

Bylaws of the Russian Special Interest Group on Computer-Human Interaction (SIGCHI) of ACM

Article I – Name and Scope

1. This organization shall be called the Russian Special Interest Group on Computer-Human Interaction, also known as the ACM RusCHI. 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 same as ACM SIGCHI.
3. The Chapter will support activities complementary to ACM SIGCHI, the ACM, and other ACM activities in Russia.

Article II – Purpose

1. The Chapter is organized and will be operated exclusively for educational and scientific purposes. Specific objectives are:
 - a. To promote a knowledge of and greater interest in the science, design, development, and applications of Human-Computer Interaction and Usability.
 - b. To provide a means of communication between persons having an interest in Human-Computer Interaction and Usability.
2. The activities of this Chapter will include the following:
 - a. Collecting and disseminating information through a chapter web site, newsletter and other appropriate methods of printed or electronic communication.
 - b. Organizing meetings, conferences, seminars and discussion groups.
 - c. Serving as a source of information for its members, other ACM units, and the general public.
 - d. Working with other ACM units on activities such as lectures, professional development seminars and technical briefings.
 - e. Serving as Russian technical representative of ACM SIGCHI when authorized by the Executive Committee of SIGCHI.

Article III – Charter

1. 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.
2. 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. Membership in the Chapter shall be open to all ACM members and non-members, upon request and payment of any Chapter dues determined by the Chapter Executive Council.
2. Voting membership in the Chapter shall be granted only to ACM members and/or ACM SIGCHI members in the locality served by the Chapter upon request and payment of any local dues, as determined by the Executive Council. At least three officers of the Chapter must be voting members of the Chapter and members of the ACM SIGCHI.
3. Associate membership shall be granted to all individuals within the locality served by the Chapter. While such members shall not have any voting rights, they may access services and benefits at the discretion of the Chapter Executive Council. The Executive Council shall determine membership dues appropriate for such services and benefits.
4. Student membership shall be open to all full-time students. Student membership dues shall not exceed 75 percent of regular member dues.
5. All applicants for membership must complete and sign the application form provided by the Chapter and submit the application to the principal office of the Chapter.
6. A person becomes a member of the Chapter by enrolling and paying any required dues.

Article V – Officers

1. The officers of this Chapter shall be: Chair, Vice Chair, Secretary, and Treasurer. The position of Treasurer may be combined with any of the other three positions. The

previous Chair holds the title of Past Chair, and is also an officer of the Chapter Executive Council.

2. At least three officers of the Chapter must be voting members of the Chapter (see Article IV).
3. The officers shall be elected by a plurality of the votes cast at the bi-annual election meeting. They shall take office on the first business day following the election meeting and serve for 2 years.
4. No member may serve in the office of Chair or Vice Chair for more than 4 consecutive years.
5. If a vacancy occurs among the officers other than the Chair, for any reason, the position shall be filled for the unexpired portion of the term by the Executive Council.

Article VI – 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. The Chair shall preside at all meetings of this Chapter and of its Executive Council. With the advice of the Chapter's Executive Council, the Chair shall appoint all members of committees of this Chapter and all Committee chairmen.
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 business and Executive Council meetings of the Chapter. Other duties of the Secretary include:
 - a. Maintaining the records of the Chapter.
 - b. Preparation of the Chapter's Activity Report and submission of this report to ACM Headquarters.
 - c. Notification to ACM Headquarters of any changes in the officers of the Chapter.
 - d. Submission of any proposed amendment to these bylaws to the Chairs of the Chapter Activities Board and the ACM Constitution and Bylaws Committee for approval.
 - e. Performing other duties that may be assigned by the Chair.

4. The Treasurer is the chief financial officer of the Chapter. Duties of the Treasurer include:

- a. Managing the finances of the Chapter according to the policies and procedures of the ACM, including collecting dues and paying all bills.
- b. Preparing the Chapter's financial report for presentation to the Chapter at the election meeting.
- c. Completing and submitting the Annual Financial Report to ACM Headquarters.
- d. Performing other duties as may be assigned by the Chair.

Article VII – Executive Council

1. The Executive Council shall consist of the Chapter officers, the immediate past Chair, and chairs of the Chapter's standing committees. The Chair would be the presiding officer.

2. The Executive Council shall act on behalf of the members in all matters except the election of officers and the amendment of these bylaws.

3. The term of the members of the Executive Council shall be coincident with the terms of the officers.

Article VIII – Standing Committees

1. The Standing Committees of the Chapter shall be the Program Committee, Education Committee, Membership Committee and Publicity Committee.

2. 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.

3. The Education Committee shall collaborate with educational and training institutions in the development of HCI curricula and HCI educational resources.

4. The Membership Committee is responsible for on-going membership promotion, recruitment, and retention. The Membership Committee shall also maintain and

electronic discussion facility and publish and distribute all notices and publicity for and to the members of the Chapter.

5. The Publicity Committee shall develop communication programmes to encourage sponsorship and participation in Chapter Activities. The Publicity Committee is also responsible for the development and maintenance of the Chapter web site and newsletter, and liaison with other associated groups in Russia, such as Russian software, ergonomics and psychological associations.

Article IX – Temporary Committees

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

2. A Nominating Committee, consisting of at least three voting members of the Chapter, at least two of whom shall not be member of the Executive Council, shall be appointed by the Chapter Chair at least two months prior to the Election Meeting. This committee will exist only when a Past Chair is not available to do this job.

3. 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 X – Meetings

1. Meetings shall be held as planned by the Program Committee. The Chapter shall hold at least two meetings every year in places that are open and accessible to all members of the Association. If feasible for ALL participants, such meetings may also be held electronically using synchronous and/or asynchronous means.

2. The Annual Business meeting shall held at the last meeting of the program year. At this meeting, the Secretary and Treasurer each shall present a report.

3. Notices of all meetings shall be distributed to all members at least one week prior to any meeting either in written or email form.

Article XI – 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 Chapter Executive Council.
3. The Executive Council may consider to charge higher local dues to members who are not ACM or ACM SIGCHI members.

Article XII – Amendment and Election Procedures

1. All proposed changes to these Chapter Bylaws shall have been approved by the Chairs of the Chapter Activities Board and the ACM Constitution and Bylaws Committee before being presented to the Chapter membership for a vote.
2. Amendment of these bylaws and election of officers require a vote of a quorum of the Chapter's members. A quorum of the Chapter shall be defined as 50 percent of the voting membership of the Chapter.
3. A simple majority of the members present and voting shall be required to carry a motion. 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.

Article XIII – 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.