

California State University Northridge ACM Student Chapter

Preamble

Section 1: Mission Statement

CSUN Association of Computing Machinery (ACM) is a part of a nationally recognized professional society that provides an environment which fosters community, academia, and professionalism. Through the help of a strong social network, events, alumni, and faculty support give our members the knowledge and connections to succeed in their careers.

Section 2: Values

Chapter Development

We are devoted to creating a foundation that is reinforced by long term-relationships, accountability and team bonding. In our organization, dedicated members are pivotal to the success of CSUN ACM.

Academics

Together we strive to compile a learning program that incentivizes academic improvement and performance. Providing a modular network of study groups, peer support, and academic workshops. Academic greatness is ensured via club resources and commitment to each other.

Leadership

Our members are geared to become future leaders in their respective field and beyond. Providing opportunities and structured workshops yielding strong leadership skills, thus translating into greater career advancement. By utilizing industry leading alumni, members leading by example, and the ability to climb CSUN ACM's organizational ladder; our leadership development is the very best CSUN has to offer.

Professional Development

In hopes to transform students into working professionals, CSUN ACM commits to set up an array of workshops and conferences developing interpersonal skills. Through active networking, we strive to encourage our members to form a rapport with professionals, making the transition from college to industry. Assisting members to secure internships, CSUN ACM amplifies students resumes to prepare them for the future.

Article I: Official Name

This organization shall be called the California State University Northridge ACM Student Chapter. In these bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as the ACM.

Article II: Authority

This organization is a recognized student organization at California State University, Northridge and adheres to all campus policies as set forth in the Clubs and Organizations Manual.

Article III Membership

Section 1: Student Access

Any person currently enrolled as a student at CSUN and fulfilling the membership requirements of the organization may be a member. Membership in the organization shall be open to all those regularly-enrolled at California State University, Northridge students who are interested in membership.

Section 2: Non-Discrimination Statement

In accordance with state law and the regulations of the California State University, no organization shall discriminate on the basis of race or ethnicity (including color, caste, and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including nonbinary or transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability (physical or mental).

Section 3: Eligibility

Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 4: Membership Requirements

- 1. The provisions of this section must conform to the membership provisions specified in ACM's Bylaws (Bylaw 5, Section 5; ACM Constitution Article 3).*
- 2. Membership in the Student Chapter shall be open to all ACM members and nonmembers.*
- 3. Voting membership in the Student Chapter shall be granted to all active chapter members.*

- 3.1. *Active is defined by attending at least 50% of all chapter meetings, events, and have paid their current dues.*

Section 5: Privileges of Membership

1. *Non-Voting members shall have the privilege to attend all meetings however hold no right to vote or hold office. Nor are they recognized as official members of our organization.*
2. *Voting members shall have the privilege to attend and speak at all meetings, to present motions and resolutions concerning CSUN ACM; to nominate and vote for candidates for office; to be a candidate for office and hold office, to inspect the official records of the organization, and to participate in any CSUN ACM activity.*
3. *Nominating, being a candidate for office, voting, and holding officer privileges shall be restricted to current CSUN students.*

Section 6: Hazing

This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades or disgraces any fellow student.

Section 7: Code of Conduct

This organization shall comply with Title 5, Section 41301, Standards for Student Conduct and this organization shall comply with the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations.

Article IV Officers and Advisors

Section 1: Official Positions

The officers of this Chapter shall be: President, Vice President, Treasurer, Secretary, Web Master I, Web Master II, Community Lead, and Public Relations Officer. These individuals must be ACM Student Members. In addition, a Faculty Sponsor with an ACM Professional Membership is required. These officers constitute the Council.

1. *All required officers of the Chapter must be members of ACM.*
2. *The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on the 1st of August and serve for one year.*
3. *Appointment or nomination of an individual to an officer positions within ACM shall be in general limited to two full consecutive terms in the same position.*

Section 2: Powers and Duties of Officers

1. *The President, also known as 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 President shall preside at all meetings of the chapter and of its Executive Council. The Executive Council shall consist of the Chapter officers, the Student Chapter Sponsor, and chairs of the*

Chapter's standing committees. Other Duties include:

