

Association for Computing Machinery  
Committee on Women in Computing  
1515 Broadway  
New York, NY 10036-5701  
+1-212-626-0514  
acmw-chapters@acm.org  
<http://www.acm.org/women>

Bylaws of the  
**Chapter of the Association for Computing Machinery's  
Committee on Women in Computing, UW–Madison Chapter**  
wacm-info@cs.wisc.edu  
<http://research.cs.wisc.edu/wacm/>

#### Article I. Name

1. This organization shall be called the Association for Computing Machinery's Committee on Women in Computing, University of Wisconsin–Madison Chapter. In these Bylaws it is referred to as the "Chapter"; the Association for Computing Machinery is referred to as the "ACM"; and the Association for Computing Machinery's Committee on Women in Computing is referred to as the "ACM-W".

#### Article II. Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
  - a. Increased recruitment and retention of women in computing throughout the pipeline including activities for girls in K-12, undergraduate and graduate students, and professionals.
  - b. A means of communication between persons having an interest in computing and women in computing.
  - c. An increased knowledge of and greater interest in the contributions of women in the science, design, development, construction, languages, management, and applications of modern computing.
  - d. Improvement of the learning and working environments of women in computing.
2. The Chapter will serve all interested persons at the University of Wisconsin–Madison.
3. The Chapter is chartered by ACM.

#### Article III. Membership

1. Membership is open to all ACM members and nonmembers who are affiliated with the University of Wisconsin–Madison.
2. No student will be excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, gender identity, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.

#### Article IV. Officers

1. The core officers of this Chapter shall be: President, Vice President, Secretary, and Activities Chair. In the event that more officer positions can be supported, the additional officer positions shall be available on an as-needed basis: Treasurer, Mentoring Chair, Web Mistress, Historian. These officers (when available) constitute the Council. A minimum of two officers are required to establish a Chapter: President and Secretary.

2. Only the core officers of the Council must be members of ACM.
3. All officers must be students at UW–Madison.
4. The officers shall be elected by a plurality of the votes cast at the annual election meeting on or before April 15. They are expected to serve for one year. Any transitions that need to take place will do so during the current academic year. New officers are effective as of August 1.

#### Article V. Duties of Officers

1. The President is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the mission of ACM-W, the policies and procedures of the ACM, and these bylaws. The President shall preside at all meetings of the Chapter. The president shall prepare the Chapter’s final report each year.
2. 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. The Vice President shall also assist other officers in planning and executing chapter events when asked.
3. The Secretary shall keep minutes of all Chapter meetings. The Secretary shall preside at meetings in the absence of the President when the Chapter has fewer than four officers. Other duties of the Secretary include:
  - a. Maintaining the records of the Chapter.
  - b. Preparation of the end of year activity report for the Chapter including officer contact information and the annual financial information provided by the Treasurer. The activity report will be submitted to ACM and ACMW through the ACM-W website.
  - c. Submission of any proposed amendment to these bylaws to ACM-W through the ACM-W website. Proposed amendments must be approved by ACM-W and the ACM Constitution and Bylaws Committee before they can be submitted to the Chapter’s membership for a vote.
  - d. Perform other duties as assigned by the President.
4. The Activities Chair shall oversee the organization, initiation, and execution of ACM-W events. Other duties of the Activities Chair include:
  - a. Provide support for the organization of fundraising activities.
  - b. Organize events that support the goals of the organization set forth in Article II.
5. The Treasurer shall collect dues (if applicable), pay all bills, and maintain the Chapter’s financial records. Other duties of the Treasurer include:
  - a. Preparation of the annual financial information to be included on the end of year activity report submitted by the Secretary to ACM and ACM-W.
  - b. Performance of other duties as assigned by the President.
6. The Mentoring Chair shall be responsible for advertising and administrating the mentoring program. Other duties of the Mentoring Chair include:
  - a. Organizing a list of prospective mentees and mentors to pair.
  - b. Organizing events and opportunities for those participating in the mentoring program that will further their exposure to computer science both during and after their education.
7. The Web Mistress shall be responsible for maintaining the website.
8. The Historian shall be responsible for gathering, organizing, and preserving documents, photos, and other artifacts that relate to activities of the chapter.

#### Article VI. Chapter Sponsor

1. The Chapter Sponsor shall be a voting member of ACM and a member of the faculty or full-time staff of the University of Wisconsin–Madison.
2. The Chapter Sponsor shall be selected by the Council immediately following the annual election meeting. The selection shall be confirmed by the sponsoring organization and reviewed by ACM-W on the end of year activity report.
3. The Chapter Sponsor shall be responsible for overseeing the activities of the Chapter. Specifically, the Sponsor:
  - a. helps promote continuity from year to year as student leadership and personnel change;
  - b. promotes good relationships between students and women staff at the sponsoring organization;
  - c. helps maintain high standards in all activities of the Chapter;
  - d. exercises financial supervision, if necessary, by promoting prompt payment of all bills and collection of dues or by disbursing funds from the Treasury;
  - e. represents the Chapter interests to the sponsoring organization and to the students' institution(s) when possible;
  - f. for underage students, the chapter sponsor must be in attendance at every meeting that is held in the evening. In the event that the appointed sponsor is not available, another faculty member may chaperon the meeting. If both are not available, a local area professional, previously investigated and approved by the school, can be assigned to chaperon evening meetings.

#### Article VII. Executive Council

1. The Executive Council shall consist of the Chapter Officers and the Chapter Sponsor if the Chapter has a Chapter Sponsor.
2. The Chair of the Executive Council is the Chapter President.
3. The term of the members of the Executive Council shall be coincident with the terms of the officers.

#### Article VIII. Duties of Executive Council

1. The Executive Council shall plan meetings at least 1 time a year in accordance with the needs of the Chapter. The Chapter shall hold meetings only in places that are open, safe, and accessible. There may be additional local government requirements about openness to the public and accessibility for the handicapped.
2. The Executive Council shall create working committees in accordance with the needs of the Chapter. These committees may be used to organize events and projects for the Chapter
3. The Executive Council shall determine the annual dues for the members of the Chapter.

#### Article IX. Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures shall be made by the Treasurer or Chapter Sponsor with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues shall be fixed and paid annually by the Executive Council. Setting dues is optional.

#### Article X. Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by ACM-W and the ACM Constitution and Bylaws Committee before being presented to the Chapter membership

for a vote. Bylaws are open for review every October.

2. No official business of the Chapter shall be conducted unless sufficient notice of 7 days if given for the meeting, and the meeting is held in a publicly accessible location.
  - a. Official business is defined as modifications to the bylaws and dues structure.
3. A simple majority of the members present shall be required to carry a motion.
4. All decisions will be made by students of the UW–Madison.
5. Officers will be elected by a plurality of votes cast.

Article XI. Dissolution of Chapter

1. Dissolution of this Chapter by consent of the members shall consist of unanimous agreement of all its officers together with a majority vote at a meeting which has been publicized in advance to all members of the Chapter for the purpose of taking this vote.
2. Should this Chapter be dissolved, its assets and liabilities shall be transferred to ACM and shall be supervised by the ACM-W.