



ASSOCIATION FOR COMPUTING MACHINERY

@ CAL STATE LA

Constitution/Bylaws

Last Updated: 07/18/2023 3:00 pm

The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of California State University, Los Angeles.

PREAMBLE

We, the members of the **Association for Computing Machinery at California State University, Los Angeles**, establish this constitution to govern matters within our organization on top of the existing regulations of Cal State LA.

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ARTICLE I – NAME

1. This organization shall be called the **Association for Computing Machinery at California State University, Los Angeles**, and be referred to as ACM or the Chapter.
2. Members of this organization will be referred to as **ACM members**.
3. California State University, Los Angeles will be referred to as **Cal State LA**.
4. This Constitution may be referred to as our Bylaws.

ARTICLE II – PURPOSE

1. The purpose(s) of this organization shall be:
 - A. To be organized and operated for educational and scientific purposes to promote the following:
 1. An increased knowledge of and greater interest in the science, design, development, construction, languages, management, and applications of modern computing.
 2. Networking between those having an interest in computing.
 3. A collective effort among ACM members in marketing their skills to the vast and high-paying computing job industry.
 - B. To serve students at Cal State LA and other interested persons in the Los Angeles community.
 - C. To be chartered by the Chapter's National Parent, referred to as **ACM National Parent Organization**.

ARTICLE III – MEMBERSHIP

1. All students and alumni of Cal State LA shall be eligible for membership.
 - a. Currently enrolled or continuing full or part-time students of Cal State LA may be voting members in this organization.

2. Faculty, staff, and alumni of Cal State LA, as well as non-students, may be considered for non-voting membership in this organization. Only currently enrolled or continuing students of Cal State LA may be voting members.
 - a. Upon request and payment of a fee that is at least equal to the voting member dues, any member of the Cal State LA community may receive Chapter meeting notices and attend events of this Chapter. This includes faculty, staff, or administration of Cal State LA and official employees of the Associated Students Inc. of Cal State LA.
3. Members of the ACM National Parent Organization shall be granted memberships to our Chapter upon request.
4. Regular voting membership in this student organization shall be open to all currently enrolled and continuing students of California State University, Los Angeles. An organization or its membership may not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identification, ancestry, marital status, citizenship, political affiliation, sexual orientation, physical or mental disability, medical condition, pregnancy, genetic information, covered veteran status, or any other classification that precludes a person from consideration as an individual, except in cases of fraternity and sorority organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex.
5. All members of the organization are required to comply with University Procedures including but not limited to the Administrative Procedure 019-Alcoholic Beverages, Standards for Student Conduct: Prohibition on Hazing, Systemwide Policy Prohibiting Discrimination, Harassment, and retaliation against students (Executive Order 1097) and the University Rules Governing Student Organizations.

ARTICLE IV – ELECTIONS

1. Elections shall occur once a year and will be held at the second Cabinet meeting of the Spring semester each year.

- a. Following the report of the nominating committee, additional nominations may be made from the floor by any voting member.
 - b. After the nominations are closed, only members eligible to vote and present shall vote.
 - c. A plurality of the votes cast for any Board member is necessary for the member to be appointed to their respective office.
 - d. Upon request, a copy of the minutes of the meeting that documents the results by actual count shall be placed on file with the Center for Student Involvement. Two chapter Executive Board Members shall sign the minutes.
 - e. **Voting System:** During the elections, the leaders will have more say than the members. As a result, leaders will have double the vote compared to a member. For instance, if there are ten votes each from members and leaders, leaders will have twenty votes while members have ten. In case of a tie between two candidates, the President, Vice-President, and Advisors will conduct meetings with the Executive Board to discuss who is the better candidate, and the President, Vice-President, and Advisor will have the final say in choosing who will take the position they are going for.
2. Only currently enrolled or continuing students in good standing at Cal State LA may serve as the Board of this organization. The Board members shall be:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Vice President of Internal Affairs
 - f. Vice President of External Affairs
 - g. Webmaster
 - h. Project Manager
3. Only currently enrolled or continuing students in good standing at Cal State LA may serve as Officers of this organization. Their responsibilities are assigned by the President. With the consent of the Executive Board, Officers shall be:
 - a. Executive Officer

