

Bylaws of the UMBC Student Chapter of the ACM

Article I — Name

1. This organization shall be called the University of Maryland, Baltimore County 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; the University of Maryland, Baltimore County is referred to as UMBC.

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 the University of Maryland, Baltimore County.
3. The Chapter is chartered by the ACM.

Article III — Membership and Nondiscrimination

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.
3. Membership in this organization may not be denied because of race, color, age, sex, sexual orientation, physical or mental disability, disabled veteran or veteran status, national origin, or religion.

Article IV — Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. These officers, along with the Outgoing Chair, constitute the Council.
2. All officers of the Chapter must be members of the ACM.
3. The officers shall be elected by a plurality of the votes cast at the Annual Election Meeting. They shall take office on February 1 and serve for one year.
4. The outgoing chair will remain on the Council as an advisor to the incoming Chair and Council for one year.
5. No member may serve in the office of Chair or Vice Chair for more than two consecutive years.

Article V — Duties of Officers

1. The Chair is the principle 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 serves as the Chapter's official representative for all purposes relating to communication with SGA and UMBC staff. 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 to 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 ACM Chief Operating Officer. 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, ensuring compliance with all financial rules and guidelines. Other duties of the Treasurer include:
 - (a) Preparation of the Chapter's Annual Financial Report for presentation to the Chapter and the Annual Election Meeting.
 - (b) Completion and submission of the Annual Financial Report to ACM Headquarters.
 - (c) Perform other duties as assigned by the Chair.

Article VI — Chapter Sponsor

1. The Student Chapter Sponsor shall be a voting member of the ACM and either a member of the faculty or full-time staff of UMBC.

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2. The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Annual 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

Article VII — Executive Council

1. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and 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. They shall take office on February 1 and serve for one year.

Article VIII — Standing Committees

1. The standing committees of the Chapter shall be 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 for 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.

Article IX — Temporary Committees

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

Article X — Meetings

1. Meeting 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 fall semester. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be held.
3. 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.
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 ACM Chief Operating Officer and in accordance with Student Government Association policy.
2. 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.
3. A simple majority of the voting members present shall be required to carry any 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 ACM Finance Director.