

SIG Bylaws

BYLAWS

of SIGCUE, the

Special Interest Group on COMPUTER USES IN EDUCATION

of the

Association for Computing Machinery

Adopted: March 31, 1980

Article 1. Name and Scope.

(a) This organization will be called the Special Interest Group on Computer Uses in Education (SIGCUE) of the Association for Computing Machinery, Inc. ("the ACM").

(b) The scope of SIGCUE specialty is (description of specialty as approved by the SIG Board).[1]

Article 2. Purpose.

SIGCUE is organized and will be operated exclusively for educational, scientific, and technical purposes in its specialty. Its services will include:

- (a) Collecting and disseminating information in the specialty, through a newsletter and other publications approved by the Publications Board of the ACM;
- (b) Organizing sessions at conferences of the ACM;
- (c) Sponsoring conferences, symposia, and workshops;
- (d) Organizing working groups for education, research, and development;
- (e) Serving as a source of technical information for the Council and other units of the ACM;
- (f) Serving as an external technical representative of the ACM when authorized by the Council or the Executive Committee of the ACM; and
- (g) Working with other units of the ACM on technical activities such as lectureships or professional development seminars.

Article 3. Charter.

SIGCUE will exist until dissolved as provided in Bylaw 7 of the ACM.

Article 4. Officers.

(a) SIGCUE officers are the Chairman, the Vice-Chairman, and the Secretary-Treasurer.[2] The officers are elected for two-year terms beginning July 1 of odd-numbered years.

(b) The Chairman is the principal officer and is responsible for leading SIGCUE and managing its activities. The duties of the Chairman are:

- i. Calling and presiding at SIGCUE Executive Committee and business meetings;
- ii. Conducting SIGCUE activities in accordance with the policies of the ACM; and
- iii. Making all appointments and filling vacancies as authorized herein.

(c) The duties of the Vice-Chairman are:

- i. Assisting the Chairman in leading and managing SIGCUE; and
- ii. Presiding at meetings when the Chairman is absent.

(d) The duties of the Secretary-Treasurer are:[3]

i. Maintaining the records and correspondence of SIGCUE;

ii. Keeping and distributing the minutes of business and Executive Committee meetings of SIGCUE; and

iii. Managing SIGCUE finances according to the Financial Accountability Policy of the ACM. This includes preparing the annual budget, monitoring disbursements for adherence to the annual budget, and preparing financial reports as required.

Article 5. The Executive Committee.

(a) The SIGCUE Executive Committee comprises the officers, the Past Chairman, the Editor of the SIGCUE newsletter, and the Chairman (if any) of the Advisory Board.[4] No person may hold two positions on the SIGCUE Executive Committee.[5]

(b) The general duties of the SIGCUE Executive Committee will be to advise the Chairman on all matters of interest to the SIGCUE. Specific duties or responsibilities may be specified in these Bylaws or assigned by the Chairman. All the major management policy decisions of the SIGCUE must be approved by the SIGCUE Executive Committee.

(c) All members of, or candidates for, the SIGCUE Executive Committee must be voting Members of ACM and of SIGCUE.

Article 6. Vacancies and Appointments.

(a) Should the Chairman leave office before his/her term expires, the Vice-Chairman will assume the duties of Chairman. Should any other office or the position on the SIGCUE Executive Committee reserved for the Past Chairman become vacant, the Chairman of the SIG Board may, on nomination of the SIGCUE Chairman, fill the vacancy. Vacancies in positions appointed by the SIGCUE Chairman may be filled according to the procedures for making the original appointments as provided herein.

(b) Should a vacancy be unfilled, either because of inadequacy of these bylaws or because of a dispute or for any other reason, the SIG Board Chairman may fill it.

(c) All appointments expire automatically when the Chairman's term of office expires. Appointees, however, will continue to serve until a successor is appointed by the new Chairman.

Article 7. The Newsletter.

(a) SIGCUE will publish a newsletter at regular intervals as determined by its Executive Committee. The newsletter will be distributed to all SIGCUE members. Newsletter subscriptions may be sold to non-members.

(b) With the advice of the other officers, the Chairman will appoint the Editor of the newsletter, who will become a member of the SIGCUE Executive Committee.

or (b) The Newsletter Editor is elected for a two-year term beginning July 1 of odd numbered years.

Article 8. The Advisory Board.[6]

(a) The purpose of the Advisory Board is to allow members outside of the SIGCUE Executive Committee to participate in setting policy and direction for SIGCUE. The members of the Advisory Board are elected for two-year terms (or longer) beginning July 1 of odd-numbered years.[7]

(b) The Advisory Board will select one of its own members to be its Chairman, who will then be a member of the SIGCUE Executive Committee.

Article 9-Open.[8] Membership, Dues, and Voting Privileges.

(a) SIGCUE is an Open SIG as defined in Section 6 of Bylaw 7. Anyone may join the SIG.

(b) A person becomes a member only after enrolling and paying the required dues. The dues for SIGCUE are determined by the SIGCUE Executive Committee with the approval of the Chairman of the SIG Board. In addition to the SIG dues, the non-ACM members of the SIG will be assessed annually a surcharge equal to 1/3 the dues set for membership in the ACM, rounded to the next highest dollar. Any fees for activities and services must be lower for members of the ACM.

(c) All members of SIGCUE may vote in any ballot conducted with SIGCUE. On any ballot, the votes cast by non-ACM members of SIGCUE will, if necessary, be prorated downward so that their effective total cannot exceed 50% of the eligible vote.

Article 9-Restricted.[9] Membership, Dues, and Voting Privileges.

(a) SIGCUE is a Restricted SIG as defined in Section 6 of Bylaw 7. Membership in SIGCUE is open to any member of

the ACM, or to any person whose major professional allegiance is outside the computing field.

