

# **BYLAWS**

## **of the**

### **Future of Computing Academy (FCA) of the**

#### **Association for Computing Machinery, Inc.**

**Adopted: June 25, 2017**

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#### **Article 1. Name and Scope**

- a. This organization shall be called the **Future of Computing Academy (FCA)** of the **Association for Computing Machinery, Inc. (ACM)**.
- b. The scope of the FCA is the development, within ACM, of a coherent and influential voice for the next generation of computing professionals that addresses challenging issues facing the field and society in general. The focus is on harnessing collective action to define and launch new ACM initiatives that will carry us into the future. The FCA is responsible to create its own successful impact.

#### **Article 2. Purpose**

The FCA is organized and will be operated exclusively for educational, societal, scientific, and technical purposes within ACM to benefit computing and the computing profession. It has the goal to engage new professionals, leading ACM into the future. Through the launch of new ACM initiatives designed to address the needs of the next generation of computing professionals, the FCA will shape new experiences to advance computing.

The FCA will act as a voice for its members and other ACM members who are becoming established and seek to influence the field and profession of computing. It will develop a network of members from the next generation looking to support, drive and develop the field and profession of computing.

Being a member of the FCA means to actively engage and work on impactful projects to benefit ACM members, computing, and society and engender a spirit of loyalty, volunteerism and ACM leadership.

The FCA will magnify its activities to impact a wider body of their peers or other relevant stakeholders. This may happen through formats such as:

- i. Collecting and disseminating information through new and existing types of publications;
- ii. Establishment of new member-driven activities to address challenging issues society faces;
- iii. Organizing sessions at conferences of the ACM;
- iv. Organizing new approaches to conferences and workshops;
- v. Organizing working groups for education, research and development; and
- vi. Serving as a source of information and opinion for the ACM Executive Committee and subunits of the ACM.

The above list is not exhaustive. The FCA is free to define other formats as well that serve its purpose.

### **Article 3. Charter**

The FCA will exist until dissolved by the ACM Council.

### **Article 4. Officers**

- a. FCA officers are the Chair, the Vice-Chair, the Secretary-Treasurer and two Members-At-Large. The officers are elected for two-year terms beginning July 1 of election years starting in 2019.<sup>1</sup>
- b. The Chair is the principal officer and is responsible for representing the FCA vis-à-vis the ACM Executive Committee. The duties of the Chair are:
  - i. Calling and presiding at FCA Executive Committee and Business meetings;
  - ii. Conducting FCA activities in accordance with the policies of the ACM; and
  - iii. Making all appointments and filling vacancies as authorized herein.
- c. The duties of the Vice-Chair are:
  - i. Assisting the Chair in leading and managing the FCA;
  - ii. Representing the FCA vis-à-vis the ACM Executive when the Chair is unavailable; and
  - iii. Presiding at meetings when the Chair is absent.
- d. The duties of the Secretary-Treasurer are:
  - i. Maintaining the records and correspondence of FCA;
  - ii. Keeping and distributing the minutes of business and Executive

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<sup>1</sup> In 2017, these officers will be appointed by the ACM President for the first two years of the FCA.

- iii. Committee meetings of the FCA; and
- iii. Managing the FCA finances according to the Financial Accountability Policy of the ACM. This includes preparing an annual budget, monitoring FCA disbursements for adherence to the annual budget, and preparing financial reports as required.
- e. The duties of the two Members-At-Large shall be decided by the FCA Executive Committee. These duties are expected to change in response to activities within the FCA.

### **Article 5. The Executive Committee**

- a. The Executive Committee comprises the officers including two elected members-at-large. No person may hold two positions on the Executive Committee. Executive Committee members must be members of the FCA.
- b. The general duties of the Executive Committee will be to coordinate the activities of the FCA. It will develop and refine the long-term strategy for the FCA in consultation with its membership and prepare an annual report on FCA activities to be submitted to the Advisory Committee and ACM Executive Committee. Other specific duties or responsibilities may be specified in these bylaws or assigned by the Chair. All the major management policy decisions of the FCA must be approved by the Executive Committee.

### **Article 6. Vacancies and Appointments**

- a. Should the Chair leave office before their term expires, the Vice-Chair will assume the duties of Chair. Should any other elective office of FCA become vacant, the Chair may nominate a member of FCA to fill the vacancy for the unexpired term. Nominations are approved by at least three votes of the remaining officers.
- b. Should a vacancy be unfilled, either because of inadequacy of these bylaws or because of a dispute or for any other reason, the ACM President may fill the vacancy.

