

23-24 Constitution of ACMW at University of North Carolina at Charlotte

Bylaws:

All student chapter members must adhere to the ACM-W at UNC Charlotte chapter constitution bylaws, which exist to support the purpose and intention of ACM-W.

Article One: Name

This organization shall be called the University of North Carolina at Charlotte Student Chapter of the Association for Computing Machinery for Women. In these Bylaws the student chapter is referred to as the Chapter; the national Association for Computing Machinery is referred to as the ACM; the national Association for Computing Machinery-Women is referred to as the ACMW.

Article Two: Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
 - a. Inclusivity within CCI environments while also educating about sexism and bridging gaps.
 - b. The fostering of outreach to all CCI students to encourage equality of all in CCI whilst encouraging participation and support for ACM-W events and community.

- c. The provision of a safe place for women to explore, connect, and expand their interaction with other students within CCI by supplying a safe community lab space, providing technical workshops, and connecting with female CCI students.
 - d. The building of connections with female tech professionals from various backgrounds and experiences as role models and educators for women CCI students.
- 2. The Chapter is chartered by the ACM.
- 3. The Chapter is willing to abide by all UNC Charlotte policies and guidelines relating to on or off campus activities, which our organization may sponsor or in which we may participate.

Article Three: Membership

- 1. Membership in the Chapter shall be open to all University of North Carolina at Charlotte students. A member is defined as an individual who is registered with the organization within NinerEngage.
- 2. In keeping with UNC Charlotte's policy of non-discrimination, this organization does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status, and physical or mental ability or disability.
- 3. Any member who does not act in accordance with ACM-W purposes, ethics, or policies will have the following actions take place to remove them as a member. This can only be done if 3 out of 4 Executive Board members vote on the removal of the member based on his or her actions.

- a. Removal from the organization on NinerEngage.
- b. Removal from the chapter's social media groups' lists. (i.e. Discord, Instagram etc.)
- c. Unable to attend ACM-W led events.

Article Four: Officers

1. The officers of the Executive Board of this Chapter consist of: President, Vice-President, Treasurer, Events Chair, and Communications Chair.

A minimum of three officers are needed to establish a Chapter.

2. The officers shall be elected by a plurality of the votes cast through an online ballot with the restriction of one vote per person each Spring semester, starting in late April.
3. A member can only run for a leadership position if they have been an active member for at least one semester. For the *president's* position, the member must be in the Computer Science Major or Minor; all other positions are open to all majors/minors. Additionally, they must have at least 2 semesters remaining (one academic year) to avoid positions being unfilled mid-way.

An active member can be defined as:

- a. Registered on NinerEngage
 - b. Part of the official communication channel (i.e.. Discord)
 - c. Attended at least 2 events.
4. A member cannot already be in a leadership position or obtain a leadership position in another *Computer Science related student organization*, i.e.. one

cannot be the Vice President of ACM-W at UNC Charlotte as well as be the Treasurer for GirlsWhoCode at UNC Charlotte.

5. No member may serve in the office of President or Vice President for more than two consecutive years unless no successor is found.
6. An officer can be impeached based on the 3-Strike Rule. This entails 3 situations that warrant a written understanding of an incorrect action and what action should have taken place.

The approval and signature of at least 3 Executive Board members is required for each strike. On the 3rd strike the officer is impeached. Any officer can begin the strike process.

7. The following process will be applied by an Executive Board officer when an officer is impeached:
 - a. Restrict the officer to a member level access on all social media groups related to the chapter.
 - b. Changing passwords to every account that has a direct relationship with the chapter.
 - c. Removal from Google Drive and eBoard communication channels
8. After impeachment, an officer of the executive board needs to scan and upload all documents related to the impeachment to Google Drive.
9. An impeached officer must wait two full academic semesters before being able to be elected to serve as an officer again.
10. An officer can step down from their position at any time but must notify all officers formally and prepare for their exit from the board in regard to their

position. If the President chair needs to step down from their position, they must notify the faculty advisor, the board, and the position will be relinquished to the Vice President. The same process applied for impeached officers will also apply for voluntary removal.

Article Five: Duties of Officers

1. **All officers** are responsible for being involved in the Chapter sufficiently to assist in generating student interest in ACM-W. When unable to complete tasks/obligations, officers are required to reach out to other officers and maintain responsibility for those tasks that need to be completed. Specifically, all officers are responsible for the following actions:
 - a. Adapts to the needs of ACM-W.
 - b. Must be involved enough to assist in generating student interest in ACM-W.
 - c. All officers will work on recruitment such as presenting, spreading word and awareness of the organization.
 - d. Host lounge hours a minimum 2 hours per week (optional, based on availability.)
 - e. Helps with hosting ACMW led events including taking attendance and networking with attendees.
 - f. Actively communicate with other eBoard members about commitments, ideas, conflicts, etc.

