Association for Computing Machinery

Official Bylaws

Bucknell University

Last Revised: August 2012

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BYLAWS

ARTICLE I: Name and Description

Section 1: Name

This organization is the Association for Computing Machinery or ACM.

Section 2: The Mission Statement

The Association for Computing Machinery at Bucknell University strives to enhance the educational and professional development of students, specifically in the area of computer information technology.

Section 3: About the Association for Computing Machinery

Founded in 1947, the Association for Computing Machinery is an international scientific and educational organization dedicated to advancing the art, science, engineering, and application of information technology, serving both professional and public interests by fostering the open interchange of information and by promoting the highest professional and ethical standards.

Section 4: About the Bucknell University chapter of the ACM

The Bucknell University chapter of the ACM is a student-run organization. Involvement in this ACM chapter is open to all members of the Bucknell community and others with common interests in computing topics. This chapter was founded on November 3, 1971, and to this day, continues to be a source of extra-curricular enrichment for individuals interested in computing topics, so that they can share knowledge and experiences with one another.

ACM events include:

- National Engineers Week
- Speakers, lectures, and forums
- Social events (bar nights, bowling, movie nights, etc.)
- Programming competitions
- Picnics
- Annual ACM membership dinner
- ACM interest meetings
- ACM officer meetings

- ACM general membership meetings

Section 5: Other organizations affiliated with the ACM at Bucknell University

Aside from being the main organization for computer science students at Bucknell, the ACM serves as a junction for other related groups. These groups are considered part of ACM and include:

- The Connection: Computer Science Department newsletter

ARTICLE II: Dues

Section 1: Bucknell Chapter Dues

There are no dues associated with the Bucknell University chapter of the ACM. All Bucknell students may join at no cost.

Section 2: National Chapter Dues

That national chapter of the ACM requires all members to pay dues to be officially recognized as part of the organization. Details are found on the ACM national website at http://www.acm.org. Regular student members of the Bucknell University chapter of the ACM are encouraged but not required to be official members of the national chapter of the ACM. Officers of the Bucknell University chapter must be official members of the ACM national chapter and pay the necessary dues.

ARTICLE III: Officers

Section 1: General Information about ACM Officers

The officers of the Bucknell University chapter of the ACM are responsible for the overall cohesiveness and operation of the organization. They are the official representatives of the ACM on campus. All officers are required to attend regular officer meetings and be visible at ACM events. The officers work with the ACM advisor, a Computer Science Department faculty member.

Each officer serves a one year term that coincides with the academic year, with the exception of the Bucknell Engineering Alumni Association Representative, who serves a two year term and is elected in their sophomore year. Elections are held in April each year for the positions of President, Vice-President, Secretary, Treasurer, Engineers Week Chair, Bucknell Engineering Alumni Association Representative, Sophomore Class

Representative, Junior Class Representative and Sophomore Class Representative. A Webmaster may be appointed by the newly elected ACM officers.

Section 2: ACM Officer Positions and Responsibilities

President The President of the ACM leads the student chapter of the ACM on campus and acts as the chair of the organization. The President must exercise leadership and serve as a liaison between students, faculty, alumni, and the ACM officers. The President must also be able to express the goals of the chapter, both internally to Bucknell and externally to the national chapter of the ACM.

The duties of the ACM President include:
    a. Calling to order and leading all ACM meetings.
    b. Delegating tasks among the other ACM officers.
    c. Serving as the main point of communication for ACM and the:
        i. Computer Science Department
        ii. Engineering Dean's Office
        iii. Bucknell Engineering Alumni Association
    d. Managing the ACM network space (UNIX & Windows) and local chapter website.

Vice-President

The Vice-President of the ACM works closely with the President in leading the organization. The Vice-President may assume the responsibilities of the President when absent.

The duties of the ACM Vice-President include:
    a. Publicizing and advertising all ACM events by:
        i. Creating and posting flyers
        ii. Forwarding information about an event to the ACM President and other officers
    b. Reserving spaces/rooms.
    c. Negotiating with speakers.
    e. Overseeing and maintaining communication with other ACM groups including:
        ii. The Connection

Secretary

The Secretary of the ACM is responsible for all records of the organization. The Secretary must be organized and able to plan ahead.

The duties of the ACM Secretary include:
    a. Keeping record of all ACM events.
    b. Constructing and updating a calendar of all ACM events each semester.
    c. Taking notes during each ACM officer meeting, and at chapter meetings when necessary.
    d. Maintaining a list of all ACM members.

e. Moderating the ACM listserv and e-mail list.
f. Passing along the names of newly declared computer science majors to the ACM President to be added to the listserv and e-mail list.

Treasurer The Treasurer of the ACM is responsible for maintaining all financial records of the organization.

The duties of the ACM Treasurer include:
a. Formulating the annual budget for Bucknell Student Government (BSG). b. Re-appropriating funds from BSG, if necessary.
c. Prompt payment of all bills.
d. Communicating with the department secretary concerning financial matters.

Engineers Week Chair

The Engineers Week Chair of the ACM is responsible for coordinating and organizing the Computer Science Department in preparation for and during National Engineers Week. This position may be held concurrently with another ACM officer position.

The duties of the ACM Engineers Week Chair include:
a. Building a cohesive atmosphere among students and faculty in the Computer Science department.
b. Planning and executing the ACM's participation in National Engineers Week competitions, including:
    i. Video competition
    ii. Banner competition
    iii. Live events, such as Math Relay, Cookie Eating Contest and Text Book Toss
    iv. Scavenger hunt
    v. Artwork and poetry competitions
    vi. Money war
c. Serving as a main point of communication between the ACM and the Engineering Dean's Office.
d. Representing the ACM on the Engineers Week Committee.

