

**Association of Certified  
Anti-Money Laundering  
Specialists<sup>SM</sup>**

**ACAMS**

# ***ACAMS Chapter Handbook***

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## INTRODUCTION

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### About ACAMS

The Association of Certified Anti-Money Laundering Specialists, Inc. is an international membership organization that provides a platform for career development and professional networking to its members. It is also a resource to help financial institutions and related businesses identify and locate anti-money laundering, counter-terrorist financing and financial crime specialists. Our mission is to provide up-to-date education and training, professional networking opportunities and other career development tools to professionals in the anti-money laundering, counter-terrorism financing, and financial crime field.

### About ACAMS Chapters

Chapters are extensions of ACAMS; they are not separate legal entities. They are designed to focus the association's overall anti-money laundering education and training efforts at a regional level by providing local forums to ACAMS members for discussion, networking and training.

Chapter executive board members are responsible for developing and implementing anti-money laundering and related educational programs and facilitating networking opportunities that encourage the exchange of ideas and create new relationships among chapter members.

### Chapter Handbook

The Chapter Handbook is a "guide" for chapter establishment and operations for use by all chapter executive boards. The Chapter Handbook is a flexible document that will change from time to time to assist the working relationship between ACAMS and its chapters. It can be found on the Chapter Overview page of the ACAMS website: <http://www.acams.org/Chapters/Default.aspx>. Chapters may create by-laws to address what is not covered within the Chapter Handbook, but, all chapter by-laws must be submitted to ACAMS for approval. By-laws may only be revised by the chapter's executive board. Revisions to by-laws or sections of by-laws must be voted on by the current executive board with a three fourths majority in favor of the change, as well as approval of the ACAMS executive vice president.

## INTRODUCTION

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### Chapter Standing Committee

This permanent committee is comprised of one of the two chapter co-chairs as elected by the chapter's executive board, the chapter development manager and the ACAMS executive vice president. The committee will meet when necessary via conference calls or during ACAMS annual conferences.

### Legal Liability

ACAMS shall indemnify chapter executive board members from and against any and all third-party claims, demands, losses, damages and reasonable expenses (including, without limitation, reasonable legal fees), except to the extent that any such claims, demands, losses, damages and expenses result from the negligence of the executive board member(s).

ACAMS' staff is available to answer questions, help you find resources and support the chapter's needs. Please contact:

- John J. Byrne, CAMS – Executive Vice President  
[jbyrne@acams.org](mailto:jbyrne@acams.org)
- Catalina Martinez – Chapter Development Manager  
[cmartinez@acams.org](mailto:cmartinez@acams.org)
- Mike Rodriguez – Chief of Staff  
[mrodriguez@acams.org](mailto:mrodriguez@acams.org)

## ESTABLISHING A CHAPTER

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### Chapter Representative

Once ACAMS approves the launch of a new chapter, a chapter representative will be selected to begin the chapter establishment process. This person will be selected by ACAMS and will serve as a liaison between the chapter and ACAMS throughout the establishment process, until an executive board has been selected. To be eligible for the position of chapter representative, interested candidates must be CAMS certified, must have active ACAMS memberships and must reside in the geographic area where the chapter is being established.

The chapter representative is responsible for:

1. Contacting local ACAMS members and/or recruiting new members who wish to be actively involved with the establishment of a local chapter;
2. Organizing meetings to build interest in the new chapter;
3. Planning and working towards the establishment of the chapter;
4. Explaining the procedures for executive board elections;
5. Establishing chapter goals and pre-planning educational and networking activities; and
6. Keeping ACAMS informed about the status of the chapter establishment process, including submitting meeting notes, planning the chapter launch event and communicating membership issues and concerns.

### Site Selection

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

1. A list of media outlets — including contact information (names, telephone numbers and e-mail addresses) — to notify if and when the chapter is launched.
2. A strategy to reach out to the listed media outlets.

## ESTABLISHING A CHAPTER

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### Establishment Approval

ACAMS will evaluate the petition and notify members of its decision via e-mail following a needs assessment based on the following criteria:

1. The number of ACAMS members in the region;
2. The number of CAMS-certified professionals in the region;
3. The membership growth rate in the region; and
4. The educational and training needs of professionals in the region;

### Chapter Establishment Membership Requirements

A minimum of 25 ACAMS members, including at least three who are CAMS certified, are required to establish a chapter.

### Chapter Funding

ACAMS will only underwrite, under carefully monitored and agreed upon terms, the costs of the chapter's inaugural event. All funds provided by ACAMS to the chapter for the inaugural event must be reimbursed to ACAMS through chapter membership dues and event attendance fees within one year of the chapter's launch. Subsequent events, including learning and networking events, must be funded solely by the chapter by way of collected membership dues, attendance fees and sponsorships.

