



FEU Institute of Technology
Association for
Computing Machinery
Student Chapter

CONSTITUTION AND BYLAWS

(Ratified, 28th of July, 2020)

(Last amended, 3rd of August, 2024)

VISION

Advancing Computing as a Science and Profession.

MISSION

The chapter is organized and will be operated exclusively for educational and scientific purpose to promote: an increased knowledge of and greater interest in science, design, development, construction, languages, management and applications of modern computing; greater interest in computing and its applications; and as a mean of communication between persons having an interest in computing.

Article I. Name

SECTION 1. This academic organization shall be called the **FEU Institute of Technology Association for Computing Machinery Student Chapter**. For conciseness, it is referred to as **FEU Tech ACM Student Chapter** or **FIT ACM** and is based at FEU Institute of Technology, 1015, P. Paredes Street, Sampaloc Manila.

SECTION 2. FIT ACM is an academic organization that caters to students majoring in Computer Science and Information Technology fields and /or aligning with the objectives and interests of the organization.

Article II. LOGO Matrices

SECTION 1. The full logo consists of the “ACM Diamond” symbol with the “ACM Chapter” wordmark, the school's seal, and the chapter's complete name on the right. The text should be in Myriad Pro typeface, with the first line displaying the school's name in bold font, the second line for “Association for,” the third line for “Computing Machinery,” and the last line for “Student Machinery” in italic. As such, it is important that all three elements appear on as many pieces of communication as possible.

SECTION 2. The ACM tagline may be omitted only in very limited-space applications.

SECTION 3. Although acceptable, the “ACM Diamond” as a stand-alone element is not preferred. This application may appear by itself in very limited applications and its usage is subject for approval from ACM. Therefore, the primary use of the matrix below is for horizontal alignment of the ACM tagline.

Article III. Purpose

SECTION 1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:

- 1.1. An increased knowledge of and greater interest in the science, design, development, construction, languages, management, and applications of modern computing.
- 1.2. A platform for communication between people having an interest in computing, and professionals in the said field.

SECTION 2. The Chapter will serve full time students of FEU Institute of Technology students and other interested persons of the Philippines.

SECTION 3. The Chapter is accredited by ACM international.

Article IV. Membership

SECTION 1. Membership to the Chapter shall be based on the following:

- 1.1. Membership in FIT ACM shall be open to all ACM members (renewal) and non-members.
- 1.2. The membership shall be open to all certifiable students of the FEU Institute of Technology.

SECTION 2. The members of the organization are classified into four categories; Executives, Directors, Junior Officers, and Members. Members are entitled to benefits and privileges offered by the Chapter and shall practice certain rights as stated in Section 3 and Section 4.

- 2.1. The Executives are appointed officers occupying seven seats at the Executive Board members, declared in Article V.
- 2.2. The Directors are the appointed officers who are under the Executives, as declared in Article V.
- 2.3. The Junior Officers are the members who are interested in becoming officers and are trained based on their leadership, time management and social skills needed in becoming an officer within their membership expiration in FEU Institute of Technology.
- 2.4. The Members are registered students who have paid their membership fees and are actively participating in the events and activities sponsored or held by ACM.

SECTION 3. Members are qualified to all benefits and privileges offered by the organization entirely towards the membership such as:

