

Bylaws of the University of Texas Student Chapter of the ACM

Article I Name

1. This organization shall be called the University of Texas 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 for social, academic, and professional 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 Texas and other interested persons in the Austin community.
3. The Chapter is chartered by the ACM.

Article III Membership

1. Membership in the Student Chapter shall be open to all:
 - a. ACM members.
 - b. Students, faculty, staff, and administration of the University of Texas.
2. Members are required to pay annual membership dues.

Article IV Officers

All officers are required to pay their membership dues.

1. Senior Officers
 - a. The Senior Officers of this Chapter shall be: President, Vice President (VP) of Human Resources, VP Corporate Affairs, VP Internal Affairs, VP Academics, VP Finances, VP Social Events, and VP Marketing. The Senior Officers and the faculty advisor constitute the Council.
 - b. All Senior Officers of the Chapter must be members of ACM.
 - c. Senior Officers shall be elected at the Annual Election Meeting.
 - d. No member may serve in any single position of the Council for more than two terms, including cases where less than a full term is served.
 - e. In the case of a vacancy in the Council, the replacement will be decided by a majority vote among the Senior Officers.
 - f. Individual Senior Officers can be removed from office by a majority vote of Senior Officers and Operational Officers at an Officer Meeting. This vote shall be anonymous.
 - g. Each Senior Officer, except for the President, shall head a focus group of officers who shall assist the Senior Officer with his/her responsibilities and duties. These officers shall be chosen by the Senior Officers at the beginning of each semester.
2. Executive Officers
 - a. Executive Officers are previous Senior Officers who have been offered an advisory position; their status will be reviewed semesterly by the Council.
 - b. Executive Officers should attend all Senior Officer Meetings and are expected to play an active role in the leadership and execution of the Chapter.
3. Operational Officers
 - a. Operational Officers must be in at least one focus group.
 - b. Operational Officers must have previously completed the Officer Training Program.
4. Junior Officers
 - a. Junior Officers must be in at least one focus group.
 - b. All entering officers start as Junior Officers in the Officer Training Program.

Article V Duties of Senior Officers

1. The President is the principal officer and is responsible for providing leadership, vision, and motivation for the Chapter. Specific duties include:

- a. Presiding at all meetings of the chapter and of its Council.
- b. Maintaining official communications with the University, ACM, and other organizations.
- c. Ensuring that Senior Officers complete their tasks in a timely manner.
- d. Distributing the weekly mailout.
- e. Regularly updating the A-frame.

2. The Vice President of Human Resources shall be responsible for the Regular and Junior Officers, as well as recruitment. Specific duties include:

- a. Running the Officer Training Program.
- b. Running the Mentor Program.
- c. Taking attendance at officer meetings.
- d. Planning and executing officer team building events.
- e. Setting up office hours.

3. The Vice President of Corporate Affairs shall maintain relationships with local companies. Specific duties include:

- a. Maintaining the corporate database of companies.
- b. Organizing and running company nights and tech lectures.
- c. Obtaining corporate sponsorship for Chapter activities.

4. The Vice President of Internal Affairs officer shall maintain internal Chapter organization. Specific duties include:

- a. Keeping minutes of all meetings.
- b. Maintaining the historical records of the Chapter, in the form of post-mortems, event write-ups, and howtos.
- c. Preparing the Chapter's activity report and officer contact information, and submitting these to ACM Headquarters and the University.
- d. Organizing and cleaning the office.
- e. Ensuring the smooth operation of Chapter lockers and the office library.
- f. Maintaining the website, office computers, and other Information Technology.

5. The Vice President of Academics shall pursue the educational interests of the organization. Specific duties include:

- a. Providing tutoring for members.
- b. Organizing regular programming contests.
- c. Facilitating interaction between faculty and students via faculty lectures and lunches.
- d. Leading review sessions for core Computer Science classes.