Funds for chapter expenses shall be derived from annual dues paid by chapter members, sponsorships and admission fees for events. These funds make up the chapter's budget and are to be allocated solely for the benefit of the chapter.

## ESTABLISHING A CHAPTER

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### Launch Process

1. ACAMS designates a local member as the chapter representative.
2. The chapter representative sends a letter of interest, along with a list of media outlets and a media strategy, to ACAMS.
3. The chapter representative requests copies of the Chapter Handbook from ACAMS and distributes it to all chapter members for review.
4. ACAMS sends a letter of intent to local ACAMS members petitioning for 25 signatures.
5. The chapter representative collects bios from members who wish to be considered for executive board positions and sends those bios to ACAMS, which will then appoint interested members to the executive board positions.
6. Chapter co-chairs call for a meeting to discuss the chapter launch.

A more detailed explanation of the chapter launch process can be obtained from the ACAMS chapter development manager.

## CHAPTER DEVELOPMENT MANAGER

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The chapter development manager or his/her designee serves as a two-way communication link between the chapter and ACAMS. His/her primary role is to guarantee the success of each chapter by ensuring that the chapter executive boards adhere to the guidelines set forth in the Chapter Handbook.

The chapter development manager's responsibilities include:

1. Sending monthly chapter membership lists to the membership directors and co-chairs;
2. Circulating chapter communications to ACAMS members;
3. Reconciling financial records with the chapter treasurers;
4. Updating the Chapter Handbook if and when ACAMS deems it necessary;
5. Coordinating meetings and conference calls between the chapters and ACAMS, coordinating the annual chapter meeting at ACAMS' annual conferences, and preparing and distributing meeting agendas and minutes to chapter executive boards;
6. Coordinating the distribution of membership cards to chapter members;
7. Creating and implementing programs and services to promote chapter membership;
8. Providing temporary administrative support to the various chapters; and
9. Coordinating updates to chapter web pages.
10. Sending new ACAMS member lists to chapter for a welcome e-mail or phone call.

## CHAPTER OPERATIONS

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### Membership

Chapter membership is optional and is contingent upon ACAMS membership. Chapter members must be members of ACAMS.

There must be a minimum of 20 active ACAMS chapter members — including at least three who are CAMS certified, but not including executive board members — at all times to maintain chapter operations. If the number of chapter members falls below the required 20 at any time, ACAMS reserves the right to review chapter processes to decide whether the chapter should remain operational.

### Membership Dues

Chapter dues shall be established by the chapter's executive board and approved by ACAMS. Chapter dues are \$50 USD per year.

### Chapter Events

ACAMS encourages chapters to employ educational and professional networking events as a platform for career development. As part of this initiative, ACAMS requires individual chapters to organize and promote these activities and collect and administer the event fees. Each chapter will be responsible for the costs associated with its events.

1. **Networking Events:** Chapters are asked to host at least two networking events per year. (Most chapters host more than two annual events.)
2. **Learning Events:** Chapters are asked to host at least two learning events per year. Most chapters host more than two annual events. These events should feature a variety of speakers who are leaders in the anti-money laundering industry or government. The duration of each event is left to the discretion of the chapter's executive board; however, they must last for a minimum of one hour. Chapter learning event attendees are eligible to receive one CAMS credit per hour of learning.
3. **Co-Hosted Events:** ACAMS encourages chapters to host both learning and networking events with other organizations as long as these events foster ACAMS' goals and mission. Event partnerships must be approved by ACAMS.
4. **Third-Party Events:** ACAMS encourages chapters to participate in third-party events with other organizations as long as these events foster ACAMS' goals and mission. Funding or bartering of services for these events must come directly from the chapter budget and/or services.

## CHAPTER OPERATIONS

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5. **Visiting Chapter Members:** Visiting chapter members from other regions are not required to pay an admission fee when attending chapter events which are free to chapter members.

### Event Funding

Funding for events must be provided by the chapter through sponsorships or budgeted funds. (Please refer to the *Chapter Funding* summary in the *Establishing a Chapter* section of this Chapter Handbook.)

### Event Sponsorship

Event sponsorship is encouraged as a way to offset the cost of producing learning events. Please let ACAMS know in advance of any sponsorship opportunities that arise.

### Admission Fees

A chapter should strive for events to be free to chapter members and at a nominal cost to non-members.

1. Event fees are to be collected by the chapter treasurer and/or co-treasurer during chapter events. The treasurer and/or co-treasurer must then submit the collected funds to ACAMS with an accurate reconciliation no later than two weeks after the chapter event.