- 1.1. *Upholding this Constitution.*
2. *The Vice President, also known as the Vice Chair, shall preside at meetings in the absence of the President, assist the President in the management of the Chapter. Other Duties include:*
 - 2.1. *Perform other duties as assigned by the President.*
 - 2.2. *Upholding this Constitution.*
3. *The Treasurer maintains the chapter's financial records. Other Duties include:*
 - 3.1. *Collecting dues, pay all bill, and maintain records for the chapter*
 - 3.2. *Preparation of the Chapter's annual report and officer contact information, and submission of these to ACM Headquarters via the Chapter Administrative Interface.*
 - 3.3. *Perform other duties as assigned by the President.*
 - 3.4. *Upholding this Constitution.*
4. *The Secretary shall keep the minutes of all Chapter and Executive Council meetings. Other Duties include:*
 - 4.1. *Submission of any proposed amendment to these bylaws to the ACM Chief Operating Officer. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.*
 - 4.2. *Perform other duties as assigned by the President.*
 - 4.3. *Upholding this Constitution.*
5. *The Historian shall record Chapter meetings and events through videos, pictures, and audio recordings. Other Duties include:*
 - 5.1. *Perform other duties as assigned by the President.*
 - 5.2. *Upholding this Constitution.*
6. *The Public Relations Coordinator shall maintain the public face of the Chapter through advertising, social media, and e-mail. Other Duties include:*
 - 6.1. *Perform other duties as assigned by the President.*
 - 6.2. *Upholding this Constitution.*
7. *The Community Coordinator shall maintain the strong and positive community within the Chapter. Other Duties include:*
 - 7.1. *Organizing Events.*
 - 7.2. *Perform other duties as assigned by the President.*
 - 7.3. *Upholding this Constitution.*
8. *The Webmaster shall maintain the website of ACM. Other Duties include:*
 - 8.1. *Perform other duties as assigned by the President.*
 - 8.2. *Upholding this Constitution.*
9. *Other officers shall commit to the duties assigned to them by the President. Other Duties include:*
 - 9.1. *Perform other duties as assigned by the President.*
 - 9.2. *Upholding this Constitution.*
10. *Temporary officers shall commit to the duties assigned to them by the President.*

Other Duties include:

- 10.1. *Perform other duties as assigned by the President.*

Section 3: Officer Qualifications

1. *All officers must be enrolled CSUN students.*
2. *Pursuant to Coded Memorandum AA-2012-05: Minimum Qualifications For Student Office Holders, the president, vice president and treasurer are required to meet the following minimum requirements:*
 - 2.1. *Minimum Academic Qualifications — The president, vice president and treasurer must be matriculated and enrolled at California State University, Northridge with a minimum overall 2.0 grade point average each term (term is defined as Fall and Spring semester). The student must be in good standing and must not be on probation of any kind.*
 - 2.2. *Incumbent Unit Load — Undergraduate students in the role of president, vice president and treasurer are required to earn six (6) semester units per term while holding office. Graduate and credential students in the role of president and treasurer must earn three (3) semester units per term while holding office.*
 - 2.3. *Incumbent Maximum Allowable Units — Undergraduate students in the role of president, vice president and treasurer are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree, whichever is greater. Graduate and credential students in the role of president and treasurer are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units, including students pursuing a double major, will no longer be eligible.*

Section 4: Terms

Officers begin their term on the 1st of August and hold their position for a calendar year. A member can only hold the same office for 2 terms (2 years).

Section 5: Advisor

Subsection 1: University Advisor

1. *Pursuant to Executive Order 1068, a CSUN faculty or staff advisor will be chosen at the first meeting of each new academic year. This advisor will be a CSUN faculty or full-time staff member. This advisor will have an ACM Professional Membership.*
2. *The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor:*
 - 2.1. *Helps provide continuity from year to year as student leadership and personnel change;*

- 2.2. *Promotes good student-faculty relationships;*
- 2.3. *Helps maintain university standards in all activities of the Chapter;*
- 2.4. *Exercises financial supervision, if necessary, by promoting prompt payment of bills and collection of dues and overseeing the settlement of all accounts in the event of dissolution of the Chapter.*
- 2.5. *Represents the Chapter interests to the faculty and administration.*

Subsection 2: Additional Advisor

If the council decides to have an additional advisor their duties will be determined at that time by the council.

Article V Discipline of Members

Section 1:

All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to Executive Order 1073 and/or 1074 (in cases involving allegations of unlawful discrimination, harassment or retaliation based on protected status). Investigations and other proceedings under Executive Orders 1073 and 1074 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by Executive Orders 1073 and 1074 to the campus Vice President for Student Affairs or other designee for investigation and resolution.

