

# **Association for Computing Machinery (ACM) at the University of Virginia**

## **Bylaws of the ACM@UVA**

Friday, April 30, 2025

### **Article I: Name**

1. The Association for Computing Machinery (ACM) Chapter at the University of Virginia is a student chapter of the parent ACM. The Chapter is a Contracted Independent Organization (CIO) at the University of Virginia and serves students, faculty, and staff of the University as well as members of the Charlottesville/ Albemarle County communities.
2. 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 operated toward the promotion of the following:
  - a. Social Engagement: We aim to promote the robust relationships amongst persons in the graduate and undergraduate bodies that have an interest in computing, believing that the computer science community is strengthened when we are able to befriend and learn from the diverse perspectives of others.
  - b. Educational Opportunities : It is our objective to provide learning environments in which students can increase their knowledge of and interest in the science, design, development, construction, languages, management and applications of modern computing.
  - c. Professional Development : Our goal is to encourage and assist students' growth and preparation for the workforce. We aim to assist through helping prepare for real world jobs and problems. We also seek to encourage the formation of contacts with professionals in industry and graduate degree programs.

### **Article III: Membership**

1. Any member of the University or Charlottesville/ Albemarle County communities may become a Member of the Chapter.
2. The Association for Computing Machinery does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information.
3. Active Member status in the Student Chapter shall be granted to Chapter members who attend five events per semester with at least one per month. Only Active Members may vote in the Annual Election.
4. Inactive Member status in the Student Chapter shall be granted to Chapter members who have not met the qualifications of attendance.

### **Article IV: Officers**

1. The compulsory officers of this Chapter shall be Chair, Vice Chair, Secretary, and Treasurer. Other optional offices may also be established and are recommended (e.g., Event Planning Officer, Media Communications Officer, Diversity and Inclusion Officer, HPSC Contest Director, HSPC Head Judge, ICPC Liaison, etc.).

2. All officers of the Chapter must maintain an Active Member status in the ACM. 1
3. The officers shall be elected by a plurality of the votes cast at the Annual Election meeting. 4. In the case that any officer positions remain unfilled following the Annual Election meeting, the Computer Science Department Chair and the one or more Faculty Advisors have authority to appoint or nominate individuals to said positions. They shall take office at the next meeting of the Executive Council and shall subsequently serve for one year.
5. An individual shall generally be limited to serving two full consecutive terms in the same position.

## **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. 2. The Vice Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Chapter, and furthermore perform other duties as assigned by the Chair. 3. The Secretary shall prepare agendas and keep the meeting notes for every Executive Council meeting. The Secretary shall do the same for momentous Chapter meetings, as needed and as per their judgment. Other duties of the Secretary include:

- a. Maintaining the internal documentation and records of the Chapter.
- b. Preparation of the Chapter's Annual Activity Report for presentation to the Chapter at the Annual Election meeting and submission to ACM Headquarters (as necessary).
- c. Perform other duties as assigned by the Chair.

4. The Treasurer shall collect dues, pay bills (as necessary), and maintain the Chapter's financial records. Duties of the Treasurer also shall include:

- a. Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting and submission to ACM Headquarters (as necessary).
- b. Acquire funding from external sources, so we can run events and the treasurer should manage these funds.
- c. The chair is responsible for making sure the Treasurer doesn't mishandle funds. If they are caught mishandling funds, they will be reported to honor and a majority vote of the officers can kick them out of the chapter.
- d. Perform other duties as assigned by the Chair.

## **Article VI: Chapter Advisor(s)**

1. Each Student Chapter has one or more Chapter Advisors.
2. Every Chapter Advisor must maintain an Active Member status in the ACM. They must furthermore be faculty members or full-time staff members of the University of Virginia.
3. The Chapter Advisor(s) shall be appointed by the Department Chair and confirmed by majority vote during the Annual Election Meeting.
4. The Chapter Advisor(s) 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 fruitful student-faculty relationships;
  - c. Helps maintain university standards in all activities of the Chapter;

- d. Exercises financial supervision, if necessary, by:
  - i. Promoting prompt payment of bills and collection of dues, and
  - ii. Overseeing the settlement of all accounts in the event of dissolution of the Chapter.
- e. Represents the Chapter interests to the faculty and administration.

## **Article VII: Executive Council**

2

- 1. The Executive Council shall consist of the Chapter officers (including, but not limited to, Chair, Vice Chair, Secretary, and Treasurer) and the one or more Chapter Advisors. 2. The term of the members of the Executive Council shall be coincident with the terms of the officers. They shall serve for one year.

## **Article VIII: Affiliated Organizations**

- 1. The ACM is affiliated with the HSPC and will accept full responsibility for ensuring its function.
- 2. The ACM is affiliated with the ICPC and will accept some measure of responsibility for ensuring its function.

## **Article IX: Meetings**

- 1. Meetings shall be held as planned by the Executive Council. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association. Members ought to be given sufficient notice well in advance of every meeting.
- 2. The Annual Election meeting should be held at the last meeting of the semester. The Secretary and Treasurer shall additionally present the Annual Activity Report and the Annual Financial Report, respectively.

## **Article X: 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 meeting notes. 2. Dues shall be collected if doing so is deemed appropriate and necessary by the Executive Council. The Treasurer is responsible for collection.

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

- 1. All proposed changes to these Chapter Bylaws shall be approved by the ACM Chair, Vice Chair, and one or more Faculty Advisors.
- 2. Every effort must be made to invite a large subset of the ACM body to events during which the official business of the Chapter is being conducted (e.g., Annual Election). 3. A simple majority of the votes cast by Active Members in attendance shall be required to carry a motion. Officers will be elected by a plurality of votes cast.
- 4. Votes cast at the Annual Election meeting shall be counted by the one or more Chapter Advisors under the supervision of the Executive Council.

## **Article XII: Dissolution of the Chapter**

1. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of the Executive Council 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, all assets and liabilities shall be transferred to ACM Headquarters and shall be supervised by the Treasurer, with the exception of funds received from the University, which shall be returned to the University upon dissolution.

### **Non-Discrimination Policy**

Association for Computing Machinery does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, military status (which includes active-duty members, reserve service members and dependents), national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, veteran status, and family or genetic information absent an approved petition restrict."