

# Texas A&M University

## ACM SIGGRAPH Constitution

### Purpose and Goals

#### Purpose

The purpose of the Texas A&M University ACM SIGGRAPH Student Chapter is to provide an environment where students interested in computer graphics can develop their professional abilities, such as networking, time management, understanding of software, and ethics.

#### Mission

Texas A&M University ACM SIGGRAPH Student Chapter will be a nationally recognized organization that provides an environment that encourages the growth of its members within the graphics community and assists those interested in participating in national ACM SIGGRAPH events.

### Membership

#### Membership and Eligibility

TAMU ACM SIGGRAPH is dedicated to creating an environment where students with any level of proficiency in computer graphics can further develop their abilities. Only registered students at Texas A&M University are eligible to become members of this organization.

### Officer Election Process

#### New Officer Applications and Eligibility

In the spring and fall semester, applications for officer positions will be made available to all members during the months of March and October respectively. Any dedicated member is eligible to fill out the application and run for an officer position. Members must be actively involved in chapter activities during the semester they wish to run for election, as well as meet all university requirements to be in good standing. An unofficial transcript should be included as part of the application for all candidates

The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the

election/appointment, the semester of election/appointment and semesters during the term of office.

1. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

2. For graduate level students the minimum cumulative and semester GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

(b) Be in good standing (see 27.1.4) with the university and enrolled:

1. at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.

2. at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## **Election Process**

After the initial application deadline, the current officers will provide candidates the opportunity to address their fellow chapter members prior to voting in a speech not to exceed two minutes. Candidates will be added to the ballot for the upcoming elections whether their positions are contested or not. A candidate may pitch and run for the position which they submitted on the new officer application and may not change their prospective office after the application deadline unless granted by the Officer Board.

After officers have made their pitches, the ballot will be finalized and voting will open. This voting period shall not exceed 72 hours. During this time, a second call will be made for any vacant positions. This second call will end at the same time that voting closes.

A second voting period will begin immediately after the first closes with a ballot comprised of the

new candidates from the second call and any candidate who lost in the first voting period and would like to run again. This voting period shall not exceed 72 hours.

In the event that any officer positions still remain vacant after the second voting period has closed, those positions may be offered to losing parties at the discretion of the Officer Board. The Officer Board is in no way obligated to fill a position in this way.

Finally, should any General Officer position still remain vacant, responsibilities shall be delegated as described in the Unfilled Positions section.

### **No Contest**

Should only one candidate run for an officer position in either of the voting periods, that candidate shall win by default. The candidate, however, must still appear on the respective voting ballot in the same manner as candidates running for a contested position.

### **Tie-breakers**

In the event of a tie, a tie-breaker election shall be held. This may be on its own voting ballot, or may be added to the ballot of another election should one be scheduled to occur. Specifically, a tie-breaker from the first voting period may be added to the ballot of the second voting period (described above). Should the tie still remain unresolved after a tie-breaker election, the Vice President will cast the deciding vote.

### **Office Restrictions and Terms**

Officers may only hold one position at a time. To run for the position of a general officer, secretary, or treasurer, a student must currently be a TAMU ACM SIGGRAPH member. Positions classified as general officers include member development, industry relations, IT/webmaster, advertising, secretary, outreach, and social media. After holding a semester in office as one of the aforementioned officer positions, an officer is then eligible to run for the positions of president or vice president.

There is currently no limit to the number of terms an officer may be re-elected to the same position consecutively.

## **Chapter Leadership**

Chapter officers are divided into two categories: Executive and General. Executive officers are required by ACM SIGGRAPH in order for the chapter to maintain an active status; should all executive officer positions not be filled, the ACM SIGGRAPH Student Chapter Chair should be contacted for further instruction.

### **Expectations**

Officers are expected to attend all meetings unless they provide notification to the president or vice president 24 hours in advanced, and must attend at least half of all officer and member meetings throughout their term.

Officers are required to hold a meeting at least every week that a member function will take place, but are strongly encouraged to hold weekly meetings in order to stay up to date.