### Finances

It is the responsibility of the executive board, through the treasurer or co-treasurer, to reconcile financial records with the chapter development manager on a quarterly basis or more frequently as determined by ACAMS. Financial records consist of event expenditures, including, but not limited to, membership dues, room rental fees, food and beverage costs and funds collected by the chapter during events. Templates for on-site receipts, chapter membership applications, credit card payment forms and other financial forms are available upon request from the chapter development manager.

## CHAPTER OPERATIONS

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### Chapter Records

1. **Meeting Minutes and General Record Keeping:** The secretary, with the assistance of the co-secretary, is responsible for keeping accurate and up-to-date records of executive board meetings, executive board members' contact information and any other chapter business.
2. **Financial Records:** The treasurer, with the assistance of the co-treasurer, is responsible for keeping accurate records of all chapter financial matters, including, but not limited to, funds collected at events, event invoices and executive board member reimbursements.
3. **Event Attendance Records:** The secretary and treasurer are responsible for maintaining event attendance records for the proper assignment of CAMS credits to event attendees. These records, along with the event funds, are to be sent to the chapter development manager no later than two weeks after the date of the event.
4. **Speaker Information:** The programming director, with the assistance of the co-programming director, is responsible for maintaining an accurate list of all event topics, event speakers and event speakers' contact information. They also are responsible for requesting bios and event presentations from speakers. The speaker list, speaker bios and speaker presentations are to be sent to the chapter development manager bi-monthly or as requested.
5. **Membership Records:** The membership director, with the assistance of the co-membership director, is responsible for maintaining an accurate list of all chapter members.

### Chapter Communications

All ACAMS chapters must follow the communications guidelines set forth below.

### Chapter Web Page

Each chapter should maintain a web page on the ACAMS website to provide easy access to chapter information and enhance chapter education and networking efforts. ACAMS shall provide chapter web pages. All chapter web pages must maintain a degree of uniformity as established by ACAMS, which includes, but is not limited to, executive board member bios, executive board member photos, a chapter mission statement and chapter event information. The executive board will decide any additional content to be posted to its chapter web page. The chapter must oversee the web page and revise or update its content on a weekly basis.

## CHAPTER OPERATIONS

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### Member Communications

The communications director, with the assistance of the co-communications director, is responsible for creating all chapter communications for distribution to members. This includes, but is not limited to, event invitations, chapter updates, web page postings, event summaries and membership campaign e-mails.

### ACAMS Today

The communications director, with the assistance of the co-communications director, is responsible for submitting an article for inclusion in each issue of ACAMS' quarterly magazine. The article should outline chapter events and other chapter news.

### Chapter and ACAMS Communications

The chapter development manager will communicate general chapter information to the chapter co-chairs, who will then disseminate the information to the remaining board members. When necessary, the chapter development manager will address the entire executive board or individual board members about their responsibilities. All chapter executive board members are welcome to communicate directly with the chapter development manager.

### Inter-Chapter Communication

Communication among various chapter executive boards is both suggested and encouraged. (Please see *Chapter Standing Committee*.)

### Disciplinary Action

A chapter may include a disciplinary process in their by-laws but that process must be approved by ACAMS and no final decision on ACAMS membership can be decided by the chapter.

## EXECUTIVE BOARD

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### Executive Board Positions

The executive board of each chapter shall be comprised of 12 board members. At the head of the executive board shall be two chapter co-chairs. The remaining positions shall include five directors and five co-directors, who shall assist their director counterparts. (Please see *Appendix 1* for the executive board members' roles and responsibilities.)

1. Co-Chair
2. Co-Chair
3. Secretary
4. Co-Secretary
5. Treasurer
6. Co-Treasurer
7. Membership Director
8. Co-Membership Director
9. Programming Director
10. Co-Programming Director
11. Communications Director
12. Co-Communications Director

Additional board positions may be required for international chapters with large membership regions. Some director positions may be doubled in key cities.

### Membership

ACAMS does not require executive board members to pay chapter membership dues.

### Qualifying Criteria

ACAMS chapter executive board members must be ACAMS members in good standing as a prerequisite to serve on the board. Chapter co-chairs must be CAMS-certified professionals, and all board members must have a minimum of two years experience in the anti-money laundering, counter-terrorism financing or related fields. (Please see *Executive Board Descriptions* for position qualifications and duties.)

### Board Term

Members of the executive board shall serve for a period of two years, unless otherwise agreed to by ACAMS. Executive board members of newly formed chapters may serve up to a three-year term, unless otherwise approved by ACAMS. A co-director is eligible to run for a director position once his/her term has expired.

## EXECUTIVE BOARD

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### Executive Board Elections

Executive board positions are open to any ACAMS members. ACAMS will initiate an e-mail election campaign two months prior to the end of the current executive board's term. Voting will take place in person and by proxy at a scheduled election meeting. Should there be board vacancies, ACAMS, with the help of the new executive board, will be responsible for filling the openings.