2. The **President** 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. The Executive Council shall consist of the Executive Board, the Board of Directors, and the Student Chapter Sponsor. Other duties of the Chair include but are not limited to:
 - a. Keep all information on the google drive updated such as contact information.
 - b. Is responsible for coordinating all eBoard meetings.
 - c. Assists in communication between officers and unity in activities and goals.
 - d. Oversees Officer Google Calendar management and monitors officer attendance to meetings.
 - e. Formulates goals and unifies ACM-W to achieve goals that include club expansion and the support of women in computing.
 - f. Creates timelines/deadlines for tasks related to ACM-W's activities and goals and holds officers responsible for maintaining those deadlines.
 - g. Adapts to the needs of ACM-W; this may require authoritative decisions that look to the well-being of ACM-W.
 - h. Must obtain an ACM Student Membership. (\$19/year)
 - i. Must renew the official student chapter with the national organization, ACM.

- j. Regularly checks the official email and replies to each email.

3. The **Vice President** shall preside at meetings in the absence of the President, assist the President in the management of the Chapter, and perform other duties that may be assigned by the President. Additionally, the Vice President's duties include but are not limited to:

- a. Assists Event officers with events organization and evenly distributes responsibilities.
- b. Holds Event officers responsible for completing and maintaining Event activities.
- c. Supports and unifies ACM-W to achieve goals that include club expansion and the support of women in computing.
- d. Adapts to the needs of ACM-W; this may require authoritative decisions that look to the well-being of ACM-W.
- e. Must obtain an ACM Student Membership. (\$19/year).
- f. Regularly checks the official email and replies to each email.
- g. Works and coordinates with the CCI Business Partners to maintain professional relationship and requests/communicates the needs of ACMW to the CCI Business Partners.
- h. Coordinates for on campus outreach: Niner Nights, Week Of Welcome, Science Expo booth, Fall/Spring Org Showcase.

4. The **Treasurer** shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer also shall include:
- a. Preparation of the Chapter's Annual Financial Report for presentation to the Chapter at the Annual Election meeting.
 - b. Completes Event and Travel Grants as needed by the chapter.
 - c. Maintains a written and digital budget to keep track of all income and expenses.
 - d. Clears all expenses.
 - e. Regularly review bank statements and accounts with the Exec Board.
 - f. Creates a budget at the beginning of every semester in regard to available funding through SGA org funds.
 - g. Presents frequent updates to the Events Committee.
 - h. Keeps all receipts (digital and physical) needed for reimbursement when funded by SGA.
 - i. In-charge of fundraising for ACM-W. Write proposals to gain sponsorships.
 - j. With sponsorships, maintaining financial documents that are needed and should be created.
 - k. Assists, if needed, in activities to gain sponsorships or marketing to gain sponsorships.
 - l. Retain records for the next Treasurer.
5. The **Communications Chair** shall keep the minutes of all Chapter and Executive Council meetings. Duties of the Communications Chair include:

- a. Perform other duties as assigned by the President.
- b. Online communication management Discord, Google Drive, etc.
- c. Adds scheduled events to NinerEngage; Add RSVP links to Linktree.
- d. Actively promotes #acmwclt. (With Instagram posts, etc.)
- e. Preparation and disbursement of sponsorship proposals to computing-based companies.
- f. Creates Flyers/Graphics for Events.
- g. Utilizes branding packages for marketing and maintains a unified image.
- h. Assists with flyering Woodward and UNC-Charlotte.
- i. Sending out weekly/bi-weekly newsletters.
- j. Assists in the creation of guides and presentations as needed.

6. The **Events Chair** shall be responsible for activities related to organizing events hosted by the chapter to the Executive Council. Duties of the Events Chair:

- a. Maintains a certain number of monthly events (usually 1 per week).
- b. Add events to the Google Calendar; Create Zoom meeting links (for events), Add RSVP links to Calendar Events.
- c. Assists the President in creating timeline/deadline proposals.
- d. Maintains established timelines/deadlines.
- e. Finds new and creative ways to bring existing ACM-W members together and to generate new members.
- f. Collaborating with the Financial Chair to determine the chapter's financial budget.

- g. Assists Financial Chair as needed with completing grant work for events.
- h. Creates “Planned Events” document and discusses items needed with the Financial Chair.
- i. Coordinates the call-out for hosting events listed on the “Planned Events” document.
- j. Searches local meetup events for organization members to attend as a group.
- k. Creates events such as hands-on workshops, professional building events, etc.
- l. Utilizes the input of ACM-W members to assist in generating events that cater to many interests.
- m. Connects with students to create unity within ACM-W and to generate new members.
- n. Coordinates with the Vice President and CCI Business Partners to plan professional events specifically continue our Tech Girls’ Talk events.