

Bylaws and Constitution

The University at Buffalo Student Chapter of the Association
for Computing Machinery

Amended May 2015, to be reinstated for the 2015-2016 year

Article I: Name

1. This organization shall be called the University at Buffalo Student Chapter for 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. The University at Buffalo is referred to as “The University”.

Article II: Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
 - (a) An increased knowledge of and greater interest in the science, design, development, construction, languages, management, and applications of modern computing.
 - (b) Greater interest in computing and its applications.
 - (c) A means of communication between persons having an interest in computing.
2. The Chapter will serve students, faculty, and staff at the University at Buffalo and the Buffalo and Greater Buffalo communities.
3. The Chapter is chartered by the ACM.
4. The Chapter is recognized by the Undergraduate Student Association, hence referred to as the “SA”, at the University.

Article III: Membership

1. Membership in the Chapter shall be open to all ACM members and nonmembers. As per SA policy, membership is open to all undergraduate students.
2. Voting membership in the Student Chapter shall be granted to all active chapter members who are also ACM members, as per ACM policy, and who are undergraduate students, as per SA policy.
3. In order to maintain recognition by SA, membership must consist of at least ten persons.

Article IV: Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. These officers constitute the Council. A minimum of three officers shall establish a Chapter; combining the offices of Secretary and Treasurer is subject to the opinions of the executive board.
2. All officers of the Chapter must be members of ACM, and undergraduate students as per SA policy.
3. The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on the last day of the spring semester, and serve for one year.
4. 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 Chapter.

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. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and the chairs of the Chapter's standing committees.
2. 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.
3. The Treasurer/Secretary shall keep the minutes of all Chapter and Executive Council meetings and maintain the chapter's financial records. Other duties include:
 - (a) Collecting dues, pay all bills, and maintain records for the chapter
 - (b) Preparation of the Chapter's annual report and officer contact information, and submission of these to the ACM Headquarters via the Chapter Administrative Interface.
 - (c) Submission of any proposed amendments 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.
 - (d) Perform other duties as assigned by the Chair.

Article VI: Chapter 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 the school.
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:
 1. helps provide continuity from year to year as student leadership and personnel change;
 2. promotes good student-faculty relationships;
 3. helps maintain university standards in all activities of the Chapter;
 4. 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.
4. The Chapter Sponsor represents the Chapter interests to the faculty and administration.

Article VII: Executive Council

1. There is no requirement that there be an Executive Council, but if there is one, the Chair would be the presiding officer. If there is no specific Executive Council, the set of officers are the Executive Council.
2. The Executive Council shall consist of the Chapter officers, the Chapter Sponsor, and chairs of the Chapter's standing committees.
3. 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: Meetings

1. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
2. The Chapter shall hold at least two meetings per semester, as per SA policy. The Chapter must also hold two Chapter Events per semester, as per SA policy. These events must be related to the Chapter's purpose. The Chapter must also attend two SA events per semester, as per SA policy. The Chapter must also hold two Fundraising Events per semester, as per SA policy. Lastly, the Chapter must also hold two Community Service Events per semester, as per SA policy.

3. The Annual Election meeting should be held at the last meeting of the semester. At this meeting, the Secretary and Treasurer 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 IX: Committees

1. Committees of the Chapter shall be divided into Standing Committees and Temporary Committees. The heads of all Committees are subject to the discretion of the Executive Council.
2. Standing Committees shall be Program, Outreach/Volunteer, and Fundraising.
3. The Program Committee shall be responsible for all events, including but not limited to recreation and education. The Outreach/Volunteer Committee shall be responsible for organizing, conducting, and finding volunteers for outreach for Computing Machinery. Furthermore, the Committee is also responsible for finding volunteering opportunities for the Chapter. The Fundraising Committee shall be responsible for organizing and conducting the acquisition of income for the Chapter.
4. Temporary Committees are created by the discretion of the Executive Council.

Article X: Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer/Secretary or Chapter Sponsor 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 XI: 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 a majority (51%) of the voting membership of the Chapter.
3. A simple majority of the voting members shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast.

Article XII: Dissolution of the Chapter/Loss of recognition

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, all assets and liabilities shall be transferred to ACM and shall be supervised by the ACM Finance Director, with the exception of funds received from the SA, as per SA policy, because unspent funds are property of the SA.