### Executive Board Vacancies

If a vacancy on the board should arise between election cycles, it is at ACAMS' discretion to either appoint an interim board member, empower the executive board to appoint an interim board member or allow the vacancy to remain open until the following election cycle.

### Chapter Committees

Chapter committees are charged with carrying out a particular chapter task or advisory role. These committees shall be appointed as needed. Some will be standing committees (long-term); others will be ad hoc committees (established for specific purposes). The terms of each committee shall be determined by the co-chairs.

Committee members are appointed by and report to the committee director. These committees must be comprised of all ACAMS members, but are not limited only to chapter members. The co-chairs shall determine the structure of the committee.

### Executive Board Meetings

The executive board must meet at least once per quarter. Meetings may be held on a more frequent basis as and when deemed appropriate by the executive board to ensure that chapter business is managed in accordance with the principles established for ACAMS chapters.

1. **Quorum:** A quorum of the executive board shall consist of no less than five executive board members and must include at least one co-chair or their designee to conduct a meeting by phone or in person.
2. **Agenda:** An agenda must be distributed to all executive board members and ACAMS chapter members prior to the meeting.

## EXECUTIVE BOARD

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3. **Voting:** Each executive board member present at the meeting (including co-directors) shall be entitled to one vote. In the case of a deadlock, the co-chair with the longest ACAMS tenure shall cast the deciding vote.
4. **Minutes:** The secretary and/or co-secretary (or a delegate appointed by the co-chairs) shall prepare a formal record of each business meeting within two weeks of that meeting. The co-chairs must approve the minutes before distribution to ACAMS and the executive board. The secretary and co-secretary shall be responsible for maintaining a retrievable record of the minutes for all executive board meetings.

## Appendix 1

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### EXECUTIVE BOARD DESCRIPTIONS

ACAMS expects the executive board to uphold the highest standards for its chapter. In order to do this, ACAMS has developed guidelines of roles and responsibilities. While these guidelines will be the formality necessary for an effective board the Executive Board members are encouraged to assist in tasks not directly connected to their position.

#### Director Positions

1. Chapter Co-Chairs
2. Chapter Secretary
3. Chapter Treasurer
4. Chapter Membership Director
5. Chapter Programming Director
6. Chapter Communications Director

Chapter co-directors are responsible for assisting the directors in their chapter commitments. If a director is not able to complete his/her term on the executive board, the co-director shall take the place of said director for the remainder of the term. The co-directors are asked to follow the same guidelines as their director counterparts.

#### Co-Chairs

1. **Objective:** The co-chairs are responsible for setting and maintaining chapter goals. The co-chairs shall oversee executive board members and committees, encourage teamwork, maintain chapter operations and coordinate and direct committee activities.
2. **The co-chairs' responsibilities shall include:**
  - 2.1. Attending executive board and membership meetings;
  - 2.2. Monitoring the progress of chapter goals and objectives;
  - 2.3. Managing the activities of committees that report directly to the co-chairs and assisting the treasurer and co-treasurer with preparing the chapter budget; and
  - 2.4. Identifying and implementing services for chapter members.
3. **Qualifying co-chairs must exhibit:**
  - 3.1. Knowledge about ACAMS and its objective;
  - 3.2. Knowledge about the anti-money laundering field;
  - 3.3. Working knowledge of the Chapter Handbook and chapter by-laws; and
  - 3.4. Leadership and strong communication skills.
4. **Co-chairs are encouraged to spend an average of five hours per month on chapter activities.**
5. **Success can be measured by:**

- 5.1. The completion of chapter goals;
  - 5.2. The number of new members recruited and retained;
  - 5.3. The growth of activities;
  - 5.4. The resolution of chapter issues in a timely manner; and
  - 5.5. Consistent availability to other executive board and committee members.
6. **Benefits:** Co-chairs play a key role in shaping the future of ACAMS' chapters. Co-chair positions provide individuals with opportunities to network, to receive recognition, to improve their management and leadership skills and to gain other valuable experience that can be used in their professional careers.

### Secretary

1. **Objective:** The secretary's objective is to maintain accurate chapter records.
2. The secretary's responsibilities shall include:
  - 2.1. Attending executive board and membership meetings;
  - 2.2. Recording and preparing agendas (with input from co-chairs) and minutes of all chapter meetings, and distributing minutes to all board members following approval by the co-chairs; and
  - 2.3. Working with the membership director and co-director to coordinate mailings, etc.
3. To qualify, the secretary must exhibit:
  - 3.1. Knowledge about ACAMS and its objective;
  - 3.2. Knowledge about the anti-money laundering field;
  - 3.3. Working knowledge of the Chapter Handbook and chapter by-laws; and
  - 3.4. Accurate record-keeping and communication skills.
4. The secretary is encouraged an average of six hours per month on chapter activities.
5. Success can be measured by:
  - 5.1. The timely distribution of agendas and minutes; and
  - 5.2. The accurate maintenance of chapter records.
6. **Benefits:** The secretary plays a key role in the future development of the ACAMS chapter. Secretary positions provide individuals with opportunities to network, to receive recognition, to improve their management and leadership skills and to gain other valuable experience that can be used in their professional careers.

