

Bylaws of the Tennessee Technological University Student Chapter of the ACM

Preamble

This document shall serve both as this organization's bylaws for Association for Computing Machinery and this organization's constitution for Tennessee Technological University.

Article I. – Name

1. This organization shall be called the Association for computing Machinery Student Chapter at Tennessee Technological University. The Association is also referred to as ACM. Tennessee Technological University is also referred to as TTU.

Article II. – Purpose

1. The chapter is organized and will be operated exclusively for educational and scientific purposes and, in furtherance thereof, specific objectives are:
 - A. To promote an increased knowledge of the science, design, development, construction, languages, and applications of modern computing machinery;
 - B. To promote a greater interest in computing machinery and its applications; and
 - C. To provide a means of communication between persons having interest in computing machinery.

Article III. – Membership

1. A full-time student at TTU, who is a member in good standing of the ACM, may upon request and payment of dues become a voting member of this chapter.

2. A member in good standing of the ACM who is not a full-time student at TTU, may upon request and payment of dues become a non-voting member of this chapter. Such members are not entitled to hold office.
3. A full or part-time student at TTU who is not a member in good standing of the ACM, may upon request and payment of dues become a non-voting affiliate member of this chapter. No such person may be a non-voting affiliate member for more than one year.
4. A resident of the Upper Cumberland Region who is not a member in good standing of the ACM may, upon request and payment of a fee that is at least equal to the voting member dues, receive the chapter meeting notices and attend non-business meetings of this chapter.
5. Subject to the previous conditions of membership as outlined in this document, membership will not be denied on the basis of race, creed, sex, national origin, or handicap.

Article IV. – Officers

1. The officers of this chapter shall be Chairman, Vice Chairman, Secretary, and Treasurer. Each officer must be a member in good standing of the ACM, a voting member of this chapter, and a full-time student of TTU.
2. The officers shall be elected at the annual Election Meeting. They shall take office immediately after the Election Meeting and serve until their successors take office at the end of the next Election Meeting.
3. Any member who has served in either of the offices of Chairman or Vice Chairman in each of two consecutive years, may not hold office in the immediately following year.
4. Vacancies in any office other than Chairman caused by resignation, removal, or disability shall be filled by majority vote of the Executive Council. If the office of Chairman is so vacated, the Vice Chairman shall immediately assume that office, and the Executive Council shall then fill the vacant office of Vice Chairman.

Article V. – Duties of Officers

1. The Chairman shall preside at all meetings of this chapter and of its Executive Council. The Chairman shall represent this chapter at all meetings with the ACM Regional Representative. The Chairman shall also appoint all committees of this chapter and committee chairmen, except the Chairman of the Program Committee.
2. The Vice Chairman shall assume the duties of the Chairman in the event of the Chairman's absence. The Vice Chairman shall assume those duties of the Chairman that are so delegated by the Chairman. The Vice Chairman shall also be Chairman of the Program Committee.
3. The Secretary shall keep minutes of all chapter meetings and Executive Council Meetings. The Secretary shall prepare the annual chapter report for presentation to this chapter at the annual Election Meeting and prepare the report to the Chairman of the ACM Student Membership and Chapters Committee after each meeting. The Secretary shall send two copies of official notification to the Chairman of the SCM Student Membership and Chapters Committee of changes in this chapter's Bylaws for approval prior to their distribution to the membership. The Secretary shall similarly notify the Executive Director promptly of the final action of the proposed changes. The Secretary shall make all non-financial reports as required by TTU.
4. The Treasurer shall collect dues and maintain financial and membership records. The Treasurer shall make the annual report of this chapter's finances required by the Treasurer of ACM. The Treasurer shall make all financial reports required by TTU.

Article VI. – Faculty Advisor

1. The Faculty Advisor shall be nominated by the Executive Council immediately following the annual Election Meeting and the nomination submitted to the President of the ACM via the Chairman of the ACM via the Chairman of the ACM Student Membership and Chapters Committee. The Faculty Advisor shall

- be appointed chapter sponsor by the President of the ACM to serve until a successor is appointed.
2. The Faculty Advisor shall be generally responsible for the activities of this chapter.
 3. The Faculty Advisor shall:
 - A. Help provide continuity from year to year as student leadership and personnel change;
 - B. Promote good student-faculty relationships;
 - C. Help maintain university standards in all activities of the organization;
 - D. Exercise financial supervision if necessary by:
 - i. Promote prompt payment of bills and collection of dues, and;
 - ii. Overseeing the settlement of all accounts in the event of dissolution of this chapter; and
 - E. Represent the student chapter interest to the faculty and administration.
 4. The Faculty Advisor shall be a member in good standing of the ACM.

