

Articles I-X taken from ACM bylaws (see appendix A)

[https://www.acm.org/binaries/content/assets/chapters/chapter-in-a-box\\_student.pdf](https://www.acm.org/binaries/content/assets/chapters/chapter-in-a-box_student.pdf)

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## **Bylaws of the Brigham Young University Chapter of the Association for Computing Machinery**

### **Article I: Name**

1. This organization shall be called the Brigham Young University Chapter of the Association for Computing Machinery. In these Bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as ACM.

### **Article II: Purpose**

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
  - a. An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing
  - b. Greater interest in computing and its applications
  - c. A means of communication between persons having an interest in computing
2. The Chapter will serve students at and other interested persons in the community.
3. The Chapter is chartered by ACM.

### **Article III: Membership**

1. Membership in the Student Chapter shall be open to all ACM members and nonmembers.
2. Voting membership in the Student Chapter shall be granted to all active Chapter members.
3. Membership shall not be restricted according to race, creed, age, gender, disability, nationality, sexual orientation, economic status, veteran status, or parenthood.

### **Article IV: Officers**

1. Chapter Chair (previously, “president”)
  - a. Prereqs: At least two semesters of experience as an ACM team lead.
  - b. Term: 12 month maximum. (no running for re-election)
2. Vice Chair (previously, “coordinator”)
  - a. Prereqs: At least one semester of experience as an ACM lead.
  - b. Term\*: After 12 months in the position, they’re eligible to run for re-election.

3. Networking
  - a. Prereqs: Need to be at least an ACM lead for a couple of months.
  - b. Term: After 12 months in the position, they're eligible to run for re-election.
4. Events
  - a. Prereqs: Should be an officer for at least 1 semester. Time management and detail oriented. Reliable transportation is a bonus (so you can do costco runs for the hackathon, etc). People skills (to finagle room reservations, work with CS Dept). Delegation
  - b. Term\*: After 12 months in the position, they're eligible to run for re-election.
5. Marketing
  - a. Prereqs: Photoshop/lucidpress skills suggested.
  - b. Term\*: After 12 months in the position, they're eligible to run for re-election.
6. Social Media
  - a. Prereqs: None. Low time commitment and great for beginners.
  - b. Term\*: After 12 months in the position, they're eligible to run for re-election.
7. Service
  - a. Prereqs: None.
  - b. Term\*: After 12 months in the position, they're eligible to run for re-election.
8. Technology
  - a. Prereqs: Should have been an officer for at least 1 semester, learning from the previous Technology Officer. HTML/CSS/JS skills. cursory knowledge of managing Linux and web servers/DevOps. CS 240 or webmaster experience.
  - b. Term\*: After 12 months in the position, they're eligible to run for re-election.
9. Treasurer
  - a. Prereqs: Arithmetic and basic Excel skills. Low time commitment and great for beginners.
  - b. Term\*: After 12 months in the position, they're eligible to run for re-election.
10. MLH Coordination
  - a. Prereqs: None.
  - b. Term: After 12 months in the position, they're eligible to run for re-election.
11. Faculty Sponsor
  - a. Appointed by the department each summer.
  - b. ACM Professional Membership is required.
  - c. Ideally, the faculty sponsor helps provide continuity from year to year as student leadership and personnel change.
12. The officers shall be elected by a plurality of votes cast at the annual election meeting or via electronic voting and serve for a minimum of one year. See article VII for more information.

13. Appointment or nomination of an individual to an officer position within an ACM Chapter shall be in general limited to two full consecutive terms in the same position. This recommendation is intended to encourage the continuing infusion of new volunteers into the organization and to encourage office holders to give thought to planning for their successor.

