

# **Bylaws for CHI\*Atlanta – the Atlanta Chapter of ACM SIGCHI**

Revised: 11-October-2004

## **Article I: Name and Scope**

1. This organization shall be called the Atlanta Chapter of the Association for Computing Machinery Special Interest Group on Computer-Human Interaction, also known as CHI\*Atlanta (CHI\*A). In these bylaws it will be referred to as “the Chapter” and the Association for Computing Machinery will be referred to as “ACM”.
2. The scope of the chapter is the study of human-computer interaction, including research, design, development, and evaluation of interactive computing systems. The focus is on human communication and interaction with computer systems. The chapter will provide a forum for the exchange of ideas in the field of human-computer interaction.
3. The Chapter will support activities complementary to ACM SIGCHI, the ACM, and other ACM activities in the Atlanta area.

## **Article II: Purpose**

The Chapter is organized and will be operated exclusively for educational and scientific purposes.

1. Some specific objectives are:
  - A. To promote an increased knowledge of and greater interest in the science, design, development, and applications of modern computing in human-computer interaction.
  - B. To foster professional development in the field of human computer interaction.
  - C. To provide a means of communication between persons having an interest in computing.
2. The activities of this Chapter may include the following:
  - A. Collecting and disseminating information through publications.
  - B. Sponsoring with ACM and others meetings, conferences, symposia, discussion groups and workshops to meet the previously stated objectives.
  - C. Promoting and providing facilities for the exchange of information.
  - D. Serving as a source of information for its members, other ACM units, and the general public.
  - E. Any other activities that promote educational and scientific purposes relevant to human-computer interaction.

## **Article III: Charter**

1. This Chapter is chartered by the ACM. It is formed and will operate under the sponsorship of the ACM, the local Activities Board, ACM SIGCHI, and the SIG Board.
2. This Chapter can be dissolved by consent of its members, or by action of the Local Activities Board with the concurrence of the SIG Board.
3. These bylaws neither supersede nor abrogate any of the provisions in the ACM Constitution and Bylaws or Policies and Procedures of the ACM that regulate SIG or chapter affairs.

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### **Article IV: Membership**

1. Voting membership in the Chapter shall be open to all ACM members and ACM SIG members in the locality served by the chapter upon request and payment of any local dues, as determined by the Executive Committee.
2. Voting membership in the Chapter shall also be open to other interested persons in the locality served by the Chapter upon request and payment of local dues.
3. Student membership shall be open to all full-time students; student membership dues shall be determined by the Executive Council, but shall not exceed 75 percent of regular member dues. Student members shall have voting privileges.

### **Article V: Officers**

1. The officers of this Chapter shall be: Chair, Vice Chair, Communications Chair, Finance Chair and Programs Chair.
2. All officers of the Chapter must be voting Members of the Association (for Computing Machinery or ACM) and members of the ACM SIGCHI.
3. Officers shall be elected by a plurality of votes cast by the voting members of the Chapter (see below: *Article XIII: Amendment and Election Procedures*).
4. The officers shall take office on 1 February, and serve two (2) year terms. Election of officers shall be held in November and announced by the December program or by December 31st (whichever comes first) to give incoming officers an opportunity to observe and learn their respective roles and responsibilities prior to taking office. No officer may serve more than two (2) consecutive terms.

### **Article VI: Duties of Officers**

1. 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. The Chair (or their designee) shall preside at all meetings.
  - A. The Chair is responsible for assuring execution of the agenda of the chapter.
  - B. With the advice of the Chapter's Executive Council, the Chair shall appoint all members of committees of this Chapter and all Committee chairs.
  - C. The Chair is responsible for assisting the Finance Director in monitoring financial status.
  - D. Managing growth and direction of the chapter while in office.
2. The **Vice Chair** shall perform the following duties:
  - A. Assisting the Chair in leading and managing CHI\*A
  - B. Presiding at meetings when the Chair is absent.
  - C. Assuming any duties delegated by the Chair.
3. The **Communications Chair** (or their designee) shall keep the minutes of all business and Executive Council meetings of the Chapter. Other duties of the Communications Chair include
  - A. Maintaining the records of the Chapter.
  - B. Preparation of the Chapter's Annual Activity Report and submission of this report to ACM Headquarters.

