

**Bylaws of the
Los Angeles Professional Chapter
of the Association for Computing Machinery (ACM)
Special Interest Group on Computer Graphics and Interactive Technologies
(SIGGRAPH)**

Article I - Name and Scope

1. This organization shall be called the **Los Angeles** Association for Computing Machinery Special Interest Group on Computer Graphics Professional Chapter, also known as **LA ACM SIGGRAPH**. In these bylaws it will be referred to as "the chapter." The Association for Computing Machinery will be referred to as "ACM" and the Special Group on Computer Graphics and Interactive Technologies will be referred to as "ACM SIGGRAPH".
2. The scope of the Chapter is computer graphics, interactive techniques, and related activities.
3. The Chapter will support activities complementary to ACM SIGGRAPH, the ACM SIGGRAPH Professional and Student Chapters, ACM, and other ACM activities in the **Los Angeles** area.

Article II - Purpose

1. The Chapter is organized and will be operated exclusively for educational, artistic, and scientific purposes. Specific objectives include:
 1. To promote an increased knowledge of and greater interest in the educational, artistic, and scientific aspects and applications of computer graphics and interactive techniques.
 2. To provide a means of communication between persons having an interest in computer graphics.
2. The activities of the Chapter will include the following:
 1. Sponsoring general membership meetings and site visits.
 2. Sponsoring conferences, symposia and workshops. These type of events need to be approved by the ACM Local Activities Coordinator and the ACM SIGGRAPH Director for Chapters.
 3. Collecting and disseminating information through a newsletter, web site, mailed announcements and electronic mail.
 4. Serving as a source of information for its members, the ACM SIGGRAPH Chapters, other ACM SIGGRAPH and ACM units and the general public.

Article III - Charter

1. This Chapter is chartered by the ACM. It is formed and will operate under the sponsorship of the ACM, the Membership Activities Board, ACM SIGGRAPH and the SIG Board.
2. This Chapter can be dissolved by consent of its members, or by action of the Membership 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.

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 payment of any local dues, as determined by the Executive Council. Voting membership shall also be open to other interested persons in the **Los Angeles area** upon request and payment of local dues.
2. Members will pay annual dues, payable as determined by the Executive Council, or suffer loss of membership after 60 days.
3. Student membership shall be open to all full-time students; student membership dues shall be determined by the Executive Council.

Article V - Elected Officers

1. The elected officers of this Chapter shall be: Chair, Vice-Chair, Secretary, Treasurer and Membership Chair.
2. All officers must be voting members of ACM and members of ACM SIGGRAPH.
3. All candidates for office must be current members of the Chapter.
4. Officers shall be elected by a plurality of votes cast by the current members of the Chapter.
5. The officers will be elected by **May 1** and take office on **July 1** and serve for **one** year.
6. The officers-elect will serve as non-voting members of the Executive Council and will work with the outgoing Council from **May 1** to **July 1**.
7. Replacements for resigned Officers will be nominated by the Executive Council. Replacements will be appointed by the Chair if a majority of the Executive Council votes "Yes" on their appointment. In the event the Chair has resigned, an acting Chair may be appointed for the remainder of the term with a majority "Yes" vote from the Executive Council and approval by the Chair of the ACM Membership Activities Board

Article VI - Duties of Elected 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 shall preside at all meetings of the Chapter and of its Executive Council. Other duties include:
 1. Calling Executive Council meetings.
 2. Appointing temporary committees.
 3. Handling all funds or other duties in the absence of the Treasurer.
 4. Filing all reports required by ACM SIGGRAPH and ACM in the absence of the Secretary.
2. **The Vice Chair** will instigate the planning of the program content and venues for all regular meetings and will assume the duties of the Chair at the Chair's request, absence, or incapacity. The Vice-Chair will be responsible for insuring that business is conducted in accordance with these bylaws.
3. **The Secretary** shall keep the minutes of all business and Executive Council meetings of the Chapter. Other duties of the Secretary include:
 1. Maintaining the records of the Chapter.
 2. Posting and/or distributing action items to the Executive Council.
 3. Preparation of the Chapter's Annual Activity Report and submission of this report to ACM Headquarters and the ACM SIGGRAPH Director for Chapters.
 4. Notification to ACM Headquarters and the ACM SIGGRAPH Director for Chapters of any changes in the officers of the Chapter.
 5. Submission of any proposed amendment to these bylaws to the Chairs of the Membership Activities Board, the ACM Constitution and Bylaws Committee and the ACM SIGGRAPH Director for Chapters for approval.
 6. Assist the Chair in the management of the Chapter.
 7. Perform other duties as assigned by the Chair.
4. **The Treasurer** is the chief financial officer of the Chapter. Duties of the Treasurer include:
 1. Managing the finances of the Chapter according to the policies and procedures of the ACM, including paying all bills and preparing budgets for each Chapter committee.
 2. Keeping full and accurate accounts of receipts and expenditures of the Chapter.
 3. Prior to disbursing funds, the Treasurer will verify that all requests for payment are authorized in the Chapter's budget and approved by the Committee Chair or Executive Council.
 4. Completing and submitting the Annual Financial Report to ACM Headquarters.
 5. Maintain membership lists.
 6. Process membership applications and renewals.
 7. Assist the Chair in the management of the Chapter.
 8. Perform other duties as assigned by the Chair.

5. **The Membership Chair** is the chief officer of membership. Duties of the Membership Chair include:
 1. Assisting the Treasurer with collecting and processing dues.
 2. Processing membership applications and renewals.
 3. Maintaining the member database.
 4. Maintaining hardcopy mailing lists.
 5. Dealing with and responding to member inquiries throughout the year.

