

Constitution of the Association of Computing Machinery Student Chapter at California State University, Sacramento

Article I Name

1. This organization shall be called the California State University, Sacramento Student Chapter of the Association for Computing Machinery. In this Constitution it is referred to as the Chapter; the Association for Computing Machinery is referred to as the ACM; and the California State University, Sacramento is referred to as Sac State.

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 at Sac State and other interested persons in the greater Sacramento, CA community.

3. The Chapter is chartered by the ACM.

Article III Membership

1. Membership to the Chapter shall be open to all registered Sac State students, Sac State alumni, Sac State faculty members, students at community colleges and professionals in engineering or computer science related fields.

2. The provisions of this section must conform to the membership provisions specified in ACM's Bylaws (Bylaw 5, Section 5; ACM Constitution Article 3).

3. The provisions of this section must conform to the membership provisions specified in Sac State's Student Activities policies and procedures. †

4. Membership must be comprised of at least 8 currently enrolled Sac State students. †
5. Only current Sac State students may vote, hold office, or be appointed to head committees or transact business on behalf of the Chapter. †
6. Membership must be comprised of at least 80% enrolled Sac State Students. †
7. Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status. †
8. There will be no hazing. †
8. The Chapter has the authority to assess membership fees and/or dues. †

Article IV Officers

1. The officers of this Chapter shall be: President, Vice President, Secretary, Treasurer, Events Coordinator, and Web Designer.
2. All officers of the Chapter must be members of ACM.*

Article V Executive Council

1. The President is the presiding officer of the Executive Council.
2. The Executive Council shall consist of the Chapter President, Vice-President, Secretary and Treasurer.
3. The Term of the members of the Executive Council shall be coincident with their terms as officers.

Article VI Chapter Sponsor

1. This chapter shall have one Student Chapter Sponsor who shall be a voting member of ACM and either a member of the faculty or full-time staff of Sac State.
2. The Student Chapter Sponsor shall be selected by the Executive Council. The selection shall be confirmed by Sac State.

Article VII Meetings

1. The Chapter shall hold meetings only in places that are open and accessible to all members of the ACM.*
2. There will be at least 3 regular meetings of the Chapter per semester.

Article VIII Disbursements, Dues and Banking

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the officers and shall be included in the minutes of its meetings.
2. Dues shall be fixed annually by the Executive Council.
3. All funds of this organization will be banked with the Associated Students Incorporated. †

Article IX Amendment and Voting Procedures

1. All changes to this Chapter Constitution shall be approved by the ACM Chief Operating Officer and the Sac State Student Activities Office.* †
2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as 33% of the voting membership of the Chapter or at least 4 members, whichever is greater.
3. The Chapter Constitution may be put to a vote following a 2/3-majority vote among the chapter officers. There shall be a one-week length of time between the motion to amend the Constitution and the membership vote.
4. A simple majority of the voting members present shall be required to carry the motion to amend the Chapter Constitution.

Article X Parliamentary Authority

1. Robert's Rules of Order, Latest Revised Edition will be used for all points not covered in this constitution and these bylaws.

Article XI 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. Prior to the dissolution of this Chapter, its assets and liabilities shall be transferred to ACM and shall be supervised by the ACM Finance Director.*

*Mandatory Statement required by ACM a/o June 2008

† Mandatory Statement required by Sac State a/o June 2008

Approved by Sac State Student Activities

_____ Date: _____

Approved by ACM Chief Operating Officer

_____ Date: _____

Approved by the Chapter Membership

_____ Date: _____

The Bylaws of the Association of Computing Machinery Student Chapter at California State University, Sacramento

Article I Name

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Article II Membership

1. Application for membership will be considered after payment of the dues.
2. Only members in good standing and current on dues owed the chapter may vote.
3. Expulsion of members is by a majority of the votes cast at any regular meeting at which notice of the expulsion vote has been noticed.

Article III Election of Officers

1. The annual election of officers shall be planned and supervised by the Election Committee.
2. Officers shall be elected annually before the end of the spring semester.
3. Officers are elected by a plurality of the votes cast.
4. Any member who wants to be nominated for office can do so by notice to the officers.
5. A ballot box will be created, either physical or electronic, in a polling place accessible to all members and remain available for one week. The poll will close no later than two weeks prior to the end of the spring semester.
6. Officers shall begin their term on the first day of the fall semester following their election and serve for one year or until their successors are elected.

7. No member may serve in the office of President or Vice President for more than two consecutive years.
8. If an officer wishes to leave his or her position voluntarily, an election shall be conducted to determine their successor. Officers may resign by notice to the remaining officers.
9. Vacancies shall be filled by appointment of the President until the membership votes on a replacement.
10. An officer can be removed from office if a vote of no confidence results in a 3/4-majority vote of the voting body. The voting body shall consist of student organization members and officers present for the impeachment proceedings. The voting body shall not consist of members or officers who are involved in or witness to the conflict that has resulted in the call for impeachment. If an officer is impeached, he or she is forbidden to hold future officer positions in the Chapter. Any officer may call an impeachment hearing with the approval of at least one other officer as long as he or she was not involved with the conflict that warrants impeachment, i.e., is of a neutral third-party. If no such officer can be found, any officer may call impeachment proceedings with the approval of the President or Vice President.

Article IV Duties of Officers

1. The President is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with its constitution, these by-laws and the policies and procedures of the Chapter (if any). The President shall preside at all meetings of the chapter and of its Executive Council.
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:
 - 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.
 - d. 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:

- a. Preparation of the Chapter's Annual Financial Report for presentation to the Members at the Annual Meeting.
 - b. Completion and submission of the Annual Financial Report to ACM Headquarters.
 - c. Performance of other duties as assigned by the President.
5. Events Coordinator shall plan and organize the Chapter events and chair the Program Committee.
6. Web Designer shall be responsible for all web content hosted at the Chapter web site and shall chair the Publicity Committee.

Article V Sponsor

1. 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; and
 - e. represents the Chapter interests to the faculty and administration.

Article VI Standing Committees

1. The standing committees of the Chapter shall be Election, Membership, Program, and Publicity.

a. 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.

b. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.

c. The Membership Committee shall promote club membership and retention.

d. The Election Committee shall choose the method for the annual election, supervise the voting and certify the result in time for the Annual Meeting.

Article VII Temporary Committees

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

Article VIII Meetings

1. Regular meetings shall be held in room 5029 of Riverside Hall.

2. Special meetings shall be held as planned by the Program Committee.

3. Notices of all meetings shall be distributed to all members at least one week prior to any meeting.

4. Notice of all meetings will be made by email to a mailing list of all members and as noticed by the members of the Publicity Committee.

5. The Annual Meeting shall be the last meeting of the academic year. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be announced by the Election Committee notices of all meetings shall be distributed to all members at least one week prior to any meeting.

Article IX Disbursements and Dues

1. Dues are assessed at the beginning of each school year and payable within 30 days.

2. The dues will be set by the Executive Council.

Article X Amendment

1. A simple majority of the voting members present shall be sufficient to carry the motion to amend the bylaws.
2. No amendment to these bylaws may be contradictory to the Constitution of this Chapter.