

Constitution of the Association for Computing Machinery Student Chapter of Florida State University

Contents

Article I: Name	2
Article II: Purpose	2
Section 1: Primary Objectives	2
Section 2: Local Objectives	3
Section 3: Chapter Charter	3
Article III: Membership	3
Section 1: Membership Requirements	3
Section 2: Active Membership Status	3
Section 3: Revocation of Membership	4
Section 4: Appeal Process	4
Article IV: Officers	4
Section 1: Elected Officers	4
Section 2: Non-elected Officers	4
Section 3: The Executive Board	5
Section 4: Officer Duties	5
Section 5: Officer Eligibility	7
Article V: Selection of Elected Officers	8
Section 1: Eligibility to Vote	8
Section 2: Nomination Process	8
Section 3: Election Process	8
Section 4: Term of Office	9
Article VI: Officer Vacancies	9
Section 1: Removal of Officers	9
Section 2: Resignation	9
Section 3: Filling Vacant Positions	9

Article VII: Faculty Advisor	10
Section 1: Advisor Duties	10
Section 2: Nomination, Removal, and Replacement	10
Article VIII: Finances	10
Section 1: Dues	10
Section 2: Management	10
Section 3: Dissolution	11
Article IX: Publications	11
Section 1: Compliance	11
Section 2: Approval	11
Article X: Definitions	11
Section 1: Meetings and Events	11
Section 2: Good Standing	12
Article XI: Amendments	12
Section 1: Preamble	12
Section 2: Process	12
Article XII: Document History	12

Article I: Name

The formal name of this student chapter shall be “Association for Computing Machinery Student Chapter at Florida State University”. Colloquial names for the chapter shall include but not be limited to “ACM at FSU”, “ACM@FSU”, “FSU ACM”, and “Florida State ACM”.

Article II: Purpose

Section 1: Primary Objectives

The Chapter is organized and will be operated exclusively for education and scientific purposes (ACM Bylaw 5, Section 2). Specific objectives are:

1. To promote an increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
2. To promote a greater interest in computing and its applications.
3. To provide a means of communication between persons interested in computing.

Section 2: Local Objectives

The Chapter shall serve the students of Florida State University and other interested persons in the Tallahassee community.

This Chapter will operate in conjunction with the Computer Science Department at Florida State University to provide increased access to opportunities to students of the department.

Section 3: Chapter Charter

The Chapter is chartered by the ACM.

Article III: Membership

Section 1: Membership Requirements

Membership Statement

Per a requirement set forth in the Florida Administrative Code, recognized student organizations shall be limited to enrolled FSU students.

Hazing

No hazing or discrimination will be used as a condition of membership in this organization. Information regarding hazing can be found at <http://hazing.fsu.edu>.

University Non-Discrimination Statement

This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Section 2: Active Membership Status

An active chapter member is an individual who meets the requirements of membership (Article III, Section 1) and who has attended one event hosted by the Chapter in the current semester. Active chapter members are by default considered to be in "good standing" with the Chapter.

Section 3: Revocation of Membership

Membership may be revoked for any member who causes harm, either physically, mentally, or financially, to any other member of the Chapter, the ACM, or an ACM SIG, or who otherwise violates the student code of conduct.

Section 4: Appeal Process

Within thirty days of receiving membership revocation, the student has the right to an appeal before the Executive Board (Article IV, Section 3). The Executive Board will grant the appeal then schedule a hearing date within the next fourteen days after the appeal. At this hearing all students involved in the incident and the Executive Board must be present.

The format for this hearing shall consist first of the appealing student giving their testimony of the events that lead to membership expulsion. This will be followed by the testimonies of all other involved parties. Once complete, all parties will be asked to leave.

At this point in time a vote shall be taken among the Executive Board with a tie breaker given by the department chair of the appealing student. The Executive Board's decision is final and an officer of the board will inform the involved parties of the outcome.

Only one appeal may be granted per incident.

If a officer of the Executive Board is personally involved in the appeal process, that officer's voting powers are revoked for the length of the procedure.

Article IV: Officers

Section 1: Elected Officers

The elected officers of the Chapter shall be (in order of prominence): a President, a Vice President, a Secretary, a Treasurer, and a Social Chair.

Section 2: Non-elected Officers

There shall be two categories of non-elected officers for the Chapter.

President Emeritus

At the beginning of each election cycle, the immediately preceding president shall be offered the role of President Emeritus.

Should the previous year's president decline the position, the role shall be offered to the other officer's of the previous board in order of prominence. A non-president officer filling this position will not be known as President Emeritus, but by their previous title followed by "Emeritus" (e.g., "Secretary Emeritus").

If no officer accepts, the role will be left unfilled.

Provisionary Officers

The elected officers shall have the authority to establish provisional officer roles for the Chapter. Active chapter members may be selected for the provisional roles by any elected officers, and confirmed with the unanimous consent of the elected officers.

The title and duties of the provisional officer will be established at the time of that officer's confirmation.

The provisional officer and their role are only valid through the end of their appointed term. Provisionary officer terms may not outlive the board who created their position.