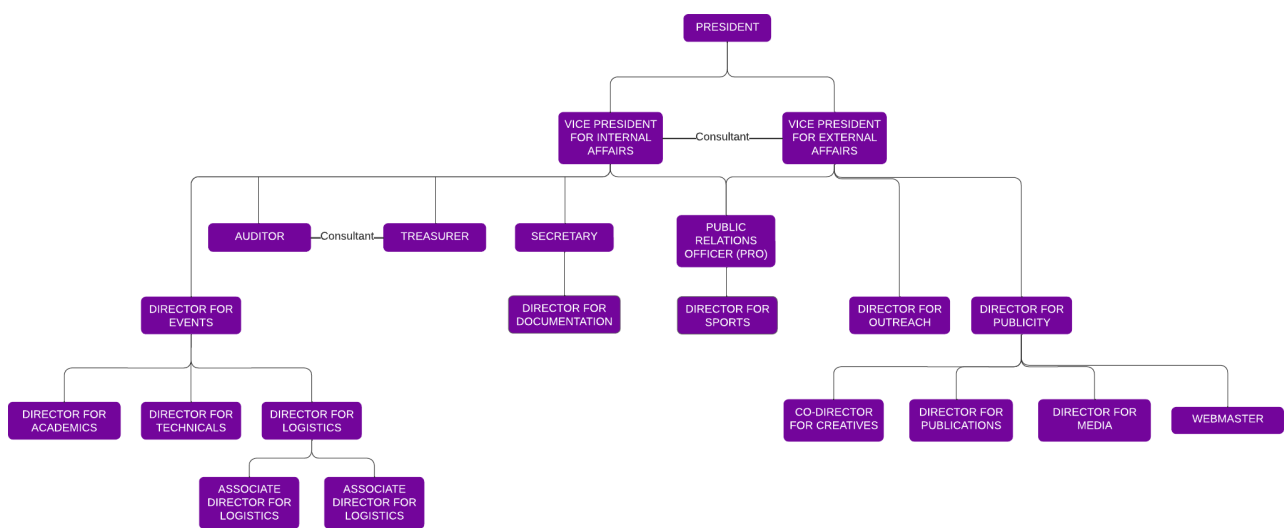
- 3.1. The privilege to be invited to events that are exclusive to members of the organization.
- 3.2. The privilege to acquire material benefits of the organization such as membership cards, pins, stickers, and newsletters.
- 3.3. Other benefits and privileges not indicated in this section but offered by the organization to its members.

SECTION 4. Members shall exercise:

- 4.1. The right to participate in decision-making processes under the discretion of the Executive Board.
- 4.2. The right to be appointed to the Executive Board after qualifying for the requirements dictated by the Student Coordinating Council (SCC).

- 4.3. The right to demand transparency of information pertaining to the Organization, particularly with regards to the financial usage of the organization.
- 4.4. The right to recall an unruly officer for trial on the grounds of misdemeanor, incompetence, neglect of duty or gross disrespect of the Constitution or Bylaws set by the Organization. The trial must be attended by the accusing party, the officer in question, and at least half of the Executive Board, including the President.

Article V. Officers



SECTION 1. Barring an election, an officer is nominated by the outgoing officers; from there on, it will be deliberated for final decision. Requirements for appointing an officer shall be based on the bylaws. The organization shall have an Executive Board composed of seven (7) officers:

1.1. President

- 1.1.1. Is the principal officer and is responsible for leading the Chapter and managing its activities
- 1.1.2. Oversees the whole operations of the organization
- 1.1.3. Is in direct communication with the Adviser
- 1.1.4. Heads all meetings, assemblies, and programs done by the organization
- 1.1.5. Represents the organization in all meetings and activities where the organization needs representation
- 1.1.6. Checks and signs all papers of the organization
- 1.1.7. Can call for meetings involving the officers
- 1.1.8. Checks and approves the liquidation and disbursement of funds
- 1.1.9. Keeps in close contact with the presidents of other RSOs
- 1.1.10. Relays communications and important announcements from SADU and SCC to the officers
- 1.1.11. Creates the year-end and annual reports

1.2. Vice President for Internal Affairs

- 1.2.1. Primarily in charge of all internal affairs (including workshops, competitions, seminars, etc.)
- 1.2.2. Performs the duties of the president in the latter’s absence

- 1.2.3. Represents the president in case of the unavailability of the latter when the organization needs representation
- 1.2.4. Assists the president in the execution and planning of events alongside the VP External
- 1.2.5. Keeps communication and relations with all internal affiliations and partnerships
- 1.2.6. Primarily handles collaborations with the RSOs
- 1.2.7. Handles all invitations sent by internal parties
- 1.2.8. Primarily in charge of activity proposals
- 1.2.9. Checks the post-activity reports
- 1.2.10. Creates the monthly and term-end reports
- 1.2.11. Keeps track of all the offenses incurred by each officer
- 1.2.12. Heads the Programs Committee
- 1.2.13. Can call for meetings involving the officers