### Treasurer

1. **Objective:** The treasurer's objective is to develop and monitor the chapter's financial operations.
2. The treasurer's responsibilities shall include:

- 2.1. Attending executive board and membership meetings;
  - 2.2. Maintaining financial records and reconciling discrepancies;
  - 2.3. Preparing the annual budget and monthly financial statements with the help of other executive board members and submitting necessary reports to ACAMS;
  - 2.4. Monitoring the chapter cash flow and reconciling it with ACAMS;
  - 2.5. Collecting and tallying funds earned from chapter events for disbursement to ACAMS;
  - 2.6. Creating a budget for vendors of chapter events; and
  - 2.7. Arranging payments for vendors through ACAMS.
3. To qualify, the treasurer must exhibit:
- 3.1. Knowledge about ACAMS and its objective;
  - 3.2. Knowledge about the anti-money laundering field;
  - 3.3. Working knowledge of the Chapter Handbook and chapter by-laws;
  - 3.4. Accurate record-keeping skills; and
  - 3.5. Working knowledge of basic accounting practices (e.g., being able to prepare a budget, read balance sheets and understand profit-and-loss statements).
4. The treasurer is encouraged to spend an average of eight hours per month on chapter activities.
5. Success can be measured by:
- 5.1. The accuracy of record-keeping and the filing of all forms in a timely manner; and
  - 5.2. The accuracy and timely filing of budgets and financial reports to ACAMS for approval.
6. Benefits: The treasurer plays a key role in the future development of the ACAMS chapter. Treasurer positions provide individuals with opportunities to network, to receive recognition, to improve their management and leadership skills and to gain other valuable experience that can be used in their professional careers.

### Membership Director

1. Objective: The membership director's objective is to maintain membership records and assist ACAMS with member recruitment and retention efforts.
2. The membership director's responsibilities shall include:
  - 2.1. Attending executive board and membership meetings;
  - 2.2. Developing membership recruitment and retention campaigns, assessing the needs of chapter members and identifying potential members in conjunction with other executive board members;
  - 2.3. Forming and chairing the membership committee to carry out recruitment and retention activities;
  - 2.4. Maintaining chapter mailing lists, keeping adequate membership records and coordinating the chapter member directory; and

2.5. Protecting the information on ACAMS members and prospective members by ensuring that their identity information is only used for ACAMS purposes.

3. To qualify, the membership director must exhibit:
  - 3.1. Knowledge about ACAMS and its objective;
  - 3.2. Knowledge about the anti-money laundering field and general marketing concepts;
  - 3.3. Knowledge about ACAMS' chapter membership categories, benefits and services;
  - 3.4. Working knowledge of the Chapter Handbook and chapter by-laws;
  - 3.5. Leadership and communication skills; and
  - 3.6. The ability to delegate and work with committees.
4. The membership director is encouraged to spend an average seven hours per month on chapter activities.
5. Success can be measured by:
  - 5.1. The meeting of member recruitment and retention goals;
  - 5.2. The accuracy of mailing lists and the timely return of signed applications to ACAMS;
  - 5.3. The resolution of problems in a timely manner; and
  - 5.4. Consistent availability to other executive board and committee members.
6. Benefits: The membership director plays a key role in the future development of the ACAMS chapter. Membership director positions provide individuals with opportunities to network, to lead the membership base, to receive recognition, to improve their management and leadership skills and to gain other valuable experience that can be used in their professional careers.

### Programming Director

1. Objective: The programming director's objective is to identify, develop and promote educational and networking programs.
2. The programming director's responsibilities shall include:
  - 2.1. Attending executive board and membership meetings;
  - 2.2. Forming and chairing program committees to develop programs that foster anti-money laundering professionals' development;
  - 2.3. Evaluating educational seminars and chapter meetings to improve content and programming, assisting ACAMS in assigning continuing-education credits for educational activities and working with other board members to promote events; and
  - 2.4. Investigating partnerships with other organizations for educational opportunities and coordinating those partnerships with ACAMS.
3. To qualify, the programming director must exhibit:

- 3.1. Knowledge about ACAMS and its education and training programs;
  - 3.2. Knowledge about the anti-money laundering field;
  - 3.3. Working knowledge of the Chapter Handbook and chapter by-laws;
  - 3.4. Knowledge about and experience with planning and managing events, including the ability to utilize contacts and networks to find event speakers and presenters; and
  - 3.5. Leadership and effective communicate skills.
4. The programming director is encouraged to spend an average six hours per month on chapter activities.
5. Success can be measured by:
    - 5.1. The meeting of event attendance and programming goals;
    - 5.2. The resolution of problems in a timely manner; and
    - 5.3. Consistent availability to other executive board and committee members.
6. Benefits: The programming director plays a key role in the future development of the ACAMS chapter. Programming director positions provide individuals with opportunities to network, to receive recognition, to improve their management and leadership skills and to gain other valuable experience that can be used on the job.

