



# ACM at UC San Diego

**Association for Computing Machinery Constitution**

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# Preamble

The Association for Computing Machinery (ACM) is the world's largest society for computing. Created during the beginning of the Computer Revolution, the organization has played a strong role in the development of the field. With over 100,000 members, ACM's members span the entire globe and are leaders throughout industry and research. The organization aims to advance the field of computing as both a science and as a profession, so that its members can use their knowledge for the greater social good.

Chapters of ACM exist at many universities around the world, creating a vast global network connecting thousands of students together. In 2019, ACM at UC San Diego has been revived in an effort to foster a diverse community for all students interested in the field of computing. This constitution serves to govern its operations. It defines the Chapter's goals, its moral code, its membership requirements, its Activity specifications, its organizational structure, its Board responsibilities, its financial duties, its Advisor's role, and its constitutional amendment process. This shall be an all binding document governing the Chapter's functions and the actions of its members.

Finally, due to the ever-changing nature of the organization, every year the new Executive board may make changes to the constitution as they see fit based on what they feel is necessary to better lead the organization. These changes should be discussed openly with the rest of board.

# Article I – General Provisions

## Section 1 – Name of Student Organization

The organization shall be called the *Association for Computing Machinery at UC San Diego*. On the campus of UC San Diego, this name may be shortened to *ACM* and *ACM UC San Diego*. In this document the UC San Diego Student Chapter of the Association for Computing Machinery shall be referred to as the *Chapter*. The international Association for Computing Machinery shall be referred to as the *ACM*.

## Section 2 – Definitions

Below is terminology frequently used throughout the document.

1. **ACM** – The Association for Computing Machinery, the world’s largest computing organization
2. **Activity** – An event, project, or other undertaking created by the Chapter to engage members
3. **Advisor** – The UC San Diego faculty member responsible for advising ACM at UC San Diego
4. **Board** – The members of ACM at UC San Diego responsible for overseeing the Chapter’s activities
5. **Chapter** – The UC San Diego chapter of the Association of Computing Machinery
6. **Code** – The ACM Code of Ethics and Professional Conduct, a code created by the ACM intended to ensure non discrimination and professionalism
7. **Executive Board** – The collection of the President, Vice President Development, Vice President External, Vice President Events, Vice President Finance, Vice President Membership, and Vice President Projects.
8. **Member** – A person who holds membership with ACM at UC San Diego. This level of membership does not require dues.
9. **Team** – A group within the Board responsible for either Development, Membership, External, Finance, Projects, or Events Affairs.
10. **Community** – A student organization within UC San Diego that is affiliated with the Chapter but acts as a separate entity.

# Article II: Purpose and Goals

## Section 1 – Statement of Purpose

The Chapter aims to establish and foster an inclusive member-first community for all who are interested in the field of computing at UC San Diego. Every action enacted by the Chapter shall be done with each Member's best interests taken into consideration.

## Section 2 – Goals

### *1. To foster connections amongst students*

The Chapter prioritizes the development of friendships amongst its members and the growth of their professional networks. This community shall spark collaboration and shall allow ideas to be openly expressed.

### *2. To enhance students' technical and professional skills*

The Chapter aims to provide students access to resources and activities so that students can gain skills and hands-on experiences that they would not be able to receive in traditional classroom environments.

### *3. To introduce students to opportunities in both industry and research*

The Chapter seeks to connect students with companies, labs, and other Chapter partners so that students are able to explore options to pursue during and after college.

### *4. To promote the spirit of entrepreneurship and innovation*

The Chapter shall encourage students to seek out their own opportunities. It aims to provide students with the skills and resources necessary so that they may bring their own ideas into fruition.

### *5. To connect UC San Diego students to a greater computing community*

ACM, being an international organization, is an expansive professional network. Through ACM conferences and collaborations with ACM Student Chapters at other universities, the Chapter aims to connect UC San Diego students with ACM members from around the world.