1.3. **Vice President for External Affairs**

- 1.3.1. Primarily in charge of all external affairs (including workshops, competitions, seminars, etc.)
- 1.3.2. Assists the president in the execution and planning alongside the VP Internal
- 1.3.3. Keeps communication and relations with all external affiliations and partnerships
- 1.3.4. Primarily in charge of the connections with the other ACM chapters and ACM International
- 1.3.5. Coordinates with SADU regarding external activities
- 1.3.6. Attends meetings with external relations
- 1.3.7. Sends the sponsorship letters/emails and invites to external parties
- 1.3.8. Keeps in touch with IALAP and asks for consultations
- 1.3.9. Creates the Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU)
- 1.3.10. Creates sponsorship and partnership packages
- 1.3.11. Handles all invitations sent by external parties
- 1.3.12. Handles delegates sent to external events
- 1.3.13. Handles the Sponsorship Committee

1.4. **Secretary**

- 1.4.1. In charge of all paperwork, documentations, records, and notices regarding meetings, events, and other activities of the organization
- 1.4.2. Oversees the circulation of documents within the organization
- 1.4.3. Assists the president in the year-end report
- 1.4.4. Takes the Minutes of the Meetings every meeting, submits it to the Adviser through the Vice President Internal for validation, then disseminates to all officers afterwards
- 1.4.5. Assists the Vice Presidents in creating memorandums, letters, and invites
- 1.4.6. Assists the Vice President Internal in keeping track of offenses incurred by officers
- 1.4.7. Ensures that all the deadlines within the organization are being met
- 1.4.8. Verifies documents and proofs sent by officers regarding tardiness or absences in meetings

- 1.4.9. Updates the officers regarding the status of proposals
- 1.4.10. Keeps all the reports of every activity
- 1.4.11. Assists in the creation and handling of the proposals and post-activity reports
- 1.4.12. Proofreads all documents, papers, and any other official materials
- 1.4.13. Handles the Secretariat Committee and the Publication Committee
- 1.4.14. Can call for meetings involving the officers
- 1.5. **Treasurer**
 - 1.5.1. Collects and handles the organization's funds
 - 1.5.2. Pays the organization's bills
 - 1.5.3. Plans the budget of each activity conducted by the organization
 - 1.5.4. Creates and submits the financial statements for the term-end and year-end reports
 - 1.5.5. Creates all monetary reports
- 1.6. **Auditor**
 - 1.6.1. Examines all monetary transactions by the organization
 - 1.6.2. Records all monetary payments, fees, contributions received and disbursed by the organization
 - 1.6.3. Checks for excesses or discrepancies in the budget
 - 1.6.4. Assists the Treasurer in the creation of the financial statements and monetary reports
 - 1.6.5. Keeps all the official receipts, vouchers, and any other documentation regarding the financial usage of the organization
 - 1.6.6. Handles the Finance Committee
- 1.7. **Public Relations Officer**
 - 1.7.1. Answers directly to and assists the Vice Presidents
 - 1.7.2. Assists the Vice President Internal in communications with other RSOs for collaborations, partnerships, etc.
 - 1.7.3. Assists the Vice President External in communications with all external parties
 - 1.7.4. Primarily handles the membership-related endeavors
 - 1.7.5. Reminds the officers about upcoming meetings with other organizations, SADO, or any other offices
 - 1.7.6. Accompanies the Vice President External in meetings with outside parties or represents them in case of absence
 - 1.7.7. Meets with external organizations or other ACM chapters

SECTION 2. The Board of Directors

- 2.1. **Director for Academics**
 - 2.1.1. Answers directly to the Vice Presidents
 - 2.1.2. Handles the varsity programming team, including scouting for potential members and coaches, setting up training sessions, and scouting for external programming competitions

- 2.1.3. In charge of programming competitions and review sessions for the student body
- 2.1.4. In direct contact with professors
- 2.1.5. Works closely with Director for Membership to gather participants to programming competitions and review sessions

2.2. Director for Outreach

- 2.2.1. Answers directly to the Vice President External
- 2.2.2. Responsible for all activities that are related to social concerns or community welfare
- 2.2.3. In charge of finding potential beneficiaries for the organization and not limited to financial assistance
- 2.2.4. Creates the proposals for the outreach activities of the organization
- 2.2.5. Ensures that at least one outreach is organized during the school year
- 2.2.6. Reports regarding the progress of the outreach at every meeting
- 2.2.7. Coordinates with CESU regarding the outreach and asks for consultations
- 2.2.8. Attends any meetings or activities required by CESU
- 2.2.9. Coordinates with the Treasurer and the Auditor
- 2.2.10. The director for outreach should collaborate with other directors to select representatives for outreach activities. Each committee should appoint one representative for the outreach program.