## **Article V: Duties of Officers**

### **1. Chapter Chair**

- a. National ACM membership: the club will pay the annual membership fee
- b. Complete BYUSA training
- c. Provide vision for BYU ACM
- d. Coordinate with CPMS
  - i. Attend bi-semester CPMS meeting
- e. Coordinate with CS department, faculty advisor
  - i. Officer elections
- f. Coordinate with all officers
  - i. Answer questions
- g. Run all officer meetings
  - i. Make officer meetings as concise as possible
- h. Responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of ACM and these bylaws.

### **2. Vice Chair**

- a. National ACM membership: the club will pay the annual membership fee
- b. Coordinate with national ACM
  - i. Ensure we retain good status as chapter (June paperwork)
  - ii. Coordinate with Treasurer Team Lead to complete annual report and officer contact information and submission of these to ACM Headquarters via the Chapter Administrative Interface
- c. Planning
  - i. Prepare a semester event schedule eight months in advance
  - ii. Prepare agendas for all officer meetings
  - iii. Create powerpoint for each meeting
- d. Coordination
  - i. Schedule officer meetings (fall/winter: weekly. spring/summer: bi-monthly)
    - 1. Reserve room and pick time (whenisgood.com)
  - ii. Ensure officer responsibilities are up-to-date each semester (this doc)
- e. Red Tape Manager
  - i. <http://dining.byu.edu/catering/off-campus-approved-caterers/>

- ii. <https://clubs.byu.edu/forms/nso/index?action=new>
  - iii. Manage google calendar schedule
- f. Feedback
  - i. Keep track of event feedback of students and sponsors.
- g. 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. Secretary**

- a. Coordinate with all other officers
  - i. Keep a checklist of what each officer's action items for the week are
  - ii. Remind officers of action items three-four days before the next meeting, and follow up the night before/the day of the meeting
  - iii. Mark the attendance of the officers that come to meetings and events
  - iv. Create weekly agenda for officers' meetings
  - v. Take minutes at weekly officers' meetings
  - vi. Ensure that networking and marketing are being done well in advance of events
  - vii. Keep track of details needed to be done for events
  - viii. Go through feedback from students, recruiters, and students to make concrete suggestions for improvement of club

### **4. Networking**

- a. External
  - i. Responsibility for [acm@byu.edu](mailto:acm@byu.edu)
  - ii. Maintain relations with corporate partners
  - iii. Find partners for events
    - 1. Ensure all events are funded
    - 2. Contact new companies for future partnership
    - 3. Spearhead STEM fair partner-seeking
  - iv. Collect feedback from our sponsors
- b. Internal
  - i. Ensure event descriptions are up-to-date each semester on the website
  - ii. Coordinate with Event Team Lead
    - 1. Number of attendees, amount of swag, prizes, etc

### **5. Events/Experience Team Lead**

- a. Coordinate event details with Networking Team Lead/corporate partners
- b. Preparation/pre-event
  - i. Communicate with BYUSA for approval
  - ii. Reserve room
  - iii. Ensure necessary items are coming

- 1. tables, projectors, extension cords, etc
  - iv. Food
    - 1. Estimate attendees, consider allergens, work with Finance to order it
  - v.
- c. Purchasing
  - i. Get prior approval from:
    - 1. Finance Officer
  - ii. Utilize the costco card, amazon prime, BYU campus card, credit card
- d. During
  - i. Ensure recruiters/engineers have a positive experience
  - ii. Ensure students have a positive experience
  - iii. Supervise and coordinate food and resource set-up
  - iv. Count/estimate the number of students at events
    - 1. Record attendance in event schedule.xlsx

## **6. Marketing**

- a. Student Ambassador
  - i. Make sure mailchimp is up to date and running
- b. Advertising
  - i. Coordinates ALL advertising activities, especially labeling
  - ii. Sends emails pre-event to advertise
  - iii. Design & print flyers for each event
  - iv. Contact CS office to get flyers on screens/staircases, content in emails
  - v. Work with Social Media Officer to coordinate
- c. Collect feedback
  - i. Make and send student follow-up emails
  - ii. Send a survey to gather feedback from students and recruiters/engineers
    - 1. Discuss with the VP/Coordination Officer about the feedback
  - iii. Make suggestions to leadership team, based on student feedback