# Article III: The Code

The Chapter and its members shall aim to adhere to the ACM Code of Ethics and Professional Conduct, whose principles are listed below. The Code is designed such that ACM members act responsibly and such that their actions support the public good.

## Section 1 – General Ethical Principles

*A computing professional should...*

1. Contribute to society and to human well-being, acknowledging that all people are stakeholders in computing.
2. Avoid harm.
3. Be honest and trustworthy.
4. Be fair and take action not to discriminate.
5. Respect the work required to produce new ideas, inventions, creative works, and computing artifacts.
6. Respect privacy.
7. Honor confidentiality.

## Section 2 – Professional Responsibilities

*A computing professional should...*

1. Strive to achieve high quality in both the processes and products of professional work.
2. Maintain high standards of professional competence, conduct, and ethical practice.
3. Know and respect existing rules pertaining to professional work.
4. Accept and provide appropriate professional review.
5. Give comprehensive and thorough evaluations of computer systems and their impacts, including analysis of possible risks.
6. Perform work only in areas of competence.
7. Foster public awareness and understanding of computing, related technologies, and their consequences.
8. Access computing and communication resources only when authorized or when compelled by the public good.
9. Design and implement systems that are robustly and usably secure.



### **Section 3 – Professional Leadership Principles**

*A computing professional, especially one acting as a leader, should...*

1. Ensure that the public good is the central concern during all professional computing work.
2. Articulate, encourage acceptance of, and evaluate fulfillment of social responsibilities by members of the organization or group.
3. Manage personnel and resources to enhance the quality of working life.
4. Articulate, apply, and support policies and processes that reflect the principles of the Code.
5. Create opportunities for members of the organization or group to grow as professionals.
6. Use care when modifying or retiring systems.
7. Recognize and take special care of systems that become integrated into the infrastructure of society.

### **Section 4 – Compliance with the Code**

*A computing professional should...*

1. Uphold, promote, and respect the principles of the Code.
2. Treat violations of the Code as inconsistent with membership in the ACM.

# **Article IV: Membership**

## **Section 1 – Non-Discriminatory Clause**

Members shall be accepted without discrimination on the basis of race, color, national origin, religion, sex, gender, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, major, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

## **Section 2 – Membership Eligibility**

Membership at the UC San Diego ACM Chapter shall be open to all undergraduate students currently attending UC San Diego.

## **Section 3 – Membership Dues**

While ACM charges student members dues every year, the Chapter shall not require that students pay these dues in order to become a Member.

# Article V: Activities

## Section 1 – Frequency of Organization Meetings

The Chapter is required to hold a general meeting at least once during each Fall, Winter, and Spring quarter. This meeting must be open to the general public and shall be a presentation of Activities conducted by the Chapter for that quarter.

The Board shall be expected to meet at least once during each Fall, Winter, and Spring quarter. This overall meeting shall be referred to as *All Hands*.

Each team within the Board (Development, Events, External, Finance, Membership, and Projects) shall additionally be expected to meet numerous times each quarter. The frequency of these team meetings shall be determined by the Vice President designated as the team's leader.

The Executive Board is expected to meet at least once within any given 2 week academic period. These executive meetings shall also be open to attendance from all officers of the Board. These meetings shall discuss the overall direction of the organization including the overseeing of Activities as well as decisions affecting its growth and image.

## Section 2 – Events

Events hosted by the Chapter are Activities lasting a limited duration of time. Events typically only last a few hours, but major events such as hackathons and competitions can last over a day. Events include, but are not limited to, professional development events, technical skill workshops, programming competitions, cybersecurity competitions, hackathons, and socials.

Any event may be hosted / planned by the Chapter under the following conditions

1. The event must align with the purpose and goals of the Chapter.
2. The event and its management must adhere to the Code.
3. The event must be authorized by an Executive Board Member.
4. The event must be designated a Board member as its director, who will see that the event comes to fruition.
5. The event's resources and promotional materials must be approved by the External team.

