

Bylaws And Constitution

The Buffalo Student Chapter of the ACM

December 2014

1 Name

This organization shall be called the University at Buffalo 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.

2 Purpose

The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following: An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing. Greater interest in computing and its applications. A means of communication between persons having an interest in computing. The Chapter will serve students at the University at Buffalo and other interested persons in the Greater Buffalo, New York community. The Chapter is chartered by the ACM. The Chapter is recognized by the Undergraduate Student Association (“SA”) at the University at Buffalo (“the University”).

3 Membership

Membership in the Student Chapter shall be open to all ACM members and nonmembers. Membership is open to any member of the University. Voting membership in the Student Chapter shall be granted to chapter members who are also ACM members (ACM mandatory statement) and who are undergraduate students. (SA requirement).

4 Officers

The officers of this Chapter shall be: Chair, Vice Chair, 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. All officers of the Chapter must be members of ACM. Only full-time Division of Undergraduate Education students at the University are eligible to hold office. (SA requirement) The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on May 15, and serve for one year. No member may serve in the office of Chair or Vice Chair for more than two consecutive years. Officers may be removed from office by a two-thirds majority vote of the total voting membership. If an office vacancy exists for any reason, including resignation or subsequent officer ineligibility, a special election meeting shall be held. A replacement officer shall be elected by a plurality of the votes cast and shall serve for the remainder of the term. Written notice shall be distributed to all members at least one week prior to this special election meeting.

5 Duties of Officers

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. 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. The Secretary shall keep the minutes of all Chapter and Executive Council meetings. Other duties of the Secretary include: Maintaining the records of the Chapter. Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM Headquarters. Submission of any proposed amendment to these bylaws to the Chairs of the Membership Activities Board. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote. Perform other duties as assigned by the Chair. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer also shall include: Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting. Completion and submission of the Annual Financial Report to ACM Headquarters. Attend the yearly mandatory SA Treasurers' Meeting to review financial policy. Performance of other duties as assigned by the Chair.

6 Chapter Sponsor

The Student Chapter Sponsor shall be a voting member of ACM and either a member of the faculty or full-time staff of the University at Buffalo. The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Election Meeting. The selection shall be confirmed by the school.

The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor: helps provide continuity from year to year as student leadership and personnel change; promotes good student-faculty relationships; helps maintain university standards in all activities of the Chapter; 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; and represents the Chapter interests to the faculty and administration.

7 Executive Council

The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter's standing committees. The Term of the members of the Executive Council shall be coincident with the terms of the officers. They shall take office on May 15, and serve for one year.

8 Standing Committees

The standing committees of the Chapter shall be Program, Education, Fundraising, Membership, Publicity. 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. The Education Committee shall plan and make arrangements for the education programs of the Chapter's meetings in accordance with the membership's interests and the aims of the Chapter as set for the in Article II. The Fundraising Committee shall plan and conduct fundraising activities. The Membership Committee shall plan and conduct activities pertaining to the recruitment of new members, including at least one membership drive each semester. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.

9 Temporary Committees

With the advice of the Chapter's Executive Council, the Chair may appoint such temporary committees as appropriate. 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. An Audit Committee shall be appointed by the Chapter Chair at the close of the fiscal year to assure the accuracy of the accounting of the Chapters funds for the year. This Committee shall also verify the accuracy of the Financial Report prepared by the Treasurer for submission to ACM headquarters.

10 Meetings

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. (ACM mandatory statement) The Annual Election meeting should be held at the second to last meeting of the spring 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.

11 Disbursements and Dues

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. No dues shall be required of members, except for the amount required to pay for the expenses of national affiliation with the ACM. (SA requirement)

12 Amendment and Voting Procedures

All proposed changes to these Chapter Bylaws shall be approved by the Chairs of the Membership Activities Board and the ACM Constitution and Bylaws Committee before being presented to the Chapter membership for a vote. (ACM mandatory statement) No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as either 51 percent of the voting membership of the Chapter or at least 10 members. A simple majority of the voting members present shall be required to carry a motion. Officers will be elected by a plurality of votes cast.

13 Dissolution of the Chapter

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. Should this Chapter be dissolved: Because unspent SA account funds belong to the SA and not to the Chapter, any such remaining funds shall be returned to the SA. (SA requirement) Its assets and liabilities shall be transferred to ACM and shall be supervised by the Membership Activities Board. (ACM mandatory statement)