

Bylaws of the San Francisco Bay Area Chapter of the Association for Computing Machinery

June 2, 2005

Article I. - Name

This organization shall be called the San Francisco Bay Area Chapter of the Association for Computing Machinery.

Article II. - Purpose

- The Chapter is organized and will be operated for educational and scientific purposes:
 - To promote an increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
 - To create a greater interest in computing and its applications.
 - To provide a means of communication between persons having an interest in computing.
 - To cooperate with other professional groups in the presentation of programs of interest to the Chapter.
- This Chapter will serve persons who live or work in the greater San Francisco Bay Area.
- This Chapter is chartered by the ACM. These bylaws neither supersede nor abrogate any of the Bylaws of the ACM that regulate chapter affairs.

Article III. - Membership

- Voting membership in the Chapter shall be open to all voting ACM members and ACM SIG members in the locality served by the Chapter upon request and payment of any local dues, as determined by the Executive Committee. Voting membership in the Chapter shall also be open to other interested persons in the locality served by the Chapter upon request and payment of local dues.
- Student membership shall be open to all full-time students; student membership dues shall be determined by the Executive Council, but shall not exceed 75 percent of regular member dues.

Article IV. - Officers

- The officers of this Chapter shall be: Chair, Vice Chair, Treasurer, and three Members-at-Large.
- All officers other than Members-at-Large must be voting Members of the Association.
- The officers shall be elected at the Annual Business Meeting to be held in June or by mail ballot or electronic voting to be held prior to the June meeting. They shall take office on July 1 and serve for one year.
- Vacancies created by resignations or the inability of an Officer to fulfill his/her term shall be filled by appointment by the Chair with confirmation by a majority vote of the Executive Council.
- No Chair will serve more than 2 consecutive terms.

Article V. - Duties of Officers

- 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 meetings of this Chapter and its Executive Council. With the advice of the

Chapter's Executive Council, the Chair shall appoint Committee chairs. The Chair shall oversee chapter activities, including:

- Preparation of the annual report for presentation to the Chapter at the Annual Election Meeting or via publication issued for the Annual Election Meeting.
- Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM Headquarters.
- Submission of any proposed amendment to these bylaws to ACM Headquarters.
- The Vice Chair shall preside at meetings in the absence of the Chair, and assist the chair in management of the chapter.
- The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer shall also include:
 - Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting or via publication issued for the Annual Election Meeting.
 - Completion and submission of the audited Annual Financial Report to ACM Headquarters.

Article VI. - Executive Council

The Executive Council shall consist of the present Chapter Officers, the immediate Past Chair, and the appointed positions as established by the Operating Procedures. *Ex-officio* participation in Executive Council meetings is open to any Chapter volunteers. At the agreement of the Executive Council, voting at council meetings may be extended to *Ex-officio* members.

The term of the members of the Council shall coincide with the terms of the officers. They shall take office on the first day of the fiscal year and serve for one year.

The Council shall, with the cooperation of committee members, establish Operating Procedures for the Chapter. It will find new and innovative ways to achieve the chapter's purpose. It will approve committee organization and membership.

The Council is responsible for oversight of all of the chapter's programs.

Article VII. - Standing Committees

The council will provide for the operation of the chapter by establishing Standing Committees in the Operating Procedures. The committee responsibilities should be structured to carry out the charter of the chapter. These will include the following functions:

- Plan and make arrangements for the technical programs of the Chapter meetings
- Understand the interests of the Chapter's members
- Plan, staff, and execute Professional Development Seminars
- Research and select speakers for Professional Development Seminars
- Make recommendations regarding professional education to the council and membership
- Publish the Chapter Newsletter and make e-mail announcements to the membership
- Maintain the Chapter web site
- Publicize Chapter activities
- Promote the Chapter and enlist new members
- Enlist the help of volunteers to carry out the Chapter activities

Article VIII. - Temporary Committees

- With the advice of the Chapter Executive Council, the Chair may appoint such temporary committees as appropriate.

- A Nominating Committee, consisting of at least three members of this Chapter, at least two of whom shall not be Officers, shall be appointed by the Chapter Chair at least two months prior to the election meeting.
- An Audit Committee shall be appointed by the Chapter Chair at the close of the fiscal year to assure the accuracy of the accounting of the Chapter's funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to ACM.

Article IX. - Meetings

- Meetings in this section refer to technical program meetings.
- Meetings shall be held as planned by the Council or designated committee.
- The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
- Meeting notices shall be distributed to all members at least one week prior to any meeting.
- The Annual Business meeting shall be held at the last meeting of the fiscal year. The agenda will include presentation of the annual report information and election of officers or announcing results of the ballot.
- Prior to the Annual Business meeting, the list of candidates for chapter offices will be included in the meeting announcement.

Article X. - Disbursements and Dues

- Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer with authorization of the Executive Council. A treasurer's report containing the income and expenses shall be included in the minutes of Council meetings.
- Dues shall be fixed annually by the Executive Council.

Article XI. - Amendments and Voting Procedures

- All proposed changes to these Chapter Bylaws shall be approved by the ACM Chief Operating Officer after approval by the Executive Committee.
- Elections and other business requiring a vote of Chapter members require participation by at least 5 percent of the voting membership.
- A simple majority of the members voting shall be required to carry a motion or elect Officers.
- The Executive Council may use alternatives to voting in person at the Annual Business Meeting. These may involve voting by mail, e-mail, on-line voting, or other means. Efforts shall be made to ensure that each member can only vote once. Ballots will be distributed at least 21 days before the close of the election.

Article XII. - Dissolution of the Chapter

- 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.
- Should this Chapter be dissolved, its assets and liabilities shall be transferred to the ACM under their supervision.