2.3. Director for Documentation

- 2.3.1. Answers directly to the Secretary
- 2.3.2. In charge of all the documentations and paper works of all the activities of the organization
- 2.3.3. In charge of taking documentations every meeting
- 2.3.4. Handles the Secretariat and Documentation Committee
- 2.3.5. Ensures that the documents and files are kept and in the directory

2.4. Director for Events

- 2.4.1. Answers directly to the Vice Presidents
- 2.4.2. Ensures smooth communication and coordination of officers, committees, and Junior Officers during activities by the organization
- 2.4.3. Creates and monitors the calendar of activities for the organization
- 2.4.4. Coordinates with SADU with regards to the organization's activities
- 2.4.5. Updates the officers regarding upcoming activities
- 2.4.6. Ensures that the activities and planning stick to the schedule
- 2.4.7. Works closely with Director for Membership to gather participants to the organization's activities
- 2.4.8. In the absence of a Director for Events, their responsibilities shall be delegated to the Secretary.

2.5. Director for Technicals

- 2.5.1. Answers directly to the Vice President Internal
- 2.5.2. Responsible for overseeing all technical aspects of the organization's projects and initiatives
- 2.5.3. Leads and manages the Technical Committee, providing guidance and support to its members

- 2.5.4. Coordinates with other Directors and Committees to ensure technical requirements are met for events and activities
- 2.5.5. Works closely with the Director for Creatives to integrate technical and creative elements in projects
- 2.5.6. Reports on the progress of technical projects and initiatives during regular board meetings
- 2.5.7. Proposes and implements strategies to enhance the technical skills and knowledge of members
- 2.5.8. Maintains a repository of technical resources and ensures its accessibility to the organization's members

2.6. Director for Media

- 2.6.1. Answers directly to the Vice President External
- 2.6.2. Responsible for managing the organization's media presence and communication strategies
- 2.6.3. Leads and oversees the Media Committee, guiding its members in creating compelling content
- 2.6.4. Coordinates with other Directors and Committees to promote events and initiatives through various media channels
- 2.6.5. Collaborates with the Director for Publication to ensure proper documentation of events through photos and videos
- 2.6.6. Coordinates with external media partners and sponsors for event coverage and promotion

2.7. Director for Creatives

- 2.7.1. Answers directly to the PRO External
- 2.7.2. Designs the posters for all social media postings
- 2.7.3. Designs certificates, official posters, brochures, primers, handbooks, letter templates, invitations, and any other official materials and documentations released by the organization that require design
- 2.7.4. Creates the letterheads
- 2.7.5. Designs booths and venues
- 2.7.6. Designs the organization shirts
- 2.7.7. Coordinates with CSO

2.8. Director for Publications

- 2.8.1. Answers directly to the Secretary
- 2.8.2. Responsible for overseeing all publications of the organization, both digital and print
- 2.8.3. Leads and manages the Publications Committee, ensuring timely and high-quality content production
- 2.8.4. Collaborates with other Directors and Committees to gather relevant content for publications
- 2.8.5. In charge of editing and finalizing all written materials, such as newsletters, reports, and articles
- 2.8.6. Coordinates with the Director for Media to ensure a consistent brand image across all publications
- 2.8.7. Works closely with the Director for Creatives to design visually appealing layouts for digital and print materials

- 2.8.8. Maintains an archive of past publications and makes them accessible for reference purposes
- 2.8.9. Proposes and implements strategies to improve the reach and impact of the organization's publications