### **Section 3 – Projects**

The Chapter shall conduct projects, which is the development of technology, in order to further its goals. The Chapter's projects shall be led by a single individual, selected by the Board. This person shall be referred to as the project's Lead. Each Lead can additionally select team members to also work on the development of the project. The Board may modify the leadership and status of a project by a simple majority vote.

Any project may be hosted / planned by the Chapter under the following conditions

1. The project must align with the purpose and goals of the Chapter.
2. The project and its management must adhere to the Code.
3. The project must be authorized by a Board Member.
4. The project must be designated a Member as its Lead.
5. The project's team size and membership shall be determined by its Lead.

### **Section 4 – Miscellaneous**

The Chapter, the Board, and its Members are permitted to pursue all other Activities under the following conditions

1. The Activity must align with the purpose and goals of the Chapter.
2. The Activity and its management must adhere to the Code.
3. The Activity must be authorized by the Executive Board member of the team under which the Activity falls.
4. The Activity's overseement shall be determined by the Executive Board.

# Article VI: Organization

The Chapter shall be divided into a hierarchy, teams, and committees to maximize its efficiency. The Executive Board shall have the utmost authority in the organization. Each Vice President from within the Executive Board shall also be the head of an individual team. Each individual team shall oversee a portion of the organization's functions. Within each team shall be general Board officers. These Board officers are permitted to have their own Committees, which are defined as groups of Members who assist the Board officers in their duties.

## Section 1 – Executive Board

The Executive Board consists of the President, Vice President Membership, Vice President Events, Vice President External, Vice President Development, Vice President Finance, and Vice President Projects. This group is responsible for major organizational decisions including

1. The addition and subtraction of modular Board roles. Modular Board roles are those defined in the Constitution but not limited in number of people.
2. The approval of Activities including events.
3. The approval of formation of Committees.
4. The organization's alignment / association with third-party entities.

These decisions shall be conducted through a vote amongst the Executive Board. Decisions shall be approved based on the alignment of the majority (> 50%). In the case of a tie, the President's decision shall break the tie. These decisions can be vetoed by the Advisor.

## Section 2 – Membership Team

The Membership Team shall be headed by the Vice President Membership. This section of the organization shall oversee the recruitment and engagement of Members. The Membership Team shall be responsible for

1. Hosting social events to engage members.
2. Overseeing the development of membership tools and resources.
3. Defining and providing membership benefits.
4. Communicating with ACM Member Services.

### **Section 3 – Events Team**

The Events Team shall be headed by the Vice President Events.

This section of the organization shall oversee Activities to provide Members with skills coveted in industry and research. The Events Team shall be responsible for

1. Hosting technical or professional workshops to engage members.
2. Conducting any other Activities permitted in Article V as necessary.
3. Requesting funding and booking space from entities like AS for events.

### **Section 4 – External Team**

The External Team shall be headed by the Vice President External.

This section of the organization shall oversee the relationships of the Chapter with other entities. The External team shall be responsible for

1. Hosting industry / research showcases to engage members.
2. Establishing and fostering relations with entities within UC San Diego.
3. Overseeing the Chapter's public image.

### **Section 5 – Development Team**

The Development Team shall be headed by the Vice President Development.

This section of the organization shall oversee the creation of internal software. The Development team shall be responsible for

1. Developing software projects that support the Chapter's activities.
2. Maintaining previously existing projects to industry coding standards.
3. Maintaining design documentation to assist future developers.
4. Deciding the support, retirement, and lifespan of the Chapter's internal software.
5. Development of projects promoting the field of computing.

### **Section 6 – Finance Team**

The Finance Team shall be headed by the Vice President Finance.

This section of the organization shall be responsible for

1. Overseeing the internal finances of the Chapter. Establishing and fostering relations with entities outside UC San Diego.

### **Section 7 – Projects Team**

The Projects Team shall be headed by the Vice President Projects.

This section of the organization shall oversee the ACM Projects program.

