

MEDGAR EVERS COLLEGE ACM STUDENT CHAPTER



Bylaws of the Medgar Evers College Student Chapter of the Association for Computing Machinery

Article I Name

1. This organization shall be called the Medgar Evers College Student Chapter of the Association for Computing Machinery. In these Bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as the ACM.

Article II Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
 - a. An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
 - b. Greater interest in computing and its applications.
 - c. A means of communication between persons having an interest in computing.
 - d. To increase the number of historically underserved and underrepresented groups in the field of computing.
2. The Chapter will serve students at Medgar Evers College and other interested persons in the Brooklyn, New York community.
3. The Chapter is chartered by the ACM.

Article III Membership

1. Membership in the Student Chapter shall be open to all ACM members and nonmembers.
2. Voting membership in the Student Chapter shall be granted to chapter members who are also ACM members.

Article IV Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. These officers constitute the Council.
2. All officers of the Chapter must be members of ACM.
3. The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on June 30 and serve for one year.
4. No member may serve in the office of Chair or Vice Chair for more than two consecutive years. Vacancies in any office other than Chair caused by resignation, removal or disability shall be filled by majority vote of the Council. If the office of chair is so vacated, the vice chair shall immediately assume that office, and the Executive Council shall then fill the vacant office of the vice chair.

Article V Duties of Officers

1. The Chair is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the ACM and these bylaws. The Chair shall preside at all meetings of the chapter and of its Executive Council. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter's standing committees.
2. The Vice Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Chapter, and perform other duties that may be assigned by the Chair.
3. The Secretary shall keep the minutes of all Chapter and Executive Council meetings. Other duties of the Secretary include:
 - a. Maintaining the records of the Chapter.
 - b. Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM Headquarters.
 - c. Submission of any proposed amendment to these bylaws to the ACM Chief Operating Officer. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.
 - d. Perform other duties as assigned by the Chair.
4. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer also shall include:
 - a. Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting.
 - b. Completion and submission of the Annual Financial Report to ACM Headquarters.
 - c. Performance of other duties as assigned by the Chair.

Article VI Chapter Sponsor

The Sponsor shall be a faculty member or full-time staff member of your school. Each Student Chapter has one Sponsor.

1. The Student Chapter Sponsor shall be a voting member of ACM and either a member of the full-time faculty of Medgar Evers College.
2. The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Election Meeting.
3. The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:
 - a. helps provide continuity from year to year as student leadership and personnel change;
 - b. promotes good student-faculty relationships;
 - c. helps maintain university standards in all activities of the Chapter;
 - d. exercises financial supervision, if necessary, by:
 - i. promoting prompt payment of bills and collection of dues, and
 - ii. overseeing the settlement of all accounts in the event of dissolution of the Chapter; and
 - e. represents the Chapter interests to the faculty and administration.

Article VII Executive Council

1. The Executive Council shall consist of the Chapter officers, the immediate Past Chair, the Student Chapter Sponsor, and chairs of the Chapter's standing committees.
2. The Term of the members of the Executive Council shall be coincident with the terms of the officers. They shall take office on June 30 and serve for one year.

Article VIII Standing Committees

1. The standing committees of the Chapter shall be Program, Publicity, Education, and Membership.
 - a. The Program Committee shall plan and make arrangements for the technical programs of the Chapter's meetings in accordance with the membership's interests and the aims of the Chapter as set forth in Article II.
 - b. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.
 - c. The Education Committee shall work on projects in the areas of curriculum studies, resources for students and educators, ACM conference related activities, and facilitate sharing of projects/ideas among members.
 - d. The Membership Committee shall recruit and retain members. This committee shall also plan and coordinates membership events and activities.

Article IX Temporary Committees

With the advice of the Chapter's Executive Council, the Chair may appoint such temporary committees as appropriate.

1. A Nominating Committee, consisting of at least three voting members of the Chapter, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chapter Chair at least two months prior to the Election Meeting.
2. An Audit Committee shall be appointed by the Chapter Chair at the close of the fiscal year to assure the accuracy of the accounting of the Chapters funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to ACM headquarters.
3. In addition to the Standing Committees, Temporary Committees may be established by the chapter Chair.
4. The Chair and members of both Standing and Temporary Committees are appointed by the chapter Chairperson, except as otherwise provided in the Bylaws. All committee appointments shall terminate at the end of the annual election meeting.

Article X Meetings

1. Meetings shall be held as planned by the Program Committee. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
2. The Annual Election meeting should be held at the last meeting of the semester. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be held. Written notices of all meetings shall be distributed to all members at least one week prior to any meeting.

Article XI Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues shall be fixed annually by the Executive Council.

Article XII Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the ACM Chief Operating Officer.
2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as $\frac{2}{3}$ of the voting membership of the Chapter or at least 5 members, whichever is greater.

3. A simple majority of the voting members present shall be required to carry a motion.

4. Officers will be elected by a plurality of votes cast.

Article XIII Dissolution of the Chapter

1. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Chapter for the purpose of taking this vote.

2. Should this Chapter be dissolved, its assets and liabilities shall be transferred to ACM and shall be supervised by the ACM Finance Director.

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