### **Article 7. Membership, Dues and Voting Privileges**

- a. All members of the FCA must be Professional Members of ACM.
- b. The total number of current members in the FCA must not exceed 150.
- c. New members are accepted into the FCA by the current FCA every 18 months. The FCA will conduct an open-call for potential new members. The FCA will conduct a transparent and fair selection process.

- d. Members must submit an annual self-assessment discussing their active participation in the activities of the FCA and significant contribution to one of the working groups. Part of the self-assessment is a justification why membership should be continued for another year. In case the justification is deemed insufficient, the Executive Committee shall ask the member to step down and free the slot for a new member.
- e. Membership in the FCA is limited to three years. Membership may be extended for at most two more years should a member currently be engaged in an important activity of the FCA. This decision is made by the FCA Executive Committee based on the member's self-assessment.
- f. All members of the FCA vote in any ballot conducted within the FCA.

## **Article 8. Financial Operations**

Funding for projects of the FCA will be approved by ACM Council. By March 1 of each calendar year, the FCA EC must prepare a budget to be submitted for approval to the ACM EC, preliminary to Council Approval. This budget shall contain funds dedicated to specific projects or purposes; discretionary funds associated with specific officers, committees, or working groups; and funds specified for later allocation by the FCA Executive Committee. Funding for projects will be approved subject to the FCA proposing new (not overlapping or competing) efforts to benefit ACM, its members, society, and the field of computing.

All funds must be managed and expended in accordance with ACM policies. The FCA may also seek outside sponsoring for its activities in accordance with overall ACM guidelines.

## **Article 9. Reports and Records**

The Chair is responsible for filing reports about the FCA. These include:

- i. An annual report, on the activities of the FCA during the previous year;
- ii. All reports required by the Financial Accountability Policy of the ACM; and
- iii. Closing reports on conferences and symposia and all other activities organized by the FCA as required by the ACM.

The membership records of the FCA will be maintained by ACM Headquarters.

## **Article 10. Elections**

- a. By Feb 28 of each election year, the Executive Committee will have appointed a Nominating Committee who will solicit nominations from consenting candidates

- for each elective office of the FCA. The slate of candidates solicited must be presented to all FCA members by March 31. The slate must include at least two candidates for each officer position, and three to four candidates for the two member-at-large positions.
- b. Nomination as an officer should occur in the first three years of membership. Upon election, the terms for Executive Committee members will extend to the conclusion of the elected term not to exceed five years.
  - c. The election will be conducted among eligible voters by ACM Headquarters by June 1, following the election procedures of the ACM, unless different procedures have been decided by the FCA. Of all the ballots returned in an election, the candidates receiving the largest number of effective votes wins. The standing FCA Executive Committee will resolve ties.

### **Article 11. ACM FCA Advisory Committee**

The Advisory Committee functions in an advisory capacity to the ACM FCA. The Advisory Committee provides advice regarding FCA programs, initiatives, and budget. The Advisory Committee also assists with raising awareness, securing mentors, and networking. It has no administrative or strategic direction authority for the ACM FCA and is advisory only. The Advisory Committee has 4-6 members.

The primary objective of the Advisory Committee is to support the goals and policies of the ACM FCA. Members of the ACM FCA Advisory Committee will be appointed by the ACM President in consultation with the FCA Executive Committee to advise on current FCA priorities.

### **Article 12. Amendments**

- a. These bylaws may be changed or amended by a majority vote of the ACM Executive Committee, or by a vote of the FCA members as provided below.
- b. Amendments to these bylaws may be proposed by the Executive Committee, or a petition from 5% of the FCA members. All proposed amendments must be approved prior to being submitted for a vote of the membership after the Executive Director of ACM has provided advice.
- c. The ballot on proposed amendment(s) will be conducted among FCA members by ACM Headquarters following the procedures of the ACM for voting bylaw amendments. The proposal is adopted by majority vote of the effective votes of returned ballots which approve it, and only if at least 10% of the ballots are returned. The Secretary-Treasurer will send a clean copy of the amended bylaws to the Executive Director of ACM.

**Article 13. Dissolution**

Should the FCA be dissolved, control of its assets will revert to the ACM.

**Article 14. Meetings**

The FCA will conduct at least one business meeting each year.

**Article 15. Consistency**

The Constitution, Bylaws, and policies of the ACM take precedence over any conflicting provisions of these bylaws or internal policies of the FCA.