2.9. Director for Logistics

- 2.9.1. Answers directly to the Secretary
- 2.9.2. In charge of all logistical requirements and papers for an event
- 2.9.3. Be knowledgeable on who to contact for certain processes
- 2.9.4. Responsible for the reservation and setup of venues and equipment needed by the organization
- 2.9.5. Monitors every item bought and the inventory of materials of the organization
- 2.9.6. Works closely with the Auditor
- 2.9.7. Handles the Logistics Committee and Ushering Committee

2.10. Director for Publicity

- 2.10.1. Answers directly to the PRO External
- 2.10.2. Assists in handling the organization's official social media accounts as well as promotions
- 2.10.3. Monitor engagements of online postings
- 2.10.4. Creates or assists in captions for social media postings
- 2.10.5. Comes up with strategies to promote the organization
- 2.10.6. Assists the Auditor with the Food and Finance Committee
- 2.10.7. In charge of promotions of the official merchandise
- 2.10.8. Keeps a record of the schedules of every CS section
- 2.10.9. Keeps track of who shares and promotes the publicity materials of the organization among the officers, alongside the PRO External

2.11. Director for Sports

- 2.11.1. Answers directly to the Vice Presidents
- 2.11.2. Coordinates with RAC regarding sporting events
- 2.11.3. Builds teams and handles players for the Computer Science department in all sporting and e-sports activities
- 2.11.4. Bears the duty of adhering to the logistics committee's directives in order to assist with the event preparation whenever they don't have responsibilities in their committee.

SECTION 3. The Webmaster

- 3.1. The Webmaster shall maintain and take charge of the Chapter's website in coordination with the Chapter Adviser, and shall take charge of the ACM admin's interface. This position is independent and cannot be classified under the Executive Board or Directors. This is a special requirement of ACM International.

SECTION 4. The Junior Officers

- 4.1. The Junior Officers are members who will be trained by the Executives and Directors to help assist in the organization's tasks and needs. Junior Officer ship is achieved by applying through the application form that will be provided by FIT ACM.
- 4.2. Junior Officers are obliged to choose only one committee. They may apply to

different committees but must choose only one from their choices.

SECTION 5. Resignation Process

- 5.1. Any officer holding a position within the organization may voluntarily resign from their position by submitting a written resignation letter to the Executive Board. The letter should clearly state the officer's intention to step down from their role and provide the effective date of the resignation.
- 5.2. Upon receipt of the resignation letter, the Executive Board shall promptly acknowledge the resignation and confirm the effective date of the resignation with the resigning officer.
- 5.3. The resigning officer shall ensure a smooth transition of duties and responsibilities to their successor or any other designated member of the organization, as directed by the Executive Board.
- 5.4. The resigning officer's name shall be recorded in the official records of the organization, along with the effective date of their resignation.
- 5.5. The resigning officer shall return all organization property, documents, or any other materials entrusted to them during their tenure within a reasonable timeframe following the effective date of their resignation.
- 5.6. The resignation of an officer does not exempt them from any pending obligations or responsibilities they may have towards the organization or its ongoing projects. The resigning officer shall cooperate in the completion of any pending tasks as required.
- 5.7. The organization shall express its appreciation and gratitude for the service rendered by the resigning officer, recognizing their contributions to the organization's goals and objectives.

Article VI. Standing Committees

SECTION 1. The Standing Committees of the Chapter shall be Academic, Creatives, Externals, Logistics, Media, Programs, Publications, Publicity, Secretariat, and Technicals

1.1. Academics Committee

- 1.1.1. The Academic Committee shall be responsible for overseeing and organizing all matters related to academic activities within the organization. This includes but is not limited to arranging workshops, seminars, and lectures that aim to enhance the academic growth of the members.
- 1.1.2. The committee shall work closely with the Director for Academics in planning and executing events that promote learning and skill development.
- 1.1.3. It shall also be the duty of the Academic Committee to identify opportunities for members to participate in academic competitions, both within and outside the organization, and provide necessary support for their involvement.

- 1.1.4. The committee will actively engage with members to understand their academic needs and preferences to ensure the events and activities are well-tailored to benefit the majority of the organization's participants.