### Communications Director

1. Objective: The communications director's objective is to communicate chapter activities, create press releases and chapter articles and maintain and update the chapter web page on the ACAMS website with information and documents produced by the chapter.
2. The communications director's responsibilities shall include:
  - 2.1. Attending executive board and membership meetings;
  - 2.2. Establishing the chapter's public- and media-relations activities by identifying press contacts, responding to media requests and gathering information for articles and press releases;
  - 2.3. Updating, maintaining and archiving chapter web page documents to keep it current and interesting;
  - 2.4. Finding new ways to utilize the chapter web page for member communication; and
  - 2.5. Working with the membership director and co-director on membership recruitment and retention campaigns.
3. To qualify, the communications director must exhibit:
  - 3.1. Knowledge about ACAMS and its objective;
  - 3.2. Knowledge about the anti-money laundering field;
  - 3.3. Working knowledge of the Chapter Handbook and chapter by-laws;
  - 3.4. Familiarity with public- and media-relations practices;

**3.5. Familiarity with web page development and maintenance; and  
3.6. Excellent writing and editing skills.**

- 4. The communications director is encouraged to spend an average time commitment of six hours per month on chapter activities.**
- 5. Success shall be measured by:**
  - 5.1. The maintenance of up-to-date and useful content on the chapter web page; and**
  - 5.2. The accuracy and timeliness of event communications to members and the media;**
- 6. Benefits: The communications director plays a key role in the future development of the ACAMS chapter. This position provides individuals with networking opportunities and valuable public- and media-relations experience.**

## Appendix 2

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### MEMBERSHIP BENEFITS

#### Education and Training

- Learn new ways to protect your institution from money laundering, terrorist financing and financial crime through ongoing workshops and seminars designed to help you expand your knowledge of local and international trends and best practices;
- Share your experiences and gain new insights from industry colleagues and global experts through discussion and educational opportunities;
- Get the most current and comprehensive information about local anti-money laundering and counter-terrorism financing issues and trends;
- Earn CAMS credits for attending learning events; and
- Earn CFE credits for attending learning events.

#### Networking

- Attend a variety of AML events, from lunch meetings to seminars to the ACAMS annual conference;
- Network with other anti-money laundering specialists;
- Explore common interests with other professionals; and
- Increase your exposure for career advancement.

Appendix 3

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LETTER OF INTENT (Sample)

This letter of intent signifies that the signatory below is an ACAMS member in good standing and has the willingness to be a founding member of the chapter mentioned below.

