

**Constitution of the Minnesota State University Moorhead Chapter of the
Association for Computing Machinery**

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Assented to 20160902**

As amended by the Constitution of the Minnesota State University Moorhead Chapter of the Association
for Computing Machinery:
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To introduce a constitution for the Minnesota State University Moorhead Chapter of the Association for Computing Machinery and to provide for matters incidental thereto.

1 Identity (§1-2)

1 Name

This organization shall be known as the Minnesota State University Moorhead Chapter of the Association for Computing Machinery, and abbreviated as the MSUM ACM.

2 Purpose

The purpose of the MSUM ACM is to promote or provide the following:

- An increased knowledge of and greater interest in the science, design, development, construction, languages, management, and applications of modern computing.
- A greater interest in computing and its applications.
- A means of communication between people having an interest in computing.
- A structure in which people can come together and participate in various computing activities.

2 Membership (§3-10)

3 Membership Eligibility

Membership in the MSUM ACM shall be open to any and all currently enrolled students at MSUM, currently employed staff at MSUM, currently employed faculty at MSUM, and all other citizens of the greater Fargo Moorhead area that are interested in computing.

4 Membership Criteria

- Dues are paid in full by the third meeting of the MSUM ACM for the semester in question or the first meeting after a person decides to become a member.
- Attend all meetings of the MSUM ACM as deemed reasonable attendance.

5 Non-Discrimination Statements

Minnesota State University Moorhead is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited. Harassment on the basis of race, sex,

color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is prohibited.

6 Student Conduct Code Statement

This organization shall abide by the Minnesota State University Moorhead Student Conduct Code.

7 Statement of Non-Hazing

Hazing is prohibited by MnSCU Board of Trustee's policy. Minnesota State University Moorhead will investigate all allegations of hazing and will utilize appropriate judicial, disciplinary and criminal processes in our efforts to eradicate hazing. The MnSCU Board of Trustees Policy and the MSUM Student Code of Conduct define hazing as an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team. Such activities and situations include, but are not limited to sleep deprivation or causing excessive fatigue; engaging in public stunts, jokes, or degrading games and activities; compelled ingestion of any substance; forced servitude; paddling in any form; forced tattooing or branding; or late night activities that interfere with academic and occupational activities. The express or implied consent of the victim to any activity covered by the foregoing definition does not validate or excuse the activity.

8 Affiliations

This organization shall be affiliated with the Association for Computing Machinery. The rules and regulations of the national constitution shall be followed when not inconsistent with the rules and regulations of Minnesota State University Moorhead. When inconsistencies are present, this organization shall adhere to the rules and regulations of Minnesota State University Moorhead.

9 Categories of Membership & Voting Privileges

- Any enrolled student at Minnesota State University Moorhead is eligible to be a full member, may vote, and may hold office.
- Non-students that meet the organization's criteria may act as full members, but may not vote, hold office, or act on the organization's behalf.

10 Member Removal

Criteria for Removal

- Behaviors which violate the purpose of the organization.

- Behaviors which violate MSUM Student Conduct Code.
- Behaviors which violate University policies.

Procedures for Removal

1. Written charges by a member are to be presented to the Escalation Team.
2. The Escalation Team will notify the member of an opportunity to have the conflict arbitrated by the Team and the Advisor.
3. Depending on the outcome of the arbitration, the member will have an opportunity to speak at the next meeting and the members will vote on the member's status, or the President will make the decision (depending on the severity of the infraction) to terminate the member's membership immediately.
4. The meeting must have a quorum present and only active members may participate in the vote.
5. Voting for removal is to be done by secret ballot within one week.
6. A two thirds vote by the attending members is required for removal.
7. The member must be notified immediately of the outcome of the vote.

3 Elections (§11-14)

11 When Elections are Held

Elections shall be held twice a year during the second week of each semester.

12 Nominations

Nominations of candidates for MSUM ACM officer positions shall be taken from the first meeting of the MSUM ACM by an MSUM ACM active member. Nominations for officers can start three weeks before finals week starts, and continues until elections begin (second week of the next semester). Nominees for officer positions must be MSUM ACM active members for one semester.

13 Election Procedure

The officers shall be elected by an electronic ballot on the MSUM ACM website. Officers will be elected by a majority vote of those MSUM ACM members who voted during the voting period. **The Office of Student Activities shall be notified of any officer changes that occur following the election.**

14 Term of Office

The term of office for all officers shall be one semester.

4 Officers (§15-19)

15 Officer Qualifications

- **Minnesota State University Moorhead requires a minimum 2.5 cumulative GPA for each officer**
- At least a sophomore standing at MSUM. (Unless majority voted by quorum to decide otherwise)
- Cannot be President during member's graduating semester.

16 Officer Duties

The officers shall consist of a President, Vice President, Treasurer, Secretary, and Web Master. More positions may be proposed by the members but must be approved by quorum. The officers shall be responsible for all administrative duties of the MSUM ACM. These officers will be known as the Escalation Team.

Responsibilities

President

- Establish and maintain operation procedures of the MSUM ACM.
- Call meetings.
- Vote in all decisions affecting the MSUM ACM.
- Call additional meetings as needed.
- Organize appropriate teams for projects as they are brought forward.
- Supervisor of an ongoing project and administrator of corresponding GitHub page.

Vice President

- Assist the President with all administrative duties and assume those duties in the absence of the President.
- Check the OSA Office mailbox at least once a week.
- Supervisor of an ongoing project and administrator of corresponding GitHub page.