## **7. Social Media**

- a. Facebook
- b. Instagram
- c. Slack
- d. Twitter

## **8. Service**

- a. Lead volunteering at Y serve
- b. Lead volunteering at the Discover STEM fair
  - i. Plan event
  - ii. Get volunteers (do training)

- c. Lead volunteering at the STEM fair

## **9. Treasurer**

- a. National ACM membership: the club will pay the annual membership fee
- b. Budget, financial reports
  - i. Keep budget spreadsheet up to date
  - ii. Complete yearly financial report each June (for the national ACM)
- c. Swag
  - i. Manage business cards
  - ii. Order swag as necessary
  - iii. Coordinate distribution/sales of swag
- d. Purchasing
  - i. Get approval first from faculty advisor/CS office
  - ii. Give approval to Event/Experience officer for purchasing.
- e. Dues
  - i. Collect dues from students before recruitment dinners

## **10. Technology**

- a. Programming competitions (ninja, pirate, fall, winter)
  - i. QA of programming competition problems
  - ii. Contact CS CSR/system admins to get us computers
  - iii. Manages hackerrank
- b. Hackathon
  - i. Schedules, oversees workshops
  - ii. Recommends content for workshops
- c. Website
  - i. Oversees development of website
  - ii. Makes sure flyers/links are on website
  - iii. Raffle system upkeep/running
  - iv. Encourage student sign ups on websites
  - v. Adds students emails to MailChimp
    - 1. Should be done automatically, checking for duplicates
  - vi. Manage the server and upkeep of services (DevOps)

## **11. MLH Coordination**

- a. External to BYU (MLH)
  - i. Apply to become an official MLH hackathon
  - ii. Marketing
    - 1. Send invites to ACM members
    - 2. send invites to other departments
    - 3. send invites to other schools
  - iii. Food reservations / permits

- b. Internal to BYU
  - i. ASB approval
  - ii. room reservation
  - iii. Work with treasurer on ACM swag
  - iv. coordinate with networking for presentations and workshops
  - v. coordinate with networking / treasurer on sponsors

## **12. Faculty Sponsor**

- a. Helps students navigate red tape and follow university rules.
- b. Coordinates officer elections at the April closing social
- c. Provide advice and feedback to president
- d. Champion the club by promoting good student-faculty relationships
- e. Approves club purchases prior to officers using club funds

## **13. ALL OFFICERS:**

- a. Check slack and reply to messages daily
- b. Must be enrolled full-time (12+ credits)
- c. Must maintain BYU cumulative GPA of 2.5 or higher
- d. Must maintain a semester GPA of 2.5 or higher each semester while in office
- e. Have no honor code holds
- f. Attend weekly officer's meetings
- g. Complete commitments to the best of their ability while following the management principle: "the Doctrine of Completed Staff Work"
- h. Invite students to join ACM leadership
- i. Encourage event goers to enroll on our website
- j. Seek new sources of funding
- k. Help other officers as needed
- l. Report to Secretary about tasks completed

## **Article VI: Meetings**

- 1. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
- 2. An annual election meeting should be held. At this meeting, the Treasurer will present the required reports. Also, the election of officers shall be held.
- 3. Notices of all meetings shall be distributed to all members at least one week prior to any meeting.

## **Article VII: Disbursements and Dues**

- 1. Disbursements from the Treasury for Chapter expenditures shall be made by any active Chapter officer and shall be included in the minutes of its meetings.
- 2. Dues shall be fixed annually.

#### **Article VIII: Amendment and Voting Procedures**

1. All proposed changes to these Chapter Bylaws shall be approved by ACM Headquarters - Chapters Department 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 a majority of the voting membership of the Chapter.
3. Officers will be elected by a plurality of votes cast. Eligibility for candidacy must be submitted by the deadline determined by current leadership (usually 24 hours before the election). All campaigning is limited to a 1-minute presentation per candidate at the election meeting.