Section 2:

Action can be taken against a recognized student club or organization that violates the California State University, Northridge Code of Ethics for University Recognized Student Clubs and Organizations. Complaints against organizations should be filed in writing with the Matador Involvement Center (MIC). All complaints will be investigated and responded to. Procedures describing the processes used to consider such complaints are available in the MIC. Organizations found in violation of this Code can receive a range of sanctions including warnings, probationary status, suspension of university recognition, or withdrawal of university recognition.

Article VI Elections

Section 1: Time of Elections

Our elections will be held the final chapter meeting of the calendar year.

Section 2: Election Procedures

1. Method of nomination: *Candidates will be self-nominated on or before the day of the election.*

2. Method of voting: Votes shall be cast by secret ballot.
3. Majority specifications: To be elected the candidate must acquire a 50% + 1 of the votes cast.
4. Run-off election procedures: In the case of a tie with more than 2 candidates, ballots will be recast eliminating candidates per each recast until 2 candidates with the most votes remain. In the case of a tie with only 2 candidates the President will select a winner. In the case where there are more than two candidates and none can be eliminated with ballot recasts, the President will select a winner.

Section 3: Special Election Procedures

1. *Vacancy of the President's Office*: The Vice President will become the President and the Council will appoint a new acting Vice President that will hold the position until the next election cycle.
2. *Vacancy of Other Officers*: The Council will appoint a new acting officer that will hold the position vacated until the next election cycle.

Section 4: Recall Election

A petition of two-thirds (2/3) of total membership shall be cause for a recall election. A recall election shall be held at the next regular business meeting after presentation of the recall petition. Recall will require a vote of two-thirds (2/3) of the total voting membership at the previous meeting.

Section 5: Vacancy

If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Article VII Meetings

Section 1: Logistics

The day and time of regular meetings will be determined by the Council at the beginning of each semester.

Section 2: Frequency

The Council will determine the frequency of club meetings at the beginning of each semester.

Section 3: Special Meetings

Special meetings can be called by any voting member. They must be called at least a week in advance and the members will be notified via e-mail.

Section 4: Quorum

Quorum for regular and special meetings shall be 30% of the active voting membership.

Section 5: Voting Requirement

In order to vote a member must be in good standing. Good standing is defined by attending at least 50% of all chapter meetings, events, and have paid their current dues.

Section 6: Rules of Procedure

Rules of Procedure for this organization shall be Robert's Rules of Order, or Sturgis' Standard Code of Parliamentary Procedures which is recommended but left for the present Executive Board to agree of its use.

Article VIII Standing and Ad Hoc Committees

Section 1: Standing Committees

The organization shall have no standing committees.

Section 2: Duties

The duties of each of ad hoc committee shall be determined by the Council at the time of its' formation.

Section 3: Establishment

The Council shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4: Appointment

The President shall appoint the chairpersons and members of all committees.

Article IX: Finances

Section 1: Account

This organization, pursuant to its charter obligation, shall maintain an agency account with the Associated Students, Inc. for the official conducting of university business.

Section 2: Usage

All monies of this organization that are deposited in and disbursed from this account must follow the procedures outlined by the Associated Students, Inc.

Section 3: Dispersal of Funds

Should this organization become inactive, including the failure to apply for university recognition annually, the agency account will be handled in accordance with the procedures of the Associated Students, Inc.

Section 4: Fiscal Year

The fiscal year of this organization shall be July 1-June 30.

Section 5: Dues

Dues will be determined by the Council prior to the beginning of each fiscal year. Dues include at a minimum membership of the ACM national organization for voting rights.

Article X Amendments

Section 1: Submission of Amendments

Proposed constitutional amendments shall be presented to the organization in writing one meeting two meetings before it may be voted on.

Section 2: Approval of Amendments

Approval by $\frac{2}{3}$ of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment.

Section 3: Notification of Amendment

Pursuant to Executive Order 1068 any substantive change or amendment must be submitted to the Matador Involvement Center within 90 days.

Article XI Ratification

Section 1: Procedure for Ratification

Upon ratification by a $\frac{2}{3}$ vote of the membership, and approval from the Matador Involvement Center and the Associated Students, Inc., this constitution shall become the official governing document of the organization.

Constitution and Bylaws of the CSUN Chapter of the Association for Computing Machinery

This constitution was adopted on January 9, 2017, and most recently revised on July 25, 2023.

Jonathan Cordova
President