### **Section 8 – Committees**

Each Board member is permitted to lead a Committee. This shall be a group consisting solely of Members tasked to help the Board member with his/her responsibilities. In order for a Committee to be created, the Board member must

submit a proposal to the Executive Board. The Executive Board shall then vote, through the standard Executive voting process, to form the Committee. Committees shall be advertised to the entire Chapter.

## **Section 9 – Communities**

### **Section 9.1 – Affiliation with Communities**

The Chapter concurrently heads Communities, independent student organizations that contribute to the broader ACM purpose and goals.

The Chapter shall support its Communities' operations as it sees fit, and cannot forcibly remove assets owned by a Community. The Chapter recognizes that all of the Communities are autonomous student organizations that are responsible for their own operations and ACM at UC San Diego is not liable for any activity or action any Community may take.

### **Section 9.2 – Conflict Resolution**

Should conflict arise, Communities may convene the Board for a vote to enact change. To initiate a vote, a representative from a Community or the Board must present a written case to the Chapter's Executive Board. Once the proposal has been presented, the Chapter must follow the Voting Procedure as detailed in Section 9.5.

### **Section 9.3 – Addition of a Community**

Should a Member wish to establish a new Community, they may convene the Board for a vote to approve its addition. To initiate a vote, the Member must present a case to the Chapter's Executive Board. Once the proposal has been presented, the Chapter must follow the Voting Procedure as detailed in Section 9.5.

### **Section 9.4 – Secession or Removal of a Community**

Should a Community wish to secede from its affiliation with the Chapter, or should a member of the Board wish to remove a Community's affiliation with the Chapter, either may convene the Board for a vote to enact its removal. To initiate a vote, a representative from a Community or the Board must present a written case to the Chapter's Executive Board. Once the proposal has been presented, the Chapter must follow the Voting Procedure as detailed in Section 9.5.

### **Section 9.5 – Voting Procedure**

If any of the above cases in Section 9 is presented, two separate votes shall occur in two weeks time during which any member of the Board or any of the Communities is able to schedule meetings for discussion. Both the Board vote and the Community vote need to be approved for any proposal to pass.

The Board vote shall be determined by a simple majority of all ACM General Board Members.

The Community vote shall be determined by a simple majority of ACM Communities. Each ACM Community gets a single vote and is responsible for choosing their own process to determine how that single vote is to be allocated.

#### **Section 10 – Members at Large**

A Member at Large is an individual separate from the Board who has access to the Board resources and is expected to contribute to the Chapter's activities or development. The duration of a Member at Large's term shall be 1 year from the start of the next Board's term. A Member at Large does not possess Board voting rights.



# Article VII: Board

## Section 1 – The Executive Board

### Section 1.1 – President

The President shall be the leader of the organization. The President heads the Executive team and is responsible for ensuring that the Chapter pursues its purpose and goals. The President pursues any tasks that are deemed necessary in order to achieve the Chapter's goals, so long as said tasks also adhere to the Code. The President shall have the task of being the primary speaker, point of contact, and representative for the organization. The President shall also fulfill all tasks not able to be fulfilled by the remainder of the Board to ensure the Chapter's prosperity.

### Section 1.2 – Vice President Membership

The Vice President Membership shall ensure that the Chapter achieves its purpose of being a member-first community. The Vice President Membership heads the Membership Team and is responsible for ensuring that the Chapter becomes a collaborative community, one that fosters friendships and generates rich professional networks. The Vice President Membership shall pursue any tasks that are deemed necessary in order to achieve the Chapter's goals, so long as said tasks also adhere to the Code and do not conflict with another VP's tasks. These tasks include, but are not limited to, connecting members together through social activities and providing membership benefits.

### Section 1.3 – Vice President Events

The Vice President Events shall ensure that the Chapter achieves its aims of providing Members technical and professional skills and inspiring innovation. The Vice President Events heads the Events Team and shall conduct meetings to ensure that Activities are conducted which align, and further, the Chapter's goals. The Vice President Events shall pursue any tasks that are deemed necessary in order to achieve the Chapter's goals, so long as said tasks also adhere to the Code and do not conflict with another VP's tasks. These tasks include, but are not limited to, assisting Event Directors in brainstorming ideas, gathering resources, and hosting Activities.

