

# Bylaws of the Kansas State University Student Chapter of the ACM

---

## Article I - Name

---

1. This organization shall be called the Kansas State University Student 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 the ACM.

## Article II - Purpose

---

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
  - i. An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
  - ii. Greater interest in computing and its applications.
  - iii. A means of communication between persons having an interest in computing.
2. The Chapter will serve students at Kansas State University and other interested persons in the Manhattan, KS 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 6, 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 chapter members who are also ACM members.

## Article IV - Officers

---

1. The officers of this Chapter shall be: President, Vice President, Secretary, and Treasurer. These officers constitute the Council. A minimum of three officers to establish a Chapter; some Chapters combine the offices of Secretary and Treasurer. Other offices may also be established.
2. All 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 the 2nd to last Sunday of the academic year and serve for one year.
4. No member may serve in the office of President or Vice President for more than two consecutive years.

## **Article V - Duties of Officers**

---

1. The President 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 President 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 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.
3. The Secretary shall keep the minutes of all Chapter and Executive Council meetings. Other duties of the Secretary include:
  - i. Maintaining the records of the Chapter.
  - ii. Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM Headquarters.
  - iii. 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.
  - iv. Perform other duties as assigned by the President.
4. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer also shall include:

- i. Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting.
- ii. Completion and submission of the Annual Financial Report to ACM Headquarters.
- iii. Performance of other duties as assigned by the President.

## **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 Student Chapter Sponsor shall be a voting member of ACM and either a member of the faculty or full-time staff of Kansas State University.
2. The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Election Meeting. The selection shall be confirmed by the school.
3. The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:
  - i. Helps provide continuity from year to year as student leadership and personnel change;
  - ii. promotes good student-faculty relationships;
  - iii. helps maintain university standards in all activities of the Chapter;
  - iv. exercises financial supervision, if necessary by:
    - a. Promoting prompt payment of bills and collection of dues, and
    - b. overseeing the settlement of all accounts in the event of dissolution of the Chapter; and
    - c. represents the Chapter interests to the faculty and administration.

## **Article VII - Executive Council**

---

There is no requirement that there be an Executive Council, but if there is one, the President 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 on 2nd to last Sunday of the academic year and serve for one year.

## **Article VIII - Standing Committees**

---

1. The standing committees of the Chapter shall be Program, Arrangements, Education, Membership, Publicity, etc.
  - i. The Program Committee shall plan and make arrangements for the technical programs of the Chapter's meetings in accordance with the membership's interests and the aims of the Chapter as set forth in Article II.
  - ii. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.

## **Article IX - Temporary Committees**

---

With the advice of the Chapter's Executive Council, the President may appoint such temporary committees as appropriate.

1. A Nominating Committee, consisting of at least three voting members of the Chapter, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chapter Chair at least two months prior to the Election Meeting.
2. An Audit Committee shall be appointed by the Chapter President at the close of the fiscal year to assure the accuracy of the accounting of the Chapters funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to ACM headquarters.

## **Article X - Meetings**

---

1. Meetings shall be held as planned by the Program Committee. 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 Secretary and Treasurer each shall 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 XI - Disbursements and Dues**

---

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues shall be fixed annually by the Executive Council.

## **Article XII - Amendment and Voting Procedures**

---

1. All proposed changes to these Chapter Bylaws shall be approved by the ACM Chief Operating Officer.
2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as 75% percent of the voting membership of the Chapter or at least 15 members, whichever is greater.
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 XIV - 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.

## **Amendments**

---

**January 2017**

---

## Event Attendance

1. Starting January 2017, all ACM Officers and Junior Officers must attend 80% of all mandatory events including:
  - i. Officer Meetings
  - ii. Industry Series Events and Tech Talks
  - iii. Programming Contests
  - iv. Open House Meetings and Open House
2. All ACM Officers must attend 80% of Help Sessions.
3. If an Officer or Junior Officer is unable to make an event they must inform the Officer group during an Officer meeting at least one (1) week before the scheduled event date. Absences will be excused on a case-by-case basis by vote of the Officers.
4. The outreach chair will choose a date in the middle and end of the semester. On this date he/she will inform Officers and Junior Officers if they are meeting their 80% attendance requirement.
5. If 80% attendance is not met, the offending Officer or Junior Officer will be placed on probation.
  - i. If an Officer is placed on probation, they can not be an ACM officer for one (1) year, but can still apply to become a Junior Officer.
  - ii. If a Junior Office is place on probation, they can not be an ACM Junior Officer for one (1) year.
  - iii. To terminate a probation, the offending Officer or Junior Officer must wait a full election cycle to run again.

## August 2017

---

### K-State Computer Science Department

The Kansas State University Department of Computer Science has a final say in matters that deal with the chapter.

# **Kansas Board of Regents**

The established policy of the Board of Regents prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the state universities. All fraternal and campus related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.

## **September 2017**

---

### **Absences from Events**

Officers and Junior Officers that miss an ACM event to attend an official university event shall be excused as long as they notify the outreach chair beforehand. All other absences will be unexcused.