

# **SIGAda Bylaws**

## **Proposed 3 March 2005**

(Proposed to replace the original of 18 June 1984)

Please note that additional changes are possible prior to a ballot.  
The SIGAda Bylaws proposal needs to be approved by ACM prior to ballot.

### **Article 1 – Name and Scope**

- (a) This organization will be called the Special Interest Group on Ada ("SIGAda") of the Association for Computing Machinery, Inc. ("the ACM").
- (b) The scope of SIGAda's specialty is the technical, educational, and usage aspects of Ada, including, but not limited to, its environment, standardization, implementation, validation, history, and business/management issues.

### **Article 2 – Purpose**

SIGAda 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;
- (g) Working with other units of the ACM on technical activities such as lectureships or professional development seminars;
- (h) Determining and representing members' opinions with respect to the specialty; and
- (i) Interacting with non-ACM organizations. Such relationships will be in accordance with ACM guidelines regarding external relationships.

### **Article 3 – Charter**

- (a) SIGAda will exist until dissolved by the Council of the ACM as provided in Bylaw 6 of the ACM.

### **Article 4 – Officers**

- (a) The elected officers of SIGAda are:
  - i. Chair
  - ii. Vice Chair for Meetings and Conferences
  - iii. Vice Chair for Liaison
  - iv. Secretary
  - v. Treasurer
  - vi. International Representative

- (b) Officers are elected for two-year terms, beginning 1 July of odd numbered years.
- (c) All officers must be members of SIGAda and regular members of ACM.
- (d) The Chair is the principal Executive Committee member and is responsible for directing the activities of SIGAda. The responsibilities of the Chair include:

- i. Calling and presiding at SIGAda business meeting (the Extended Executive Committee (EEC) meeting);
- ii. Conducting SIGAda activities in accordance with the policies and procedures of the ACM;
- iii. Representing SIGAda at the biannual ACM Business Meeting;
- iv. Providing an Annual SIGAda Report;
- v. Managing the SIGAda Awards program.
- vi. Leading the 4-year viability review for ACM; and
- vii. Making all appointments and filling vacancies as authorized herein.

- (e) The responsibilities of the Vice Chair for Meetings and Conferences include:

- i. Assisting the Chair in directing the activities of SIGAda;
- ii. Presiding at meetings when the Chair is absent;
- iii. Planning the programs for all SIGAda technical meetings;
- iv. Coordinating and supervising all SIGAda conferences;
- v. Recruit the annual SIGAda conference Chair; and
- vi. Lead the conference site selection.

- (f) The responsibilities of the Vice Chair for Liaison include:

- i. Presiding at meetings when the Chair and Vice Chair for Meetings and Conferences are absent;
- ii. Maintaining liaison with local SIGAda organizations whose concerns with Ada are within the scope of SIGAda;
- iii. Managing the Ada Awareness Initiative;
- iv. Managing the Institutional Sponsors program; and
- v. Managing SIGAda outreach programs.

- (g) The responsibilities of the Secretary include:

- i. Maintaining the records and correspondence of SIGAda;
- ii. Keeping and distributing the minutes of business meetings of SIGAda;
- iii. Serving as the SIGAda Information Director;
- iv. Maintaining the SIGAda Home Page;
- v. Maintaining the SIGAda Maillists; and
- vi. Maintaining and distributing a manual of all SIGAda policies and procedures.

(h) The responsibilities of the Treasurer include:

- i. Managing SIGAda finances in accordance with the Financial Accountability Policy of the ACM. This includes preparing the annual budget, monitoring SIGAda disbursements for adherence to the annual budget, and preparing financial reports as required; and
- ii. Reporting SIGAda financial status to the SIGAda EC and EEC.

(i) The responsibilities of the International Representative include:

- i. Representing the interests of the international constituency of SIGAda;
- ii. Maintaining liaison with organizations outside the United States whose concerns are within the scope of SIGAda; and
- iii. Planning (in coordination with the Vice Chair for Meetings and Conference) the programs for all SIGAda technical meetings outside the United States.