### Section 1.4 – Vice President External

The Vice President External shall ensure that the Chapter is a part of a global community, allowing students to expand their network outside of UC San Diego and providing Members with opportunities in industry and research. The Vice President External heads the External Team and is responsible for promoting the Chapter's public image. The Vice President External shall pursue any tasks that are deemed necessary in order to achieve the Chapter's goals, so long as said tasks also adhere to the Code and do not conflict with any other VP's tasks. These tasks include, but

are not limited to, collaborating with ACM, companies, and other student organizations and developing promotional material.

#### Section 1.5 – Vice President Development

The Vice President Development shall oversee the development of the organization's internal tools. These responsibilities include managing the creation of the Chapter's software such as its membership portal and its website. The Vice President Development shall manage two different subteams – a Front End Team and a Back End Team, who work together in order to build complete applications.

#### Section 1.6 – Vice President Finance

The Vice President Finance shall oversee the preparation and observance of the organization's annual budget, and handle affairs relating to the organization's finances. These responsibilities include management of the Chapter's debit and credit cards and handling of financial transactions and reimbursements for Activities. The Vice President Finance shall also handle any financial transactions between the Chapter and companies.

#### Section 1.7 – Vice President Projects

The Vice President Projects shall oversee the execution of the Chapter's Projects system. These responsibilities include ensuring that students may sign up for and carry out the completion of a project within a team on a quarterly basis.

### **Section 2 – Membership Team**

#### Section 2.1 – Membership Team Lead

The Vice President Membership shall be responsible for leading the Membership Team. The Membership Team consists of one team, each of which can contain as many Board members as necessary.

#### Section 2.2 – Community Team

The Community Team shall be responsible for carrying out events that shall grow the Chapter's community. This includes, but is not limited to, movie nights, game nights, bonfires, and dinners. Additionally, the Community Team is responsible for supporting programs that support the Chapter's memberbase. This includes, but is not limited to, the Bit-Byte program, ACM's version of a Big / Little system.

### **Section 3 – Events Team**

#### Section 3.1 – Events Team Lead

The Vice President Events shall be responsible for leading the Events Team. The Events Team consists of two teams, which can contain as many Board members as necessary.

### Section 3.2 – Events Coordinators

The Events Coordinators shall be responsible for overseeing the logistics behind all events. This includes submitting events funding to Associated Students, booking available rooms, and submitting Triton Activity Planner forms.

### Section 3.2 – Events Team

The Events Team shall be responsible for overseeing the formation of events that teach members new skills. These Board Members are permitted to pursue the formation of any activity specified in Article V. These include, but are not limited in scope to, workshops and professional development events.

## **Section 4 – External Team**

### Section 4.1 – External Team Lead

The Vice President External shall be responsible for leading the External Team. The External Team consists of three teams, each of which can contain as many Board members as necessary.

### Section 4.2 – Marketing Team

There shall be a Marketing Director who leads a team of Marketing Officers to promote events. The Marketing Team shall be responsible for the promotion of events via both digital and physical means. The Public Relations Director shall manage the Chapter's social media accounts in order to regularly publicize the Chapter. Additionally, the Marketing Director shall promote the Chapter by displaying physical advertisements, such as flyers, throughout campus. The Marketing Team shall also assist Historians in documenting events through photography. The Marketing Director shall be one individual who determines strategy and plans expansion of ACM's Brand.

### Section 4.3 – Graphic Design Team

The Graphic Design Team leads the creation of the Chapter's graphics. The Graphic Design Team shall be responsible for creating graphics such as thumbnails for respective social medias and flyers. The Graphic Design Team shall also assist Public Relations Directors to generate ideas for graphics for social media. The Graphic Design Team shall be responsible for designing and maintaining the Chapter's design system. Additionally, the Graphic Design Team shall ensure the design system is implemented consistently, properly, and adhere to the Code.