#### **Article IX: Code of Conduct**

1. Harassment or hostile behavior is unwelcome, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a Chapter meeting or Chapter event. Harassment in any form, including but not limited to harassment based on alienage or citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancy-related medical conditions, race, religion, sex, gender, veteran status, sexual orientation or any other status protected by laws in which the Chapter meeting or Chapter event is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. A response that the participant was "just joking," or "teasing," or being "playful," will not be accepted.
2. Anyone witnessing or subject to unacceptable behavior should notify a Chapter officer or ACM Headquarters.
3. Individuals violating these standards may be sanctioned or excluded from further participation at the discretion of the Chapter officers or responsible committee members.

#### **Article X: 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 Finance Director. Funds given to the Chapter from the University shall be returned to the University



## **Article XI: Impeachment & Abdication**

1. Impeachment is a process put in place intended as a motivation to maintain productivity, and as a last resort to remove an individual who refuses to fulfill their duties, so that another may take their place and the duties can appropriately be fulfilled. These processes should only be used when absolutely necessary.
2. The following are grounds for a probationary meeting:
  - a. In this situation, we are defining consistent failure as being three or more documented instances.
  - b. Consistent failure to fulfill own duties
  - c. Consistent failure to fulfill additional assignments
  - d. Consistent failure to attend meetings and events
  - e. Disorderly conduct
  - f. Behaviors that consistently inhibit the productivity of other leaders
3. To remove any team lead (not the Chair(C) or Vice-Chair(VC)),
  - a. the C and VC must meet, discuss and be in consensus that action needs to be taken.
  - b. Compile evidences for a minimum of three consistent failures.
  - c. Attempt to schedule a probationary meeting with the individual in question to discuss the situation.
4. Probationary meeting
  - a. If the individual refuses to meet, they can be removed immediately.
  - b. If the individual ignores them or reschedules repeatedly after attempts have been made to contact them spanning at least three work days, they can be removed immediately.
  - c. If the individual meets with them and upon questioning and presenting of at least three pieces of evidence of their failure to fulfill duties, shows genuine desire to change and improve, the C and VC can decide how best to proceed in favor of first, the needs of the club, and second, the needs of the individual.
    - i. Starting the day of the meeting, officers usually have four weeks to change their behavior. This can be adjusted to 2-6 weeks depending on the officer's responsibilities/position, how they're performing, and what the event schedule looks like. If, after that time, officers' behavior has not changed, there is grounds to impeach.
5. To remove the C or VC, the rest of the club leadership must meet, discuss and be in consensus that action needs to be taken.
  - a. All leadership must be invited with at least 1 work day's notice. There must be over 50% of leadership individuals present to be considered valid. The individual is not counted towards that percentage. (e.g. 9 offices, 5/8 needed) The individual does not necessarily need to be present, but they must be invited.

- b. Any leader can call such a meeting. They are responsible for administering that meeting, not the P or VP.
- c. The meeting administrator must present at least three pieces of evidence of the individual's failure to fulfill duties. It is discussed by the group. The individual is given the opportunity to defend themselves or abdicate.
- d. After discussion, a vote is taken by those present. The vote must be unanimous in order to impeach the individual. The individual does not vote.
- e. If unanimity to impeach is reached, it is effective immediately. The remaining member of the presidency assumes control of the meeting and of the individual's responsibilities.
- f. Present or not, the individual should be notified, treated with respect, and their personal needs and reasons should be attended to with delicate consideration and discretion.
- g. Another member of leadership may be appointed by the acting P to be the acting VP.

#### 6. Abdication

- a. In order to cede one's office for whatever personal reason, the P and VP must be notified as soon as possible.
- b. If feasible, the individual should work together with the P and VP to find a suitable replacement amongst leadership or club membership.
- c. Privacy should be respected, and the P and VP will keep the individual's reasons private, if the individual decides to disclose them.