

Association for Computing Machinery Constitution

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Preamble:

An organization aimed at fostering, in an exciting manner, our understanding of the computing technology. The goal of the Association for Computing Machinery Club is to provide interesting and fun ways by which the members could learn to appreciate the significance of computers. It also provides its members with an abundance of volunteer opportunities and promotes relations amongst students, advisors, and faculty. The organization is open to all students regardless of their majors.

Article 1: Name

Section 1: The name of this organization shall be known as the Association for Computing Machinery (hereafter ACM) of the University of Houston-*Downtown* Student Chapter.

Article 2: Membership

Section 1: Members or interested members should maintain a minimum 2.5 GPA on a 4.0 scale, the executive board (officers) should maintain a 3.0 GPA on a 4.0 scale. Membership into ACM shall not be denied because of race, color, age, national origin, sexual orientation, or disabilities.

Section 2: Organization members may be subject to dismissal by the advisor and officers or administrative members of the University of Houston-*Downtown*. Reasoning for dismissal is in accordance with the University of Houston-*Downtown* Student Activities Student Handbook. Procedure for dismissal involves an investigation and majority vote by the officers or an executive decision by the advisor.

Section 3: Organization Members will pay dues every semester. The amount of dues will be decided by the executive board.

Section 4: Members classification will be either active or inactive per semester. To be considered active, members must fulfill all ACM requirements stated on the contract/ registration form. The requirements are subject to change every semester. The executive board can change the requirements by a majority vote at the beginning of each semester. If a member does not fulfill the stated ACM requirements, his or her case will be presented at the end-of-semester executive meeting. The executive board should come up with established standards before reviewing the cases.

Article 3: Leadership by Officers

Section 1: Leadership and Term-Election of the officers by an open ballot of the members who meet all eligibility requirements will take place in May of the academic year prior to service. Upon the election of new officers, the preceding officers will provide their successors with organizational meeting materials, access to the ACM treasury. The term of officers will consist of one full academic year (Fall and Spring semesters).

Section 2: The Executive Board: The executive Board shall consist of the following offices: President, Vice-President, Secretary, Treasurer, and two Executive Officers.

Section 3: Eligibility for Officers: In order to be eligible for a position on the executive board, a student must be an active participant in the organization's meetings and activities for at least a semester, as well as be in satisfactory academic standing.

Section 4: Election: Elections will be organized by the preceding vice president. No one is allowed to run for more than one position. The date of the election meeting will be announced at the beginning of the semester. Any changes in this tentative date will be made known to all organization members immediately.

Section 5: Voting Eligibility: Members active for at least one semester are eligible to vote. Only members whose have paid dues may vote.

Article 4: Officers

Section 1: President: The President serves the entire organization, as well as the other officers of the executive board. This entails knowledge of their roles as well as access to the budget of the organization. The president can appoint or assume the duties in case an officer is unable to perform his or her duties. In addition, the president works closely with the ACM advisor. Most importantly, the President should seek out new methods to improve the organization and the services it provides. The President is also responsible for scheduling the fieldtrip, events, activities, and meetings as well as providing meeting agendas. The President shall preside at all meetings of the organization, appoint committees as needed to carry out the work of the organization, call extra meetings as necessary, and preside at executive board meetings.

Section 2: Vice President: The Vice President directly supports the president in his or her endeavors. In these roles, the Vice President updates the leadership and the members of the organization concerning issues raised by students. The Vice President should also work with the President in coordinating the activities and events in which the members will participate. The Vice President is also responsible for record keeping of all of the organization's service activities and events.

Section 3: Secretary - The Secretary records the attendance and minutes of both the general member meetings as well as the executive board meetings. The Secretary is also responsible for organizing the ACM binder containing all ACM related documents. A duplicate binder should be kept in the advisor's office. In addition, the Secretary is accountable for filling out all the necessary paperwork for an event at the Students Activity center. The Secretary also publicizes ACM meetings, fundraisers, and special events.