### Section 4.4 – Content Creation Team

The Content Creation Team leads the creation of digital content for the Chapter. The Content Creation Directors shall be responsible for creating necessary videos to advertise the Chapter to various departments, organizations, and members. The Historians shall be responsible for capturing media that promotes the Chapter's

image and goals. The Content Creation Team shall be responsible for attending the Chapter's events in order to retrieve content for content creation and adhere to the Code.

## **Section 5 – Development Team**

ACM Development Team consists of the following roles: Front End Developer, Back End Developer, Automation Developer, UI/UX Designer. Board members elected to these roles will be organized into teams tasked with developing and maintaining new and existing ACM software tools and projects. Projects will be designated with a Product Manager

### **Section 5.1 – Development Team Lead**

The Vice President Development shall be responsible for leading the Development Team.

### **Section 5.2 – Front End Developer**

The Front End Team shall be responsible for the development of the Chapter's client-side code.

### **Section 5.3 – Back End Developer**

The Back End Team shall be responsible for the development of the Chapter's server-side code.

### **Section 5.4 – UI/UX Designer**

The Design Team shall be responsible for creating the UI and UX designs for the Chapter's software.

## **Section 6 – Finance Team**

### **Section 6.1 – Finance Team Lead**

The Vice President Finance shall be responsible for leading the Finance Team, which can contain as many board members as necessary.

### **Section 6.2 – Sponsorship Team**

The Sponsorship Team shall be responsible for initiating partnerships with companies, both large and small. The Communications Team shall work together with the Vice President External to generate a Sponsorship package at the beginning of each year. The Sponsorship Team shall attend meetings and send out emails to company representatives.

### **Section 6.3 – Funding Team**

The Funding Team shall be responsible for overseeing the organization's internal budget, which includes but is not limited to managing the organization's bank accounts, maintaining a ledger of all expenditures, ensuring reimbursements are processed efficiently, and making purchases to support the organization. Further, the Funding Team shall be responsible for establishing and maintaining pipelines by which to make purchases from vendors in support of events.

## **Section 7 – Projects Team**

### **Section 7.1 – Projects Team Lead**

The Vice President Projects shall be responsible for leading the Projects Team, which can contain as many board members as necessary.

## **Section 8 – Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers. Elections may take place multiple times in the year, and can be initiated at any point in time by a nomination from a current Board member. It is mandatory that one election occur at the beginning of each Spring Quarter.

During the Spring Quarter election, the Executive Board positions shall be open for election first. Once all of the Executive Board positions have been voted in, the election process shall begin for all other Board positions and shall be expected to conclude by week 6 of Spring Quarter. If any Executive Board positions are left unfilled after Executive elections, then the positions will continue to be included in the remaining Board elections. During the remaining Board elections, all positions shall be open to applications from all UC San Diego students.

Each candidate's election process is as follows.

First, each applicant for a Board position must submit a document containing the following information

1. What are their goals, should they be elected into the position?
2. Why are they qualified for the position?
3. What is their motivation for applying to the position?

Additional questions may be added at the discretion of the Executive Board.

Applicants shall be then interviewed by a present Board member currently in the position the applicant is applying for as well as a member of the Executive Board. If there is presently no Board member in the position, then the President can fill in as

one of the two interviewers. Additional interviewers can be approved at the discretion of the Executive Board and must attend every interview for that position.

For the Spring Quarter elections only, all interviews must be conducted by the end of Week 2 for Executive Board elections and Week 5 for overall Board elections. For all other elections, interviews must be conducted within two weeks of receiving the applicant's application.

For the Spring Quarter elections only, the Board may also nominate and vote on individuals to serve as Members at Large. A Member at Large may be elected in one of two ways:

1. A majority approval vote from the Board.
2. A unanimous approval vote from the Executive Board.

The details for this role are in Article VI, Section 10.

Newly elected Board members shall begin their term on the beginning of Week 8 of Spring Quarter.

