Bylaws of the Association for Computing Machinery at the University of Virginia

4/22/2012
The Association for Computing Machinery at the University of Virginia

Article I: Name

1. This organization shall be called the Association for Computing Machinery at the University of Virginia (ACM@UVA). 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
   The Chapter will serve students at community.
   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. Membership and chapter benefits shall not be denied to any person based on their age, color, disability, marital status, national or ethnic origin, ancestry, creed, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.
3. Voting membership in the Student Chapter shall be granted to chapter members who have paid dues.
4. Affiliate membership in the Student Chapter shall be granted to chapter members have not paid dues.

Article IV: Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. These officers constitute the Council. A minimum of three officers to establish a Chapter; some Chapters combine the offices of Secretary and Treasurer. Other offices may also be established.
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 at the next meeting of the Executive Council and shall serve for one year.
4. Appointment or nomination of an individual to an officer position within ACM shall be in general limited to two full consecutive terms in the same position.

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 Chapter Advisor, 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 via the Chapter Administrative Interface.
    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.

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 via the Chapter Administrative Interface.
    c. Performance of other duties as assigned by the Chair.

Article VI: Chapter Advisor

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

1. The Chapter Advisor shall be a voting member of ACM and either a member of the faculty or full-time staff of the school.

2. The Chapter Advisor shall be selected by the Executive Council immediately following the Election Meeting.
3. The Chapter Advisor 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.
    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 Chapter Advisor, 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 serve for one year.

Article VIII: Standing Committees

The standing committees of the Chapter shall be Publicity, High School Programming Competition, and the Association for Computing Machinery's Committee on Women.
    1. The Publicity Committee shall publicize events held by the chapter and will be responsible for the maintenance of the website(s) and the selection of a Webmaster.
    2. The High School Programming Competition (HSPC) Committee shall be responsible for the organization of the annual High School Programming Competition.
    3. The Association for Computing Machinery's Committee on Women shall be operated under their own bylaws.

Article IX: 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 X: 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 XI: 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 25 percent of the voting membership of the Chapter or at least 10 voting members, whichever is greater. Should the number of voting members fall below 10, 75 percent of the voting membership must be present.
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.
5. Votes cast at the Annual Election meeting shall be counted by the Chapter Advisor under the supervision of the Executive Council.

Article XII: 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, all assets and liabilities shall be transferred to ACM and shall be supervised by the ACM Finance Director, with the exception of funds received from the University, which shall be returned to the University upon dissolution.