Article VII - Executive Council

1. The Executive Council shall consist of the elected officers, appointed officers and chairs of standing committees.
2. The Executive Council must meet within one month before a general meeting. These meetings will be called by one of the elected officers as directed by the Chair. At least half of the Executive Council meetings must be announced to and be open and accessible by the general membership.
3. A quorum of the Executive Council will consist of at least half the Executive Council's total membership, including at least two elected officers.
4. A quorum of elected officers may unappoint an appointed officer. In the case of a tie, a quorum of the Executive Council will decide.

Article VIII - Standing Committees

1. The standing committees of the Chapter shall be Programming and Special Events, Electronic Services, Membership, Volunteer, and Public Relations.
 1. The Programming and Special Events Committee is chaired by the Vice-Chair and is responsible for the planning, arranging and execution of the Chapter's activities.
 2. The Electronic Services Committee is responsible for all aspects of the Chapter electronic services and maintaining electronic mailing lists.
 3. The Membership Committee is chaired by the Membership Chair and is responsible for assisting the Treasurer in collecting and processing dues, processing membership applications and renewals, maintaining the member database, maintaining the hardcopy mailing lists, and dealing with member inquiries throughout the year.
 4. The Volunteer Committee is responsible for recruiting and organizing volunteers and assigning them tasks.
 5. The Public Relations Committee is responsible for assisting each of the other committees with their publicity needs.
2. Committee Chairs will be approved by a majority vote of the Executive Council.
3. Other standing committees will be determined by the officers.
4. The terms of service of the committees and their chairs will be the same as the terms of elected officers.

5. Vacancies in chairships will be filled by a majority vote of the Executive Council present at the meeting.

Article IX - Temporary Committees

1. With the advice of the Executive Council, the Chair may appoint temporary committees or positions as appropriate.
2. The duration of these committees or appointed positions will be specified by the Executive Council but will not exceed the term of the elected officers.
3. These temporary committees and appointments can include (but are not limited to): Associate Chair(s), Associate Vice-Chair(s), Associate Treasurer(s), Associate Secretary, Meeting Producers, Meeting Production Coordinator, Chair Emeritus, Past Chair(s), Tech Chair, and Art Chair.

Article X - Meetings

1. Meetings shall be held as planned by the Programming and Special Events Committee in conjunction with the Executive Councils of both the outgoing and incoming officers. The Chapter will conduct at least four (4) meetings a year for the general membership. The time and place of regular meetings will be determined by the Executive Council.
2. Written and/or electronic notices of all meetings shall be posted on-line and/or distributed to all members at least one (1) week prior to any meeting.
3. The Chapter shall hold meetings only in places that are open and accessible to all Chapter members and all members of ACM SIGGRAPH and the ACM.
4. Special meetings may be convened at the discretion of the Executive Council.

Article XI - Disbursements and Dues

1. Disbursements from the Treasury for expenditures of the Chapter shall be made by the Treasurer with authorization of the Executive Council and shall be included in the minutes of its meetings.
2. Dues shall be fixed annually by the Executive Council.
3. The Executive Council will adopt a budget for each year no later than June 1 for a fiscal year that will run July 1 until the following June 30.

Article XII - Election Procedures

1. Nominating Committee: The Executive Council will appoint a nominating committee at least three months prior to an election period. The Nominating Committee will consist of at least three members of the Chapter and will not

include any current elected officers. Members of the nominating committee are not eligible to run for office while they are on the nominating committee.

2. The Nominating Committee will select at least one eligible member who is willing to serve for each of the elective offices. At a Chapter meeting prior to the election period, the Nominating Committee will announce its selections. Additional nominations may be made by any member if the consent of the nominee is obtained.
3. Any member nominated must agree to establish and/or maintain membership in ACM and ACM SIGGRAPH.
4. The members of the Chapter will vote for the election of officers or for any matter proposed as a referendum by the Executive Council.
5. Members may be asked to show proof that they are current members of the Chapter.
6. Members must be notified at least four weeks prior to any voting time period of the matters to be voted upon. Current members must be provided at this time with a method for voting.
7. Voting may be conducted at regular meetings, through mail-in ballots, or on-line. Ballots must be received by the Chapter before the end of the voting period. Physical ballots will be counted by at least 3 chapter members who are not current Elected Officers or Candidates for office. The counting of ballots will be supervised by the incumbent Secretary. On-line ballots will be counted electronically and certified by the incumbent Secretary.
8. The Secretary will conduct the election and supervise voting. A plurality of votes cast will determine the outcome of elections. In cases of a tie vote for officers, the nominees receiving equal votes will first attempt to determine between themselves which one will serve in the office. If the tied nominees are unable to make a selection by this method, the selection will be determined by chance.
9. Election results must be announced to the general membership by the incumbent Secretary within one week of the end of the voting period.

Article XIII - Amendment Procedures

1. Amendments to these bylaws may be proposed by a resolution of the Executive Council or by means of a petition signed by at least 10 percent of the current membership of the Chapter. Upon receipt by the Secretary, the proposed amendment(s) must be submitted to ACM for approval.
2. Proposed changes to these Chapter bylaws must be approved by a quorum of the Executive Council before they are sent for approval to the Chairs of the Membership Activities Board, the ACM Constitution and Bylaws Committee and the ACM SIGGRAPH Director for Chapters.
3. Proposed amendments approved by ACM must be adopted by a quorum of the Executive Council.
4. If the proposed amendments are approved by the membership, a revised copy of the bylaws shall be submitted to ACM Headquarters within 30 days and subsequently presented to the membership in a timely manner.

Article XIV - Parliamentary Authority

1. The parliamentary authority for the Chapter will be Robert's Rules of Order Revised. This authority will be applicable in all situations not in conflict with the constitution and bylaws of the ACM or these bylaws.

Article XV - 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 Membership Activities Board.