

# **Bylaws of the Rensselaer Polytechnic Institute Chapter of the Association for Computing Machinery's Committee on Women in Computing**

## **Article I: NAME**

1. This organization shall be called the Rensselaer Polytechnic Institute Chapter of the Association for Computing Machinery's Committee on Women in Computing. In these Bylaws it is referred to as the "Chapter"; the Association for Computing Machinery is referred to as the "ACM"; and the Association for Computing Machinery's Committee on Women in Computing is referred to as the "ACM-W".

## **Article II: PURPOSE**

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
  - An increased knowledge of and greater interest in the contributions of women in the science, design, development, construction, languages, management, and applications of modern computing.
  - Improvement of the learning and working environments of women in computing.
  - Increased recruitment and retention of women in computing throughout the pipeline including activities for girls in K-12, undergraduate and graduate students, and professionals.
  - A means of communication between persons having an interest in computing and women in computing.
2. The Chapter will serve all interested persons in Rensselaer Polytechnic Institute.
3. The Chapter is chartered by ACM.

## **Article III: MEMBERSHIP**

1. Membership of the Chapter shall be restricted to registered ACM Members.
2. Membership shall not be restricted according to race, creed, color, age or gender.

## **Article IV: OFFICERS**

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer: These officers constitute the Council. A minimum of two officers are required to establish a Chapter: Chair and Secretary/Treasurer; or Chair, Secretary, and Treasurer.
2. All officers of the Chapter must be members of ACM.

3. The officers shall be elected by a plurality of the votes cast at the annual election meeting on or before <TBD>. They shall take office immediately and serve for one year.

## **Article V: DUTIES OF OFFICERS**

1. The Chair is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the mission of ACM-W, the policies and procedures of the ACM, and these bylaws. The Chair shall preside at all meetings of the Chapter.
2. The Vice Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Chapter, and perform other duties that may be assigned by the Chair.
3. The Secretary shall keep minutes of all Chapter meetings. The Secretary shall preside at meetings in the absence of the Chair when the Chapter has fewer than four officers. Other duties of the Secretary include:
  - Maintaining the records of the Chapter.
  - Preparation of the end of year activity report for the Chapter including officer contact information and the annual financial information provided by the Treasurer. The activity report will be submitted to ACM and ACM-W through the ACM-W website.
  - Submission of any proposed amendment to these bylaws to ACM-W through the ACM-W website. Proposed amendments must be approved by ACM-W and the ACM Constitution and Bylaws Committee before they can be submitted to the Chapter's membership for a vote.
  - Perform other duties as assigned by the Chair.
4. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Other duties of the Treasurer include:
  - Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the annual election meeting.
  - Preparation of the annual financial information to be included on the end of year activity report submitted by the Secretary to ACM and ACM-W.
  - Performance of other duties as assigned by the Chair.

## **Article VI: CHAPTER SPONSOR**

In the case where all officers are students at the organization, the Chapter must have a Chapter Sponsor. The Chapter Sponsor is optional for all other Chapters.

1. The Chapter Sponsor shall be a voting member of ACM and a member of the faculty or full-time staff of Rensselaer Polytechnic Institute.
2. The Chapter Sponsor shall be selected by the Council immediately following the annual election meeting. The selection shall be confirmed by the sponsoring organization and reviewed by ACM-W on the end of year activity report.
3. The Chapter Sponsor shall be responsible for overseeing the activities of the Chapter. Specifically, the Sponsor:

- helps promote continuity from year to year as student leadership and personnel change;
- promotes good relationships between students and women staff at the sponsoring organization;
- helps maintain high standards in all activities of the Chapter;
- exercises financial supervision, if necessary, by promoting prompt payment of all bills and collection of dues or by disbursing funds from the Treasury;
- represents the Chapter interests to the sponsoring organization and to the students' institution(s) when possible;
- for high school chapters and underage students, the chapter sponsor must be in attendance at every meeting that is held in the evening. In the event that the appointed sponsor is not available, another faculty member may chaperone the meeting. If both are not available, a local area professional, previously investigated and approved by the school, can be assigned to chaperone evening meetings.

## **Article VII: EXECUTIVE COUNCIL**

The Executive Council shall consist of the Chapter Officers and the Chapter Sponsor if the Chapter has a Chapter Sponsor.

1. The Chair of the Executive Council is the Chapter Chair.
2. The term of the members of the Executive Council shall be coincident with the terms of the officers.

## **Article VIII: DUTIES OF EXECUTIVE COUNCIL**

1. The Executive Council shall plan meetings at least <TBD> times a year in accordance with the needs of the Chapter. The Chapter shall hold meetings only in places that are open, safe, and accessible. There may be additional local government requirements about openness to the public and accessibility for the handicapped.
2. The Executive Council shall create working committees in accordance with the needs of the Chapter. These committees may be used to organize events and projects for the Chapter.
3. The Executive Council shall determine the annual dues for the members of the Chapter.

## **Article IX: DISBURSEMENTS AND DUES**

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer or Chapter Sponsor with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues shall be fixed and paid annually by the Executive Council.

## **Article X: AMENDMENT AND VOTING PROCEDURES**

1. All proposed changes to these Chapter Bylaws shall be approved by ACM-W and the ACM Constitution and Bylaws Committee before being presented to the Chapter membership for a vote.
2. No official business of the Chapter shall be conducted unless a quorum is present.  
A quorum of the Chapter shall be defined as 50% percent of the membership of the Chapter or at least 5 members, whichever is greater.
3. A simple majority of the members present shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast.

## **Article XI: DISSOLUTION OF THE CHAPTER**

1. Dissolution of this Chapter by consent of the members 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 the purpose of taking this vote.
2. Should this Chapter be dissolved, its assets and liabilities shall be transferred to ACM and shall be supervised by the ACM-W.