

Bylaws of the Bridgewater College Student Chapter of the ACM

Article I Name

1. This organization shall be called the Bridgewater 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. Having a greater interest in computing and its applications.
- c. Giving a means of communication between persons having an interest in computing.

2. The Chapter will serve students at Bridgewater College and other interested persons in the local 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.

3. Voting membership in the Student Chapter shall also be granted to all students who are active members of the Chapter. An active member of the Chapter is defined as a student who has attended a majority of the chapter meetings during the term in question and who has paid all applicable dues.

Article IV Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, Content Manager, and Treasurer. These officers constitute the Council.

2. All officers of the Chapter must be members of ACM and must be enrolled at Bridgewater College for the duration of their office, excluding summer terms.

3. The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on the first day of the spring term and serve for one year.

4. No member may serve in the office of either Chair or Vice Chair for more than two consecutive years. The Chair and Vice Chair must have attained sophomore status by the time of taking office.

5. Provisions for replacement of officers:

- a. If the Chair resigns or is removed from office, the Vice Chair shall assume the position of Chair.

- b. If the Secretary or Treasurer resigns or is removed from office, then the Assistant Secretary shall assume that office.
- c. If the Vice Chair or Content Manager resigns or is removed from office, then the office may remain vacant until the next election.
- d. If the number of officers drops below four, then a special election shall be held at the next chapter meeting to fill all vacant offices.
- e. In the event an officer is not fulfilling the duties assigned to that office, then the officer may be removed by a unanimous vote of the rest of the Executive Council, together with a majority vote at the next chapter meeting.

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.
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. Submitting any proposed amendment to these bylaws to the Chairs of the Membership Activities Board. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.
 - d. Submitting reports to the Content Manager for transposition onto the website.
 - e. 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. Completing and submitting the Annual Financial Report to ACM Headquarters.
 - c. Performance of other duties as assigned by the Chair.
5. The Content Manager shall preside over the website design and will maintain the website using reports from the Secretary.

Article VI Chapter Sponsor

1. The Student Chapter Sponsor shall be a voting member of ACM and either a member of the faculty or full-time staff of Bridgewater College.
2. The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Election Meeting. The school Student Senate shall confirm the selection if any change in the sponsor has been made.

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 college standards in all activities of the Chapter;
- d. Exercises financial supervision, if necessary, by:
 - i. Promoting prompt payment of bills and collection of dues.
 - 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 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.

Article VIII Standing Committees

- 1. The standing committees of the Chapter shall be Program, Publicity, Fundraising, Arrangements, and Special Projects.
 - 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 and aid in public awareness of the Chapter.
 - c. The Fundraising Committee shall devise and implement fundraising activities.
 - d. The Arrangements Committee shall be responsible for the physical arrangements in support of chapter functions.
 - e. The Special Projects Committee shall plan and arrange chapter activities outside of regular meetings.
- 2. Committee chairs shall be nominated and elected by plurality vote at the first chapter meeting of the spring term.
- 3. The Executive Council, by two-thirds vote, can replace committee chairs as needed.

Article IX Temporary Committees

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

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 fall semester or winter term. 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 Chairs of the Membership Activities Board and the ACM Constitution and Bylaws Committee before being presented to the Chapter membership for a vote.

2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as forty percent of the voting membership of the Chapter.

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 Membership Activities Board.