At least four officers must be present at every chapter activity, including member and public events, unless doing so would be counter-productive to the nature of the event and work towards its detriment. For example, profit shares, bake sales, or other similar events where member activity is not required or is expected to be sporadic should limit the number of officers to only those necessary.

Failure to follow these guidelines will result in disciplinary action as described below.

## **Dues**

Executive officers must be national members of ACM and ACM SIGGRAPH, as required by the the National Organization, ACM SIGGRAPH. General officers are required to pay chapter dues. If officers are unable to meet financial requirements, they can apply for aid provided by the student chapter. Aid will be granted at the discretion of the chapter Officer Board.

Officer dues must be paid within 30 days of accepting their new officer positions or they will be removed from office.

## **Unfilled Positions**

In the event that General Officer positions are not filled after the final voting period as describe in the Officer Election Process, responsibilities will be delegated as is deemed fit by the Officer Board.

Responsibilities for or delegation of General Officer duties is as follows:

The President shall assume responsibility for Outreach

The Vice President shall assume responsibility for Industry Relations

The Treasurer shall assume responsibility for Member Development

The Secretary shall assume responsibility for Webmaster and Social Media

Advertising shall be handled per event by the officer in charge of running the event.

## **Chapter Officer Descriptions**

### **Executive Officers**

Executive officers participate in Constitutional revisions as well as revisions to the bylaws and General Officer responsibilities.

**President:**

The president's duty is to uphold the purpose of the organization and work towards prolonging and maintaining the longevity of the chapter and its members. The president is also responsible for keeping the chapter's activities in line with guidelines and regulations set forth by the national chapter. The president should ensure that members are aware of benefits offered to the local chapter through the national organization. The president must be in direct contact with ACM SIGGRAPH liaisons including the Director of Chapters and the ACM Local Activities Coordinator. The president is more generally tasked with the overall direction, oversight, organization, and improvement of the chapter as a whole.

**Vice President:**

The vice president's duty is to direct the officers and make sure that the chapter is working correctly internally. The vice president will take all responsibilities for the chapter if the president is absent. The vice president is also responsible for overseeing or delegating the organization of special events that do not fall under any other officer's defined roles. The vice president is the first line of defense in assisting other officers with problems within the organization and settling disputes between officers.

**Treasurer:**

The Treasurer will have the responsibility of and oversight over the fiscal administration of the Chapter, including budget generation and funding requests. The Treasurer will ensure the proper receipt and deliverance of receipts for monies due and payable to the Chapter and deposit all such monies in the name of the Chapter in appropriate banks. The Treasurer will produce a regular report all financial activity to the Student Organization Financial Center of the University per its rules and regulations, as well as ensure that financial activity on the ACM annual report is updated and accurate. The Treasurer must be present at any event involving chapter finance, such as due collection. The Treasurer will, in general, perform all the duties incident to the Office of the Treasurer and whatever other duties the Chapter may assign.

**Secretary:**

The secretary's duty is to take minutes at each officer and member meeting, receive and present agenda items at all the officer meetings, and to ensure that member-only events are restricted to members by taking attendance at such events. The president or vice president may delegate this task to another officer should the secretary be unable to attend any event. The secretary should monitor email activity to and from the chapter and forward communications to the appropriate parties as necessary. The secretary is responsible for keeping chapter activity up to date with the National Organization as they require.

**General Officers**

General Officers are positions not required by ACM SIGGRAPH or Texas A&M University.

**Webmaster:**

The duties of the webmaster are to maintain and/or amend the website for the Chapter, keep members updated and informed via email listserv, and post online articles regarding the current affairs of the Chapter as well as ACM SIGGRAPH for the membership community. The website will be hosted through ACM SIGGRAPH in the space allocated for the Chapter. The Webmaster must maintain the website in accordance with rules set by the ACM SIGGRAPH Professional and Student Chapter's Committee.

The Webmaster is also responsible for exploring technologies used by the chapter and holding technical training for all current and incoming officers during the officer transition period at the end of each semester.

