel, three nights hotel and meals, and full conference registration in years when the award they manage is presented.

### *12.3 Awards Luncheon*

An Awards Luncheon is held each year during the SIGGRAPH Conference. Invitees include all awardees and their immediate families, the Awards Committees, all previous award winners, all previous award committee chairs and the ACM SIGGRAPH Chair and Vice-Chair. The Awards Chair with the assistance of ACM's Program Director and the Project Manager, selects the luncheon venue and handles logistics (such as invitations and payments).

Past award winners and all accompanying significant others (other than those of current-year award winners) are expected to pay for their luncheon.

*12.4 Allocation of Costs.* The awards presented by the Technical Awards Committee are paid from a special endowment:

- \$6,000 Steven Anson Coons Award
- Coons Surface sculpture
- \$2,000 Computer Graphics Achievement Award
- \$2,000 SIGGRAPH Practitioner Award
- \$1,000 Significant New Researcher Award

All other expenses – such as plaques, travel, awards luncheon, and full conference registrations for awardees and award presenters are paid from the Award Committee Budget.

## **SECTION XIII: LOGO USE**

Details about the proper use of the ACM SIGGRAPH Logo can be found [here](#).

## **SECTION XIV: EMAIL**

*14.1. Position Aliases.* EC, CAG, organizational positions are given "position" aliases related to their position (such as Chair, Education Chair).

Conference positions and committees (such as chair-2018, papers) use email lists as their email address, with the various individuals comprising those groups being members of the list. If the need for a distinct email alias comes up, that is dealt with on a case by case basis.

*14.2 Member Alias.* ACM SIGGRAPH members are allowed to select any member alias on a first-come basis. These aliases are tied into the membership database maintained by ACM, and mail routing is managed using their myACM account.

*14.3 Retiring Aliases.* EC, CAG and organizational position aliases will be maintained and transferred to the new individuals taking on the role.

SNA Conference lists will be switched to an archive only mode (with the exception of the overall conference committee list) in December of the conference year. If any distinct aliases have been created for a conference individual, those aliases will be removed once the commitment has been completed.

*14.4 Requesting Aliases.* Aliases may be requested through the EC, CAG or Information Technology Services chair for contractors during their time of association with ACM SIGGRAPH. This provides a unified experience and helps reinforce their connection to ACM SIGGRAPH. Once their commitment is completed, the alias will be removed.

## **SECTION XV: HANDLING REPORTS OF DISCRIMINATION**

Please refer to the [ACM Policy Against Discrimination and Harassment for Members and Event Attendees](#). ACM will strive to keep the identity of those making reports as confidential as possible. In addition, if a complainant feels that their safety is at risk, they should take appropriate steps themselves to ensure their own safety. ACM will follow up on all reports promptly and will investigate complaints as needed to confirm facts or resolve disputed facts. The policy bars retaliation against individuals who make a complaint; ACM SIGGRAPH volunteers are expected to help ensure that no such retaliation occurs.

ACM SIGGRAPH has created a committee, SIGGRAPH CARES: Committee to Aid Reporting on discrimination and harassment policy violations, to provide on-site support to those who have experienced discrimination at the conferences. More information is available on the [web site](#).

## **SECTION XVI: Amendments to the Policy Guidelines**

Any amendments to the Policy Guidelines must be approved by a supermajority vote of the Executive Committee, as defined in the ACM SIGGRAPH Bylaws.