6. The Vice President of Finances shall manage the income and expenditures of the organization. Specific duties include:

- a. Reimbursing individuals for legitimate expenditures.
- b. Regularly depositing payments to the Chapter.
- c. Conducting fund-raising activities and petitioning groups for sponsorship.
- d. Preparing the Chapter's Annual Financial Report for presentation at an officer meeting and submission to ACM Headquarters.

7. The Vice President of Social Affairs shall organize events for entertainment and community. Specific duties include:

- a. Organizing at least one large social event per semester.
- b. Holding Lan and Officer parties.
- c. Conducting many smaller social events such as paintball, broomball, kickball, movie nights, and lasertag.
- d. Developing a 40 Acres Fest booth in the spring.

8. The Vice President of Marketing shall manage the image and public relations of the Chapter. Specific duties include:

- a. Keeping the A-frame updated and in good condition.
- b. Designing and ordering t-shirts when necessary.
- c. Maintaining the Chapter's brochure.
- d. Advertising events in external publications.
- e. Ensuring that flyers are created in a timely manner.
- f. Developing a marketing campaign for the Chapter's target audience.

Article VI Faculty Advisor

1. The Faculty Advisor shall be a voting member of the Chapter and Council.

2. The Faculty Advisor shall be appointed by the Department of Computer Sciences at the University of Texas.
3. The Faculty Advisor shall be generally responsible for the activities of the Chapter. Specifically, the Advisor:
 - a. Provides continuity from year to year as student leadership and personnel change.
 - b. Promotes healthy student-faculty relationships and represents Chapter interests to the faculty, staff, and administration.
 - c. Ensures the maintenance of university standards in all activities of the Chapter.
 - d. Exercises financial supervision, if necessary, by overseeing the settlement of all accounts in the event of dissolution of the Chapter.

Article VII Meetings

1. General Meeting
 - a. General Meetings serve to inform members about:
 - i. Events planned for the semester.
 - ii. The current Senior Officers and Faculty Advisor.
 - iii. The Officer Training Program and other recruitment efforts.
 - b. There must be at least one General Meeting a semester so that communication with the membership is maintained.
 - c. General Meetings shall be held only in places that are open and accessible to all members.
2. Senior Officer Meetings
 - a. Senior Officer Meetings provide for the regular upkeep of Senior Officer responsibilities and are crucial for the timely operation of the organization.
 - b. Senior Officer Meetings shall be open for observation by the general public to promote transparency and openness.
 - c. Observers of the meetings must be authorized by the President before speaking, so that meetings remain orderly and efficient.
3. Officer Meetings
 - a. Officer Meetings serve to maintain community amongst the Officers, coordinate focus groups, and provide Officer Training Program upkeep.
 - b. Officer Meetings are open to the general public.
4. Annual Election Meeting
 - a. The Annual Election Meeting serves to elect the Senior Officers for the following year.
 - b. It shall be held the third week of April, to allow time for the transitioning of responsibilities from the old Senior Officers to the new.
 - c. Only current officers are eligible to run in the election.
 - d. The following clause shall be protected by a majority vote of the paid member-base:
 - i. All members who have paid their dues may vote.
 - e. Instant Runoff Voting shall be used to elect Senior Officers, in order to eliminate "vote wasting", improve voting efficiency, and encourage multiple candidates.
 - f. The newly elected Senior Officers shall take office on the day after the last day of finals for the spring semester.

Article VIII Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Vice President of Finances and shall be included in the minutes of the relevant Senior Officer Meeting.
2. Requests for reimbursement must include individual charges and be authorized by a Senior Officer.
3. Dues shall be fixed annually by the Council.

Article IX Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the Council and presented at the following Officer Meeting.
2. No binding decisions of the Chapter shall be made unless a majority of the Council is present.
3. A majority of the Senior Officers present shall be required to carry a motion.

Article X Dissolution of the Chapter

1. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of all its Senior 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 Faculty Advisor, except where doing so would violate University of Texas student organization policies.