

# Bylaws of the Illinois Institute of Technology Student Chapter of the ACM

April 12, 2000

## 1 Name

1. This organization shall be called the Illinois Institute of Technology Student Chapter of the Association of Computing Machinery, or IIT-ACM. In these Bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as the ACM.

## 2 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 at the Illinois Institute of Technology.
3. The Chapter is chartered by the ACM.

## 3 Membership

1. Chapter members shall be granted voting membership if:
  - (a) the chapter members is also an ACM member, or
  - (b) chapter members has attended two previous general meetings
2. The attendance for both the fall and spring terms will be carried over, not including the summer term.

## 4 Officers

1. The officers of this Chapter shall be: Chairperson, Vice Chairperson - Internal, Vice Chairperson - External, Secretary, and Treasurer. These officers constitute the Executive Board of the Student Chapter. These officers shall perform the duties prescribed by these bylaws.
2. All officers of the Chapter must be members of ACM.
3. The officers of the Chapter shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office for the summer, fall, and spring terms following their election, or until their successors are elected. Their term of office shall begin at the close of the transitional meeting as specified in Article 9, Section 2.

#### 4. Vacancies

- (a) Any vacancies in office shall be filled in the regular manner of the election at the second meeting after the vacancy occurs. If the vacancy occurs within six weeks of the next regular scheduled election, the Chairperson shall have the power to appoint a successor to fill the vacancy.
- (b) If a vacancy is in the office of Chairperson, the Vice-Chairperson - Internal shall assume the position of Chairperson and serve the remaining portion of the term. The position of Vice Chairperson - Internal shall be filled as specified by Article 4, Section 4a.

### 5 Duties of Officers

1. The Chairperson 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 Chairperson shall preside at all meetings of the chapter and of its Executive Council. The Executive Board shall consist of the Chapter officers, the Student Chapter Sponsor, and the Chairpersons of the Chapter's standing committees.
2. The Vice Chairperson - Internal shall preside at meetings in the absence of the Chairperson, assist the Chairperson in the management of the Chapter, and perform other duties that may be assigned by the Chairperson.
3. The Vice Chairperson - External shall manage affairs external to the operation of the Chapter and perform other duties that may be assigned by the Chairperson.
4. The Secretary shall keep the minutes of all Chapter and Executive Board meetings. Other duties of the Secretary include:
  - (a) Maintaining the records of the Chapter.
  - (b) Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM Headquarters.
  - (c) Submission of any proposed amendment to these bylaws to the Chairpersons of the Membership Activities Board. 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 Chairperson.
5. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer shall include:
  - (a) Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting.
  - (b) Completion and submission of the Annual Financial Report to ACM Headquarters.
  - (c) Performance of other duties as assigned by the Chairperson.

### 6 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 Illinois Institute of Technology.
2. The Student Chapter Sponsor shall be selected by the Executive Board 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:
  - (a) helps provide continuity from year to year as student leadership and personnel change;

- (b) promotes good 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

## 7 Executive Board

1. The Executive Board shall consist of the Chapter officers, the Student Chapter Sponsor, and chairpersons of the Chapter's standing committees.
2. The Term of the members of the Executive Board shall be coincident with the terms of the officers. They shall take office on the transitional meeting as specified in Article 9, Section 2.
3. The Executive Board shall have general supervision of the affairs of the Chapter between its business meetings and determine the hour and place of meetings.

## 8 Committees

1. The Executive Board is granted the power to create standing or special committees, subject to the approval of the ACM membership.
2. The Chairperson as seen fit, can appoint members to the committees.
3. There must be one Executive Board member on each committee serving as a liaison to the Executive Board.
4. Committee Chairpersons are required to maintain a permanent record of their proceedings made available to the Executive Board.

## 9 Meetings

1. Meetings shall be held as planned by the Executive Board. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
2. Transitional Meeting (Executive Board)
  - (a) A special joint meeting between incoming and outgoing executive boards.
  - (b) It shall take place prior to the published date of commencement; for the purpose of officer training.

## 10 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.

## 11 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 Membership Activities Board.

## 12 Impeachment and Removal from Office

1. The procedures are as follows for an elected or appointed officer outlined in these Bylaws:
  - (a) The motion must be submitted in writing and a copy must be given to the Chapter Sponsor.
  - (b) A special hearing consisting of all elected officers not charged (or submitting charges) and the Chapter Sponsor, must be held in the next ten days of the initial motion. At this hearing:
    - i. Charges against the member will be read by the motion's author.
    - ii. The officer in question will be given opportunity to defend himself.
    - iii. The voting members and advisor will hold a closed door discussion of the charges.
    - iv. Voting by secret ballot will be done to determine whether to refer the case to the full ACM for final action.
  - (c) The deciding vote will take place at the next reuarlarly scheduled ACM meeting:
    - i. Voting will be by secret ballot.
    - ii. Three-fourths approval of voting members present will be required for impeachment.

## 13 Amendment and Voting Procedures

1. 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.
2. These Chapter Bylaws may be amended at any regular meetings of the Chapter by two-thirds of members present, provided that the amendment has been submitted and approved as specified in Article 13, Section 1.
3. No amendments will be enacted before the start of the next term.