1.2. **Creatives Committee**

- 1.2.1. The Creatives Committee shall be responsible for the artistic and creative elements of the organization's events and promotional materials.
- 1.2.2. This committee will work closely with the Director for Creatives to design visual materials, such as posters, banners, and promotional videos, for events and campaigns.
- 1.2.3. It shall be the duty of the Creatives Committee to ensure that all visual materials are aligned with the organization's branding and values.
- 1.2.4. The committee will actively seek new and innovative ways to engage members and the community through creative approaches in event planning and promotion.

1.3. **Externals Committee**

- 1.3.1. Answers directly to the Vice President for External affairs
- 1.3.2. In charge of assisting the external/internal partners, sponsors, and external participants when having an event such as guiding them and aiding their needs.
- 1.3.3. The Externals Committee manages all external relations and partnerships for the organization.
- 1.3.4. It seeks collaboration opportunities with other entities that align with the organization's mission.
- 1.3.5. The committee organizes networking events and coordinates guest speakers from external entities.
- 1.3.6. It works with the President and VP External to maintain strong relationships with partners and sponsors.
- 1.3.7. The committee seeks sponsorship opportunities and ensures compliance with organizational guidelines.
- 1.3.8. Regular reports on partnerships and outcomes are provided to the Executive Board.
- 1.3.9. The Externals Committee acts as ambassadors for the organization in the community and actively seeks feedback for improvement.

1.4. **Logistics Committee**

- 1.4.1. The Logistics Committee shall assist in all logistical requirements and papers for an event. This committee shall take charge of the floor plan, the venue and equipment setup and reservations, as well as all the paperwork involved.
- 1.4.2. The committee's head for supervising is the Director for Logistics together with the Associate Directors of Logistics.

1.5. **Media Committee**

- 1.5.1. The Media Committee shall assist in the visual documentations for the Chapter. This committee shall take charge of taking photos and videos at events of the Chapter, as well as editing these materials including AVPs for publication on the Chapter's social media accounts.

- 1.5.2. The committee's head for supervising is the Director for Documentation.
- 1.5.3. The committee shall mainly be composed of photographers (including photo editors), videographers, and video editors.

1.6. Programs Committee

- 1.6.1. The Programs Committee shall assist the Project Head of an event in all aspects of that event, from pre-event preparations until post-activity matters. The committee shall take the roles of stage managers, set designers, technical-in-charge, and other similar roles.
- 1.6.2. The committee shall work closely with the Director of Events and Project Head and will be in charge of preparing detailed event proposals, budgets, and timelines, which must be submitted to the Executive Board for approval.
- 1.6.3. It shall be the duty of the Programs Committee to collaborate with other committees and external partners, as necessary, to ensure successful and well-coordinated events.
- 1.6.4. The committee will actively seek feedback from the organization's members to continuously improve and diversify the events held throughout the year.

1.7. Secretariat Committee

- 1.7.1. The Secretariat Committee shall assist in all paperwork for an event. This committee shall take charge of attendance and delegation lists as well as all papers required for an event, and they shall manage the compilation and filing of these documentations accordingly.
- 1.7.2. The committee's head for supervising is the Secretary.

1.8. Publications Committee

- 1.8.1. The Publication Committee shall take charge of the publication and newsletters of the Chapter. This committee shall produce newsletters and articles regarding the activities and members of the Chapter, for dissemination via mailing lists and/or publication on the official website of the Chapter.
- 1.8.2. The committee's head for supervising is the Director of Publications.
- 1.8.3. The committee shall mainly be composed of writers, editors, and layout artists.

1.9. Publicity Committee

- 1.9.1. The Publicity Committee shall assist in the publicity and promotional affairs of the Chapter. This committee shall assist the Director for Marketing and the Director for Creatives in the creation and widespread promotion of publicity materials, in room-to-room promotions, as well as gathering participants for events of the Chapter.
- 1.9.2. The committee's head for supervising is the Director of Publicity.

1.10. Technicals Committee

- 1.10.1. The Technicals Committee shall focus on handling all technical aspects of the organization's events and activities. This includes sound systems, lighting, audiovisual equipment, and other technical requirements together with the Director of Technicals.