Treasure

- Receive and distribute MSUM ACM funds upon the authorization of the President and Vice President, in accordance with the financial rules and regulations of the University.
- Report on the financial situation regularly at meetings of the MSUM ACM.
- Coordinate all fundraising activities.
- If the student organization receives Student Activity Budget Committee funding, the treasurer will remain in contact with the Activities Business Manager.
- Supervisor of an ongoing project and administrator of corresponding GitHub page.

Secretary

- Keep accurate and detailed records of all meetings and affairs.
- Send / transmit all official MSUM ACM correspondence.
- Coordinate preparation and distribution of MSUM ACM flyers, handouts, and publications.
- Other responsibilities as delegated by the President.
- Supervisor of an ongoing project and administrator of corresponding GitHub page.

Web Master

- Keep official website up-to-date, updating layouts, adding news, content and events.
- Updating the official MSUM ACM Facebook page.
- Supervisor of an ongoing project and administrator of corresponding GitHub page.

17 Vacancy in Office

Vacancies occurring in any of the elected offices other than the President shall be officially filled during a special election called for by the President. In the event of a vacancy in the office of the President, the Vice President will become the President and there will be a special election to fill the Vice President office. If the Vice President declines to succeed, then a special election shall be held to fill the office of the President for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

18 Officer Removal

Criteria

- Failure to carry out the responsibilities of that office.
- Actions which violate the purposes of the organization.
- Actions which violate MSUM Student Conduct Code.
- Actions which violate University policies
- No longer enrolled as a student.

Process

1. Written charges by a member are to be presented to the Escalation Team.
2. The Escalation Team will notify the member of an opportunity to have the conflict arbitrated by the team and the advisor.
3. Depending on the outcome of the arbitration, the member will have one opportunity to speak at the next meeting and the members will vote on the member's status, or the Escalation Team will make the decision (depending on the severity of the infraction) to terminate the member's membership immediately.

4. The meeting must have quorum present and only active members may participate in the vote.
5. Voting for removal is to be done by secret ballot within one week.
6. A two thirds vote by the attending members is required for removal.
7. The member must be notified immediately of the outcome of the vote.

19 Issues of Equal Opportunity and Student Conduct

The officers must inform the members of the Non-Discrimination and Harassment Statement and Student Conduct at the initial meeting. Thereafter, all members shall be responsible for knowing and abiding by these policies.

5 Advisor (§20-23)

20 University Requirements of an Advisor

All student organizations are required to have a currently employed MSUM faculty or staff advisor working on-campus during the semester(s) of advisement. If the student organization maintains a University account, the Advisor(s) is/are responsible for overseeing said account. If the student organization receives Student Activity Budget Committee funding, the advisor will remain in contact with the Activities Business Manager.

21 Advisor Duties

The Advisor's responsibilities include:

- Attendance at the first and last meetings of the MSUM ACM each semester.
- Promote good student-faculty relationships.
- Maintain University standards in all activities of the MSUM ACM.
- Represent the MSUM ACM's interests to faculty and administration.

22 Advisor Removal

Criteria

- Failure to carry out the responsibilities of that position.
- Actions which violate the purposes of the organization.
- Actions which violate University policies.

Procedure

1. Written charges by a member are to be presented to the Escalation Team.

2. The Escalation Team will notify the advisor of an opportunity for the advisor to respond to charges at the next regular meeting.
3. The meeting must have quorum present and only active members may participate in the vote.
4. Voting for removal is to be done by secret ballot within one week of the meeting.
5. A two thirds vote is required for removal.
6. The advisor must be notified immediately of the outcome of the vote.

23 Advisor Appeal

If the advisor wishes to appeal the vote for removal they must send a written letter of appeal to the MSUM ACM Escalation Team within one week of the decision. The Escalation Team will review the appeal and notify the MSUM ACM and advisor in no more than one week of the decision.

6 Meetings (§24-25)

24 Announcement of Meetings

Meeting times will be established via the MSUM ACM mailing list. Meeting times will be posted on flyers, the MSUM ACM website, and the MSUM ACM mailing list.

25 Quorum

Quorum shall be defined as two thirds of total active members of MSUM ACM. A two thirds vote is needed for official business to take place, unless stated otherwise, provided quorum is met.

7 Finances (§26-28)

26 Student Organization Accounts

It is against University policy for student organizations to have off-campus accounts. (Please refer to the student organization handbook for more information.)

27 Dues

The amount of dues charges for each semester will be determined at the first meeting of the Fall Semester. Membership dues need to be paid by the third meeting of the semester. Students who do not pay their membership will lose their privileges of membership, including voting rights.

28 Dissolution of Organization

If this group dissolves, all monies allocated by the Student Activity Budget Committee shall be returned to the Student Activity Budget Committee. Any other funds will be dispersed as the group sees fit.

8 Constitutional Amendments (§29-32)

29 Proposing Amendments

Any active member can propose an amendment to the constitution by submitting a written request to the Escalation Team prior to the last meeting of the year.

30 Amendment Process

Once an amendment to the constitution is submitted to the Escalation Team, the amendment must wait until the following meeting to be voted on as well as submitted to the mailing list so all members may review it.

31 Passing an Amendment

Amendments to this constitution shall be adopted by a unanimous vote by the quorum.

32 Student Organization Advisory Committee Approval

All amendments must be submitted to the Student Organization Advisory Committee for final approval and a revised copy of the constitution will be placed on permanent file in the Officer of Student Activities.

9 Ratification (§33-33)

33 This constitution will be ratified by a unanimous vote, provided a quorum is met.