

Bylaws of the Washington, D.C. Chapter of the Association for Computing Machinery

Adopted 3 December 2007

Amended 22 September 2008

ARTICLE I – Name

Section 1. Name of the Organization: The organization shall be known as the Washington, D.C. Chapter of the Association for Computing Machinery hereinafter referred to as the DC ACM. The Association for Computing Machinery, Inc., is hereinafter referred to as the ACM.

ARTICLE II – Purpose

Section 1. Purpose of DC ACM: The DC ACM is organized and will be operated exclusively for educational and scientific purposes. The DC ACM is a professional chapter of the ACM and serves ACM members and other interested persons in Washington Metropolitan Area.

ARTICLE III – Membership

Section 1. Grades of Membership: The DC ACM has two grades of membership: that of member and associate member. Either grade of membership in the DC ACM shall be open to all ACM members, ACM SIG members, and non-members of the ACM, upon request. Membership requires payment of any DC ACM dues as provided in the standing rules. Any further reference to “member” in these Bylaws applies to dues-paying members only, except where indicated.

Section 2. Rights and Privileges: All members and associate members shall have the right to attend and speak at meetings of the DC ACM and meetings of the DC ACM Executive Council. Only DC ACM members in good standing shall have the right to vote at meetings of the DC ACM. The right to hold elective office in the DC ACM is limited to DC ACM members in good standing who are also members of the ACM or an ACM SIG.

Section 3. Resignation: If a member wishes to discontinue membership in the DC ACM they simply have to state plainly that they wish to resign from the DC ACM in writing to the Chair or the Secretary. In the absence of a resignation by the member, membership in DC ACM continues as long as DC ACM dues are paid.

Section 3a. Resignation of a DC ACM Officer: Elected DC ACM officers must submit their resignation of membership in writing to the DC ACM Chair or Secretary.

Section 4. Expulsion: A member or associate member may be expelled or suspended for reasonable cause after a hearing before the DC ACM Executive Council and the affirmative vote of at least three-fourths of all members of the DC ACM Executive Council, unless the member in question is an elected officer of the DC ACM. An elected officer of the DC ACM may be expelled or suspended for reasonable cause after a hearing at a DC ACM business meeting and the affirmative vote of at least three-fourths of the DC ACM members present at the meeting.

ARTICLE IV – Meetings

Section 1. Technical Meetings: All technical meetings held by the DC ACM shall be held only in places that are available to the general public.

Section 2. Business Meetings.

Section 2a. Frequency of Business Meetings: The DC ACM shall hold at least one business meeting each year. Business meetings may be held in conjunction with a technical meeting.

Section 2b. Calling a Business Meeting: Business meetings may be called by the Chair, a majority of the members of the DC ACM Executive Council, or 10 percent of the DC ACM members or 25 DC ACM members (whichever is fewer) by petition to the DC ACM Chair or Secretary. Such meetings shall be held at the earliest possible time commensurate with notification of the members.

Section 2c. Access to a Business Meeting: Business meetings are open to all DC ACM members and associate members. The DC ACM may hold business meetings only in places that are available to all DC ACM members and associate members.

Section 2d. Quorum for a Business Meeting: For any meeting of the DC ACM at which business shall be conducted, a quorum shall consist of 25 members or 10 per cent of all members, whichever is fewer, including at least two elected officers.

ARTICLE V – Officers

Section 1. List of DC ACM Officers: The elected officers of the DC ACM are:

- Chair,
- Vice Chair,
- Treasurer,
- Secretary, and
- Member at-large.

Section 2. Term of Office: Officers are elected for annual terms running from 1 July through 30 June, or until their successors are elected.

Section 3. Responsibilities of the Chair The responsibilities of the Chair include:

- Presiding at DC ACM business meetings and Executive Council meetings,
- Calling meetings of the Executive Council,
- Ensuring all reports required by the ACM are filed,
- Making all appointments and filling vacancies as authorized herein,
- Signing checks and withdrawal slips on behalf of the DC ACM in the temporary absence of the Treasurer or if the check is payable to the Treasurer, and
- Other duties as per Standing Rules.

