ACM Bylaws: Key Points

To: ASM Officer/Chair Prospects

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Subject: General ACM Bylaws That Pertain to Student Chapters

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# Summary

I’ve put together a list of ACM bylaws that stood out to me when learning more about ACM policies and guidelines. Specifically, the bylaws that are specific to, or include, student chapters of ACM. My intentions are to help my fellow peers interested in rebuilding the ACM chapter at UNO, with the foundational knowledge of how ACM operates. I highly recommend reading the ACM constitution and bylaws in full, for those interested (www.acm.org/about-acm). This information should help us in developing a sustainable, lasting structure for ACM of UNO, for us and future members to depend on.

Note: Simplified information specific to ACM student chapters can be found at: (https://www.acm.org/binaries/content/assets/chapters/chapter-in-a-box\_student.pdf)

## Bylaw 5. Chapters

# Section 1. Purpose of Bylaw.

This bylaw defines the purposes of ACM chapters, the rules for forming and dissolving them, and the authority of the Membership Services Board (MSB) and the Executive Committee in managing them.

# Section 2. Purposes of Chapters.

A chapter is a unit of ACM formed to serve a given locality. Those chapters that serve students at colleges and universities are called "student chapters." Others are called "professional chapters". Those chapters that have a particular focus are called "special interest chapters." All chapters will be organized and operated exclusively for educational and scientific purposes.

# Section 3. Formation.

Three or more persons in a given locality, who are members of ACM and are willing to become officers of the chapter, may petition the ACM Chief Operating Officer for a charter as an ACM chapter in that locality. A petition for a charter as a student chapter must, in addition, contain the name of an ACM Member who is willing to serve as its sponsor.

The ACM Chief Operating Officer shall accept or reject the petitions based on chapter chartering policies set forth in a chapter viability policy established by the ACM Chief Operating Officer and approved by the Executive Committee. Acceptance of a petition for charter of a special interest chapter shall require the concurrence of the SGB or other units as appropriate. The ACM Chief Operating Officer shall inform the petitioners in writing of its decision.

# Section 4. Management.

Each chapter is governed by a set of bylaws that defines a minimum of three officers of that chapter, and that contains minimal provisions established by the ACM Chief Operating Officer and approved by the Executive Committee. The bylaws of each chapter, and all amendments to them, must receive approval by the ACM Chief Operating Officer. These approvals must be obtained before any amendment may be distributed for a vote to the members of the chapters.

The officers of a chapter will be elected and vacant offices filled as provided in its bylaws. All officers in student chapters must be ACM members. All officers in professional chapters must be ACM Members.

The sponsor of each student chapter will be appointed as provided in its bylaws. All sponsors of student chapters must be ACM Members.

# Section 6. Finance.

The responsibility for collecting, holding and disbursing funds is delegated to all chapters under the terms of a Financial Accountability Policy established by the ACM Chief Operating Officer and approved by the Executive Committee. Each chapter must file an annual financial statement with ACM.

Should two or more chapters merge, all assets and liabilities become the responsibility of the surviving chapter. Should a chapter be dissolved, its assets and liabilities shall be transferred to ACM and shall be supervised by the ACM Finance Director; an exception may be granted by the ACM Chief Operating Officer when there is a conflicting school or government regulation.

# Section 7. Viability.

Minimum acceptable levels of activity within chapters are specified in a viability policy established by the ACM Chief Operating Officer and approved by the Executive Committee. Each chapter is responsible for filing reports as required by ACM. These include an annual activity report on the state of the chapter during the last twelve months, an annual financial report as required by the Financial Accountability Policy, and the closing reports for conferences and symposia sponsored by the chapter.

## Bylaw 7. Committees and Boards

# Section 2. Boards.

The Education Board shall be responsible for the educational activities of ACM, including accreditation and curricula.

The Membership Activities Board shall be responsible for the membership, promotion and local activities programs of ACM.

The Chairs of the Education Board and Membership Activities Board shall be non-voting ex-officio members of Council.

The SIG Governing Board and the Publications Board are described in Bylaw 6 and Bylaw 4, respectively.

# Section 3. Coordination and Planning Committee (CPC).

There shall be a standing Coordination and Planning Committee chaired by the Vice-President, to coordinate inter-board activities. The CPC shall include the chairs of the boards listed in Section 2 and other committee chairs as designated by the Executive Committee. This committee shall not be a part of any board.

# Section 3. Withdrawal of Funds of Deposit.

Checks and withdrawal slips executed in the name of the Association may be drawn over the signature of the Secretary/Treasurer alone. The Secretary/Treasurer may delegate these authorities as follows:

# Section 4. Collection and Disbursement of Funds.

Any chapter, committee, member or group of members who collect, hold or disburse funds in behalf of ACM or any of its branches, shall submit at least annually an accounting of such funds at a time and in a manner prescribed by the Secretary/Treasurer.

