

The Constitution of the Association for Computing Machinery's Council on Women in Computing (ACM-W)

Article I. NAME

This organization shall be called the Valparaiso University Association for Computing Machinery's Council on Women in Computing ("ACM-W")

Article II. PURPOSE

- A. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
 - a. An increased knowledge of and greater interest in the science, design, development, construction, languages, management and applications of modern computing.
 - b. Greater interest in computing and its applications.
 - c. A means of communication between persons having an interest in computing
- B. The Chapter will serve students at Valparaiso University and other interested persons in the Valparaiso community.
- C. The Chapter is chartered by the ACM.

Article III. MEMBERSHIP

The provisions of this section must conform to the membership provisions specified in ACM-W's Bylaws.

- Section 1. Membership in the Student Chapter shall be open to all students at Valparaiso University.
- Section 2. Voting membership in the Student Chapter shall be granted to all active chapter members.
- Section 3. An active member is defined as an individual who attends at least 3 ACM-W sponsored events throughout the semester, at least one of which is an ACM-W meeting. An individual who has been to at least one event in the current semester and who was an active member in the last semester is considered an active member unless they fail to attend 3 events by the end of the current semester.
- Section 4. Membership shall not be restricted according to race, creed, age, gender, disability, nationality, sexual orientation, economic status, veteran status, or parenthood.
- Section 5. Exceptions to Section 3 may be granted at officer's' discretion.

Article IV. MEMBERSHIP FEES

- Section 1. There are no membership fees required by the Valparaiso chapter.
- Section 2. Membership to the student chapter does not constitute membership to the international ACM-W organization, which does require membership fees.
- Section 3. Membership to the international ACM-W organization is not required to join the student chapter.

Article V. OFFICERS

- Section 1. The officers of the ACM-W shall be the President, Vice-President, Treasurer, Secretary, and Public Relations Coordinator. The creation of additional officers positions (e.g. Co-President, Web Master, etc.) must be approved by a two-thirds vote of the active membership and with the support of the advisor.
- Section 2. Only Valparaiso University undergraduate students may serve as officers.
- Section 3. The duties of the President shall include:
- A. Coordinating and chairing meetings of the club.
 - B. Calling emergency meetings.
 - C. Providing leadership to the club.
 - D. Working directly with the Club Advisor to ensure the club is operating within the expectations of the University.
 - E. Acting as the chief spokesperson of the club.
 - F. Establishing an effective relationship with the various University departments.
- Section 4. The duties of the Vice-president shall include:
- A. Assisting the President with the fulfillment of his/her duties.
 - B. Providing support for the development of club activities.
 - C. Working with the Treasurer to establish budgets.
- Section 5. The duties of the Treasurer shall include:
- A. Keeping a record of all financial transactions.
 - B. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
 - C. Preparing any and all budgets, financial budget requests/appeals, etc.
 - D. Working with the Vice-president to establish budgets.
- Section 6. The duties of the Secretary shall include:
- A. Keeping detailed minutes of all meetings.
 - B. Maintaining detailed membership records.
 - C. Ensuring that all changes of officers are reported to the appropriate University officials.

Section 7. The duties of the Public Relations Coordinator shall include:

- A. Advertising and promoting all ACM-W activities.
- B. Acting as a liaison with other student organizations.
- C. Maintaining the social media pages of the ACM-W and the website of the ACM-W.

Article VI. OFFICER ELECTION

- Section 1. The election process for new officers is generally held in the middle of the spring semester.
- Section 2. General elections shall take place within two weeks of or after Spring Break, and the new Board members shall work with the existing officers for the rest of the academic year.
- Section 3. Applications for the offices will be made available prior to the general elections.
- Section 4. All those who apply for positions must be issued a copy of this constitution and sign a form promising that they have read it in its entirety.
- Section 5. Voting will be by ballot and thus secret; one vote per member per office. Any undergraduate student currently attending Valparaiso University may vote in the elections.
- Section 6. An outline of the duties and responsibilities of each of the offices will be read aloud just before nominations are opened.
- Section 7. In case of any vacancy of an officer position during the academic year, be it as a result of resignation, impeachment or any personal reasons, the officers reserve the right to appoint a replacement, according to the guidelines outlined below:
- A. In case of a vacancy in the office of President, the Vice President assumes the position.
 - B. In case of a vacancy in the offices of President and Vice President, replacements for both are to be chosen from the remaining chapter officers.
- Section 8. In case of any other office becoming vacant, the chapter officers reserve the right to choose a replacement from among the members of ACM-W with the member's consent.

Article VII. IMPEACHMENT

A member of the Chapter Officers may be impeached under this article.

- Section 1. The member may be impeached if he/she is not acting in the best interest of the organization, which may include:

- A. Failing to perform a specific duty for the office held.
- B. Misconduct: Commits or engages in action which defames the name of ACM-W.
- C. Misses three officer meetings or general member meetings, whereas the third absence is considered 'negligence' and is an impeachable act.

Section 2. If found guilty under the above provision, it is the responsibility of the Vice President of the Chapter to inform the individual of their misconduct and give him/her three days to prepare a defense and present it in front of the board.

Section 3. It is then the responsibility of the elected Chapter Officers to vote for the impeachment of the individual.

Section 4. A simple majority is required to find the accused guilty.

Section 5. If found guilty, the individual must be relieved of their duties for the remainder of their term immediately, and they can no longer serve as a chapter officer.

Section 6. In extenuating circumstances, exceptions can be made and the individual may only be allowed to be a part of the ACM-W student chapter as a general member.

Section 7. A vacancy shall be filled in accordance with Article VI.

Article VIII. ADVISOR

Section 1. Through a super majority, the Club Officers shall agree upon and appoint an advisor no later than April 1 to serve a term of one year. There is no term limit to this position.

Section 2. The Club Advisor must be a full-time Valparaiso University faculty member or administrator.

Section 3. The Club Advisor's duties shall include:

- A. Meeting with the club officers on a regular basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.
- E. Assisting with the implementation of an officer transition program.

Section 4. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

Article IX. MEETINGS

- Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shall be posted on the ACM-W web site.
- Section 2. Only active student members may vote at meetings.
- Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a voicemail and e-mail. Communication of emergency meetings will be the responsibility of the Club Secretary.

Article X. DISBURSEMENT OF FUNDS

- Section 1. All disbursements of funds must be approved by the Treasurer and Advisor.
- Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.
- Section 3. Any expenditure and/or budget in excess of \$100 must be approved by a majority of the Club Officers.
- Section 4. All financial transactions of the Club to be reimbursed by Student Senate will be managed through the Valparaiso University Student Senate Executive Treasurer.
- Section 5. Only the Club Officers and the Club Advisor shall have the ability to submit funding requests and/or budgets to the Student Senate.

Article XI. AMENDMENTS

- Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.
- Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the Club's next meeting.
- Section 3. The proposed amendment shall be presented via e-mail to the active club membership no later than five days before the meeting where the amendment will be debated.
- Section 4. Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.

Article XII. AFFILIATION WITH THE THE ASSOCIATION FOR COMPUTING MACHINERY'S COUNSEL ON WOMEN IN COMPUTING

- Section 1. The ACM-W chapter of Valparaiso University is affiliated with ACM-W International, an organization which fosters the development of student-initiated

college/university leadership programs, and supports, celebrates, and advocates for the full engagement of women in all aspects of the computing field.

Section 2. When in conflict, Valparaiso University policy shall supersede the policy of ACM-W International.