- b. Finance Officer
 - c. Freshman Representative Officer (Old Title: Public Relations Officer)
 - d. Administrative Officer
 - e. Coordinating Officer
 - f. Web Officer
 - g. Project Officer
4. Only currently enrolled or continuing students in good standing at Cal State LA may serve as a Committee Member of this organization. The responsibilities are assigned by their respective Executive Board member. With the consent of the Executive Board, Committee Members shall be appointed to positions as stated in Article VI.
 5. The Cabinet consists of all Board members, Officers, and Committee Members.
 - a. All Cabinet members shall be aware of this Constitution.
 6. Nominees who run for the Executive Board positions of President, Vice President, and Treasurer must have the qualifications of being an Officer or Board member for at least one semester completed prior to taking over a role unless the board decides otherwise through a majority vote.
 - a. Executive Board members of this organization shall be elected by a plurality of votes cast at the annual election meeting.
 7. In the case of no nominees for the position of President, the elected Executive Board members and the organization's Advisor may appoint a member with careful deliberation.
 8. The current Executive Board members may appoint qualified members to unfilled Officer or Committee positions, for which there are no nominees.

ARTICLE V – EXECUTIVE BOARD MEMBERS AND BOARD MEMBERS

1. The Executive Board members of this Chapter shall be: President, Vice President, Secretary, Treasurer, and Advisor. The Board members of this Chapter shall be: President, Vice President, Secretary, Treasurer, VP of Internal Affairs, VP of External Affairs, Webmaster, and Project Manager. A minimum of three Executive Board members are required to establish a Chapter; other officers may also be established.

2. The following Executive Board members of the Chapter must be members of ACM National Parent Organization: President, Vice President, Treasurer, and Advisor/s.
 - a. The membership fee for the ACM National Parent Organization shall be paid by the respective Executive Board Members and reimbursed by the club, with approval of the Board.
3. No member may serve in the same Executive Board position for more than two years.
4. All Board Members must be enrolled at Cal State LA and earn a minimum of 6 semester units for undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum cumulative 2.0 grade point average.
5. The Board members of this chapter shall not miss more than 2 unexcused Cabinet meetings during each active semester unless it is an emergency, upon which the President will decide whether or not to grant an excused absence. Board members who miss more than 2 unexcused Cabinet meetings during the semester will be stripped of their title.
6. If a Board member position happens to be left vacant, the current board may appoint a qualifying member to fill the spot with careful deliberation at any time during the year.
7. This section describes the duties of elected and appointed Board members:
 - A. The **President (Chair)** is the principal Executive Board member and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of ACM and this Constitution. The President shall:
 1. Preside at all meetings of the Chapter and of its Executive Board.
 2. Represent the Chapter at all meetings with the ACM regional representative.
 3. Oversee all Executive Board members.
 4. Be responsible for overseeing the completion of paperwork needed by the University, the Center for Student Involvement, and Associated Students, Inc.
 5. Be responsible to find potential candidates and mentor them for their future roles.
 - B. The **Vice President (Vice-Chair)** shall preside at meetings in the absence of the President, assist the President in the management of the Chapter, and perform other duties that may be assigned by the President.

1. They shall also be responsible for mentoring their current assigned Officer for their future role or in other duties that are relevant.
2. They shall plan and arrange meetings of the Chapter in accordance with membership interests and the aims of this chapter as set forth in Article II; prepare a calendar of regularly scheduled meetings each semester; shall hold membership drives (club rush and tabling events) along with the President at least once every semester.
3. They are in charge of organizing the buddy system every semester and will be assisted by the Administrative officer.