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- C. Notification to ACM Headquarters of any changes in the officers of the Chapter.
  - D. Submission of any proposed amendment to these bylaws to the Chairmen of the Local Activities Board and the ACM Constitution and Bylaws Committee for approval.
  - E. Notification in a timely manner to the chapter of upcoming events, issues to be decided, any changes to the bylaws, and any other information deemed relevant to all Chapter members.
  - F. Performing other duties that may be assigned by the Chair.
4. The **Finance Chair** is the chief financial officer of the Chapter. Duties of the Finance Chair include:
- A. Managing the finances of the Chapter according to the policies and procedures of the ACM, including collecting dues and paying all bills.
  - B. Keeping full and accurate accounts of receipts and expenditures of the Chapter.
  - C. Completing and submitting the Annual Financial Report to ACM Headquarters.
  - D. Direct the agenda of the Sponsorship and Funding committee.
  - E. Performing other duties as may be assigned by the Chair.
5. The **Programs Chair** (or their designee) shall be responsible for developing a variety of monthly programs and other professional development events in liaison with other SIGCHI Chapters, corporations, academic or research institutions, or related professional associations. Responsibilities shall include:
- A. Directing the agenda of the Programs Committee.
  - B. Preparing professional educational programs, lectures, Professional Development Seminars or tutorials for Members and Guests. Programs shall be in a location that is accessible to all members, shall cover a variety of topics relevant to HCI, and shall include a variety of formats (e.g., site visit, panel discussion, individual researcher presentation, distinguished lecturer, conference recap, joint meeting with another CHI Local SIG or related professional association, etc.).
  - C. Coordination of all program arrangements including speaker requirements, site requirements, site and materials accessibility, and other appropriate and relevant accommodation needs. All arrangements involving travel should adhere to ACM approved travel policies.
  - D. Coordination of program-related communication with the Communications and Online Chairs to provide program information on the organization's website and/or newsletter.
  - E. Coordination of personal correspondence with all organizations and speakers, including planning and gifts or notes of appreciation.
  - F. Maintenance of all programming records.
  - G. Preparing Chapter programming annual reports, including Professional Development Seminar (PDS) debriefing reports for the PDS Express Committee.
  - H. Performing other duties as may be assigned by the Chair.
6. All **Past Chairs** shall serve as resources to current Chapter Officers on past policies and procedures.

### **Article VII: Vacancies and Appointments**

1. Should the Chair become vacant before the one-year term expires, the Vice-Chair shall become Chair.
2. Should any other elective office (including Past Chair) of CHI\*A become vacant, a majority of the Executive Council may appoint a full member of ACM to fill the vacancy. The Chair may fill

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vacancies in appointed offices according to the procedures for making the original appointments provided herein. Should a vacancy be unfilled, either because of inadequacy of these bylaws, or because of a dispute or for any other reason, the ACM SIG Board may fill it (as provided in Bylaw 7 of ACM).

3. All appointments expire automatically when the Chair's term of office expires, but appointees continue to serve until a successor is appointed by the new Chair.

### **Article VIII: Executive Council**

1. The Executive Council shall consist of the present officers of the Chapter, the chairs of the Chapter's standing committees, and one Student ACM member...
2. The term of the members of the Council shall be coincident with the terms of the officers. They shall take office on the first day of February and serve for one year.

### **Article IX: Standing Committees**

The Standing Committees of the Chapter shall be (but are not limited to) Program, Membership, Online Communication, Education, Promotion and Ethics.

1. The **Program Committee** shall plan and make arrangements for the technical programs of the Chapter's meetings in accordance with the membership's interests and the aims of the chapter as set forth in Article II. This committee is also responsible for distributing meeting notices to the membership. The Program Committee will take direction from the Programs Chair.
2. The **Membership Committee** shall lead recruitment activities for the Chapter, as well as manage the Chapter's liaison relationships with other professional societies or organizations. The Membership Committee will take direction from the Membership Chair.
3. The **Online Communication Committee** shall manage the Chapter's electronic mailing list (s), and any other online presence (USENET, WWW, etc.).
4. The **Education or Outreach Committee** shall establish and direct educational programs or activities for the CHI\*A membership.
5. The **Promotion Committee** shall establish and direct the promotion of CHI\*A in the community. This may include sponsorships for events and activities which are hosted by CHI\*A but not funded through membership dues.
6. The **Ethics Committee** will inform Chapter members of ethics guidelines and issues present in the CHI community.

### **Article X: Ad-Hoc Committees**

With the advice of the Executive Council, the Chair may appoint ad-hoc committees as appropriate, including (but not limited to).

