

Bylaws of the Roanoke College Student Chapter of the ACM

Article I Name

This organization shall be called the Roanoke College Student Chapter of 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.

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 Roanoke College and other interested persons in the Roanoke 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 who are also ACM members.

Article IV Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. These officers constitute the Council. The offices of Secretary and Treasurer may be combined. Other offices may also be established.
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. They shall take office in March and serve for one year.
4. No member may serve in the office of Chair or Vice Chair for more than two consecutive years.
5. Should the Chair resign, Vice Chair will take over all the duties of the Chair, and a new Vice Chair will be elected. Current lower officers may be elected to the position of Vice Chair, in which case an additional election will take place in order to fill the vacated position.

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.
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 these bylaws 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.

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 Roanoke College.
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 the faculty and administration.

Article VII Executive Council

1. The Executive Council shall consist of the Chapter officers and the Student Chapter Sponsor.
2. The Term of the members of the Executive Council shall be coincident with the terms of the officers.

Article VIII Temporary Committees

With the advice of the Chapter's Executive Council, the Chair may appoint temporary committees as appropriate.

Article IX Meetings

1. Meetings shall be held as planned by the Executive Council. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association. Written or electronic notices of all meetings shall be distributed to all members at least one week prior to any meeting.
2. The Annual Election meeting should be held in late November or early December. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be held.

Article X 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 XI Funding

1. All finances shall be handled in accordance with the established procedures in effect for the college.
2. In the event of the loss of the group's recognition, any funds remaining in the college funds account shall revert to Student Life Council.

Article XII Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the Executive Council and 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 60 percent of the voting membership of the Chapter.
3. A simple majority of the voting members present shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast.

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 by the Executive Council.