

# **Bylaws of the Indian Chapter of SIGSOFT of the Association for Computing Machinery**

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

1. This organization shall be called the Indian Chapter of SIGSOFT of ACM and will also be known as the India SOFTWARE Engineering community (ISOFT). In these bylaws it is referred to as the Chapter; the Association for Computing Machinery is referred to as the ACM.
2. The scope of the Chapter is to support Software Engineering research and development activities in India.
3. The Chapter will support activities complementary to SIGSOFT.

## **Article II: Purpose**

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to:
  - a. Promote Research & Development activities in Software Engineering leading to development and dissemination of knowledge in this area.
  - b. Provide a means of communication between persons having an interest in Software Engineering.
2. The main activities of this Chapter will include the following:
  - a. Collecting and disseminating information through a website, or other publications.
  - b. Sponsoring conferences, workshops, symposium, meetings, discussion groups etc.
  - c. Working with other ACM units on activities such as lectures, professional development seminars and technical briefings.
3. The Chapter will operate under the sponsorship of the ACM, India ACM, and the SIG Board.

## **Article III: Membership**

1. Regular membership in the Chapter is open to all ACM-India members (ACM members from India), SIGSOFT members and non-members in India or who are Indian, upon request and payment of regular dues.
2. Student membership is open to all full-time students in India or who are Indian, upon request and payment of student dues.
3. Corporate membership is open to all companies operating in India, upon request and payment of corporate dues.
4. Voting members are regular members and student members.

## **Article IV: Officers**

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, Treasurer, and two other general officers who will be assigned responsibilities by the Chair. In addition, SIGSOFT Executive Committee may nominate one officer. Other offices may also be established by decision of the election meeting & Executive Council.
2. All officers of the Chapter must be voting members of the ACM and members of the ACM SIGSOFT.
3. The officers shall be elected by a plurality of the votes cast at the Election Meeting. The elected officers take office immediately and serve a three-year term. (Initial officers will be nominated by ACM India)
4. No member may serve in the office of Chair or Vice Chair for more than two consecutive terms.
5. If an officer resigns, or durably cannot fulfill his duties for medical or other force majeure reasons, the remaining Executive Council may co-opt a new officer to fill the vacancy. The new officer must be a voting member of the ACM and a member of the ACM SIGSOFT. Thereafter, the Executive Committee serves until the following 1 July, and elections must be held.

## **Article V: 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 and these bylaws. The Chair shall preside at all meetings of the chapter and of its Executive Council.
  - a. With the advice of the Chapter's Executive Council, the Chair shall appoint all members of committees of this Chapter and all Committee Chairs.
2. The Vice Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Chapter, and perform other duties that may be assigned by the Chair.
3. The Secretary shall keep the minutes of all Chapter and Executive Council meetings. Other duties of the Secretary include:
  - a. Preparation of the annual report.
  - b. Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM India.
  - c. Submission of any proposed amendment to these bylaws to the Chair of the Membership Services Board. Proposed amendments must be approved before they can be submitted to the Chapter's membership for a vote.
  - d. Perform other duties as assigned by the Chair.
4. The Treasurer shall collect dues, pay all bills, and maintain the Chapter's financial records. Duties of the Treasurer shall also include:
  - a. Preparation of the Chapter's annual financial report.

- b. Completion and submission of the financial report to ACM-India.
- c. Performance of other duties as assigned by the Chair

## **Article VI: Executive Council**

1. The Executive Council shall consist of the Chapter officers, the immediate past Chair, and chairs of the Chapter's Steering Committees of at most two Conferences to be selected by the Executive Council.

## **Article VII: Meetings**

1. Meetings shall be held as planned by the Executive Committee. The Chapter shall hold meetings only in places that are open and accessible to all members of the Chapter.
2. The Election Meeting should be held at a defined date. The election of officers shall be held.
3. Written or email notices of all meetings shall be distributed to all members at least one week prior to any meeting.

## **Article VIII: Finances, Disbursements and Dues**

1. The Financial account of the chapter will be maintained as a "logical account" with ACM-India. (Any interest on these funds will accrue to ACM-India).
2. Decision for disbursements from the account of Chapter expenditures shall be made by the Treasurer, with authorization of the Chair and then communicate to ACM India for actual disbursement.
3. All financial policies of ACM-India will apply.
4. Summary of accounts shall be presented yearly in an Executive Committee meeting & shall also be reported to ACM India.
5. Dues shall be fixed annually by the Executive Council. All dues, sponsorship etc of the Chapter will be deposited in the Chapter's account with ACM – India.

## **Article IX: Amendment and Voting Procedures**

1. All proposed changes to these Chapter Bylaws shall be approved by the ACM and ACM India.
2. Voting procedures will be defined by ACM and ACM India and may allow e-mail and postal ballots.
3. Officers will be elected by a plurality of votes cast. The number of members present at the election meeting, plus the number of e-mail or postal ballots, must be sufficient to constitute a quorum.

## **Article X: 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 India.

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