

Dear Trinity College ACM Student Chapter,

You have been chartered by ACM's Chief Operating Officer on March 18, 2014. Below you will find the bylaws under which you will operate as an ACM chapter:

Article I

NAME

1. This organization shall be called: Trinity College ACM Student Chapter. In these Bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as the 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 Trinity College and other interested persons in the Hartford community.
3. The Chapter is chartered by the ACM.

Article III

MEMBERSHIP

The provisions of this section must conform to the membership provisions specified in ACM's Bylaws (Bylaw 5, Section 5; ACM Constitution Article 3).

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. The officers of this Chapter shall be: Chair, Vice Chair, and Treasurer. These individuals must be ACM Student Members. In addition, a Faculty Sponsor with an ACM Professional Membership is required. These officers constitute the Council. A minimum of three officers to establish a Chapter. Other officers may also be established.
2. All required 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. They shall take office on March / 18 and serve for one year. [It is highly recommended that the Chapter's election be held at the last meeting in the fall with the new officers taking office in January. This provides for a period of transition from the outgoing Council to the incoming Council as well as providing continuity of management and planning over the summer. If your school operates on a quarter or trimester system, choose a timing that serves the same objectives.]
4. 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. Appointment or nomination to a third or subsequent consecutive term should be limited to situations where such appointment or nomination is believed to be in the best interests of the Association.

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 policies and procedures of the ACM and these bylaws. The Chair shall preside at all meetings of the chapter and of its Executive Council. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter's standing committees.
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 Treasurer shall keep the minutes of all Chapter and Executive Council meetings and maintain the chapter's financial records. Other duties include:
 - a. Collecting dues, pay all bills, and maintain records for the chapter

b. Preparation of the Chapter's annual report and officer contact information, and submission of these to ACM Headquarters via the Chapter Administrative Interface.

c. Submission of any proposed amendment to these bylaws to the ACM Chief Operating Officer. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.

d. Perform other duties as assigned by the Chair.

Article VI

CHAPTER SPONSOR

The Sponsor shall be a faculty member or full-time staff member of your school. Each Student Chapter has one Sponsor.

1. The Chapter Sponsor shall be a voting member of ACM and either a member of the faculty or full-time staff of Trinity College.

2. The Chapter Sponsor shall be selected by the Executive Council immediately following the annual Election Meeting. The selection shall be confirmed by the school.

3. The Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:

a. helps provide continuity from year to year as student leadership and personnel change;

b. promotes good student-faculty relationships;

c. helps maintain university standards in all activities of the Chapter;

d. exercises financial supervision, if necessary, by promoting prompt payment of bills and collection of dues, and overseeing the settlement of all accounts in the event of dissolution of the Chapter;

e. represents the Chapter interests to the faculty and administration.

f. 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 supervise evening meetings.

Article VII

EXECUTIVE COUNCIL

There is no requirement that there be an Executive Council, but if there is one, the Chair would be the presiding officer. If there is no specific

Executive Council, the set of officers are the Executive Council.

1. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter's standing committees.

2. The Term of the members of the Executive Council shall be coincident with the terms of the officers. They shall take office in March and serve for one year.

Article VIII

DUTIES OF EXECUTIVE COUNCIL

1. The Executive Council shall plan meetings at least 2 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

MEETINGS

1. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.

2. The Annual Election meeting should be held at the last meeting of the semester. At this meeting, the Treasurer will present the required reports. Also, the election of officers shall be held. Written notices of all meetings shall be distributed to all members at least one week prior to any meeting.

Article X

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 XI

AMENDMENT AND VOTING PROCEDURE

1. All proposed changes to these Chapter Bylaws shall be approved by

the ACM Chief Operating Officer 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. A simple majority of the voting members present shall be required to carry a motion.

4. Officers will be elected by a plurality of votes cast.

Article XII

CODE OF CONDUCT

1. Harassment is unwelcome or hostile behavior, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a conference, event or program. 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 conference or program 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 XIII

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.

