

2018 - 2019 bylaws of the  
**The Ohio State University's  
Association of Computing Machinery - Women's Chapter**

Article I - XIII are in accordance with the national ACM Chapter Bylaws found:  
<http://www.acm.org/chapters/students/sample-by-laws> . Article XIV are specific to Ohio State University's ACM-W chapter.

**Article I: Name**

1. This organization shall be called the ACM-W, the Association for Computing Machinery - Women's Chapter. 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 exclusively for educational and scientific purposes to promote the following:
  - o An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
  - o Greater interest in computing and its applications.
  - o A means of communication between persons having an interest in computing
2. The Chapter will serve students at the Ohio State University main campus.
3. The Chapter is chartered by the ACM.

**Article III: Membership**

The provisions of this section must conform to the membership provisions specified in ACM's Bylaws (Bylaw 5, Section 5; ACM Constitution Article 3).

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 all active chapter members.

3. Membership shall not be restricted according to race, creed, age, gender, disability, nationality, sexual orientation, economic status, veteran status, or parenthood.

#### **Article IV: Officers**

1. The officers of this Chapter shall be: Co-President, Co-President, Treasurer, Secretary, Events Coordinator, Campus Outreach Coordinator, Community Outreach Coordinator, Socials Coordinator and Social Media Coordinator. These individuals must be ACM Student Members. In addition, a Faculty Sponsor with an ACM Professional Membership is required. These officers constitute the Council. A minimum of three officers is required to establish a Chapter. Other officers may also be established.
2. All required officers of the Chapter must be members of ACM.
3. The officers shall be elected by a plurality of the votes cast by the previous executive board. They shall take office on **June 15th** and serve for one year.
4. Appointment or nomination of an individual to an officer positions within ACM shall be limited to two full consecutive terms in the same position. This recommendation is intended to encourage the continuing infusion of new volunteers into the organization and to encourage office holders to give thought to planning for their successor.

#### **Article V: Duties of Officers**

1. The Presidents are the principal officers and are responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the ACM and these bylaws. The Presidents 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.
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.
3. The Treasurer shall keep the minutes of all Chapter and Executive Council meetings and maintain the chapter's financial records. Other duties include:
  - Collecting dues, pay all bill, and maintain records for the chapter

- Preparation of the Chapter's annual report and officer contact information, and submission of these to ACM Headquarters via the Chapter Administrative Interface.
- 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.
- Perform other duties as assigned by the Chair.

## **Article VI: Chapter Sponsor**

The Sponsor shall be a faculty member or full-time staff member of your school. Each Student Chapter has one Sponsor.

1. The Student Chapter Sponsor shall be a voting member of ACM and either a member of the faculty or full-time staff of the Ohio State University.
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.
3. The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:
  - helps provide continuity from year to year as student leadership and personnel change;
  - promotes good student-faculty relationships;
  - helps maintain university standards in all activities of the Chapter;
  - exercises financial supervision, if necessary, by promoting prompt payment of bills and collection of dues, and overseeing the settlement of all accounts in the event of dissolution of the Chapter.
  - represents the Chapter interests to the faculty and administration.
  - for high school chapters and underage students, the chapter sponsor must be in attendance at every meeting that is held in the evening. In the event that the appointed sponsor is not available, another faculty member may chaperon the meeting. If both are not available, a local area professional, previously investigated and approved by the school, can be assigned to supervise evening meetings.

## **Article VII: Executive Council**

There is no requirement that there be an Executive Council, but if there is one, the Chair would be the presiding officer. If there is no specific Executive Council, the set of officers are the 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 June 15 and serve for one year.

## **Article VIII: Duties of Executive Council**

1. The Executive Council shall plan meetings at least 2 times a year in accordance with the needs of the Chapter. The Chapter shall hold meetings only in places that are open, safe, and accessible. There may be additional local government requirements about openness to the public and accessibility for the handicapped.
2. The Executive Council shall create working committees in accordance with the needs of the Chapter. These committees may be used to organize events and projects for the Chapter.
3. The Executive Council shall determine the annual dues for the members of the Chapter.

## **Article IX: Meetings**

1. 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 semester. At this meeting, the 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.

## **Article X: Disbursements and Dues**

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer or Chapter Sponsor 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 XI: Amendment and Voting Procedures**

1. All proposed changes to these Chapter Bylaws shall be approved by the ACM Chief Operating Officer before being presented to the Chapter membership for a vote.
2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as a majority of the voting membership of the Chapter
3. A simple majority of the voting members present shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast.

## **Article XII: Code of Conduct**

1. Harassment is unwelcome or hostile behavior, including speech that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation, in a conference, event or program. Harassment in any form, including but not limited to harassment based on alienage or citizenship, age, color, creed, disability, marital status, military status, national origin, pregnancy, childbirth- and pregnancy-related medical conditions, race, religion, sex, gender, veteran status, sexual orientation or any other status protected by laws in which the chapter meeting or chapter event is being held, will not be tolerated. Harassment includes the use of abusive or degrading language, intimidation, stalking, harassing photography or recording, inappropriate physical contact, sexual imagery and unwelcome sexual attention. A response that the participant was "just joking," or "teasing," or being "playful," will not be accepted.
2. Anyone witnessing or subject to unacceptable behavior should notify a chapter officer or ACM Headquarters.
3. Individuals violating these standards may be sanctioned or excluded from further participation at the discretion of the chapter officers or responsible committee members.

### **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. Funds given to the chapter from the University shall be returned to the University.

### **Article XIV: The Ohio State University ACM-W Chapter Amendments**

#### **Section A. Membership**

1. Nondiscrimination policy: This chapter should follow the University's nondiscrimination statement - " this organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status."
2. Students who attend 5 ACM-W meetings a semester will be deemed an active member of the Ohio State University's ACM-W chapter. Active members will be able to apply to ACM-W scholarships, vote in the case of decisions that require the entire student organization, apply to the executive board positions, and redeem other benefits the executive board deems fit
3. A member may be asked to leave a meeting or event only if they are dangerous, or if they are interfering with other members' professional or social experience with ACM-W. A member may not be asked to leave for any other reason, and all members are protected by the non-discrimination policy in item one.
4. A member may be permanently removed from the organization by a unanimous vote of the executive committee.

#### **Section B. Officer Positions and Duties**

1. In addition to Article IV and V of the bylaws, the chapter may fill other positions as needed. These include, but are not limited to: Fundraising Chair, Social Coordinator, Company Relations Chair, Marketing Chair and Webmaster.
2. Roles and responsibilities of all officers will be determined by the Chair and Vice Chair with the agreement of the member transitioning to the officer position
3. Roles and responsibilities of all officers will be approved and documented for the entire executive board before the start of the school term

### **Section C. Officer Selection and Removal Process**

1. The application process to an officer position will be determine by the Chair and Vice Chair and voted by the entire board. A majority vote in favor is required before the process is approved
2. Officers are expected to uphold the rules, values, and integrity of ACM-W and the University at all times, and they are expected to complete the responsibilities listed in the descriptions in Article V and agreed upon responsibilities determined by the Chair and Vice Chair. If there comes a time when an officer is not maintaining these commitments, then he or she may be impeached.
4. A motion for removal may be proposed by any member in the organization (referred to as the prosecutor). The motion must include an explanation on why the officer is not adequately fulfilling his or her obligations. The prosecutor must present their case to the entire Executive Council (defined in Article VIII) in a private hearing and the officer may give a statement of defense. When both parties have thoroughly stated their claims, the Executive Council will vote for or against the officer's removal. If a unanimous vote is achieved, then that decision will be implemented. If not, a hearing will be held in the presence of the entire organization.