Bucknell Engineering Alumni Association Representative

The Bucknell Engineering Alumni Association Representative of the ACM is responsible for representing the ACM on the Bucknell Engineering Alumni Association Board. This position may be held concurrently with another ACM officer position.

The duties of the ACM Bucknell Engineering Alumni Association Representative include:
a. Serving as a main point of communication between the ACM and the Bucknell Engineering Alumni Association.
b. Attending regular student board meetings.
c. Attending Bucknell Engineering Alumni Association Board meetings, which occur:
    i. Homecoming weekend (Fall semester)

ii. National Engineers Week weekend (Spring semester)

Class Representatives

The Class Representatives for the ACM are crucial to the effective communication between all students involved in the organization. The Class Representatives serve as Social Chairs. If the situation is desired, a current ACM officer may also fill the role of a Class Representative.

The duties of the ACM Class Representatives include:
   a. Ensuring communication between all ACM members, especially sophomore and first-year members.
   b. Serving as the point of contact for all ACM and computer science students of that their corresponding class year.
   c. Meeting with the other ACM officers to discuss upcoming meetings and events.
   d. Working with the other ACM officers to organize social events, which may include:
         i. Ice cream socials ii.
         Picnics
         iii. Bar nights iv.
         Bowling
   d. Helping to plan National Engineers Week activities.

Webmaster

The Webmaster of the ACM is responsible for updating and maintaining the local chapter website. This position will be appointed by the other ACM officers, and may be held by a current ACM officer.

The duties of the ACM Webmaster include:
   a. Managing the ACM network space (UNIX & Windows) and local chapter website.

ARTICLE IV: Operating Procedures

Section 1: Mailing List

The ACM electronic mailing list exists on Bucknell University's listserv. The moderator of the mailing list is the ACM President, although other officers may be given permission to use it at the discretion of the advisor. The address is acm-l@bucknell.edu.

Section 2: Website

The ACM website for the Bucknell University chapter exists on Bucknell University's web space. The website is managed by the ACM President but this task may be distributed to another ACM member, who will serve as the Webmaster. The address is http://www.orgs.bucknell.edu/acm.

Section 3: Meetings

Regular officer meetings for the Bucknell University chapter of the ACM are held once a week or once a month, usually over lunch. The ACM advisor is present at these meetings to ensure the officers remain on task.

General membership meetings for the ACM are held less frequently and in a more social atmosphere. These meetings are used to gather ideas and feedback from ACM members, plan large events, and discuss other important issues.

Section 4: Planning Events

Planning an ACM event involves a multi-step process that includes:

- Proposing an idea to the ACM officers who will make a decision on whether or not to have the event.
- Deciding on a time and place for the event.
- Acquiring funding for the event, if necessary.
- Purchasing supplies and food, if necessary.
- Advertising the event.

ARTICLE V: Elections

Section 1: Election Information

Elections for ACM officer positions are held annually in April. Any Bucknell student involved in the ACM is eligible to run for President, Vice-President, Secretary, or Treasurer. Each student may run for multiple officer positions, but if elected, may only accept one. The Engineers Week Chair, Bucknell Engineering Alumni Association Representative and Class Representatives are also elected. These positions may be held concurrently with another ACM officer position. All officers are elected to a 1 year term, except the Bucknell Engineering Alumni Association Representative who will serve a 2 year term during their junior and senior years. The Webmaster is not elected, but may be appointed by the newly elected ACM officers.

Section 2: Election Procedures:

At the beginning of the election process, ACM members nominate students for officer positions. Nominations may be done verbally or in writing and are submitted to the ACM officers. Self-nominations are acceptable.

After nominations take place, a list of ACM officer candidates is created and released to the entire ACM chapter. This is done at a meeting or through e-mail. Information may also be displayed on the ACM website. Pending the discretion of the outgoing ACM officers, each candidate is then given the opportunity to release a personal statement or present a short speech. This may also be done at a meeting, by e-mail, or through the ACM website.

The actual election takes place at least a week after nominations are released and the ACM chapter has had enough time to consider the candidates.

For the election, each ACM member is allowed to vote for one candidate for each officer position: President, Vice-President, Secretary, Treasurer, Engineers Week Chair, Bucknell Engineering Alumni Association Representative, Senior Class Representative, Junior Class Representative and Sophomore Class Representative. Votes may be given to one of the nominated individuals or to an individual who has not yet been nominated.

The election takes place during a general ACM meeting. This meeting is open to all ACM members. At this meeting, all nominees are given the opportunity to present a short speech. During the election, votes are submitted in writing. At the end of the voting time period, outgoing ACM officers collect and count the votes. The results are presented to the ACM advisor for approval. If approved by the advisor, the new officers are given the opportunity to formally accept their position. The results of the election are announced by e-mail. The new officers begin their official term at the start of the upcoming academic calendar.

In extreme cases where no election takes place or a selected individual is deemed inappropriate for an officer position, an ACM officer may be appointed at the discretion of the ACM advisor.

ARTICLE VI: Amendments

Section 1: Proposing Amendments

An amendment to these bylaws may be proposed by any current member of this ACM chapter. The proposal must be submitted in writing to all of the ACM officers and the ACM advisor. The ACM officers will discuss the validity of the proposal and decide whether or not to vote on it.

Section 2: Voting on Amendments

If the ACM officers decide to vote on a proposed amendment, a vote may take place at a regularly scheduled officer meeting. Only officers may vote on proposed amendments. This includes President, Vice-President, Secretary, Treasurer, and Class Representatives.

In order for an amendment to pass, at least a 2/3 majority vote is needed from all present officers along with the approval of the ACM advisor.

CONTACT INFORMATION

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