

Constitution of the Armstrong Atlantic State University Student Chapter of the ACM

October 26, 2001

Article I Name

This organization shall be called the Armstrong Atlantic State University Student Chapter of the Association for Computing Machinery. The Chapter is chartered by the ACM. In this Constitution 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 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) A means of communication between persons having an interest in computing.
2. The Chapter will serve students at Armstrong Atlantic State University and other interested persons in the Savannah community.
3. The Chapter will serve the lower level students in the Computer Science program with the knowledge of program particulars.

Article III Organization

Section 1. Membership

1. Membership in the Student Chapter shall be open to all ACM members and nonmembers who are students at Armstrong Atlantic State University.
2. Voting membership in the Student Chapter shall be granted to chapter members who are also ACM members and Non-ACM members.

Section 2. 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 establish a Chapter; the offices of Secretary and Treasurer can be combined.
2. All officers of the Chapter must be members of ACM.
3. The officers shall be elected by a plurality of the votes cast at the annual election meeting. The election meeting will be held on the last meeting of the spring semester. They shall take office on the last meeting of the spring semester and serve for one year.
4. Eligibility of office and of voting membership ceases upon graduation and if a senior is graduation they cannot vote for next year's officers.
5. No member may serve in the office of Chair and/or Vice Chair for more than two consecutive years.
6. Treasurer may not succeed himself/herself.
7. Any elected officer may be recalled by vote of the chapter membership. Recall proceedings may be initiated by either a majority of the Executive Council, excluding the member in question, or by one third of the membership petitioning therefore. A 2/3 majority of all members eligible to vote will be required to effect removal.
8. Office vacancies will be filled by the Executive Council as soon as possible, and such appointments will remain in effect until the next regular election meeting.
9. If the Chair is vacated the Vice Chair will succeed Chair position until next annual election meeting and the Vice Chair position will be voted on as stated in paragraph 8.

Section 3. 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 this constitution. 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.
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 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.
 - c) Submission of any proposed amendment to this constitution 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.
 - d) Perform other duties as assigned by the Chair.
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 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 Chair.

Section 4. Chapter Sponsor

1. The Student Chapter Sponsor shall be a voting member of ACM and a Member of the faculty of Armstrong Atlantic State University.
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:
 - 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 all the faculty and administration.

Section 5. 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 Student 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 take office on the last meeting of the spring semester and serve for one year.

Section 6. Standing Committees

The standing committees of the Chapter shall be Program, Technology, and Membership.

1. The Program Committee shall plan and make arrangements for the 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.
2. The Technology Development Committee shall maintain the Armstrong Atlantic State University ACM Chapter web site and computers. Handle updating all the information brought to them by the ACM members. This committee will collaborate with the Program Committee incorporating new technology advancements related to Computer Science.
3. The Membership Committee shall strive to enlist as member of this chapter all qualified persons whose membership would further the purpose of ACM and those of the chapter as set forth in Article II of this Constitution. This committee with collaboration with the Program Committee shall schedule regular membership events. This committee will update at the beginning of school year at the first meeting membership roster and state what a quorum would consist of.

Section 7. Temporary Committees

1. 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.
2. 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 should also verify the

accuracy of the Financial Report prepared by the Treasurer for submission to ACM headquarters.

3. The Chairman may appoint temporary committees as deemed appropriate or necessary and specify term of that committee.
4. Local special interest groups will be chartered by the Chair if at least three members are interested, and they shall present a progress report during meetings.

Section 8. Meetings

1. 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.
2. The Annual Election meeting should be held at the last meeting of the semester. At this meeting, the Secretary and Treasurer each shall present the required reports, and the election of officers shall be held.
3. Written notices of all meetings shall be distributed to members at least one week prior to any meeting by the Program Committee.
4. There shall be a fixed meeting scheduled by the Program Committee on the first meeting of the fall semester. The first meeting of the fall semester is scheduled always on the third Friday after the beginning of the semester.
5. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as 25 percent of the voting membership of the Chapter or at least 10 members, whichever is greater.

Article IV 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.

Article V Amendment and Voting Procedures

1. The proposed amendment shall be read at a regularly announced meeting.
2. All changes to this Chapter Constitution shall be approved by the Chairs of the Membership Activities Board and the ACM Constitution

and Constitution Committee before being presented to the Chapter membership for a vote.

3. After approval has been received from the committee Chairman above, the proposed amendment shall be distributed to the membership in writing with notice of a meeting for a vote thereon.
4. At the meeting specified in paragraph three immediately above, the amendment shall be read again and voted upon. A quorum and 2/3 of the voting members voting for shall be required to carry the amendment.
5. The amendment shall become effective only after the revised constitution, as amended, has been submitted to the Armstrong Atlantic State University Student Activities Committee by the faculty advisor and has received the approval of that committee.
6. A simple majority of the voting members present shall be required to carry a motion.
7. Officers will be elected by a plurality of votes cast.
8. Rulings on any points of procedure not otherwise explicitly stated in this constitution, shall be in accordance with Roberts Rules of Order.

Article VI Dissolution of the Chapter

1. Dissolution of this Chapter by consent of all 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 unless Armstrong Atlantic State University requires that such assets be transferred to it for a purpose within the contemplation of Section 501(c)(3) of the Internal Revenue Code 1954.