Section 4: Treasurer - The Treasurer secures access to the ACM budget from the Students Activity by attending all the Council of Finance meetings and filling out the budget request forms. The Treasurer can only approve capital purchases with the approval of the executive board, and all reimbursements can only be made with a receipt. The Treasurer is solely accountable for collecting dues and fundraiser revenues. The Treasurer shall keep a record of all funds received and expended.

Section 5: Executive Officers - Using the planned calendar, the Executive Officer publicizes ACM meetings and events by generating and posting the flyers at least one week prior to the activity unless notified by the President. The Executive Officer is responsible for taking pictures at all meetings and events. If the Executive Officer cannot attend an event, he or she should notify the President at least 24 hours before the event occurs and also designate an individual to perform the duty.

Section 6: Executive Officers - The Executive officers are responsible for attending all of the Student Council of Organization meetings every other Wednesday. The Executive officers also plan the end of semester party or event.

Article 5: Officer Resignation or Impeachment

Section 1: Resignation - If an officer cannot perform his or her obligated duties due to extenuating circumstances, he or she should notify the executive board at least two weeks prior to the resignation.

Section 2: Impeachment - If an officer does not perform his or her obligated duties, he or she is subject to impeachment with a 2/3 vote of the executive board. The individual should be warned at least twice by the President before the impeachment can occur, and the advisor should be notified throughout the process.

Article 6: Meetings of the General Members

Section 1: Meetings- During the year as determined by the Advisor and executive board, ACM will hold meetings for the general membership. These meetings will take place bimonthly, or else upon the executive board, throughout the fall and spring semesters on a day and location agreed upon by the executive board. Meetings shall alternate days of the week as decided by the executive board so as to accommodate students' class scheduling conflicts. Extra meetings for certain groups will be called as necessary.

Section 2: Meeting Topics-Overall, meeting topics will vary depending on the executive board and the needs of the membership. Meeting topics include but are not limited to upcoming events, service activities, and fundraisers.

Section 3: Special Meetings-The President, Executive Board, Advisor, and Head of the Department or Dean may call special meetings as necessary.

Article 7: Committees

Section 1: Standing Committees-Standing committee chairpersons shall be appointed by the executive board for one year. Standing committees will be the Committee of Student Government Correspondence (to maintain correspondence with the Student Government and other organizations of the University of Houston-*Downtown*)

Article 8: Association with other Organizations

Section 1: The ACM. may become associated with certain science related organizations. The executive board shall embrace such relationships and work diligently to strengthen the bonds between the membership and these organizations.

Section 2: ACM. is closely associated with Mathematical Association of America (MAA, UHD Chapter) and the Scholar's Academy Member. The executive board of ACM will

work closely with the executive board of other organizations to meet requirements, coordinate special programs, and distribute organizational information to general members.

Article 8: Advisor

Section 1: The advisor's responsibilities include attending and offering advice at meetings, working with the executive board to develop a meeting schedule, and providing support to the membership. The advisor does not have the right to vote.

Section 2: Term-The term of this position is left to the discretion of the University of Houston-*Downtown* Administration.

Article 9: Amendments and Methods of Implementation

Section 1: This constitution may be amended by a majority vote of the executive board. Proposed amendments must be posted on the Facebook group as well as announced and made available to general members.

Section 2: Revision of the constitution requires approval of the executive board and advisor.

Article 10: Powers

Section 1: The University of Houston-*Downtown* Administration and Advisor of the organization delegate all powers of ACM. Therefore, the administration and advisor have the right to veto any act of ACM or to revoke any of the powers held by ACM. This constitution shall become effective immediately upon approval by the executive board and advisor.

Signatures

President's Signature

_____/_____/_____
Date

Vice-President's Signature

_____/_____/_____
Date

Advisor's Signature

_____/_____/_____
Date

Secretary's Signature

_____/_____/_____
Date

Treasurer's Signature

_____/_____/_____
Date

Webmaster1's Signature

_____/_____/_____
Date

Webmaster2's Signature

_____/_____/_____
Date