Name of the Chapter: ACAMS \_\_\_\_\_ Chapter

Name: \_\_\_\_\_

Member \_\_\_\_\_

No.: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Fax: \_\_\_\_\_

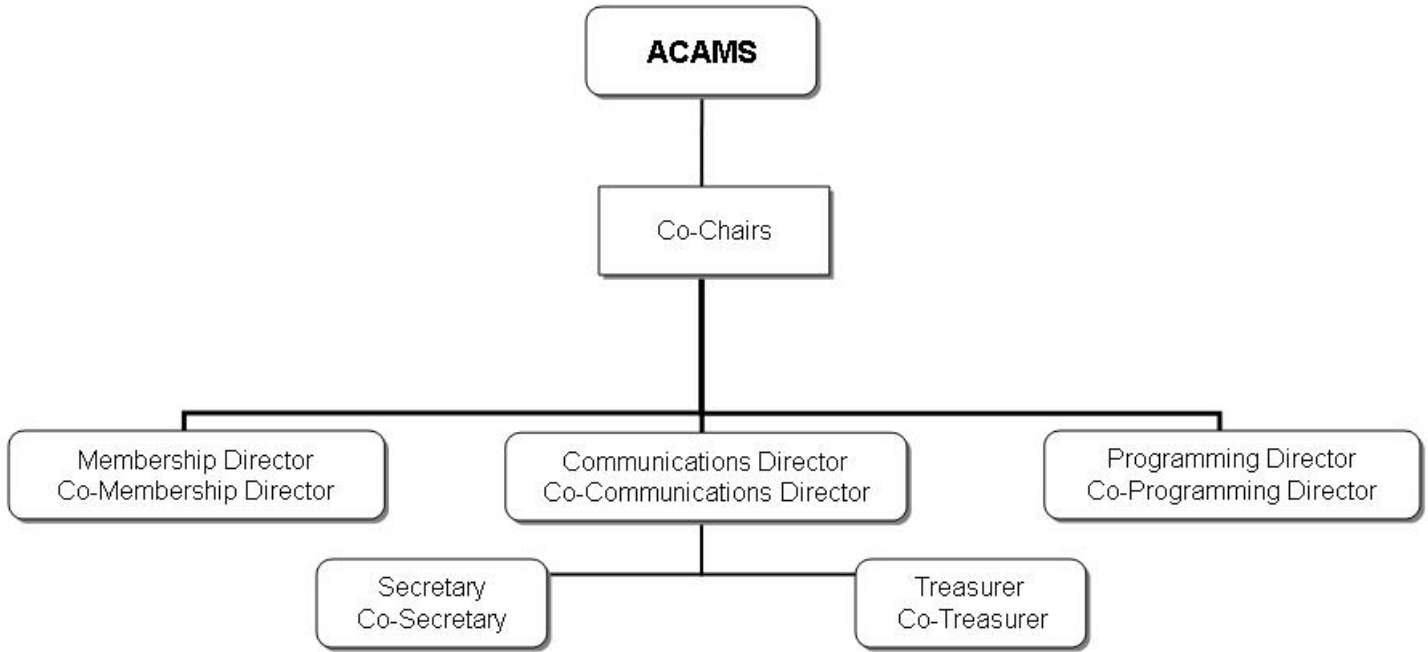
E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and e-mail to: [cmartinez@acams.org](mailto:cmartinez@acams.org)

Appendix 4

CHAPTER EXECUTIVE BOARD  
(Organizational Chart)



**Appendix 5**

**PROXY BALLOT**  
(Sample; rows can be added as necessary)

Insert Logo  
Here

Name of Chapter: \_\_\_\_\_  
Date of Election: \_\_\_\_\_

**Proxy Form**

I \_\_\_\_\_, hereby submit the following selection for my vote during the (*enter date here*) meeting to elect the officers noted below for (*enter year here*). I hereby appoint the chapter secretary to record my vote as directed below:

<b>Officer Position</b>	<b>Candidates</b>	<b>Vote (check only one)</b>
<b>(Enter open position here)</b>	Candidate 1 Candidate 2 Candidate 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>(Enter open position here)</b>	Candidate 1 Candidate 2 Candidate 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>(Enter open position here)</b>	Candidate 1 Candidate 2 Candidate 3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If form is submitted by e-mail: I understand that the attached e-mail constitutes my signature and evidence of my selection.

If form is submitted by fax: Please sign and date below. Send fax by close of business (*enter date here*) to:

ACAMS \_\_\_\_\_ Chapter in c/o \_\_\_\_\_ to fax no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 7

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### CHAPTER ARTICLE (Sample)

#### ACAMS Town Chapter

On September 13, 2007, the ACAMS Town Chapter held its inaugural meeting, marking a continued drive toward the national expansion of ACAMS activities to meet the needs of members and the markets in which they serve.

The ACAMS Town Chapter held its first AML workshop, titled “Managing AML Risk and SAR Review,” on December 15, 2007. Company, Inc. sponsored the event. The workshop featured guest speaker, Mr. Expert-in-the-Field, head of the Criminal Investigation Division of World Famous AML Company, Inc.

Mr. Expert-in-the-Field provided a comprehensive behind-the-scenes overview of suspicious activity reports (SARs) through the discussion of the history, life cycle, effectiveness and impact of SAR filings. Highlights included: in-depth analysis of current SAR data, discussion of SAR preparation from the perspective of the IRS, tips on improving SAR content to maximize value to law enforcement and training using case studies of both recent and ongoing investigations that resulted from SAR filings.

In addition, Mr. Expert-in-the-Field shared general recommendations based upon industry observations, experiences and trends.

AML practitioners from various financial institutions throughout the region, including 10 new chapter members, attended the workshop. The ACAMS Town Chapter is dedicated to providing a forum for the professional development and networking opportunities of its members, and will host similar events throughout the coming year. Members who attend learning events may receive ACAMS continuing-education credits.