#### Section 8.1 – Executive Board Voting Procedure

After all candidates are interviewed, Board members shall be given precisely one week to make their minds and cast their vote. A majority vote (> 50%) is required in order to elect a candidate. If a majority vote is not achieved, then voting shall be repeated with the candidate with the least votes being removed from the pool. This shall be repeated until a single candidate receives a majority vote. If a majority vote is unable to be reached, even with a single candidate, the position is left unfilled.

#### Section 8.2 – General Board Voting Procedure

After all candidates are interviewed, Board Members of the respective team as well as the incoming VP shall be given precisely one week to make their minds and cast their vote. Members are elected to Board Members via two options:

1.  $\frac{2}{3}$  majority of that Board Member's respective team, OR
2. A unanimous approval vote from the Executive Board.

### **Section 9 – Succession**

In the case in which the President is unable to perform his/her duties, the Board shall hold an emergency vote within the next seven days to determine the successor. The nominees shall be each of the Vice Presidents. Should all the Vice Presidents reject their nomination, then Board members may choose to nominate themselves or another Board Member. In the case in which no Board Member is nominated, then any Member of the Chapter may be nominated. A majority (> 50%) vote by the Board must be made in order to select the President's successor.

In the case in which any other Board member is unable to perform his/her duties, the Board shall hold a vote within two weeks time to determine a replacement. The Board is able to nominate any Member of the Chapter. A majority (> 50%) vote must be made in order to select the Board Member's successor.

### **Section 10 – Removal from Board**

If a non-Executive Board member is not fulfilling his/her responsibilities or violates the Code, he/she is able to be removed. To initiate removal, another active Board member must present a written case to the remainder of the Board. After the case is presented, a vote shall occur in two weeks time during which the Board member at risk of removal is able to schedule meetings to appeal. After one weeks' time, a vote shall be conducted. A 50% majority vote from the team of the Board member in question and unanimous executive vote must be made in order to impeach a Board member. Once removed, the Board position shall be filled by the process of Succession.

If an Executive Board member is not fulfilling his/her responsibilities or violates the Code, he/she is able to be removed. To initiate removal, another active Board member must present a written case to the remainder of the Board. After the case is presented, a vote shall occur in two weeks time during which the Board member at risk of removal is able to schedule meetings to appeal. After one weeks' time, a vote shall be conducted. A  $\frac{2}{3}$  majority vote must be made in order to impeach an Executive Board member. Once removed, the Executive Board position shall be filled by the process of Succession.

# Article VIII: Financial Management

## Section 1 – Nonprofit Statement

The Association for Computing Machinery at UC San Diego is a non-profit organization. Both the Chapter and ACM are non-profit organizations.

## Section 2 – ACM Financial Responsibilities

The Chapter shall operate according to the sanctions of ACM Bylaw 8, Sections 4 and 5 and ACM Bylaw 5, Section 6. The following is a summary of the Chapters' responsibilities according to these Bylaws:

1. Any chapter that collects, holds or disburses funds on behalf of the Association or any of its branches must submit an annual accounting of such funds.
2. Chapter funds will be accounted for in the Association's IRS return unless the chapter specifically desires to file a separate return with the IRS. If a chapter Secretary/Treasurer chooses to file its own return, it must provide a copy of the return to the ACM Finance Director.
3. Failure to submit financial reports is grounds for revocation of charter as provided in the Constitution and Bylaws of the Association.
4. Disbursements of funds for expenditures necessary for the normal operation of the chapter do not require approval. Any chapter desiring to disburse funds beyond those necessary for normal operations must obtain advance approval of the ACM Chief Operating Officer.
5. Upon dissolution of a chapter or revocation of a chapter's charter, all assets of the chapter become the property of the Association. The only exception to this rule is in the case of certain student chapters, whose educational institutions require that such assets be transferred to them for a purpose within the contemplation of section 501 (c) of the Internal Revenue Code of 1954.
6. An acknowledgement of support should be given to anyone who has donated \$250 or more.
7. Any chapter that receives an in-kind donation is responsible for determining the fair market value of the donation and sending out an acknowledgement letter to the donor. The chapter must also report the transaction on their annual report filing with ACM.