(b) An eligible person becomes a member only after enrolling and paying the required dues. The dues for SIGCUE

are determined by the SIGCUE Executive Committee with the approval of the Chairman of the SIG Board. All

dues, and any fees for activities and services of SIGCUE must be lower for members of the ACM.

(c) All members of SIGCUE may vote in any ballot conducted with SIGCUE. On any ballot, the votes cast by

non-ACM members of SIGCUE will, if necessary, be prorated downward so that their effective total cannot exceed

50% of the eligible vote.

Article 10. Reports and Records.

The SIGCUE Chairman is responsible for filing reports about SIGCUE as required by the SIG Board. These include:

- i. An annual report, due as specified by the SIG Board, on the activities of SIGCUE during the previous year;
- ii. All reports required by the Financial Accountability Policy of the ACM; and
- iii. Closing reports on conferences and symposia (co)sponsored by SIGCUE as required by the ACM.

The membership records of SIGCUE will be maintained by ACM Headquarters.

Article 11. Elections.

(a) By September 30 of each even-numbered year, if the SIG Board has not exercised its option to extend the term of the SIG's current officers for an additional two years, the Chairman will appoint a nominating committee which will propose at least two consenting candidates for each elective office of SIGCUE. The slate of candidates selected by the nominating committee must be presented to all the SIGCUE members by the following January 31.

(b) A petition from 1% of the voting members of SIGCUE will place other consenting candidates on the ballot. Petitions must be received by the Secretary-Treasurer of SIGCUE no later than March 15.

(c) The election will be conducted among eligible voters by ACM Headquarters by June 1, following the election procedures of the ACM, unless different procedures have been approved by the SIG Board. Of all the ballots returned in an election, the candidates receiving the largest numbers of effective votes win. The SIG Board will resolve ties.

Article 12. Amendments.

(a) These bylaws may be amended by a majority vote of the ACM Executive Committee, or by a vote of the SIGCUE members as provided below. With the approval of the SIGCUE Executive Committee and of the Executive Committee of the ACM, 2/3 of all members of the SIG Board may amend Article 1 of these bylaws without a referendum of the members.

(b) Amendments to these bylaws may be proposed by the SIGCUE Executive Committee, the SIG Board, or a petition from 1% of the voting members of SIGCUE. All proposed amendments must be approved, prior to being submitted for a vote of the membership, by the Chairman of the SIG Board and by the Constitution & Bylaws Committee of ACM, after the Executive Director of ACM has provided advice.

(c) The ballot on the proposed amendment(s) will be conducted among the eligible voters by ACM Headquarters following the procedures of the ACM for voting bylaw amendments, unless a different procedure has been approved by the SIG Board. The proposal is adopted only if at least 2/3 of the effective votes of returned ballots approve it, and only if at least 10% of the ballots are returned. The Secretary-Treasurer will send a clean copy of the amended bylaws to the Executive Director of the ACM and to the Chairman of the SIG Board.

Article 13. Dissolution.

Should SIGCUE be dissolved, its assets will be supervised by the SIG Board.

Article 14. Meetings.

SIGCUE will conduct at least one business meeting each year. All meetings sponsored by SIGCUE must be open to all members of the ACM. SIGCUE may hold meetings only in places that are open to all classes of members of the ACM.

Article 15. Consistency.

The Constitution, Bylaws, and policies of the ACM and of the SIG Board take precedence over any conflicting provisions of these bylaws or internal policies of SIGCUE.

Addendum for Provisional SIG

Article 16. Provisional Charter.

SIGCUE is a provisional SIG. It will cease to exist on November 1, 2000, unless the SIG Board converts SIGCUE to a permanent SIG or SIGCUE is dissolved as provided in Bylaw 7 of the ACM. This supercedes Article 3 until the provisional charter expiration date.

Article 17. Provisional Officers.

SIGCUE officers are the Chairman, the Vice-Chairman, and the Secretary-Treasurer. The Chairman is appointed by the President of the ACM on the advice of the SIG Board's Chairman. The Chairman appoints the other officers with the advice and consent of the SIG Board's Chairman. All terms of the office expire with the SIGCUE charter. This supercedes Article 4 for the duration of the provisional charter.

Article 18. Provisional Amendment Procedures.

These bylaws may be amended by the SIG Board, as provided in Bylaw 7 of the ACM. Proposed amendments must be approved by the Chairman of the SIG Board and by the Constitution and Bylaws Committee after the Executive Director has provided advice. This supercedes Article 12 for the duration of the provisional charter.

[1]This would approximate the general description which is used to promote SIG membership within this technical community

through written pieces such as the SIG Reference Guide.

[2]With the approval of the SIG Board, there may be different officers, such as a distinct Secretary and Treasurer. It is

recommended that the Newsletter Editor be a member of the SIGCUE Executive Committee, but not an officer.

[3]If the Secretary and Treasurer are distinct officers, Section (d) must be divided. Subparagraphs (i) and (ii) describe the

duties of Secretary, and (iii) the duties of Treasurer.

[4]Reference to the Advisory Board may be deleted if there is no such body.

[5]If any members of the SIGCUE Executive Committee (other than the officers) are elected, this Article should specify election

dates and length of office.

[6]The Advisory Board is optional; this Article can be deleted and the subsequent articles renumbered. However, the SIG

Board recommends that every SIG have an Advisory Board.

[7]With the approval of the SIG Board, the members may be appointed by the SIGCUE Chairman with the advice of the other

officers.

[8]Open SIGs use Article 9-Open while Restricted SIGs use Article 9-Restricted.

[9]Open SIGs use Article 9-Open while Restricted SIGs use Article 9-Restricted.