**Bylaws of The Association for Computing Machinery California State University, Long Beach Student Chapter**

**BYLAW I. MEMBERSHIP**

**Section 1. Voting Members**

All individuals meeting the following requirements shall have the full rights and responsibilities of voting membership:

Requirement A: Currently enrolled CSULB students.

Requirement B: Be an elected officer, an appointed officer, a team member on an ACM project charter active during the current administrative year, or a team member on an ACM event charter during the current administrative year.

**or**

Have current ACM national membership (all officers must be national members).

**Section 2. Non Voting Members**

Anyone interested in the goals and activities of the chapter may attend any meeting as a nonvoting member.

**Section 3. Expulsion of Members**

Any member may be suspended or expelled from the organization for conduct contrary to the constitution of the organization or for conduct that grossly impairs the rights of the members to enjoy the benefits of the organization.  Such activities include but are not limited to disregarding parliamentary rule, tampering with the security system or being disrespectful to other members. The offense must be submitted in writing by a member.  After the offense has been submitted to the voting membership the offending member shall have the right to a hearing before the organization at a regular meeting and may be suspended or expelled only upon the affirmative vote of three-fourths of the voting members present.  The offending member has the right to appeal an adverse decision at a regular meeting, and such offending members shall be reinstated only if the suspension or expulsion is overturned by a three-fourths vote of voting members present.

**Section 4. ASI Regulations**

The chapter shall abide by all regulations from ASI.

**BYLAW II. DUES**

There are no dues to be a CSULB ACM chapter member.

**BYLAW III. OFFICERS**

**Section 1. Powers And Duties of Elected Officers**

In order to assure the smooth transition between officers, all officers shall have the duty of training their replacements and/or providing adequate written records of their activities to allow new officers to quickly prepare themselves to undertake their duties. The voting membership may delegate or rearrange all chapter responsibilities, as it deems appropriate. In the absence of specific delegation, the following description of duties shall apply.

**A. President**

The president shall be the principal chapter officer and is responsible for leading the chapter and managing its activities in accordance with the policies and procedures of the ACM, the ASI, the university, and the chapter Constitution and bylaws. The president shall preside as chief parliamentarian at administrative meetings of the chapter and assure that all officers and members act in compliance with this Constitution of the ACM in all chapter activities. The president shall be responsible to delegate the responsibilities of empty officer positions. The president’s focus is to ensure the success of ACM projects and to make sure every member that wants to be involved has something to do. The president is also ultimately responsible for security issues in the ACM office.

**B. Vice President**

The vice president shall preside at meetings in the absence of the president, assist the president in the management of the chapter, and perform other duties that may be assigned by the president. The vice president’s focus is to ensure that all officers are performing their duties. With the exception of the publicity, fundraising and membership chair positions, the vice president shall be first to be considered for receiving delegated duties of empty officer positions.

**C. Secretary**

The secretary shall keep the minutes of all administrative meetings. Other duties of the secretary shall include:

* Preparing and submitting the chapter’s official annual activity report and other reports to ACM National, as well as all reports required of the chapter by the university or the ASI.
* Notifying all members of all meetings and chapter business adequately to facilitate their full participation, including group e-mail messages and posted notices throughout the College of Engineering area of CSULB.
* Taking on the responsibilities of the publicity chair, if no publicity chair is elected.
* Taking on the responsibilities of the membership chair, if no membership chair is elected.
* Keeping a copy of the records of all active projects and list of all active committees.
* Taking minutes during the administrative meetings.
* Acting as liaison officer to both members and other club officers.

**D. Treasurer**

The treasurer shall monitor all accounts, pay all bills, and maintain the chapter’s financial records, in both “digital” and “hard copy” format ; including securing copies of all records in case of theft or damage.’ The treasurer’s duties shall also include:

* Maintaining the financial records of the ACM chapter.
* Making disbursements from chapter accounts following the authorization of the voting membership, whose approval shall be recorded in the minutes of its meetings.
* Submitting the annual financial report to ACM National.
* If no fundraising chair has been appointed, manage fundraising for the chapter.

**E. Webmaster**

The webmaster is in charge of maintaining the content of the ACM website. He/she also must maintain the content of ACM social media such as the ACM Facebook and Youtube pages.

**F. AESB Representative**

The AESB representative must keep minimum attendance at the AESB meetings. The AESB representative shall keep the general body informed of the proceedings of AESB, and its subsidiaries.  The AESB representative is chief diplomat to other student organizations. The AESB representative must keep good relationships with other organizations within AESB and ASI. Keeping good relationships includes (but is not limited to), signing up for other organizations mailing lists, helping promote other organization’s fundraisers, and helping out with their events. If the AESB representative cannot make an AESB meeting, he/she must find a temporary replacement for that meeting.