1. An **Elections Committee**, consisting of at least three (3) members of this Chapter, at least two (2) of whom shall not be members of the Executive Council, shall be appointed by the Chair at least two (2) months prior to the time the elections are to be held.
2. The **Audit Committee** shall consist of three (3) members of this Chapter at least two (2) of whom shall not be members of the Executive Council, shall be appointed for the purpose of auditing the financial statements of the Chapter.

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### **Article XI: Meetings**

1. Meetings shall be held as planned by the Program Committee. The Chapter will conduct at least four meetings per year.
2. Notices of all meetings shall be distributed to all members at least one week in advance.
3. The Chapter shall hold meetings only in places that are open and accessible to all members of the Chapter.
4. The Annual Business meeting shall be held at the last meeting of the program (fiscal) year. At this meeting, the Communications Chair shall present the Chapter's Activity Report and the Finance Chair shall present the Annual Financial Report.
5. The Chapter's fiscal and program year shall begin on 1 February and end on 31 January of the following year.

### **Article XII: Disbursements and Dues**

1. Disbursements from the Treasury for expenditures of the Chapter shall be made by the Finance Director with authorization of the Executive Council and shall be included in the minutes of the meetings.
2. Dues for ACM members, non-ACM members, and student members shall be fixed annually by the Executive Council.

### **Article XIII: Amendment and Election Procedures**

1. All proposed changes to these Chapter Bylaws shall have been approved by the Chairman of the Local Activities Board and the ACM Constitution and Bylaws Committee before being presented to the Chapter membership for a vote.
2. No such official business of the Chapter shall be conducted unless a quorum of the Chapter is present.
3. A quorum of the Chapter shall be defined as 50 percent of the voting membership of the Chapter, or at least 10 voting members, whichever is greater.
4. A simple majority of the members present and voting shall be required to carry a motion.
5. Officers will be elected by a plurality of votes cast. If the election is conducted by mail or e-mail ballot, sufficient ballots must be returned to have constituted a quorum.
6. During election years, the elections process shall be run as follows:
  - A. By October 1st, the Executive Council will approve an Elections Coordinator and a candidate nominee for each elected chair position. The Elections Coordinator and chair candidate nominees must be paid current chapter members. The Executive Council will also validate the election process and schedule.
  - B. By October 7th, the Chair will approve two additional Elections Committee members who are recommended by the Elections Coordinator and who are paid current Chapter members.
  - C. By October 14th, the Elections Coordinator will prepare and secure Executive Council approval for election information to be posted on the Chapter website and in listserv communications (e.g., timeframes and processes for nominations and election, etc.).
  - D. By October 21st, the Communications or Online Chair will post elections information to the Chapter website, and the Elections Coordinator will send an announcement to the Chapter member listserv, beginning the nomination process. Individual candidate nominees for elected chair roles must be paid current members of both the Chapter and ACM, and must submit their

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- name, a statement of interest in the chair role, a brief biography, and a digital photo to the Elections Coordinator.
- E. By November 7th or two weeks after the beginning of the nominations process (whichever comes first), the nomination process shall conclude. The Elections Committee will review the nominations and try to ensure that there are at least two consenting candidates for each vacating elective office of the Chapter.
  - F. By November 7th, the Membership Chair will send a reminder to Chapter members that they must be current paid members in order to cast their vote in the upcoming elections.
  - G. By November 14th, the Communications or Online Chair will upload all candidate chair nominees' statements of interest, photos and brief bios to the Chapter website. Using the Chapter member listserv, the Elections Coordinator will announce the candidate nominees, remind members of important upcoming dates, and describe the in-person and absentee voting process.
  - H. By November 14th, the Membership Chair will provide a list of paid current members to the Elections Coordinator and Executive Council members, for use in verifying members with voting status.
  - I. During the November program or by November 21st (whichever comes first), the Elections Committee will distribute voting ballots, in coordination with the Program Chair. Votes should be collected during the program, by email or by Web-based form by the Elections Committee.
  - J. The voting period shall be closed no later than November 30th. The Elections Committee will tabulate all votes and ensure a quorum. The report of the Elections Committee will be presented to the Executive Council during the December Executive Council meeting. The Executive Council will discuss any issues, resolve ties and verify results. In the event of a tie, the Elections Coordinator shall clear any communication to the membership with the Chair.
  - K. By December 31st, the results of the election shall be posted on the Chapter website and announced to the membership.
  - L. The newly-elected Chairs shall be invited to Executive Council meetings beginning in January, one month before they take office.

### **Article XIV: Dissolution of the 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 Local Activities Board.