## **Article 5 – Executive Committee**

(a) The general duties of the Executive Committee will be to advise the Chair of all matters of interest to SIGAda. Specific duties or responsibilities may be specified in these Bylaws or assigned by the Chair. Major management policy decisions of SIGAda must be approved by a majority of the members of the Executive Committee.

(b) The members of the Executive Committee are:

- i. The elected Officers
- ii. The Past Chair
- iii. Editor of the SIGAda Newsletter

(c) No individual may hold two positions on the Executive Committee simultaneously.

(d) All members of the Executive Committee must be members of SIGAda and regular members of ACM.

(e) The Past Chair is the Chair of the immediately preceding term and serves in this capacity for the two-year term succeeding his/her tenure. The Past Chair serves to provide continuity of SIGAda direction by informing the Executive Committee on past policy and budgetary matters.

(f) The Extended Executive Committee serves to advise the Chair on matters of interest to SIGAda. Policy decisions do not require approval of the Extended Executive Committee. The Extended Executive Committee consists of:

- i. The Executive Committee
- ii. Additional Editors of the SIGAda Newsletter
- iii. Chairs of SIGAda Committees
- iv. Chairs of SIGAda Working Groups
- v. Chairs of local SIGAda's

## **Article 6 – Vacancies and Appointments**

- (a) Should the Chair leave office before his/her term expires, the Vice Chair for Meetings and Conferences will assume the duties of the Chair.
- (b) Should any other office or the position on the SIGAda Executive Committee reserved for the Past Chair become vacant, the Chairman of the SIG Governing Board, may on nomination of the SIGAda Chair, fill the vacancy.
- (c) The SIGAda Chair may fill vacancies in appointed offices in accordance with the procedures for making the original appointments as provided herein.
- (d) Should a vacancy remain unfilled, either because of inadequacy of these bylaws or because of a dispute or for any other reason, the SIG Governing Board Chairman may fill it.
- (e) All appointments expire when the Chair's term of office expires. However, appointees continue to serve until the new Chair appoints a successor.
- (f) A 2/3's majority of the Executive Committee is required to revoke an appointment.

## **Article 7 – Newsletter**

- (a) SIGAda will publish a newsletter at regular intervals as determined by the Executive Committee.
- (b) The newsletter will be distributed to all SIGAda members. Non-members of SIGAda may subscribe to the newsletter at a price greater than that of member dues.
- (c) The Chairman will appoint, with the approval of a majority of the Executive Committee, the Editor of the newsletter, who will become a member of the Executive Committee.
- (d) The responsibilities of the Editor of the SIGAda Newsletter include:
  - i. Publishing the newsletter;
  - ii. Implementing editorial policies as determined by the Executive Committee; and
  - iii. Controlling newsletter costs.

## **Article 8 – Committees and Working Groups**

- (a) Committees are subunits of SIGAda established to facilitate the management of SIGAda activities. The SIGAda Chair establishes a Committee by naming a Committee Chair (or Head) and accepting a mission statement.
- (b) Working Groups are subunits of SIGAda established to facilitate the management of technical activities in a subspecialty of Ada. The SIGAda Executive Committee establishes a Working Group by approving its Charter and its Chair.
- (c) Working Group meetings are open to all members of SIGAda.
- (d) The Extended Executive Committee must periodically assess the viability of each Working Group and Committee at the annual SIGAda business meeting. Viability will be assessed based on progress towards achieving its mission statement/charter and conformance with the ACM SIGAda Charter. The Extended Executive Committee should retire a Committee or Working Group that has completed its mission. The Extended Executive Committee must either dissolve or take action to make viable any non-viable Committee or Working Group.
- (e) The Committee Chairs and Working Group Chairs must be members of SIGAda and ACM in order to control maillists and web accounts.

(f) The duties of a Working Group Chair or Committee Chair shall normally include:

- i Directing activities in accordance with its mission and Charter;
- ii Convening meetings;
- iii Appointing the members/officers of the organization, if not in the Charter;
- iv Organizing sessions at SIGAda meetings;
- v Reporting to the SIGAda Chair and/or the Extended Executive Committee on progress towards achieving its mission statement/charter; and
- vi Organizing workshops.

