

Association for Computing Machinery

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*Bylaws of the  
San Francisco State University Student Chapter of the Association for  
Computing Machinery*

**Article I  
NAME**

1. This organization shall be called the San Francisco State University Student Chapter of the Association for Computing Machinery, informally SF State ACM. In these Bylaws 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, including but not limited to the following:
  - a. To increase and promote member’s knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
  - b. To encourage greater interest in computing and its applications.
  - c. To create a centralized forum for communication between persons having interest in computing.
  - d. To provide assistance and opportunities for members in finding careers in computer related fields.
2. The Chapter will serve students at San Francisco State University and other interested persons in the San Francisco, CA community.
3. The Chapter is chartered by the ACM.

**Article III  
MEMBERSHIP**

[The provisions of this section must conform to the membership provisions specified in ACM’s Bylaws (Bylaw 6, Section 5; ACM Constitution Article 3).]

1. Membership in the Student Chapter shall be open to all ACM members and nonmembers.
2. Voting membership in the Student Chapter shall be granted to Chapter members.

## **Article IV OFFICERS**

1. The officers of this chapter shall be: President, Vice President, Secretary, and Treasurer.
2. 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.
3. No member may serve in the office of President or Vice President for more than two consecutive years.
4. In the event that a member of the Executive Council, excluding President, should leave office before the end of term, a vote of the membership will be held to choose a member to fill that position. In the case of a President leave, a two-thirds membership vote for a new president will be held within 2 months, with the Vice-President acting as President for the interim.
5. In the event that a member of the executive council does not perform their duties as stated in the bylaws, a motion may be made by members of the executive council to remove them from office. This motion must be followed by a unanimous vote among all members of the executive council, excepting the member in question, to remove them from office.

## **Article V DUTIES OF OFFICERS**

1. The President 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 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. Additional responsibilities of the Secretary shall 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 Presidents of the Membership Activities board. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.
  - d. Maintaining records and information of all members, current and past, in the organization.

- e. Performing other duties as assigned by the President.
4. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Additional responsibilities 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 for presentation to the Chapter and the Annual Election meeting.
    - c. Completion and submission of the Annual Financial Report to ACM Headquarters
    - d. Performance of other duties as assigned by the President.

## **Article VI**

### **CHAPTER SPONSOR**

1. The Student Chapter Sponsor shall be a voting member of ACM, and be a member of the faculty or full-time staff of San Francisco State University.
2. The Student Chapter Sponsor shall be selected by the Executive Council in timely fashion following the Election Meeting.
3. The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:
  - a. Provides continuity from year to year as student leadership and personnel change.
  - b. Promotes good student-faculty relationships.
  - c. Maintains 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.
    - ii. Overseeing settlement of all accounts in the event of dissolution of the Chapter.
  - e. Represents the Chapter interests to the faculty and administration.

## **Article VII**

### **EXECUTIVE COUNCIL**

1. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and the Chairs of the Chapter's standing committees.
2. The Term of the members of the Executive Council shall be coincident with the terms of the officers.
3. The Executive Council shall plan and make arrangements for the technical programs of the Chapters meetings in accordance with the membership's interests and the aims of the Chapter as set forth in Article II.

## **Article VIII STANDING COMMITTEES**

1. The standing committees of the Chapter shall be: Academic, Outreach, and Social.
  - a. The Academic Committee will be responsible for arranging tutoring, seminars, and handling the Chapter's educational property.
  - b. The Outreach committee will be responsible for: making the Chapter more attractive to potential and existing members; creating and distributing advertising to students; maintaining and developing the ACM website and all associated programming and hardware issues.
  - c. The Social Committee is responsible for: planning club meetings; planning regular social events for members, including but not limited to interacting with other clubs and departments on campus. In addition, the Social Committee will maintain a calendar of events.
  
2. Additional standing committees may be added with a two-thirds vote from the Executive Council.

## **Article IX TEMPORARY COMMITTEES**

1. With the advice of the Chapter's Executive Council, the President may appoint such temporary committees as appropriate.
  - a. 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 President at least two months prior to the Election Meeting.
  - b. An Audit Committee, which shall be appointed by the Chapter President 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.
  - c. A Disciplinary Committee shall be appointed by the Executive Council when needed to insure that appropriate disciplinary measures are taken against any member violating ACM, Chapter, or campus regulations.
  - d. Any other temporary committees as necessary.

## **Article X 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 Chapter.
2. The Annual Election meeting shall be held in the first two weeks in the Spring Semester. At this meeting, the election of officers shall be held. In addition, the Secretary and Treasurer each shall present the required reports. Written notices of all meetings shall be distributed to all members at least one week prior to any meeting.

**Article XI**  
**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. To authorize expenses, an appropriate form must be filled out, describing the costs, event and need for such items or event.
2. Dues shall be fixed annually by the Executive Council.

**Article XII**  
**AMENDMENT AND VOTING PROCEDURES**

1. All proposed changes to these Chapter Bylaws shall be approved by the Presidents of the Membership Activities Board the ACM Constitution and Bylaws Committee before being presented to the Chapter membership for a vote.
2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as 75 percent of the voting membership of the Chapter, or at least 15 members, whichever is greater.
3. A simple majority of the voting members present shall be required to carry a motion.

**Article XIII**  
**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 the Membership Activities Board.