

Bylaws of the Spain Special Interest Group on Computer Human Interaction of the Association for Computing Machinery

Article I - Name and Scope

This organization shall be called the Spain Association for Computing Machinery Special Interest Group on Computer Human Interaction, also known as the Spain ACM SIGCHI. In these bylaws it is either referred to as the Spain SIGCHI; the Association for Computing Machinery is referred to as the ACM.

1. The scope of the Chapter consists of the study of the human-computer interaction process and includes research and development efforts leading to the design and evaluation of user interfaces.
2. The Chapter will support activities complimentary to SIGCHI, the ACM, and other ACM activities in the spanish area.

Article II - Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes to promote the following:
 - a) To promote increased knowledge of and greater interest in the science, design, development and applications of modern computing in Spain.
 - b) A means of communication between persons having an interest in computing.
2. The activities of this Chapter will include the following:
 - a) Collecting and disseminating information through a newsletter, or other publication.
 - b) Sponsoring meetings, discussion groups, and workshops.
 - c) Working with other ACM units on activities such as lectures, professional development seminars and technical briefings.
3. The Chapter is chartered by the ACM. It is formed and will operate under the sponsorship of the ACM, the Membership Activities Board, and the SIG Board.

Article III- Membership

1. Membership in the Chapter shall be open to all ACM members and nonmembers, upon request and payment of any local dues.
2. It is recommended to be member of AIPO (Person Computer Interaction Association, in spanish Asociación Interacción Persona Ordenador).
3. Voting membership in the Chapter shall be granted 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.

Student membership shall be open to all full-time students. Student membership dues shall not exceed 75 percent of regular member dues.

Article IV - Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer.
2. All officers of the Chapter must be voting members of the ACM and members of the ACM SIGCHI.
3. The officers shall be elected by a plurality of the votes cast at the annual election meeting. They shall take office on May and serve for one year.
4. No member may serve in the office of Chair or Vice Chair for more than three consecutive years.

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 advise 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 for presentation at the election meeting.
 - b) Preparation of the Chapter's activity report and officer contact information, and submission of these to ACM headquarters.

- c) Submission of any proposed amendment to these bylaws to the Chair of the Membership Activities 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 for presentation to the Chapter at the annual election meeting.
 - b) Completion and submission of the financial report to ACM headquarters.
 - c) Performance of other duties as assigned by the Chair.

Article VI - Executive Council

There is no requirement that there be an Executive Council, but if there is one, the Chair would be the presiding officer. If there is no specific Executive Council, the set of officers are the Executive Council.

1. The Executive Council shall consist of the Chapter officers, the immediate past Chair, and chairs of the Chapter's standing committees.
2. The term of the members of the Executive Council shall be coincident with the terms of the officers. They shall take office on May and serve for one year.

Article VII - Standing Committees

1. The standing committees of the Chapter shall be Program and Publicity.
 - a) 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.
 - b) The Publicity Committee shall maintain a mailing list and publish and distribute all notices and publicity for and to the members of the Chapter.

Article VIII - Temporary Committees

With the advice of the Chapter's Executive Council, the Chair may appoint such temporary committees as appropriate.

1. A Nominating Committee, consisting of at least three voting members of the Chapter, at least two of whom shall not be members of the Executive Council, shall be appointed by the Chapter Chair at least two months prior to the Election Meeting.

2. An Audit Committee shall be appointed by the Chapter Chair at the close of the fiscal year to assure the accuracy of the accounting of the Chapters funds for the year. This Committee should also verify the accuracy of the Financial Report prepared by the Treasurer for submission to ACM headquarters.

Article IX - Meetings

1. Meetings shall be held as planned by the Program Committee. The Chapter shall hold meetings only in places that are open and accessible to all members of the Association.
2. The Annual Business Meeting should be held at the last meeting of the program year. At this meeting, the Secretary and Treasurer each shall present the required reports. Also, the election of officers shall be held.
3. Written notices of all meetings shall be distributed to all members at least two weeks prior to any meeting.

Article X - Disbursements and Dues

1. Disbursements from the Treasury for Chapter expenditures 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.

Article XII - Amendment and Voting Procedures

1. All proposed changes to these Chapter Bylaws shall be approved by the Chairs of the Membership Activities Board and the ACM Constitution and Bylaws Committee before being presented to the Chapter membership for a vote.
2. No official business of the Chapter shall be conducted unless a quorum is present. A quorum of the Chapter shall be defined as 50 percent of the voting membership.
3. A simple majority of the voting members present shall be required to carry a motion.
4. Officers will be elected by a plurality of votes cast. If the election is conducted by mail ballot, sufficient ballots must be returned to have constituted a quorum. The elections could be also conducted by electronic mail.

Article XII - 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.