**G. Project Manager**

In order to become a project manager, the member must propose a project charter to the voting membership. If the project charter is approved, the member who proposed the charter becomes a project manager. The project manager is the commanding officer for the project. The role of the project manager is to hold regular project committee meetings for the project he/she is assigned. The project manager must submit the project reports to the voting membership. The project manager must also keep track of attendance at the committee meetings and submit it to the membership chair. Project manager’s ultimate goal is to get the project done by the time dictated in the project charter. The ultimate responsibility of the projects falls on the project manager.

**H. Fundraising Chair**

The fundraising chair shall be responsible for organizing fundraising committee meetings and fundraising events for the Chapter. He/she must submit the fundraising reports to the voting membership. The fundraising chair must also keep track of attendance at the committee meetings and submit it to the membership chair. If no Vendor is appointed, the fundraising chair will handle the duties of the Vendor.

**I. Event Coordinator**

The role of the event coordinator is to hold regular event committee meetings to organize regular events for ACM. Each committee shall make an event charter and propose the event to the voting membership. If the voting membership motions to approve the event, it is then the event coordinator’s duty to organize the event.  The event coordinator submits the event committee reports to the voting membership. The event coordinator must also keep track of attendance at the committee meetings and submit it to the membership chair.

**J. Membership Chair**

The membership chair must keep a record of the current membership. This includes keeping track of membership status (nonvoting, voting, officer, and alumni), and contact information.

**K. Contact Liaison**

The role of the contact liaison is to reach out to companies in the CECS industry and bring in guest speakers. Ways of acquiring contacts include (but are not limited to) getting information through other organizations and meeting with companies at job fairs. He/she is responsible for requesting a parking permit for the speaker and responsible for providing certificate to the guest speaker. He/she must also keep abreast of the proceedings of ACM national, and maintain relations with ACM national.

**L. Vendor**

The Vendor shall maintain items sold by ACM. The Vendor may only sell items approved by the voting membership and the university. Once items are approved by the voting membership, the vendor must also get the items approved by the university.

**M. Publicity & Recruitment Chair**

The publicity chair’s job is to promote ACM meetings, events, and the organization itself. Duties include (but are not limited to): posting fliers for meetings and events at least 48 hours in advance, keeping the ACM bulletin boards updated, and organizing recruitment events [Week of Welcome, Engineering Organization Fair, SOAR, etc].  The publicity chair must submit the list of recruits to the membership chair.

**N. Office Technician**

The office technician shall make sure that hardware and software used in the ACM office is maintained.

**O. Librarian**

The librarian must maintain the books in the ACM library.

**P. Historian**

The historian shall manage photos, video, and other media of ACM meetings and events.

**Section 2. Filling Vacancies**

Vacant elected chapter officer positions shall only be filled by a majority vote from the voting membership in attendance in a valid election as defined in the chapter constitution and bylaws if the position is an elected position. If the position is appointed, then the president can appoint a replacement temporarily until the replacement can be approved by the voting membership by majority vote at the next administrative meeting.

**Section 3. Recall of Officers**

The voting membership may, with a two thirds vote of its voting members, present a recommendation to the members to remove a chapter officer for incapacitation, inactivity, or other valid reason at any regularly scheduled administrative meeting. The members may remove the officer only upon a vote of two thirds of the voting members in attendance at any regularly scheduled general meeting following by at least 7 days the meeting where the recommendation for removal was presented.

**Section 4. Eligibility of Officers**

To be eligible for office in the organization, a candidate for office must be carrying a minimum of six (6) undergraduate units or three (3) graduate units of regular university credit per semester at CSULB. All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times, and a 2.0 GPA in every semester while in office, and in the semester prior to running for office, and not be on probation of any kind. All officers must be ACM national members and must have the appropriate ASI certification(s).

**Section 5. Terms of Office**

The term of office for any office shall be one year starting at the beginning of the summer session and ending at the end of the next spring session. Officers may stand for reelection any number of terms. However, since a primary purpose of the chapter is to promote leadership opportunities for all members, any officer who has served for more than two years shall have, as his or her primary responsibility, to recruit and train replacement officer candidates.

**BYLAW IV. COMMITTEES**

**Section 1. Standing Committees and Duties**

A. Each project committee shall first come up with a project charter to outline their proposed project. Then one of the project members proposes his/her project charter to voting membership for approval. If the project charter is approved, the project committee shall hold regular meetings to finish the project. The project committee must also present regular project status updates at the administrative meetings. A charter that is incomplete can be approved as a draft to set up in interim project committee.

B. The event committee meets to create event charters for ACM events. The event charters must be proposed to voting membership for approval. If the event charter is approved, the event committee shall then focus their effort hosting the event. A charter that is incomplete can be approved as a draft to set up in interim event committee.

C. The fundraising committee meets to create event charters for ACM events. The event charters must be proposed to voting membership for approval. If the event charter is approved, the event committee shall then focus their effort hosting the event. A charter that is incomplete can be approved as a draft to set up in interim event committee.