*For questions or further information about ACAMS chapter membership, please contact chapter Membership Director Jane Doe at [chapter.membership@director.com](mailto:chapter.membership@director.com) or Co-Membership Director John Smith at [co-chapter.membership@director.com](mailto:co-chapter.membership@director.com).*

Appendix 8

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CHAPTER ARTICLE TIMELINE

Timeline for *ACAMS Today* 2010-2011

Issue	Due Date	Mail out
Mar/Apr/May	22-Jan	23-Feb
Jun/Jul/Aug	23-Apr	25-May
Sep/Oct/Nov	23-Jul	25-Aug
Dec/Jan/Feb 2011	22-Oct	29-Nov

## Appendix 9

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### WEB PAGE BIO (Sample)

**John Doe**  
**Vice President of Compliance**  
**Some Bank, Inc.**

**John Doe, vice president of compliance at Some Bank, Inc., a \$5.3 billion commercial bank with 77 branches, was hired in July 2007 to build a comprehensive BSA/AML/OFAC program after the bank received an OCC formal agreement and consent order for program deficiencies. As a result of his efforts, all adverse OCC regulatory actions were lifted in April 2008. As vice president of compliance, John is responsible for overseeing Some Bank's BSA/AML/OFAC program and managing the bank's transaction-monitoring operations. John has more than 25 years of banking experience. Before joining Some Bank, Doe worked as the vice president of compliance at Another Bank, Inc., where he was responsible for bank-wide AML/BSA/OFAC operations and built an internal financial intelligence unit. Prior to his role at Another Bank, John served as vice president of retail banking operations and BSA officer at Yet Another Bank, Inc., which included AML/BSA/OFAC compliance functions, loss-prevention and security operations and branch management. He also was the plan trustee for a \$10 million employee-pension portfolio. Doe earned a bachelor's degree in business with a finance concentration from Somewhere University. He is a Certified Anti-Money Laundering Specialist (CAMS), a certification from the Association of Certified Anti-Money Laundering Specialists (ACAMS), and a certified Anti-Money Laundering Professional (AMLP), a designation from the Bank Administration Institute (BAI). Doe has served on various panels, most recently at the AML National Conference in Washington, D.C. He is an avid tennis player and a dedicated baseball fan.**

**e-mail: [john.doe@somebank.com](mailto:john.doe@somebank.com)**

Appendix 10

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EXECUTIVE BOARD MEETING AGENDA (Sample)

Insert Logo  
Here

ACAMS \_\_\_\_\_ Chapter  
Executive Board Meeting  
July 27, 2009  
6:00pm – 7:00pm (EST)

Dial-In Number: XXX-XXX-XXXX  
Passcode: 12345678

Agenda

- |   |              |
|---|--------------|
| 1. Call to Order and Welcome              | Co-Chairs    |
| 2. Chapter Updates                        | Board Member |
| <i>Membership</i>                         |              |
| • Chapter Membership Status               |              |
| <i>Financials</i>                         |              |
| • Chapter Budget                          |              |
| <i>Events</i>                             |              |
| • Upcoming Learning and Networking Events |              |
| <i>Questions and Answers</i>              |              |
| 3. Question 1                             | Board Member |
| 4. Question 2                             | Board Member |
| 5. Other Business / Open Discussion       | All          |
| 6. Date of Next Executive Board Meeting   | All          |
| 7. Conclusion                             | Co-Chairs    |

## Appendix 11

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### Membership Campaign (Email Sample)

**Subject:** Join the ACAMS New York Chapter

A Message from the Executive Board

Dear ACAMS Member:

We are inviting you and your colleagues to join the ACAMS NY Chapter ("Chapter"). It has never been a more exciting time to join. We have new board members from various professional backgrounds, including legal, insurance, law enforcement, securities and banking. Chapter membership is optional but highly recommended.

What are the requirements to join the Chapter?

- Chapter members must be existing members of ACAMS
- Payment of \$50 annual dues (with an option to renew annually)

What are some of the benefits of joining the Chapter?

- Continuous learning and information sharing opportunities
- Annual membership
- Free admission to all Chapter events - no sign-in required
- Receive CAMS credit for certain Chapter events
- Opportunity to network with other AML professionals and well-known guest speakers

Recent and upcoming events:

On ~~June 29, 2009~~, Daniel Wager the Supervisory Special Agent and Director of the New York HIFCA presented on "***Emerging AML/CTF Trends and Typologies***". This event was attended by over 150 people.

On **August 4, 2009**, Clark Abrams, Esq., Chief of the Money Laundering and Financial Investigations Unit at the Office of the Special Narcotics Prosecutor for the City of New York will be discussing "***Money Laundering: A Journey from the Narcotics Trafficking Cases to New Payment Technologies and Virtual Worlds***" from 6:00pm – 8:00pm at Ernst & Young (5 Times Square, 22<sup>nd</sup> Floor – NY, NY 10036). Admission is free to ACAMS New York Chapter members and \$20 for non-chapter members.

How do you register for this event and/or Chapter Membership?

- Go to <http://www.acams.org/Chapters/NewYork.aspx> and click on the "Purchase Your Membership or Event Now" button on the chapter webpage.

Please take this opportunity to join today and become part of a dynamic group of professionals dedicated to combating money laundering, terrorist financing and other financial crimes.