C. The **Treasurer** shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer shall include:

1. Preparation of the Chapter's Monthly Financial Report for presentation to the Chapter at the corresponding monthly Cabinet meeting.
2. Work with the President to complete and submit an Annual Financial Report to ACM Headquarters.
3. Shall be generally responsible for the fundraising activities of the Chapter.
4. Verify ACM membership and maintain a master list of all members.
5. Performance of other duties as assigned by the President and is responsible for mentoring their current assigned Officer for their future role.

D. The **Secretary** shall keep the minutes of all Chapter and Executive Board meetings.

Other duties of the Secretary include:

1. Maintaining the records of the Chapter.
2. Managing the creation of class presentations along with the Vice-President that happen at the beginning of every semester. Furthermore, they may delegate tasks to the Administrative Officer.
3. Preparation of submitting the Officer contact information and submitting the promotional material request on the ACM National Website (Chapter Administrative Interface).
 - a. However, the President must do the annual report.

4. Submission of any proposed amendments to these bylaws to the President.
Proposed amendments must be approved before they can be submitted to the Executive Board for a vote.
 5. Help host outreach activities and fundraisers (Optional).
 6. Being in charge of communication and delivering weekly newsletters to all the members and researching internship opportunities for the newsletter.
 - a. Will also assign and teach the Administrative Officer to create newsletters.
 7. Performance of other duties as assigned by the President and is responsible for mentoring their current assigned Officer for their future role.
- E. The **Vice President of Internal Affairs** board member shall advertise club meetings, activities, and events. Duties of the **VP of Internal Affairs** board member shall include:
1. In charge of internal meetings and activities.
 2. Keep the Bulletin Board up to date (this duty may be assigned by the President to who is most fitted for the role).
 3. Staying up-to-date on all events.
 4. Designing event flyers and club videos.
 5. Work with the VP of External Affairs to organize and promote the Chapter.
 6. Performance of other duties as assigned by the President and is responsible for mentoring their current assigned Officer for their future role.
- F. The **Vice President of External Affairs** board member shall advertise club meetings, activities, and events. Duties of the **VP of External Affairs** board member shall include:
1. In charge of outreach events and presentations.
 2. Serves as a middle man between ACM and other organizations/clubs.
 3. Keeping social media up to date (posts pictures and responds to messages and comments or questions by other users/clubs, tags ECST page in posts)
 4. Keep the Bulletin Board up to date (this duty may be assigned by the President to who is most fitted for the role).
 5. Manage the Buddy system and oversee the Discord server.
 6. Work with the VP of Internal Affairs to organize and promote the Chapter.

7. Performance of other duties as assigned by the President and is responsible for mentoring their current assigned Officer for their future role.

G. The **Webmaster** shall keep the club website updated regularly. Duties of the Webmaster board member shall include:

1. Overseeing the Website Committee.
2. Coming up with innovative ideas to improve the ACM website.
3. Performance of other duties as assigned by the President and is responsible for mentoring their current assigned Officer for their future role.

H. The **Project Manager** shall oversee the itinerary for their respective semester's projects while ensuring content is properly addressed to the members of ACM. Duties of the **Project Manager** shall include:

1. Preparing semester-long project/s before the start of the semester and creating a detailed plan of them.
2. Overseeing the Project Committee and ensuring that they are knowledgeable enough about their project to teach it to students.
3. Tracking member attendance and comprehension of project workshops.
4. Performance of other duties as assigned by the President and is responsible for mentoring their current assigned Officer(s) for their future role.

I. The **Executive Board** shall serve as advisors to the Officers. **Officers** shall be appointed on a case-by-case basis as decided by the current Executive Board. Duties of the **Executive Board members** shall include:

1. Meet with and/or interview Cabinet members who are not appointed during the annual Elections before appointing them to their respective positions.
2. Assist in planning and executing club activities.

