

## ACM Constitution

### Article I. Name

The name of this organization shall be the Association of Computing Machinery (ACM) of the University of Mary Washington.

### Article II. Purpose

The Association of Computing Machinery club's purpose is to unite students who have an interest in computer science. It functions exclusively for educational and scientific purposes to promote greater interests in computing and its applications.

### Article III. Membership

Section 1: Membership in ACM is open to any interested undergraduate student at the University of Mary Washington. Members are defined as students who have enrolled in the club, attend meetings on a regular basis, and have their email in the ACM club's email list. All members have voting rights in club meetings.

Section 2: UMW graduate students, faculty, and administrators may join, but they do not have voting rights in club meetings. These members are defined as inactive.

### Article IV. Officers

Section 1: The officers of Association of Computing Machinery club shall be President, Vice President, Treasurer, Secretary, Programming Competition Coordinator and Hackathon Coordinator. The creation of additional officer positions must be approved by at least a two-thirds vote in favor by current members.

Section 2: Only UMW undergraduate students who are members of ACM may serve as officers. The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on June 1st and serve for one year. Appointment or nomination of an individual to an officer positions within ACM 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.

Section 3: The duties of the President shall include:

- Coordinating meetings of the club.
- Chairing all meetings of the club.
- Providing leadership to the club.
- Working directly with the club advisor.
- Acting as the chief spokesperson for the club.

Section 4: The duties of the Vice-President shall include:

- Assisting the President with the fulfillment of his/her duties.
- Preside at meetings in the absence of the President.
- Appointing all committee chairs.
- Providing support for the development of club activities planned by the committees.

Section 5: The duties of the Treasurer shall include:

- Keeping a record of all financial transactions.
- Meeting with the advisor to review account balances and financial transactions on a regular basis.
- Attend Finance Training.
- Preparing any and all budgets, financial budget requests and appeals, etc., and present these to the Financial Committee.
- Respond to the audit request of the Financial Committee, meeting the deadlines of the Financial Committee.

Section 6: The duties of the Secretary shall include:

- Tracking member enrollment and attendance of meetings.
- Keeping a record of topics discussed at meetings.
- Sending out meeting reminder emails from the club's email account.
- Keeping the club's social media and website up to date.

Section 7: The duties of the Programming Competition Coordinator shall include:

- Providing leadership to the programming competition committee.
- Administering programming competitions.

Section 8: The duties of the Hackathon Coordinator shall include:

- Providing leadership to the hackathon committee.
- Acting as co-liaison with the faculty advisor between the University and the hackathon committee.
- Coordinate with the treasurer to secure sponsors and ensure an adequate budget is set for each hackathon.
- Coordinate with the secretary to ensure the widespread publicity of the event.
- Coordinate with the president, vice president, faculty advisor and Major League Hacking to ensure the hackathon falls within the ideals and rules of all organizations involved.
- Direct the planning and implementation of a hackathon no more than once per semester.

## Article V. Officer Election/Impeachment

Section 1: All Club Officers shall be elected before April 10 and will serve a term of May 1st - April 30. The time between elections and April 30 shall serve as a transition period for new officers.

Section 2: Officer elections will follow a three step process: nominations, elections, and if needed run-off elections. Nominations will be held the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officer positions. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member. Elections will consist of each candidate speaking for up to five minutes, followed by a few minutes of questions and answers from the club membership. Only active members present at the meeting shall cast a vote, and only these votes shall count toward the computation of the 50%+1 required margin for election to office. The order of elections shall be as follows: President, Vice President, Treasurer, Secretary, Programming Competition Coordinator, and Hackathon Coordinator. In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Section 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the remaining club officers and advisor), he/she may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and speedy process.

#### Article VI. Advisor

Section 1: The Club Officers shall unanimously agree upon and appoint an advisor no later than April 1 to serve a term from May 1 - April 30.

Section 2: The Club Advisor must be a UMW faculty member or administrator, who will serve as an ex-officio member of the club, and as such, shall not have voting rights. The advisor's duties shall include:

- Meeting with the club officers on a regular basis.
- Keeping current with club issues and intentions.
- Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
- Assisting with the implementation of an officer transition program.

Section 3: The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 4: The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy.

#### Article VII: Meetings

Section 1: The Chapter shall hold meetings only in places that are open and accessible to all members of the Association. The club shall meet at least once per month.

Section 2: Only active student members may vote at meetings.

Section 3: In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active

members by sending out both a voicemail and e-mail. Communication of emergency meetings will be the responsibility of the Secretary.

#### Article X: Amendments

Section 1: Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2: Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the Club's next meeting.

Section 3: The proposed amendment shall be presented via email to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4: Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the President of ICA for review/approval by the Constitution Review Board.