Section 4. Responsibilities of the Vice Chair: The responsibilities of the Vice Chair include:

- Presiding at meetings when the Chair is absent and
- Other duties as per Standing Rules

Section 5. Responsibilities of the Treasurer: The responsibilities of the Treasurer include:

- Maintaining an inventory of all DC ACM property;
- Establishing accounts only at financial institutions approved by the Executive Council;
- Signing checks and withdrawal slips for authorized expenses on behalf of the DC ACM, and these shall be honored on the Treasurer's signature alone;
- Maintaining the financial records of the DC ACM and reporting financial status to the DC ACM Executive Council;
- Preparing all financial reports required by the ACM;
- Arranging upon leaving office for an orderly transfer of all books, checks, funds, receipts, securities, and other pertinent materials that are rightfully considered the property of the DC ACM; and
- Other duties as per Standing Rules.

Section 6. Responsibilities of the Secretary: The responsibilities of the Secretary include:

- Maintaining the records and correspondence of the DC ACM,
- Keeping and distributing the minutes of DC ACM business meetings and Executive Council meetings,
- Maintaining and distributing a manual of all DC ACM Standing Rules,
- Submitting proposed changes to the DC ACM bylaws to ACM, and
- Other duties as per Standing Rules.

Section 7. Responsibilities of the Member at Large: The responsibilities of the Member at-large shall be as defined in the Standing Rules.

ARTICLE VI – Election and Removal of Officers

Section 1. Selection of the Nominating Committee: By 28 February, the DC ACM Chair will appoint the Chair of the Nominating Committee with the consent of the Executive Council. The Chair of the Nominating Committee will propose two other members for the committee, subject to the consent of the Executive Council. The DC ACM chair will communicate within one week to the DC ACM members the names and contact information of the Nominating Committee as well as the election procedures.

Section 2. Selection of Candidates for Office: By 30 April, The Nominating Committee will obtain the consent of at least one candidate for each elective office of the DC ACM and announce the slate of candidates to all the DC ACM members.

Section 3. Nomination of Candidates by Petition: A candidate may also be nominated by a petition signed by a minimum of five DC ACM members. The petition must be received by the Chair of the Nominating Committee by 15 May.

Section 4. Availability of Absentee Ballots: The Nominating Committee shall make absentee ballots available, through such methods as are defined in the standing rules, to DC ACM members by 1 June. Ballots shall be returned to the Chair of the Nominating Committee by 15 June.

Section 5. Optionally Holding a Business Meeting: A DC ACM business meeting may also be called to allow members to vote in person in the DC ACM election. If a member voting at a DC ACM business meeting has submitted an absentee ballot, the absentee ballot shall not be counted.

Section 6. Quorum for Elections: For DC ACM elections, a quorum shall consist of 25 members or 10 per cent of all members, whichever is fewer. Both votes cast by absentee ballot and in person at a DC ACM business meeting shall be counted to determine a quorum. If quorum is not achieved, a special business meeting shall be held within two months (with a minimum of two weeks advance notice to DC ACM members) to complete the election. Quorum for this meeting shall consist of all absentee ballots previously received and DC ACM members present at this meeting.

Section 7. Election by Preferential Voting: Election will be by a simple majority, using an instant runoff system. Ties will be resolved by a coin toss.

Section 8. Officer Vacancies: If any office other than the Chair is vacated, the Chair, with the consent of the Executive Council, shall promptly appoint a willing member to complete the term of office.

Section 8a. Vacancy of the Chair: If the office of Chair is vacated, the next highest-ranking officer shall assume the office of Chair. The order of rank of DC ACM officers is the order by which they are listed in Article V, Section 1.

Section 9. Holding Two Elective Offices Simultaneously: At no time shall one person hold two elective offices simultaneously.

Section 10. Resignation from Office: Any elected officer may resign from office by submitting a resignation letter to the Executive Council. If an officer resigns DC ACM membership under the provisions of Article III, Section 3a or from membership in the ACM, either resignation shall also constitute a resignation from the office held in DC ACM. However, a resignation from office does not also constitute a resignation from DC ACM membership.

ARTICLE VII – Executive Council

Section 1. Authority of the Executive Council: The Executive Council shall state and carry out the policy of DC ACM and, in general, supervise all the activities of DC ACM. The Executive Council shall adopt all Standing Rules for DC ACM.

Section 2. Membership of the Executive Council: The members of the Executive Council are:

- The elected officers,
- The Past Chair, and
- The Chairs of all standing committees.

Section 3. Simultaneously Holding More Than One Position on the Executive Council: If an individual holds more than one position on the Executive Council simultaneously, the individual may only cast one vote.