(g) The standing Committees and their mission statements are the following:

- i Ada Awareness Initiative Committee - Responsible for making software engineering professionals aware of the benefits of using the Ada programming language.
- ii Awards Committee - Responsible for selecting annual recipients for the:
  - **Outstanding Ada Community Contribution Award** –for broad, lasting contributions to Ada technology & usage; and the
  - **ACM SIGAda Distinguished Service Award** – for exceptional contributions to SIGAda activities & products.
- iii Nominating Committee - Responsible for nominating a proposed slate of SIGAda Officers for the next election.
- iv SIGAda Conference Committee - Responsible for conducting the SIGAda Annual Conference.

## **Article 9 – Membership, Dues, and Voting Privileges**

- (a) SIGAda is an open SIG as defined in Bylaw 6 of the ACM. Anyone may join SIGAda.
- (b) An individual becomes a member only after enrolling and paying the required dues.
- (c) The Executive Committee determines the dues, with the approval of the Chairman of the SIG Board.
- (d) All SIGAda members are entitled to vote in any ballot or referendum conducted by SIGAda.
- (e) Membership in SIGAda includes one subscription to the newsletter.
- (f) The Executive Committee may establish an Institutional Sponsors program and determine the associated fees

## **Article 10 – Reports and Records**

- (a) The Chair is responsible for filing reports about SIGAda as required by ACM and the SIG Board.
- (b) ACM Headquarters will maintain the membership records of SIGAda.

## **Article 11 – Elections**

- (a) By September 30 in the year before an election, the Chair will appoint the Head of the Nominating Committee (traditionally this is the Past Chair). The Head of the Nominating Committee will propose to ACM at least two consenting candidates for each elective office of SIGAda. The slate of candidates selected by the Nominating Committee must be presented to all the SIGAda members by the following January 31.
- (b) A petition from 1% of the voting members of SIGAda will place other consenting candidates on the ballot. Petitions must be received by the Head of the Nominating Committee of SIGAda 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 Governing Board Executive Committee will resolve ties.
- (d) Only members residing outside the United States of America may vote for the International Representative.
- (e) The SIG Governing Board can exercise an option to extend the term of SIGAda's current officers for an additional two years.

## **Article 12 – Amendments**

- (a) These bylaws may be amended by a majority vote of the ACM Executive Committee, or by a vote of the SIGAda members as provided below. With the approval of the SIGAda 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 SIGAda Executive Committee, the SIG Board, or a petition from 1% of the voting members of SIGAda. 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 Governing Board Executive Committee. 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 SIGAda Secretary 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**

- (a) Should SIGAda be dissolved, its assets will be supervised by the SIG Board.

## **Article 14 – Meetings**

- (a) All technical meetings sponsored by SIGAda are open to any individual with an interest in Ada. All technical meetings will be in locations that are open to the general public.
- (b) SIGAda will conduct at least one business meeting each year. Business meetings will normally be held in conjunction with a technical meeting.
- (c) Business meetings may be called by: the Chair, or a majority of the members of the Executive Committee.
- (d) Business meetings are open to all SIGAda members.
- (e) Business meetings identified as SIGAda Extended Executive Committee (EEC) meetings entitle all members of the SIGAda EEC to vote on issues.
- (f) Business may be conducted by email where each member of the SIGAda Executive Committee is entitled to vote.

## **Article 15 – Local SIGAda Chapters**

- (a) Local SIGAda Chapters consist of individuals who are geographically near to each other, have interests in Ada, and are organized/chartered/managed under the scope of ACM.
- (b) The Chair of a Local SIGAda Chapter is a member of the SIGAda Extended Executive Committee.
- (c) The SIGAda Executive Committee will support Local SIGAda Chapters by providing resources such as a Chapter Home Page, a Chapter maillist, and other non-financial resources.

## **Article 16 – Consistency**

- (a) 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 the Group.