

# Constitution of the New Mexico Tech Student Chapter of the Association for Computing Machinery

Ratified Fall of 2017

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## **1 Name**

### **1.1**

This organization shall be called the New Mexico Tech 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.

## **2 Purpose**

### **2.1**

The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:

1. An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
2. Greater interest in computing and its applications.
3. A means of communication between persons having an interest in computing.

### **2.2**

The Chapter will serve students at New Mexico Tech and other interested persons in the Socorro community.

### **2.3**

The Chapter is chartered by the ACM.

## **3 Membership**

### **3.1**

Membership in the Student Chapter shall be open to all ACM members and nonmembers.

### **3.2**

Voting membership in the Student Chapter shall be granted to chapter members who are also ACM members.

## **4 Officers**

### **4.1**

The officers of this Chapter shall be: Chair, Vice Chair, and Treasurer.

### **4.2**

All officers of the Chapter must be members of ACM.

### **4.3**

The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office after the third weekend of the semester and serve for one year.

#### 4.4

No member may serve in the office of Chair or Vice Chair for more than two consecutive years

### 5 Duties of Officers

#### 5.1

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. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter's standing committees.

#### 5.2

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.

#### 5.3

The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. The Treasurer shall also function as a Secretary, keeping the minutes of all Chapter and Executive Council meetings. Duties of the Treasurer also shall include:

1. Maintaining the records of the Chapter.
2. Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM Headquarters.
3. Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election Meeting.
4. Completion and submission of the Annual Financial Report to ACM Headquarters.
5. Performance of other duties as assigned by the chair.

### 6 Chapter Sponsor

#### 6.1

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

#### 6.2

The Student Chapter Sponsor shall be selected by the Executive Council immediately following the Election Meeting. The selection shall be confirmed by the school.

#### 6.3

The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:

1. helps provide continuity from year to year as student leadership and personnel change;
2. promotes good student-faculty relationships;
3. helps maintain university standards in all activities of the Chapter;
4. exercises financial supervision, if necessary, by:

1. promoting prompt payment of bills and collection of dues, and
  2. overseeing the settlement of all accounts in the event of dissolution of the Chapter
5. represents the Chapter interests to the faculty and administration.

## **7 Executive Council**

### **7.1**

The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the Chapter's standing committees.

### **7.2**

The Term of the members of the Executive Council shall be coincident with the terms of the officers.

## **8 Standing Committees**

### **8.1**

The standing committees of the Chapter shall be determined by the Executive Council following elections each school year, to stand for one year.

## **9 Meetings**

### **9.1**

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.

### **9.2**

The Annual Election meeting should be held at the last meeting of the Spring semester. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be held. Written notices of all meetings shall be distributed to all members at least one week prior to any meeting.

## **10 Disbursements and Dues**

### **10.1**

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.

### **10.2**

Dues for non-SGA students shall be fixed annually by the Executive Council. Students paying standard dues to the SGA shall not be charged additional dues by the Chapter.

## **11 Amendment and Voting Procedures**

### **11.1**

All proposed changes to these Chapter Bylaws shall be approved by the ACM Chief Operating Officer.

**11.2**

No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as fifty percent of the voting membership of the Chapter.

**11.3**

A simple majority of the voting members present shall be required to carry a motion.

**11.4**

Officers will be elected by a plurality of votes cast.

**12 Dissolution of the Chapter****12.1**

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.

**12.2**

Should this Chapter be dissolved, its assets and liabilities shall be transferred to the New Mexico Tech Student Government Association in accordance with the SGA Constitution.