ARTICLE VI – OFFICERS

1. The standing Officers of the Chapter shall be **Executive Officer, Finance Officer, Administrative Officer, Public Relations Officer, Coordinating Officer, Web Officer, and Project Officer**. This section describes the duties of appointed Officers:
 - a. The **Executive Officer** is the principal officer and is responsible for leading and managing the Chapter's Officers under the President and the Vice President's guide. The Executive Officer shall:
 - i. Work alongside the President and the Vice President in overseeing all activities and at times participating in some of those activities.
 - ii. Hold meetings with the board throughout the semester. In these meetings they will discuss and review tasks that have been assigned to them by the President or Vice President. At least one Executive Board member will be present in these meetings to help facilitate the Officers' meetings.
 - iii. Follow through with any task assigned by the President or Vice President.
 - b. The **Finance Officer** will be working under the guidance of the Treasurer. Duties of the Finance Officer shall include:
 - i. Submitting paperwork for funds, helping manage the funds, and helping create the finance reports.
 - ii. Helping host fundraisers and managing the transactions when the treasurer is not present.
 - iii. Helping find or manage the sponsorships of the Chapter.
 - iv. Following through with any task assigned by the Treasurer, Executive Officer and President (the tasks assigned by the Treasurer take priority unless argued by the President).
 - c. The **Administrative Officer** will be working under the guidance of the Secretary. Duties of the Administrative Officer shall include:
 - i. Learning to take meeting minutes, organizing and helping out the Secretary in outreach activities/fundraisers that are appointed by the President.
 - ii. Maintaining a copy of the Board and Officers' contact information.

- iii. In charge of assisting the vice president in organizing the buddy system every semester.
 - iv. Following through with any task assigned by the Secretary, Executive Officer, and President (the tasks assigned by the Secretary take priority unless argued by the President).
- d. The **Project Officer** will be working under the guidance of the Project Manager. Duties of the Project Officer shall include:
- i. Helping the Project Manager develop and oversee the club's semester long-projects.
 - ii. Reporting directly to the Project Manager and President over any changes, issues, or concerns about the projects.
 - iii. Learning to lead a workshop, experiencing how to work within a team, and learning to teach others.
 - iv. Following through with any task assigned by the Project Manager, Executive Officer, and President (unless instructed by the President).
- e. The **Public Relations Officer** will be working under the guidance of the Vice President of Internal Affairs. Duties of the Public Relations Officer shall include:
- i. Assisting the VP of Internal Affairs in keeping the club bulletin board up to date.
 - ii. Learning how to run social media platforms and learning how to make event flyers.
 - iii. Following through with any task assigned by the Vice President of Internal Affairs, Executive Officer and President (the tasks assigned by the Vice President of Internal Affairs take priority unless argued by the President).
- f. The **Coordinating Officer** will be working under the guidance of the Vice President of Internal and External Affairs. Duties of the Coordinating Officer shall include:
- i. Learning how to handle outreach events and presentations.
 - ii. They will post internship opportunities on the ACM discord server (regardless of the newsletters containing internship opportunities as well)

- iii. Learning how to interact and establish connections with other student organizations.
 - iv. Following through with any task assigned by both the Vice President of Internal and External Affairs, Executive Officer and President (the tasks assigned by the Vice President of Internal and/or External Affairs take priority unless argued by the President).
- g. The **Web Officer** will be working under the guidance of the Webmaster. Duties of the Web Officer shall include:
- i. Learning how to build and maintain a website while assisting the webmaster in keeping the club's website updated regularly.
 - ii. Following through with any task assigned by the Webmaster, Executive Officer and President (the tasks assigned by the Webmaster take priority unless argued by the President).
2. Each individual Officer is mentored by a Board member that they are appointed to in hopes to succeed them (not mandatory to take the Position). The Officer's mentor's (respective Executive Board member) instructions take priority over the Executive Officer's instructions unless the President or Vice President deem the Executive Officer's instructions to take priority. It is mandatory for all Officers to be present at the board meetings unless excused by the President.
3. If there are any vacant Officer positions open, and any of the committee or current Officers wish to obtain any of those positions, they will be allowed to run for the positions that are currently vacant.
- a. Procedures include, mentioning wanting to occupy the position in a Cabinet Meeting and letting the current President/Chair know before the meeting in order to make time for the Cabinet to vote and decide.

