

Association for Computing Machinery Women Constitution & By-Laws (Revision 4 2009)

Constitution (Revision 4 2009)

Article 1 – Name

The name of this organization shall be the Association of Computing Machinery Women (ACM-W) of the Florida State University.

Article 2 – Purpose

The purposes of the ACM-W Society are:

- A. To encourage women to participate in computer-related studies and careers.
- B. To build a network of contacts for women in computer-related fields.
- C. To prepare women in computer-related studies to be marketable in the industry.
- D. To promote a congenial atmosphere among women studying computer-related fields.

All activities and functions of ACM-W shall be legal under University, local, state, and federal laws.

Article 3 – Holding Membership and Participation

- Section 1 Participation in ACM-W activities shall be open to all students in computer-related fields of study.
- Section 2 Membership in ACM-W shall be limited to all students who are currently enrolled at Florida State University.
- Section 3 ACM-W welcomes the participation of students from Tallahassee Community College and Florida A&M University in accordance with Article 3, sections 1 and 2. Others with a genuine interest in the organization are welcome to attend meetings and participate but are unable to hold membership.
- Section 4 Membership will be acquired by participating in ACM-W activities or designated ACM-W meetings, provided the person also complies with Sections 1 and 2 of this Article.
- Section 5 No university student will be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues.
- Section 6 No hazing or discrimination will be used as a condition of membership in this organization.
- Section 7 Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of active members. Revocation of membership will be valid for one (1) semester.
- Section 8 Any student whose membership is revoked will have fourteen (14) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary and must include any relevant information that has not already been

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presented. The President will then submit the appeal to the Appeals Committee. This committee consists of two (2) Executive Council members and three (3) general members. This committee will then render a decision at the next general body meeting or in fourteen (14) calendar days, whichever occurs first.

Section 9 Active membership is maintained by attending at least 50 percent of meetings designated for elections, constitution, by-laws revisions, or general purpose meetings; attending official ACM-W events, or notifying the officers of intention to participate followed by participation in at least 50 percent of the aforementioned meetings and events.

Article 4 – Executive Council

Section 1 The Executive Council shall be the policy and implementing body of ACM-W. It shall be composed of the elected officers as provided in Article 5.

Section 2 The additional functions of the Executive Council, which are legislative in nature, may be described and provided in the by-laws.

Section 3 The Executive Council may designate additional offices as needed for the functioning of the organization.

Article 5 – Officers

Section 1 Eligibility
All officers of ACM-W shall be enrolled at least part time at the Florida State University and possess at least a 3.0 grade point average.

Section 2 The officers of ACM-W shall be President, Vice President, Secretary, Treasurer, Webmaster, Social Events Coordinator, and Outreach Coordinator.

Section 3 The duties and responsibilities of the officers shall be outlined in the by-laws.

Article 6 – Terms of Office, Succession, and Vacancy

Section 1 All officers of ACM-W shall serve a term of 2 semesters (fall and spring).

Section 2 The rules governing succession and vacancy of office shall be provided in the by-laws.

Article 7 – Compliance with University Regulations

The ACM-W shall adhere to the policies and regulations outlined in the Student Organizations Handbook as well as all rules and regulations of the Florida State University, the Board of Regents, and the state and federal governments.

Article 8 – Amendments

This Constitution may be amended by a 2/3 vote of the active members present at a meeting called for that purpose.

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Article 1 – Meetings

- Section 1 The membership shall meet no less than once a month at such time and place to be designated by the Executive Council.
- Section 2 The Executive Council shall meet no less than every 2 months at such time and place to be designated by the President.
- Section 3 The Executive Council may call as many special meetings as are deemed necessary by the President.
- Section 4 Notice of meeting shall be sent to the membership and/or Executive Council no less than two (2) days in advance of the designated meeting time.
- Section 5 Order of Business for Meetings
- A. Meeting called to order
 - B. Reading of minutes
 - C. Determination of quorum (see Article 4)
 - D. Announcements
 - E. Old business
 - F. New business
 - G. Adjournment

Article 2 – Eligibility to vote and hold office, Duties, and Responsibilities of the Officers

- Section 1 Eligibility to Hold Office
- Eligibility of officers shall entail ability to perform associated duties and responsibilities of the office. Only active voting members who meet the requirements stated in the Constitution, Article 3, Section 9 (which pertains to the requirements for active members) are eligible to hold offices.
- Section 2 Titles and Duties
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| President | Supervises the activities of the organization, acts as spokesperson for the organization, schedules meetings, calls the meetings to order, acts as meeting parliamentarian, ensures all officers are performing their duties as defined in this Constitution, and assigns special projects to officers. |
| Vice President | Assists the President, as needed, in the course of his or her normal duties; In the absence of the President, the Vice-president shall perform the duties and assume the obligations of the President; when a permanent vacancy in the position of President occurs, the Vice-president shall serve as President until an election is held by the Executive Board. |
| Secretary | Reads the minutes, keeps accurate attendance records, takes diligent notes at meeting, and keeps the official record of minutes. |
| Treasurer | Handles all issues related to monetary matters. |

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Webmaster	Creates and maintains the official ACM-W website, the ACM-W pages on the Florida State University's blackboard system, the ACM-W group on facebook.com, and the ACM-W listserv.
Marketing	Organizes, schedules, and informs members of social events. Organizes, schedules, and informs members of outreach projects.