Section 3: The Executive Board

Membership

The Executive Board shall consist of the constitutionally enumerated elected officers, the President Emeritus (or the position's substitute as defined in Article IV Section 2), and the Chapter's faculty sponsor.

Authority

Except in circumstances and proceedings defined by this constitution, the Executive Board shall preside over all matters in the chapter. At all chapter gatherings, the elected officer highest in order of prominence (Article IV Section 1) shall have immediate authority over event proceedings.

Section 4: Officer Duties

The primary duties of the elected officers shall be as defined below. This section only defines the core responsibilities of each officer. Officer duties may be expanded upon in any Bylaws established by this chapter.

President Duties

The President shall:

1. Represent the chapter at all meetings with external parties.
2. Appoint all committees and committee chairs of this chapter.
3. Delegate various works, projects, and responsibilities to other officers on the board.
4. Have the ability to sign financial documents.
5. Bear responsibility of ensuring all officers are fulfilling their duties, and calling to attention the inability of officers to perform their duties to the Executive Council.

Vice President Duties

The Vice President shall:

1. Assume the duties of the President in the event of President's absence.
2. Assume the duties of the President that are so delegated by the President.

Secretary Duties

The Secretary shall:

1. Keep minutes of all officer meetings.
2. Keep records of attendance for all chapter gatherings.
3. Arrange for another officer to assume the duties of the Secretary in the event of the Secretary's absence.

Treasurer Duties

The Treasurer shall:

1. Maintain financial records of the Chapter.
2. Maintain any financial accounts established by the Chapter relating to the storage or transfer of chapter funds.
3. Collect and maintain records of any dues established by the Chapter.
4. Prepare the Chapter's Annual Financial Report for ACM Headquarters.
5. Prepare and present a report on the current status of the Chapter's funds for the Executive Board at the beginning and end of each term, or as requested by any other member of the Executive Board.

Social Chair Duties

The Social Chair shall:

1. Manage and maintain all accounts and outlets used for promoting events and proceedings of the Chapter.
2. Bear primary responsibility for promoting chapter events and communicating chapter status to members of the Chapter.
3. Actively gather and present interests (e.g. ideas for workshops, social events, etc.) of members of the Chapter to the Executive Board for consideration.

Other Duties

The officers of the chapter collectively shall fulfill the following duties:

1. Prepare an Annual Chapter Report for presentation to the Chapter, and the Board of Advisors of the FSU Computer Science Department.
2. Prepare the Chapter's Activity Report for submission to the ACM Headquarters (ACM Bylaw 6, Section 7).
3. Submit the Annual Financial Report to ACM Headquarters. (Financial Accountability Policy, ACM Bylaw 6, Section 6).
4. Notify the ACM headquarters of changes in the elected officers or in the faculty sponsor of this chapter.
5. Submit any proposed changes in this chapter's constitution or bylaws to the Chairs of the Local Activities Board and the ACM Constitution and Constitution Committee for approval.
6. Host elections for the next term's officers in accordance with the procedures defined in Article V.

Section 5: Officer Eligibility

The requirements for eligibility of officership shall be as follows:

1. Officers of the Chapter must be qualify for membership of the Chapter.
2. No student whose current GPA is below a 3.00 out of 4.00 shall be eligible for officership.
3. Any student who has served in an office on the Executive Board in each of the three years before a given election shall not be eligible for nomination to any role on the Executive Board, except for the office of President Emeritus (or substitute office as defined in Article IV Section 2), in the immediately following year.

Article V: Selection of Elected Officers

Section 1: Eligibility to Vote

Voting rights shall be available to all active members of the Chapter who are considered in good standing (Article III, Section 2).

Per Florida State University guidelines, the Chapter Sponsor is ineligible to vote.

Section 2: Nomination Process

The nomination of officers shall occur within the period between the announcement of an election date and the election. Nominations may occur up until and during the casting of ballots.

Nominations may be submitted verbally or electronically.

Nominated individuals must be active members in good standing with the Chapter (Article III, Section 2), and meet the requirements of Officer Eligibility stated in Article IV, Section 5.

Section 3: Election Process

The election of new officers shall occur at the Annual Election Meeting, which shall occur during each Spring semester. The Executive Board shall publish an announcement of the meeting's date and time at least two weeks before said date and time.

The meeting shall begin at the date and time specified by the announcement. All nominated candidates shall have the opportunity to address those assembled. Once all candidates have had the opportunity to speak, all eligible voters will have the opportunity to vote by privately casting their ballot. Ballots may be cast for at least thirty minutes after the candidates have spoken, but for no more than one hour. No ballot shall be denied if it is submitted within the one hour mark after the candidates have finished speaking.

Once all ballots have been collected, the totals are to be tallied by the two highest ranking officers of the Executive Board who are not running in the election. If at least two officers are unavailable, the Chapter Sponsor shall participate in counting the totals.

In event of a tie, the Executive Board shall hold an internal vote to determine the winner of the tied position. If any officer of the Executive Board is a participant in the tied race, they shall be unable to vote, except in the case of in which the Executive Board's internal vote is also a tie.

Section 4: Term of Office

Elected officers of the Chapter shall serve from the beginning of the summer semester immediately following the election until the beginning of the following summer semester. As such, a term of office shall be three semesters total (one full school year).