ARTICLE VII – COMMITTEES

1. The standing committees of the Chapter shall be Outreach, Project, Recruiting, Web, Industry Relations, and General Committee. These committees shall be led by any of the

Chapter Executive Board members or a member who is appointed by the President as Committee Head.

- a. The **Outreach Committee** shall organize periodic social events in order to improve communication between the members and periodic computing contests to encourage academic excellence among members. Furthermore, this committee shall also plan methods of contributing to the assets of ACM (funds acquired shall be handled and accounted for by the Treasurer).
- b. The **Project Committee** shall coordinate with the Project Manager and Project Officer(s) to understand the material of the semester-long workshops and communicate with the team regularly. They will help teach and provide assistance to workshop members. Project committee members will also help evaluate the team's performance after each workshop and will remind the workshop lead to upload the evaluation to an online/remote folder corresponding to their respective project.
- c. The **Recruiting Committee** shall plan and arrange meetings of the Chapter in accordance with membership interests and the aims of this chapter as set forth in Article II; prepare a calendar of regularly scheduled meetings each semester; shall hold membership drives at least once every semester and send out notifications of events/activity updates for each semester.
- d. The **Web Committee** shall update the organization's website with meeting updates and provide useful resources to members; and shall hold training sessions for members who want to contribute to the organization's website.
- e. The **Industry Relations Committee** shall organize at least 2 information or recruiting sessions with industries that promote the membership interests and aims of the Chapter as set forth in Article II; and shall give event notifications to members.
- f. The **Innovation Committee** shall work on innovative projects throughout the semester that would benefit the club.
- g. The **General Committee** will conduct tabeling/club-rush events and set up new flyers on campus. Lastly, they shall help with any activities or assignments assigned by the President.

ARTICLE VIII – MEETINGS

1. Regular Chapter meetings shall be held at least six times a year (or at least twice a semester), excluding semester breaks and final exam weeks.
2. Meetings shall be held on campus unless a majority of the Cabinet members vote to change the location. A vote to change meetings to an off-campus location must be recorded in the minutes of a regular meeting, and upon request, a copy of those minutes shall be placed on file with the Center for Student Involvement. An Executive Board member of the Chapter shall sign the minutes. In case of an emergency or if advised/directed by the University, new meeting locations shall be decided by the Executive Board and shared with all meeting attendees.
3. Emergency meetings may be called by the President as needed or by 3 other Chapter Executive Board members.
4. Meetings shall be held as planned by the Chapter Executive Board members.
5. Chapter meetings may be held only in places that are open to all members of ACM.

ARTICLE IX – FINANCE/FISCAL RESPONSIBILITIES

1. Disbursements from the treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Board and records of the decision shall be included in the minutes of that meeting.
2. Annual dues shall be established upon recommendation of the Chapter Advisor and approved by a majority vote among the Board members at any Chapter meeting.
3. Upon any request to be reimbursed, a reimbursement form managed by the Treasurer shall be completed. A minimum of 5 Executive Members must sign a reimbursement form requesting any amount of money from the club.
 - a. The Club President and Treasurer may not reimburse themselves.
 - b. Any reimbursement form completed shall be pressed with the official ACM stamp or electronically approved (through DocuSign) by the Executive Board.

- c. Reimbursement cannot exceed the amount of money approved by the Executive Board. If this is the case, the person reimbursed will receive their intended money but must pay the rest.
- d. Any reimbursement **MUST** be written on a check.