Section 4. Fiduciary Responsibilities of the Executive Council: The Executive Council shall approve and include in the meeting minutes the DC ACM budget, the rate of DC ACM dues, authorization to establish DC ACM accounts at a financial institution, and individual expenditures in the absence of a budget. The Executive Council shall ensure that an individual independent of the Executive Council conducts an annual audit of the DC ACM financial records.

Section 5. Past Chair: The Past Chair is the Chair whose term of office immediately precedes the current Chair.

Section 6. Frequency of Meetings of the Executive Council: Meetings of the Executive Council shall be held at times and places set by the Chair, at least four times a year.

Section 7: Quorum for Executive Council Meetings: A quorum for an Executive Council meeting shall consist of one third of the membership of the Executive Council, including at least two elected officers.

ARTICLE VIII – Parliamentary Authority

Section 1. Identification of Parliamentary Authority: The parliamentary authority for the DC ACM shall be *Robert's Rules of Order Newly Revised 10th Edition*.

ARTICLE IX – Committees

Section 1. Establishment of Committees: The DC ACM establishes the standing committees listed below. The Executive Committee may establish additional standing and ad-hoc committees.

Section 2. Appointment of Committee Chairs: The Chair, with the consent of the Executive Council, appoints the Chair of all committees. The committee Chairs must be members of DC ACM.

Section 3. Fiduciary Responsibilities of Committees: Any committee that is permitted by the Executive Council to receive and disburse funds separate and apart from the DC ACM treasury shall keep accurate accounts, shall render financial reports as required by the DC ACM Treasurer, and shall assist the Executive Council with arrangements for audits of all financial accounts.

Section 4. List of Standing Committees: The standing committees and their mission statements are the following:

Section 4a. Awards Committee: The Awards Committee is responsible for reviewing achievements of local participants in the various Science Fairs and similar activities in the Washington DC vicinity. It shall recommend awards to be given in the field of computer science/information technology/software engineering. It shall also arrange for the mechanics of inviting contestants to compete for the awards, and for selection of winners of the awards. The Awards Committee shall process any additional awards that the Executive Council may deem appropriate.

Section 4b. Professional Development Committee: The Professional Development Committee is responsible for organizing technical seminars to increase the professional competence of DC ACM members. The technical seminars shall also be made available to the public.

Section 4c. Membership Committee: The Membership Committee is responsible for maintaining a roster of DC ACM members.

Section 4d. Program Committee: The Program Committee is responsible for organizing technical meetings and lectures.

Section 4e. Communications Committee: The Communications Committee is responsible for communication through appropriate means to the membership at large and other interested parties.

ARTICLE X – Amendments

Section 1. Initiation of Amendments: An amendment to these bylaws may be initiated by a majority vote of the DC ACM Executive Council, or by a majority vote of the DC ACM members present at a DC ACM business meeting.

Section 2. Submission of Proposed Amendments to ACM: Proposed amendments to the DC ACM bylaws shall be submitted to the ACM for approval.

Section 3. Adoption of Amendments: Once ACM has approved the proposed amendments, the amendments shall be communicated to all DC ACM members within 30 days of receipt of ACM's approval. The DC ACM members shall then be provided with a timely opportunity (at least two weeks and not more than one month after the date of the publication) to vote on the proposed amendments by absentee ballot. In addition, a DC ACM business meeting may be held for members to vote on the proposed amendments. A two-thirds vote of members voting is required for an amendment to be adopted. Both votes cast by absentee ballot and in person at a DC ACM business meeting shall be counted to determine a quorum.

Section 4. Quorum for Bylaws Amendments: A quorum for amendments to the DC ACM bylaws shall consist of 25 members or 10 per cent of all members, whichever is fewer.

Section 5. Announcing the Results of Votes on Bylaws Amendments: The DC ACM Secretary will send a clean copy of the amended bylaws to the Executive Director of the ACM. Final action on all proposed amendments shall be communicated to DC ACM members.

ARTICLE XI – Dissolution of the DC ACM

Section 1. Transfer of Assets and Liabilities to ACM: In the event of dissolution of the DC ACM, all assets and liabilities of the DC ACM become the property of the ACM.

Article XII – Consistency

Section 1. Order of Precedence: The Constitution and Bylaws of the ACM take precedence over any conflicting provisions of these bylaws or standing rules of the DC ACM.