- 1.10.2. The committee will be responsible for setting up and operating technical equipment during events and ensuring that all technical aspects run smoothly.
- 1.10.3. It shall be the duty of the Technicals Committee to conduct regular maintenance checks on technical equipment to guarantee their proper functioning during events.
- 1.10.4. The committee will also provide technical support and training to other committees as needed, to ensure that all members involved in event planning are well-versed in technical procedures.

Article VII. Meetings

SECTION 1. General Assembly, a meeting of the members of the organization, shall be held and conducted at least once a year. This will be a form of celebration and welcoming event for the new members. The General Assembly shall be scheduled by the FIT ACM Officers and members on any date and time that will be agreed upon. The schedule of the General Assembly, once it has a date that is agreed upon, shall be approved by the President.

SECTION 2. The organization is required to conduct a certain number of meetings per term. The agreed schedule of meetings shall be approved by the President. The Chapter shall hold meetings only in places that are open and accessible to the officers of the organization.

- 2.1. FIT ACM Officers must conduct a meeting with Juniors Officers at least once per term.
- 2.2. FIT ACM Officers must conduct a meeting among each other at least five (5) times per term.

SECTION 3. Written notices shall be distributed to all concerned officers at least three (3) days prior to any meeting, unless deemed extremely urgent. All notices are required to include the agenda for the meeting.

SECTION 4. Meetings with Junior Officers and General Assemblies may only proceed when there is a quorum present.

- 4.1. The quorum for a General Assembly shall consist of 50% + 1 of its membership.
- 4.2. The quorum for meetings between FIT ACM Officers and Junior Officers shall consist of 5 out of 8 Executive Board Officers, 6 out of 10 Directors (including Webmaster), and 50% + 1 of Junior Officers.
- 4.3. The quorum for meetings among FIT ACM Officers shall consist of 5 out of 8 Executive Board Officers and 6 out of 10 Directors (including Webmaster).

SECTION 5. A FIT ACM Officer or Junior Officer can be penalized if he/she is tardy or late for without valid reason, proof, letter, or document submitted to the Secretary or Vice President Internal to justify the reason why he/she was not present during the meeting. The sanctions imposed shall be based on FIT ACM's Officer Commitment Form.

- 5.1. This rule shall also apply to meetings done online. Disconnection or leaves from an online meeting shall be properly explained with proof; otherwise, they will be officially counted as absences.
- 5.2. Meetings shall have a grace period of 10 minutes. Officers that arrive past the 10-minute mark shall be considered officially late.

- 5.3. Officers that arrive thirty (30) minutes or more after the start of the meeting shall be considered officially absent.

SECTION 6. The Annual Election Assembly should be held at the last meeting of the third term of the academic year if there is at least one (1) full party of candidates running. If no party has been formed, the election will be cancelled and officers will instead be chosen through appointments.

- 6.1. At this meeting, the Secretary and Treasurer each shall present the required reports before the election may proceed.

SECTION 7. The Secretary, or another Officer in their absence, must take the Minutes at every meeting then submit to the Adviser afterwards for validation. Once signed by the Adviser, the Minutes must be disseminated to all Officers.

- 7.1. The Minutes of the Meeting must include the Officers in attendance, including the time if an Officer arrives late or leaves early. The start and end times of the meeting must also be included.

SECTION 8. Besides the Adviser, only the President, the Vice President for Internal Affairs, the Secretary, and the Public Relations Officer for Internal Affairs may call for meetings with the officers. Should any other officer wish to call for a meeting, they must approach one of the four aforementioned officers, who will then call for a meeting if deemed necessary.

Article VIII. Sanctions

SECTION 1. In the event that an officer fails to fulfill their duties and responsibilities as outlined in this constitution or specified by the Executive Board, they shall be subject to sanctions as deemed appropriate by the organization.

SECTION 2. The decision to impose sanctions on an officer shall be taken after careful consideration and evaluation of the circumstances surrounding the non-fulfillment of duties. The Executive Board shall conduct a fair and impartial assessment before implementing any sanctions.