**Section 2. Special Committees**

Each chapter officer shall be responsible for forming a committee of volunteers to assist them in their duties. No requirements shall be placed on the officer’s selection of members of the committee.

**BYLAW V. OFFICIAL CHAPTER BUSINESS**

**Section 1. Projects**

Only projects with a project charter approved by a plurality of the voting membership are considered an official ACM projects. The project charter must include:

* Project Name
* Project Manager
* Project Definition
* Project Scope
* Project Goals
* Project Dependencies
* Project Team
* Project Stakeholders
* Project Phases
* Project Timeline
* Project Challenges

If the project charter is incomplete, it can be passed as a draft.

Draft projects may set up committee times and request publicity. They may not request funds for their projects, may not use computer space, may not use server space, and the members cannot get voting membership through a project draft. Project drafts can be revoked by executive decision by the president.

Projects with approved charters may request funds for their project, may use computer space, may use server space, and the members get voting membership through a project charter draft. Projects with approved charters get priority over projects with drafts.

Project charters and project drafts may be amended or revoked by motion of the voting membership.

**Section 2. Events**

Only events with an event charter approved by a plurality of the voting membership are considered an official ACM event. The event charter must include:

* Event Name
* Event Date
* Event Time
* Event Description
* Event Purpose
* Event Goals
* Event Requirements
* Event Preparation Time line
* Event Challenges
* Event Finances
* List of People Involved
* List of Contacts

If the event charter is incomplete, it can be passed as a draft.

Draft events may set up committee times and request publicity. They may not request funds for their projects, may not use computer space, may not use server space, and the members cannot get voting membership through an event draft. Event drafts can be revoked by executive decision by the president.

Events with approved charters may request funds for their event, may use computer space, may use server space, and the members get voting membership through a project charter draft. Events with approved charters get priority over events with draft charters.

Event charters and event drafts may be amended or revoked by motion of the voting membership.

**Section 3. Financial**

Money from any ACM account (including any cash box), may only be used on official ACM projects, events, or official business approved by a plurality of the voting membership. Any unofficial use of ACM financial resources is considered to be theft.

**Section 4. Accounts**

The faculty adviser must have administrative information to any ACM account.

**Section 5. Priority Use of ACM Resources**

Work takes priority over recreation for use of ACM resources, which includes (but is not limited to) the ACM office, ACM financial resources, and time used in ACM meetings.

**BYLAW VI. ELECTIONS**

**Section 1. Time of Elections**

During the 5th to last week of the spring semester, nominations will be held at an ACM administrative meeting. During the 4th to last week, elections will take place at an ACM administrative meeting. The

The president, vice president, secretary, and treasurer shall be elected by a plurality of votes cast at the annual election meeting. The 3rd to last week will consist of transition time where the current officers will train the cabinet elect. The 2nd to last week the cabinet elect will run the last administrative meeting for the administrative year. The officers for current administrative year still have the official powers and duties during this transition time and up until the end of the spring semester.

**Section 2. Method of Election**

Nominations for president, vice president, secretary, and treasurer shall be taken starting at the administrative meeting directly prior to the election meeting and continuing up to the actual vote. Elections to fill any vacant office shall be held during any administrative meeting as needed.

All chapter balloting shall be by secret ballot. Candidates must not be present during the voting.

Officers shall be elected by a majority of votes cast. Voting members and non-voting members that are on record as having attended a combination of 3 more administrative and committee meetings may vote with the exception of the president. The president may only vote in the case of a tie.

The top 2 candidates may hold the position jointly if they mutually consent with the exception of president.

**BYLAW VII. METHOD TO AMEND THE BYLAWS**

**Section 1.**

All proposed changes to the chapter bylaws shall be approved by the executive board (president, vice president, secretary, treasurer) before being presented to the voting membership for a vote.

**Section 2.**

A vote of the majority of the two thirds of the voting members of the chapter shall be required to amend the chapter bylaws.

**Section 3.**

Once an amendment to the bylaws is approved by the voting membership, it must be submitted to the University for approval. Only once an amendment is approved by the University will it be considered official.

**BYLAW VIII. QUORUM**

**Section 1.**

A quorum shall be defined as 50% of the current officers.

**Section 2.**

Any action taken without a quorum shall be brought before the members at the next general meeting where a quorum is present, and shall be automatically rescinded unless approved by a majority of the members in attendance.

**Section 3.**

Administrative meetings must be announced at least 48 hours in advance.

**BYLAW IX PARLIAMENTARY AUTHORITY**

The current edition of Robert’s Rules of Order shall serve as the official parliamentary authority for the conduct of all chapter meetings.

**Section 1. Limits of Chief Parliamentarian Power**

The chief parliamentarian presiding over administrative meetings may not make motions or vote. The exception to not voting is when there is a tie, then the chief parliamentarian makes the tie breaking vote.

**Section 2. Defining Official Business**

Only business recorded in approved minutes is considered official.