Article 3 – Election

<u>Section 1</u>	Eligibility Active voting membership will be available to all students who are members in good standing.
<u>Section 2</u>	Elections of officers shall be held at the end of the previous academic year or beginning of the current academic year at a meeting designated specifically for that purpose.
<u>Section 3</u>	The entire membership of ACM-W has eligibility to vote.
<u>Section 4</u>	Nominations shall be taken at the regularly scheduled meeting preceding elections. Members may nominate themselves or may nominate another person for any office. All nominations shall be duly seconded.
<u>Section 5</u>	Procedure of the Election A. Voting shall be by secret ballot. B. Officers must be elected by plurality vote of the quorum. C. A committee shall be created on elections to manage and conduct the election. It shall be composed of at least two (2) members appointed by the President. No member or officer running for office shall be appointed to the committee. D. A candidate for office may choose to run for any lower office (i.e. "slide").

Article 4 – Quorum

<u>Section 1</u>	A quorum for conducting business and conducting elections shall be 40% of the active membership.
<u>Section 2</u>	Quorum shall be determined by roll call or by an attendance sheet.

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Article 5 – Officer Succession and Vacancies

Section 1 In case of vacancy or incapacitation of any office, there shall be held a special election. The elected officer shall serve only for the unexpired term.

Section 2 Resignation
Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3 Filling Vacant Officer Positions
In the event an officer is removed or resigns, the nomination process as stated in Article 3 Section 4 will take place at the next scheduled meeting. The election process will take place as stated in Article 3 Section 5 at the next scheduled meeting following nomination. The newly elected officer's term shall end at the end of the current school year.

Article 6 – Officer Removal from Office

Section 1 Any officer may be removed from office upon the following grounds:

- A. Gross misconduct
- B. Immoral behavior
- C. Abuse of power
- D. Expulsion from school

Section 2 There shall be a hearing to be conducted by the Executive Council upon which the charges shall be addressed and evaluated. The Executive Council shall vote to pass judgment of the charges against the officer. If the charges are supported by a preponderance of evidence, the officer shall be removed from office.

Section 3 Any officer may also be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

Article 7 – Transition of Administration

The outgoing and incoming Executive Council shall meet during the period of transition of administration. All Executive Council material shall be turned over to the new Executive Council.

Article 8 – Advisor

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.

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Article 9 – Publications

Section 1 Compliance

All advertisements made by the ACM-W organization shall comply with the University Posting Policy (<http://www.fsu.edu/~posting/fsupolicy.html>).

Section 2 Approval

The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Article 10 – Finances

Section 1 Membership Dues

There are no membership dues. As stated in Article 3 Section 5 of the ACM-W Constitution, no university student may be denied membership due to inability to pay dues.

Section 2 Spending Organization's Money

For the protection of the organization and its officers, it is required that two (2) authorized signatures sign all monetary transactions. Only the President, Treasurer, FSU Faculty/Staff Advisor, and other authorized signers registered with the SGA's Accounting Office can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc. but will not be used for anything illegal under University, local, state, and federal laws.

Article 11 – Amendments to By-laws

Section 1 These by-laws may be amended, revised, or repealed by a 2/3 vote of the active members present at a meeting designated for that purpose.

Section 2 Procedure for amending, revising, or repealing the by-laws:

- A. A written request must be submitted to the Executive Council for review prior to being presented to the membership.
- B. Presentation of the request shall take place at the next scheduled meeting of the membership where copies shall be distributed to the membership.
- C. There shall be a period of debate and discussion follow by the vote.

Article 12 – Parliamentary Authority

The ACM-W shall be governed by Robert's Rules of Order in all cases where they are consistent with these by-laws and any special rules of order the organization may adopt.

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History

Authored by Margaret Smith, co-founder of the Women in Computer Science Organization of the Florida State University, 2002.

Updated to meet new requirements by Tina Suen, Chair, 2005.

Name change to Women in Computing Society to broaden membership and define active membership, approved Sept 18, 2006, drafted R G Reed, Secretary.

Updated to meet new SG requirements, approved Oct 20, 2006, submitted by R G Reed, Secretary.

Updated by Corey Latislaw, President, and Christine Savvakis, Vice President; updated active membership definition, added and defined officer positions; corrected grammatical and other typographical errors, and formatted the sections uniformly; approved September 26, 2007.

Name change to Association of Computing Machinery Women (ACM-W) to broaden membership and achieve other computing society benefits, updated and approved October 2008.

Updated by Caitlin Carnahan, President, and Sarah Diesburg, Secretary.