SECTION 3. Sanctions may include but are not limited to:

- 3.1. Verbal or written warnings: Issued as a formal notification to the officer, highlighting the areas of concern and urging improvement.
- 3.2. Probation: Placing the officer on a probationary period during which they are closely monitored to assess their performance and commitment to their duties.
- 3.3. Removal of privileges: Temporarily revoking certain privileges or authorities within the organization
- 3.4. Fines: Imposing financial penalties on the officer as determined by the Executive Board.
- 3.5. Suspension: Temporarily suspending the officer from their position and related duties for a specified period.
- 3.6. Disqualification: Permanently removing the officer from their position and disqualifying them from holding any future leadership roles within the organization.

SECTION 4. Prior to the implementation of sanctions, the officer in question shall be provided with an opportunity to present their case and respond to the allegations brought against them.

SECTION 5. The decision to impose sanctions shall be made by a majority vote of the Executive Board, excluding the officer facing potential sanctions. In cases where the President or VP Internal is the subject of sanctions, they shall recuse themselves from the decision-making process.

SECTION 6. The sanctioning process shall be conducted with utmost confidentiality, respecting the privacy and dignity of all parties involved.

SECTION 7. Any sanctioned officer has the right to appeal the decision. The appeal process shall be clearly defined in the organization's bylaws and must be conducted fairly and transparently.

SECTION 8. This section of the constitution may be amended through the standard amendment procedure outlined in the constitution if deemed necessary by a majority vote of the general membership.

Article IX. Chapter Adviser

SECTION 1. The Adviser shall be a full-time faculty member of the school. A meeting shall be conducted by the Executive Board to choose and/or nominate a Chapter Adviser for next school year. The meeting is scheduled to be conducted every third term. The qualifications, requirements, and process for Chapter Adviser shall be based on the bylaws.

SECTION 2. If the Adviser wishes to resign from their post, they must give the organization a notice of two (2) weeks, and help the officers find a suitable replacement within that time.

2.1. In the event that no suitable Adviser is found, the current director of the Computer Science department shall stand as the acting Adviser.

SECTION 3. The Student Chapter Adviser shall be a voting member of ACM and either a member of the faculty of FEU Institute of Technology.

SECTION 4. The Student Chapter Adviser shall be generally responsible for the activities of the Chapter. Specifically, the Adviser:

- 4.1. helps provide continuity from year to year as student leadership and personnel change;
- 4.2. promotes good student-faculty relationships;
- 4.3. helps maintain university standards in all activities of the Chapter;
- 4.4. exercises financial supervision, if necessary, by;
 - 4.4.1. promoting prompt payment of bills and collection of dues, and
 - 4.4.2. overseeing the settlement of all accounts in the event of dissolution of the Chapter; and
 - 4.4.3. represents the Chapter's interests to the faculty and administration.

Article X. Disbursements and Dues

SECTION 1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with the aid of the Auditor and authorization of the Executive Board and shall be included in the minutes of its meetings.

SECTION 2. Dues shall be fixed annually by the Executive Board.

Article XI. Dissolution of the Chapter

SECTION 1. Dissolution of this Chapter 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 taking this vote.

SECTION 2. Should this Chapter be dissolved, its assets and liabilities shall be transferred to the CS Department and shall be supervised by the Chapter Adviser except those who came from the Student Activities Office.

Article XII. Amendment and Ratification

SECTION 1. All proposed changes to this Chapter's Constitution shall be approved by the Executive Board.

SECTION 2. No official business of the Chapter shall be conducted unless a quorum is present.

SECTION 3. Amendment and/or Ratification of this constitution shall be passed by a 2/3 vote of the members of the Executive Board.

SECTION 4. A simple majority of the voting members present shall be required to carry a motion.

Reviewed by:



JANELLE P. FACTO
Treasurer, FIT ACM



BEAU LAWYJET L. SISON
Public Relations Officer, FIT ACM



HANNAH ANGELICA O. GALICIA
Auditor, FIT ACM



PEACH ALLYHANA R. CHAN
Secretary, FIT ACM

Revised by:



ANNE CLAUDINE A. CANDO
Vice President for Internal Affairs,
FIT ACM



ALEXZEEH VIOVER R. JAVIER
Vice President for External Affairs,
FIT ACM



CSYPRES KLENT B. ORNOS
President, FIT ACM