All funds described above shall be accounted for in the tax returns of ACM except that any chapter, Technical Community, or other group desiring to file a separate tax return may do so upon providing copies of such return to the Secretary/Treasurer at a time and in a manner prescribed by the Secretary/Treasurer.

Failure to submit financial reports by any chapter, committee, member or group of members who hold funds shall be grounds for revocation of charter, dissolution of the committee or group, or expulsion from ACM as provided in the Constitution and Bylaws.

# Section 5. Approval for Collection and Disbursement of Funds.

Any chapter, committee, member or group of members desiring to solicit funds in behalf of ACM or any of its branches, or in behalf of any activity sponsored by ACM or its branches, shall obtain in advance the approval of the President. Approval is not necessary for donations of small magnitude, which are for specific goods or services of temporary value.

Any chapter, committee, member or group of members desiring to disburse funds for any purpose shall obtain advance approval of the ACM President except for those expenditures necessary for the normal operation of the group.

# Bylaw 9. The Budget

Before March 1 of each year, the Council shall give budgetary advice to the Executive Committee on programs and priorities for the next fiscal year. In addition, it shall advise the Executive Committee on the level of net surplus in the budget for the next fiscal year.

The Executive Committee shall prepare a detailed budget following the policies adopted by the Council. This budget shall be submitted to the Council 30 days before the Council meeting at which the budget is to be considered.

The Council shall consider, amend, and adopt the budget.

## Bylaw 11. Meetings

# Section 1. Meetings of Members.

Meetings of all classes of members of the Association may be held at such times and at such places within or outside the State of Delaware as may be determined by a vote of the Members of the Association pursuant to Bylaw 10 and 12 or by the Council. The Association or its constituent groups may hold meetings only in places that are open to all members of the Association.

# Section 2. Attendance at Council Meetings.

Any interested member of the Association may attend meetings of the Council and may take part in discussion but not vote.

# Section 3. Order of Business.

At actual business or technical meetings of the Association at which the actual attendance of members is contemplated, the order of business shall be in accordance with an agenda distributed in advance, but such agenda shall be subject to alteration or suspension at the meeting by a majority vote of the Members present. Unless Council has previously approved an alternative procedure, Robert's Rules of Order will prevail.

# Section 4. Notice of Meetings of Council and Executive Committee.

Regularly scheduled meetings of the Council or of the Executive Committee may be held without further notice; other meetings may be held on ten days notice, which shall be deemed to have been given when properly mailed ten days prior to the meeting. Lack of timely notice may be waived by any member of the Council or of the Executive Committee.

## Bylaw 15. ACM Code of Ethics and Professional Conduct

# **1. GENERAL ETHICAL PRINCIPLES.** A computing professional should...

1.1 Contribute to society and to human well-being, acknowledging that all people are stakeholders in computing.

1.2 Avoid harm.

1.3 Be honest and trustworthy.

1.4 Be fair and take action not to discriminate.

1.5 Respect the work required to produce new ideas, inventions, creative works, and computing artifacts.

1.6 Respect privacy.

1.7 Honor confidentiality.

# **2. PROFESSIONAL RESPONSIBILITIES.** A computing professional should...

2.1 Strive to achieve high quality in both the processes and products of professional work.

2.2 Maintain high standards of professional competence, conduct, and ethical practice.

2.3 Know and respect existing rules pertaining to professional work.

2.4 Accept and provide appropriate professional review.

2.5 Give comprehensive and thorough evaluations of computer systems and their impacts, including analysis of possible risks.

2.6 Perform work only in areas of competence.

2.7 Foster public awareness and understanding of computing, related technologies, and their consequences.

2.8 Access computing and communication resources only when authorized or when compelled by the public good.

2.9 Design and implement systems that are robustly and usably secure.

# **3. PROFESSIONAL LEADERSHIP PRINCIPLES.** A computing professional, especially one acting as a leader, should...

3.1 Ensure that the public good is the central concern during all professional computing work.

3.2 Articulate, encourage acceptance of, and evaluate fulfillment of social responsibilities by members of the organization or group.

3.3 Manage personnel and resources to enhance the quality of working life.

3.4 Articulate, apply, and support policies and processes that reflect the principles of the Code.

3.5 Create opportunities for members of the organization or group to grow as professionals.

3.6 Use care when modifying or retiring systems.

3.7 Recognize and take special care of systems that become integrated into the infrastructure of society.

# **4. COMPLIANCE WITH THE CODE.** A computing professional should...

4.1 Uphold, promote, and respect the principles of the Code.

4.2 Treat violations of the Code as inconsistent with membership in the ACM.

NOTE: ASSOCIATION FOR COMPUTING MACHINERY IS AN ALL INCLUSIVE, NONDISCRIMINATORY ORGANIZATION.