Provisionary officers of the Chapter shall serve from the time which they are confirmed by the Executive Board until they are either prematurely terminated from their position by the Executive Board or until the term of the Executive Board which appointed them expires.

The President Emeritus (or substitute role) shall serve from the time at which they accept the nomination of their position until the term of the Executive Board with which they served expires.

An officer may participate in the reelection process for a second term if they meet all Officer Eligibility requirements stated in Article IV, Section 5.

Article VI: Officer Vacancies

Section 1: Removal of Officers

Any officer can be removed from office by a 2/3rd's majority vote by all voting members in good standing with the organization with the approval of the Faculty Advisor. The officer must be notified in writing at least 7 business days in advance of the total vote, and be given a chance to address the community in his or her own defense.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Positions

Vacancies in any office other than President caused by resignation, removal, or inability to fulfill duties shall be filled by majority vote of the Executive Board.

If the office of President is so vacated, the Vice President shall immediately assume that office, and the Executive Board shall then fill the vacant office of Vice President.

Should a position on the Executive Board be left empty by either mechanism, a general election will shall be immediately held to fill the empty position.

Article VII: Faculty Advisor

Section 1: Advisor Duties

The faculty advisor shall monitor the activities of the Executive Board and the chapter as a whole as to provide guidance to the Executive Board.

The faculty advisor shall have no voting powers within this organization.

Section 2: Nomination, Removal, and Replacement

The faculty advisor shall be any full-time faculty employed by FSU with an interest in helping this organization succeed and flourish.

The faculty advisor shall be nominated and approved by the Chair of the Computer Science department at Florida State University.

The faculty advisor shall serve until they resign or are removed by the Chair of the Computer Science department at Florida State University.

Article VIII: Finances

Section 1: Dues

The Executive Board may elect to establish and collect dues for a period limited to the duration of their term. The Executive Board shall determine the benefits granted to due-paying members, but shall still operate to the benefit of non-paying members per Article II, Section II.

No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

Section 2: Management

This chapter shall establish a treasury at a bank selected by the Executive Board. All chapter funds shall reside in the treasury.

The President and the Treasurer of this chapter shall have direct access to the treasury. This includes physical access (such as a bank card) and online access (such as credentials to an online portal).

Access to other officers of this chapter may be granted by majority vote of the Executive Board.

Chapter funds may be spent on any expense deemed necessary by the Executive Board.

Section 3: Dissolution

In the event that this chapter dissolves, the final Executive Board shall yield all assets including the treasury to the Computer Science department at Florida State University.

Article IX: Publications

Section 1: Compliance

All advertisements of the organization must comply with the University Posting Policy (<http://www.posting.fsu.edu/>).

Section 2: Approval

All publications including fliers, newsletters, t-shirts, or other media shall be approved by the President of the chapter before distribution.

Article X: Definitions

Section 1: Meetings and Events

A meeting or an event of this chapter consists of any planned gathering of chapter members deemed as official by the Executive Board.

This chapter may only hold meetings in venues available to all members of the Association for Computing Machinery (ACM Bylaw 12, Section 1) and all students, faculty, or staff of Florida State University.

The Executives Board reserves the right to establish private meetings so long as the topics of discussion are sensitive in nature.

Section 2: Good Standing

A chapter member is considered in good standing if they meeting the requirements for active chapter membership per Article III, Section 1 and Section 2.

A chapter member may have their good standing revoked by the Executive Board with the approval of the Faculty Advisor. This is unique from the revocation of chapter membership.

A chapter member shall not stay out of good standing for more than thirty (30) days. Unless his/her membership is revoked per Article III, Section 3, they will default back to being in good standing at the end of the aforementioned period.

Article XI: Amendments

Section 1: Preamble

Amendments to this constitution shall be made in accordance with the procedures set forth in the active constitution.

Section 2: Process

The submission and approval of amendments to this constitution shall proceed as such: 1. Any voting member (Article V, Section 1) may submit a proposed amendment to the Executive Council or the Faculty Advisor. 2. The Secretary of the Executive Board will prepare a revised edition of the constitution with the amendment's changes incorporated. They shall also prepare a rider clearly illustrating the changes to the constitution. 3. A majority vote of the Executive Board may approve the changes. Should a majority vote not be achieved, the amendment process terminates. 4. A 2/3rds vote of eligible voting members (Article V, Section 1) may approve the new constitution. This vote must be announced two (2) weeks in advance, with the draft of the new constitution and accompanying rider made available at the time of announcement. Should fewer than ten (10) non-officer members attend, the vote shall be rescheduled (up to a maximum of 3 times, otherwise the vote is considered a failure). Should the vote fail, the amendment process terminates. 5. Upon success of the vote in step 4, the revised constitution is effective immediately.

Article XII: Document History

- 1st Draft: 26th day of September 2005
- 1st Revision: 30th day of September 2005

- 2nd Draft: 2nd day of October 2005
- 3rd Draft: 22nd day of October 2005
- 2nd Revision: 13th day of April 2015
- 4th Draft: 18th day of September, 2017