Additionally, it shall be noted that ACM operates on a fiscal year which begins July 1st and ends June 30th. The Chapter shall be expected to complete an annual Statement of Cash Receipts and Disbursements which shall be submitted to ACM during this fiscal year.



**Section 3 – UC San Diego Funding**

The Chapter shall utilize funding through entities at UC San Diego including, but not limited to funding from Associated Students, the Student Life Tournament / Competition Fund, the Student Life Triton Community Fund, and the Jacobs School of Engineering.

**Section 4 – Sponsors Funding**

The Chapter shall utilize funding received from entities outside of UC San Diego including corporate partners. Sponsorship agreements and packages can be created and updated throughout the year but must all be done in coordination with the Vice President Finance. Partnerships must not conflict with previous sponsorship agreements.

# Article IX: Advisor

According to both UC San Diego and ACM policy, the Chapter shall be expected to have a faculty advisor. This person, who shall be referred to as the *Advisor* will serve as the Chapter's mentor and guide, as he / she shall likely have the most experience as a member of ACM.

## **fSection 1 – Advisor Qualifications**

1. The Advisor must be an active member of ACM
2. The Advisor must be a current UC San Diego faculty member

## **Section 2 – Advisor Selection**

Upon election of the Board in Spring Quarter, the Board is to select a faculty advisor. The selection process shall start with members of the Board nominating faculty members to be the Advisor. After which, members of the Board shall submit up to three Advisor preferences from the nominee pool. The votes shall be tallied up and the three Advisor nominees receiving the highest number of votes shall be ordered from most votes to least votes.

Once selected, the Board may approach the Advisor nominees in order from most votes to least votes. If an Advisor nominee agrees to the request of becoming the Advisor, he / she shall become the new Advisor for the following school year. If all three Advisor nominees reject their nominations, then the Advisor selection process shall be repeated.

An Advisor cannot be removed from their position for the duration of the school year. If an Advisor is unable to or refuses to continue performing their role, then the Advisor selection process shall be repeated immediately.

## **Section 3 – Advisor Expectations**

1. The Advisor shall be expected to be knowledgeable about ACM.
2. The Advisor shall be expected to work in the field of computing.
3. The Advisor shall be the main point of connection between the organization and UC San Diego faculty
4. The Advisor shall help promote ACM at UC San Diego
5. The Advisor shall be frequently contacted for advice for the direction of the organization

# **Article X: Risk Management**

The Association for Computing Machinery at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Association for Computing Machinery at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

## **Section 1 – In Case of Interaction with Minors and the Elderly**

The Association for Computing Machinery at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). The Association for Computing Machinery will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

## **Section 2 – In Case of the Provision of Medical Assistance**

In the event that the Association for Computing Machinery at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

### **Section 3 – In Case of International Travel**

The Association for Computing Machinery at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

### **Section 4 – In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery**

The Association for Computing Machinery at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, The Association for Computing Machinery at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

# Article XI: Amendment and Bylaws

## Section 1 – Amendment

1. The Constitution will remain a public document accessible to the entire Chapter and shall accept suggestions from all Members. An official amendment to the Constitution can and must be proposed by any Board member. New amendments shall be voted on by the current Board. A two-thirds majority (> 66%) of the Board must be present to vote on the Constitution, and a two-thirds majority of total Board members must vote in favor of the amendment within one week of the start of voting in order for the amendment to be approved.

## Section 2 – Bylaws

The Board may pass temporary Bylaws in order to make temporary changes to the Constitution. Bylaws may not last past the end of the current academic quarter in which it is passed. There are two ways to pass a bylaw:

2. The majority (> 50%) of the Board must be present to vote on the bylaw. The majority of total Board members must vote in favor of the bylaw within one week of the start of voting in order for the bylaw to be approved.
3. If fewer than 50% of the Board has voted after a week, the bylaw can otherwise be passed through a unanimous executive vote.

