

To: The Membership Activities Board
From: The Proposed Special Interest Chapter of the ACM
Date:
Re: Petition for recognition of our Chapter to be known as:

address_-----

phone_____fax_____
email_____

We request recognition as an official Professional Chapter of the ACM, and approval of the bylaws that are attached. Below are the names of at least three officers that are at this time members or are including a membership application herewith.

Member No. _____ Member application attached
Name
Chair

Member No. _____ Member application attached
Name
Vice Chair

Member No. _____ Member application attached
Name
Secretary

Member No. _____ Member application attached
Name
Treasurer

Bylaws of the <your locality > Special Interest Group <for/in/on your special interest> of the Association for Computing Machinery

Article I

Name and Scope

1. This organization shall be called the <your locality name> Association for Computing Machinery Special Interest Group <for/in/on your special interest>, also known as the <your locality name> ACM SIG<your special interest short form>. In these bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as the ACM. If your area of interest is the same as the interest area of an ACM SIG, the short form designation you choose should be the same as the ACM SIG name, e.g., NYCSIGCHI, Sun Belt ACM SIGAda.
2. The scope of the Chapter is <technical specialty description>.
[The scope should match that of the corresponding ACM SIG or define a technical scope which does not properly fall within the scope of an existing ACM SIG.]
3. The Chapter will support activities complimentary to <ACM SIG, if there is one>, the ACM, and other ACM activities in the <your geographic area> area.

Article II

Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following: *
[You may change the items below or add to them as long as the general spirit will be maintained. See the Constitution, Article 2, for other ideas you may include.]
 - a. To promote increased knowledge of and greater interest in the science, design, development and applications of modern computing in <area of interest>.
 - b. A means of communication between persons having an interest in computing.
2. The activities of this Chapter will include the following:
[This section is not required, but may help focus your activities. Choose items that are appropriate to your group.]
 - a. Collecting and disseminating information through a newsletter, or other publication.
 - b. Sponsoring meetings, discussion groups, and workshops.
 - c. Working with other ACM units on activities such as lectures, professional development seminars and technical briefings.
3. The Chapter is chartered by the ACM. It is formed and will operate under the sponsorship of the ACM, the Membership Activities Board, and the SIG Board.

Article III

Membership

The provisions of this section must conform to the membership provisions specified in ACM's Bylaw 6, Section 5.

1. Membership in the Chapter shall be open to all ACM members and nonmembers, upon request and payment of any local dues. [If you do not want non-ACM members to vote, you can create an Affiliate membership category.]
2. Voting membership in the Chapter shall be granted to all 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 not exceed 75 percent of regular member dues.

Article IV

Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. A minimum of three officers is needed to establish a Chapter; some Chapters combine the offices of Secretary and Treasurer. Other offices may also be established.
2. All officers of the Chapter must be voting members of the ACM* and members of the ACM SIG<interest>.
[If there is no corresponding ACM parent SIG, then drop that membership requirement phrase.]
3. The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on <date> and serve for one year.
4. No member may serve in the office of Chair or Vice Chair for more than three consecutive years. [Provisions for filling vacancies left by resignations should be included in this article. Provisions for limiting the number of terms a person can serve in a position also may be included in this article.]

Article V

Duties of Officers

1. 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 all meetings of the chapter and of its Executive Council.
 - a. With the advise of the Chapter's Executive Council, the Chair shall appoint all members of committees of this Chapter and all Committee Chairs.
 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 Secretary shall keep the minutes of all Chapter and Executive Council meetings. Other duties of the Secretary include:
 - a. Preparation of the annual report for presentation at the election meeting.
 - b. Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM headquarters.
 - c. Submission of any proposed amendment to these bylaws to the Chair of the Membership Activities Board.
Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.
 - d. Perform other duties as assigned by the Chair.
 4. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer shall also include:
 - a. Preparation of the Chapter's annual financial report for presentation to the Chapter at the annual election meeting.
 - b. Completion and submission of the financial report to ACM headquarters.
 - c. Performance of other duties as assigned by the Chair.

Article VI

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 immediate past Chair, 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 <date> and serve for one year.

Article VII

Standing Committees

1. The standing committees of the Chapter shall be Program and Publicity.
[The number and functions of committees is determined by your Chapter activities and goals. Think about what you want to do this year and in the foreseeable future and establish standing committees that correspond to those activities and the corresponding assignment of duties. Then define the general duties of the committees.]

- a. The Program Committee shall plan and make arrangements for the technical programs of the Chapter's meetings in accordance with the membership's interests and the aims of the Chapter as set forth in Article II.
- b. The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.

[Include the descriptions of the other standing committees like Arrangements, Education, and Membership here.]

Article VIII

Temporary Committees

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

1. A Nominating Committee, consisting of at least three voting members of the Chapter, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chapter Chair at least two months prior to the Election Meeting.

[Some Chapters assign this function to the Past Chair, if available, as the person with no other required duties who knows what all the jobs require. The Committee can also be responsible for identifying people who may serve on the various committees.]

2. 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 Chapters funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to ACM headquarters.

[Descriptions of other Temporary Committees should be included in this Article.]

Article IX

Meetings

1. Meetings shall be held as planned by the Program Committee. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.*

You may have additional local government requirements about openness to the public and accessibility for the handicapped.

2. The Annual Business Meeting should be held at the last meeting of the program year. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be held.
3. 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 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 XII

Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the Chairs of the Membership Activities Board and the ACM Constitution and Bylaws Committee 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 _____percent of the voting membership of the Chapter or at least _____voting members, whichever is greater.
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. If the election is conducted by mail ballot, sufficient ballots must be returned to have constituted a quorum.

[If elections are conducted by mail ballot, specific procedures should be included here, especially ballot preparation, how ballots are distributed, and how long the membership has to return the ballots.]

Article XII

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 Membership Activities Board.*

*Mandatory Statement