**Industry Relations**

Industry Relations is responsible for upholding our relationship with ACM speakers and the computer graphics industry and community in order to attract speakers and opportunities for the chapter. Duties associated with this officer position include scheduling, organizing, and overseeing field trips and speaker events.

**Outreach:**

The Outreach officer's duty is to explore possible volunteer opportunities and plan fundraising events and activities for the chapter. The Outreach officer should uphold relationships with local schools interested in TAMU ACM SIGGRAPH chapter activities and the surrounding community.

**Member Development:**

The Member Development officer is responsible for analyzing the needs of chapter members and providing opportunities to enrich member knowledge on subjects within graphics and interactive techniques. The Member Development officer organizes and oversees chapter workshops, contests, and other events relating to the development member skills. In the absence of personal knowledge on a subject, the officer is in charge of finding and assisting a knowledgeable individual who can instruct in his or her place.

**Advertising:**

The Advertising officer is responsible for maintaining the TAMU ACM SIGGRAPH brand and reaching current as well as potential members. This includes ensuring that the brand guides of ACM SIGGRAPH, the University, and any other involved organizations are upheld in all Chapter publications.

The Advertising officer coordinates, generates, and distributes all event fliers, chapter publications, and accessories and thus should keep up relations with the college and university to ensure advertising materials are spread according to the proper guidelines.

**Social Media**

The Social Media officer is responsible for taking photographs or video at all chapter events, and

for managing and generating content for the chapter's various social media outlets such as Facebook, Twitter, and the chapter website. The Social Media officer is responsible for helping maintain the chapter's web presence as well as the visual record of the chapter's activities.

## **Discipline**

### **Officer Disciplinary Procedures**

Part of developing leaders is learning how to communicate in a team. If an issue arises between officers, a meeting will be held by the Officer Board specifically to address the situation. The president or vice president and any involved parties must be present at this meeting. If the problem cannot be solved internally, officers must contact and set an appointment with a Texas A&M Mediator, such as the Faculty Advisor.

The president has the authority to temporarily suspend any officer as necessary from a chapter activity should an officer conduct himself inappropriately or cause issues to arise. At the president's discretion, the officer may additionally be suspended from all chapter activity until a meeting (as described above) can be held by the Officer Board. This power is passed to the vice president in the absence of the president.

If an issue with an individual officer is not resolved with proper communication, a unanimous vote by the other officers is sufficient to relieve the officer of their position for the remainder of the term.

The officer under review must be given verbal, written, or emailed notice of why they are being disciplined or removed. Additionally, the officer under review must be given the opportunity to share his or her issue with other officers, advisor, and/or general members before any disciplinary action can be carried out. In the event that an officer contests a disciplinary decision made by one or more fellow officers, the academic advisor is the final word.

### **Member Disciplinary Procedures**

All officers have the duty of mediating any issues that might arise at chapter-sponsored activities.

Any officer has the right to remove any member from any Texas A&M University ACM SIGGRAPH activity. A member may only be removed from the organization with a majority vote from the current officers.

The member under review must be given verbal, written, or emailed notice of why they are being disciplined or removed. Additionally, the member under review must be given the opportunity to share his or her issue with other officers, the academic advisor, and/or general members before any disciplinary action can be carried out. In the event that a member contests a disciplinary decision made by one or more officers, the academic advisor is the final word.

## **Financial Procedures**

"All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment."

## **Advisor Expectations**

In order for the TAMU ACM SIGGRAPH members and officers to feel that the advisor is updated on the current events of the organization the advisor is required to attend 3 general meetings per semester and meet with officers once a month to discuss the present and future plans of the organization.

## **Constitutional Amendment Procedures**

In an effort to keep the TAMU ACM SIGGRAPH Student Chapter constitution updated amendments can be made to it with a 2/3-officer vote supporting the amendment.

## **Free of Discriminatory Language**

The TAMU ACM SIGGRAPH Student Chapter promotes professionalism. For this reason, any organizational activity or communication pertaining to the organization shall remain professional and non-discriminatory.