Article VII. – Executive Council

1. The Executive Council shall consist of the chapter officers, the immediate past Chairman, and the Faculty Advisor. The Executive Council shall meet and nominate the Faculty Advisor immediately following the annual Election Meeting. The Faculty Advisor shall be a non-voting member of the Executive Council.
2. Except as otherwise provided in these Bylaws, the Executive council shall act for this chapter in all matters except election of officers at the annual Election Meeting and the amendment of these Bylaws. Minutes of all Executive Council meetings shall be available for inspection by any member of this chapter and filed with the chapter records.
3. Meetings of the Executive Council shall be called by the Chairman at his or her discretion or upon request of any member of the Executive Council.

Article VIII. – Committees

1. The Standing Committee shall be:

- A. The Program Committee, which shall plan and arrange meetings of the chapter in accordance with the membership interests and the aims of this chapter as set forth in Article II; and shall prepare a calendar of regularly scheduled meetings each year.
 - B. The Publicity Committee, which shall maintain a mailing list, and publish and distribute all notices to the members of this chapter; and shall provide additional publicity of the chapter activities as appropriate.
2. Each Standing Committee shall consist of at least three voting members of this chapter, it may have one or two additional members who are either voting or non-voting members of this chapter.
3. The Nominating Committee shall consist of three voting members of this chapter, at least two of whom shall not be members of the Executive Council. The chapter Chairman shall appoint the Nominating Committee at least one month prior to the annual Election Meeting. At the annual Election Meeting, the Nominating Committee shall present at least one nominee for each office.
4. In addition to the Standing Committee, Temporary Committees may be established by the chapter Chairman.
5. The chairman and members of both Standing and Temporary Committees are appointed by the chapter Chairman, except as otherwise provided in these Bylaws. All committee appointments shall terminate at the end of the annual Election Meeting.

Article IX. – Meetings

1. Meetings shall be held as planned by the Program Committee.
 - A. This chapter may hold meetings only in places that are open to all members of the Association for Computing Machinery.
2. The Annual Election Meeting shall be held during the spring quarter of every year.
 - a. Following the report of the Nominating Committee, additional nominations may be made from the floor by any voting member.
 - b. After the nominations are closed, the voting members present shall vote.

- c. A majority of the votes cast for any office is necessary for election to that office
 - d. The Secretary shall present the annual chapter report.
3. Written notices shall be distributed to all members at least one week prior to any meeting
4. There shall be at least six meetings each year.
5. A quorum of this chapter for the conduct of business shall consist of ten voting members or a majority of the voting members of this chapter, whichever is smaller.

Article X. – Disbursement and Dues

1. Disbursement from the Treasury for chapter expenditures shall be made under authorization of the Executive Council and be included in the minutes of that meeting.
2. Annual dues shall be established upon recommendation of the Executive Council and approved by a majority vote of the voting members present and voting at any chapter meeting, providing that the notice for the meeting included this as an item of business.

Article XI. – Amendments and Procedures

1. Amendments to these bylaws shall be made in the following manner:
 - A. The proposed amendment shall be read at a regularly announced chapter meeting.
 - B. Three copies of the proposed amendment shall be sent to the Executive Director of the ACM, requesting the approval of the Chairman of the ACM Student Membership and Chapters Committee and the Chairman of the ACM Constitution and Bylaws Committee.
 - C. After approval has been received from the designated ACM authority, the proposed amendment shall be distributed to the membership in writing with notice of a subsequent meeting at which the amendment will be considered.

- D. At the designated meeting the amendment shall be read again, discussed, and voted upon. Two-thirds of the voting members present and voting shall be required to adopt the amendment.
2. The rules contained in *Robert's Rules of Order, Revised* shall govern this chapter in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws.
3. Rulings on any point of procedure not included in these Bylaws shall be made by the Chairman with the approval of the Faculty Advisor.

Article XII. – Dissolution

1. In the event of revocation of the Charter or dissolution of this chapter, all the assets of the chapter will be transferred to the Association for Computing Machinery.
 - A.