ARTICLE X – ADVISORS

1. A **Chapter Advisor** shall be a faculty member of Cal State LA or any Alumni President of the previous years still involved with the current Executive Board.
 - a. ACM must have at least one advisor who is a faculty or staff member of Cal State LA.
 - b. One of the Chapter Advisors shall attend at least one ACM meeting each semester.
 - c. The Chapter Advisor who is a faculty member of Cal State LA or any Alumni President shall be selected by the Executive Board immediately following the annual election meeting. This selection shall be confirmed by the University.
2. The Chapter Advisor shall be generally responsible for the activities of the Chapter. Specifically, the Advisor:
 - 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 overseeing the settlement of all accounts in the event of dissolution of the Chapter.
 - ii. Represents the Chapter's interests to the faculty and administration.
3. A **Student Advisor** shall be a past Executive Board member who is still involved with the current Executive Board.

- a. The President of the club from the previous year is required to be a Student Advisor of the chapter for as long as they served as President or one year, whichever is shorter.
 - b. A Student Advisor is responsible for sharing advice with the Cabinet of the Chapter and guiding the club to success. They should be notified of major club changes, share their inputs in meetings, and must attend at least 2/3 of ACM cabinet meetings each semester or equivalent.
 - c. Student Advisors shall receive access to the Chapter's various accounts/resources if deemed necessary by the Executive Board.
4. Both Chapter and Student Advisors must be a member in good standing of the ACM.

ARTICLE XI – AMENDMENTS

1. All proposed changes to these Chapter Bylaws shall be approved by the ACM Executive Board members.
 - a. These proposed changes will take effect starting next school year.
2. Amendments to these Chapter Bylaws shall be made in the following manner:
 - a. The proposed amendment shall be shared during a Executive meeting.
 - b. This Constitution and Bylaws may be amended by a 2/3 vote from the Board.
 - c. Upon request, a copy of the minutes of the meeting that documents the approval of the changes in the Constitution or Bylaws or organization name shall be placed on file with the Center for Student Involvement. A Chapter Executive Board member shall sign the minutes.
3. Rulings on any point of procedure not included in these Chapter Bylaws shall be made by the President in consultation with the Chapter Advisor.
4. This Constitution shall be published on the website within two weeks of the start of the semester.

ARTICLE XII – RATIFICATION

1. The Constitution and Bylaws of the ACM shall take effect upon approval and recognition by the University and the ACM. Upon request, copies of this document shall be submitted to the Center for Student Involvement and the ACM Local Activities Coordinator.

ARTICLE XIII – IMPEACHMENT

1. The Board is crucial to the ACM Chapter. In case of severe incompetence shown by a member of the Board, the rest of the Board will be allowed to impeach the member of the Board with a 2/3 vote, unless the Board member decides to step down themselves.
2. A Board member must specify a valid reason for impeachment: unexcused absences, responsibilities stated in the constitution, mismanagement of finances, and any other acts of treason.
 - a. There should be supporting documents presented by the Board member who started the motion.
 - b. The accused Board member will have a chance to defend themselves from their accusations.
3. In case of the impeachment of a Board member, the current Board shall choose a replacement.

ARTICLE XIV – DISSOLUTION OF THE CHAPTER

1. Dissolution of this Chapter shall consist of unanimous agreement of all its Executive Board members, along 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 the National ACM local activities coordinator and shall be supervised by the National ACM Finance Director.

Note: This constitution is valid for Fall 2023-Spring 2024. No changes can be made until the next Summer.

Most recent amendments approved on 8/15/2022 by:

Keyvan Mahmoodzadeh Kani (President)	<div>DocuSigned by: <i>Keyvan Kani</i> C2749C2DCAB7445...</div>
Andres Josue Dominguez (Vice President)	<div>DocuSigned by: <i>Andres Dominguez</i> CDB494693A9C4E0...</div>
Joseph Acosta (Treasurer)	<div>DocuSigned by: <i>Joseph Acosta</i> 2C70FFF08EE24A5...</div>
Sanskar Thapa (Secretary)	<div>DocuSigned by: <i>Sanskar</i> B27805BE22FD416...</div>
Wilson Thomas (Advisor)	<div>DocuSigned by: <i>Wilson Thomas</i> AB3F017AEEDA46B...</div>