**AMCS: Association of Multicultural Computer Scientists**

Date Prepared: 09/21/2016

Amended: TBD

**PREAMBLE**

The Association of Multicultural Computer Scientists is an organization created for underrepresented minority undergraduate and graduate students in the Purdue Computer Science department.

**ARTICLE I – Name and Official Symbol**

Section I: The name of this organization shall be the Association of Multicultural Computer Scientists or AMCS.

Section II: The official symbol of the organization will be…

**ARTICLE II – Purpose of the Organization**

The Association of Multicultural Computer Scientists’ main objective is to create a special community within the Computer Science department at Purdue University in order to foster equity in the Computer Science department. The organization will work to increase retention, support and push members to excel academically and grow professionally.

**ARTICLE III – Definition of Membership**

* Membership in the organization is open to any Purdue University student
* The organization reserves the right to deny membership to those who are not in favor of the purpose of the organization.
* Members will be added a membership list once they sign up
* **Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status**, **sexual orientation, gender identity and expression, disability, or status as a veteran.**

**MEMBERSHIP LANGUAGE**

Only currently registered students, faculty and staff may be active members in this organization. Only active student members may vote or hold office.

**ANTI**‐**HAZING STATEMENT**

This organization complies with all State and Federal laws and Purdue University Hazing Policy (see University Regulations). Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

**Article IV** ‐ \_**Organization Officers and Election Procedure**

**Section A. List of Officers by title**

Section I: The Executive Board members will consist of four elected officers:

* President
* Vice President
* Treasurer
* Secretary

**Section B. Eligibility**

* Officers must sustain a minimum semester and graduate index of 2.0/4.0
* Full-time or part-time enrollment at Purdue University within the Department of Computer Science, West Lafayette must be maintained
* Must follow guidelines of Article III
* Experience of two semesters in the organization is required to be eligible for a officer position
* In the case of Vacancy of an elected or committee position the executive board reserves the right to appoint another member of AMCS to fulfill the role

**Section C. Length of Officer Term**

* All elected officers shall be elected annually and serve a one-year term starting in May and ending the following May. Appointed positions can start in May and at any time. Appointed positions will last a maximum of one year.

**Section D. Election Procedure**

* Nominations for all elected officers will be collected starting the third week of April. A list of nominees will be distributed to all current students at least one-week prior to elections. Officers must be elected by a majority of members voting in the election and ballots may be cast via email or written vote. Only nominees stated prior to the elections shall be listed on the ballot; however, write-in candidates are accepted. Candidates receiving the majority vote must accept the position, orally or written, before he/she assumes office. In the event of a tie, the advisor shall be the tie-breaker.

**Section E. Appointment Procedures**

* There will be Committee Chairs as deemed necessary by the Executive Board. Nominations for all appointed officers will be collected starting 2 weeks before any appointment begins. After all names are collected, the Board will review the candidates and select a nominee by majority vote from the Executive Officer Board. The nominee must accept the position, orally or written, before he/she assumes office.

**Section F. Officer Removal**

* Any member may call for the removal of an officer by submitting a written request to the President (if the President is the officer in question, the request is to be submitted to the advisor). The President (or advisor) will send a warning letter discussing the matter to the officer in question. If a second request for removal is made, the officer in question

will be given the opportunity to verbally argue their case at a meeting with the officers and advisor, after which a majority vote (minus the officer in question) is needed to remove the officer. On grounds that:

* They’re no longer a member
* If they are acting against the interests of the organization (call to vote)
* Academic Standing

**Section G. Officer Vacancy**

* In the event of an elected position vacancy, members will nominate a new officer by majority vote to fulfill the duties of the previous officer.

**ARTICLE V** ‐ **Advisor**

* We will select an Advisor based on their history with URM Collegiate Student
* The Organizations Executive Board will select the advisor
* The Selection will occur in the Spring semester
* The advisor will serve every year
* In the case of a vacancy, the Executive Board can appoint another advisor as soon as possible

**ADVISOR CLAUSE**

This organization will select and secure an advisor from the active faculty or staff of Purdue University and will register their name with the Student Activities and Organizations annually. The advisor will be informed of all meetings and activities of the organization and may call a special meeting of the organization to discuss concerns for the ongoing nature of the organization.

**ARTICLE VI** ‐ **Officers and Duties**

SECTION A. PRESIDENT

* The President, as an elected officer, (1) will preside over all meetings, including elections; (2) will be responsible for creating the agendas for these meetings as well as maintaining order during the meetings; (3) act as a communication liaison between the Computer Science department and the organization; (4) shall produce a official transition report at the end of their office.

SECTION B. TREASURER

* The Treasurer, as an elected officer, (1) is responsible for managing the finances including approving activity budgets and submitting reimbursement paperwork; (2) **keep accounts, deposit the organization’s funds, and make expenditures in a manner approved by the Business Office for Student Organizations**; (3) maintain accurate financial records and create a budget; (4) shall produce an official transition report at the end of their office.

SECTION C. VICE PRESIDENT

* The Vice President, as an elected officer, (1) is responsible for presiding over meetings in the absence of the president; (2) presiding over existing committees; (3) taking on responsibilities of the president in the event of his/her absence; (4) shall produce a official transition report at the end of their office.

SECTION D. SECRETARY

* The Secretary, as an elected officer, (1) maintain and distribute meeting minutes and any official records, such as committee applications; (2) keep track of the transition reports; (3) maintain the files in the Drive; (4) shall maintain and keep the office supplies; (5) shall produce an official transition report at the end of their office (6) produce an executive summary for the end of year.

**Article VII** ‐ **Meetings**

* There will be monthly General Body Meetings
* There will be bi-weekly Executive Board Meetings
* The Secretary will call all meetings via Email

**ARTICLE VIII** ‐ \_**Constitutional Amendments**

* Any General Body Member can propose a constitutional amendment
* The member should email the President of the organization if they would like to make an amendment – they must submit their amendment along with a reason why.
* One month will be period of time between the proposed amendment and a final vote
* We will notify active members that an amendment is going to be voted upon via Email and General Body Meetings
* An amendment will need a 2/3 majority vote from your active membership in order to pass.

**REQUIRED AMENDMENT CLAUSE**

**All amendments to the constitution and bylaws are subject to the approval of the Office of Student Activities and Organizations. They MAY NOT take effect until they have been approved.**

**ARTICLE IX – Dissolution**

NOT APPLICABLE

September 30, 2016

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President’s signature Student Activities and Organizations Office