

**THE NEWSLETTER OF THE CONSORTIUM FOR COMPUTING  
SCIENCES IN COLLEGES**

**SEPTEMBER 2008**

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FROM THE PRESIDENT .....	1
Myles McNally, Alma College	
EDITOR'S MESSAGE .....	2
John Meinke, UMUC — Europe	
CCSC NATIONAL PARTNERS .....	3
BYLAWS OF THE CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES, INC. ....	4
CONFERENCE CALENDAR .....	23
CCSC Membership Form .....	28

# The Consortium for Computing Sciences in Colleges

## BOARD OF DIRECTORS

Following is a listing of the contact information for the members of the Board of Directors and the Officers of the Consortium for Computing Sciences in Colleges (along with the year of expiration of their terms), as well as members serving the Board:

**Myles McNally**, President (2010), Webmaster, Professor of Computer Science, Alma College, 614 W. Superior St., Alma, MI 48801, (989) 463-7163 (O), (989) 463-7079 (fax), mcnally@alma.edu.

**Bob Neufeld**, Vice President (2010), Professor Emeritus of Computer Science, McPherson College, P. O. Box 421, North Newton, KS 67117, neufeld@mcpherson.edu

**Jim Aman**, Membership Chair (2010), Assoc. Professor, Computer Science, Saint Xavier University, Chicago, IL 60655, (773) 298-3454 (O), (614) 492-1306 (H), (630) 728-2949 (cell), aman@sxu.edu.

**John Meinke**, Publications Chair, (2009), Program Director, MS in MIS/MSIT, Office of Graduate Programs, UMUC – Europe, Unit 29216, APO AE 09102; (H) Werderstr 8, D-68723 Oftersheim, Germany. 011-49-6221-378208(O), 011-49-6202-577 79 16 (H), 011 - 49-6221- 31 58 71 (fax), meinkej@acm.org.

**Bill Myers**, Treasurer (2011), Dept. of Computer Studies, Belmont Abbey College, Belmont, NC 28012-1802, (704) 461-6823, (704) 461-5051, (Fax), myers@crusader.bac.edu

**Kim P. Kihlstrom**, Southwestern Representative (2011), Associate Professor of Computer Science, Westmont College, 955 La Paz Road, Santa Barbara, CA 93108, kimkihls@westmont.edu.

**Elizabeth S. Adams**, Eastern Representative (2011), James Madison University - Mail Stop 4103, CISAT - Department of Computer Science, Harrisonburg VA 22807, 540-568-1667 (O), 540-568-2745(fax), e-mail: adamses@jmu.edu.

**Deborah Hwang**, Midwestern Representative (2011), Dept of Electrical Engineering and Computer Science, University of Evansville, 1800 Lincoln Avenue, Evansville, IN 47722, (812) 488-2193 (O), (812) 488-2780 (fax), hwang@evansville.edu

**Scott Sigman**, Central Plains Representative (2011), Associate Professor of Computer Science, Drury University, Springfield, MO 65802, (417) 873-6831, ssigman@drury.edu

**Ernest Carey**, Rocky Mountain Representative (2010), Associate Dean, School of Technology and Computing, #102, Utah Valley State College, Orem, UT 84058-5999, (801) 863-8237 (O), (801) 318-6439 (cell), careyer@uvsc.edu.

**Lawrence D'Antonio**, Northeastern Representative (2010), Ramapo College of New Jersey, Computer Science Dept., Mahwah, NJ 07430, (201) 684-7714, ldant@ramapo.edu.

**David R. Naugler**, Midsouth Representative (2010), Computer Science, Southeast Missouri State University, One University Plaza, Cape Girardeau, MO 63701, (573) 651-2787, dnaugler@semo.edu

**Kevin Treu**, Southeastern Representative (2009), Furman University, Dept of Computer Science, Greenville, SC 29613, (864) 294-3220 (O), kevin.treu@furman.edu.

**John Fernandez**, South Central Representative (2009), Associate Professor, Dept. of Computing Sciences, Texas A&M University – Corpus Christi, 6300 Ocean Drive, Unit 5824, Corpus Christi, TX 78412, (361) 825-3622 (O), (361) 825-2795 (fax), john.fernandez@tamucc.edu.

**George Hauser**, Northwestern Representative (2009), Associate Professor, Computer Science, Pacific Lutheran University, Tacoma, WA 98447, (253) 535-8731, hausergj@plu.edu.

**Serving the Board:** The following CCSC members are serving in positions as indicated that support the Board:

**Will Mitchell**, Conference Coordinator, 1455 S Greenview Ct, Shelbyville, IN 46176-9248, (317) 392-3038 (H), willmitchell@acm.org.

**George Benjamin**, Associate Editor, Muhlenberg College, Mathematical Sciences Dept, Allentown, PA 18104, (484) 664-3357 (O), (610) 433-8899 (H), benjamin@muhlenberg.edu

**Susan Dean**, Associate Editor, Collegiate Professor, UMUC – Europe, Unit 29216, APO AE 09102; (H) Werderstr 8, D-68723 Oftersheim, Germany. 011-49-6202-5 77 82 14, sdean@faculty.ed.umuc.edu.

**Brent Wilson**, Database Administrator, George Fox University, 414 N. Meridian St., Newberg, OR 97132, (503) 554-2722 (O), (503) 554-3884 (fax), bwilson@georgefox.edu.

**Ernest Ferguson**, National Partners Program Coordinator, Professor, CS/IS, Northwest Missouri State University, Maryville, MO 64468, (660) 562-1551 (O), (660) 853-9195 (cell), FERG@nwmissouri.edu.

## FROM THE PRESIDENT

*Myles McNally  
Alma College*

Welcome to another academic year. If you are like me, you are scrambling to get ready to teach your fall slate of courses – I'm teaching Software Engineering for the first time in nearly twenty years! How things have changed. The waterfall model of development potentially harmful? Alternatives to testing for software validation? And let's not even talk about design patterns, UML diagrams, and agile methods.

It is this rate of change that makes our discipline both challenging and exciting. What should we teach? How should we teach it? These are not easy questions, particularly for those of us at smaller institutions where we don't have numbers of CS colleagues to talk to. This is one place that our Consortium can help. It has long been our role to hold a number of low-cost, generally pedagogical oriented conferences throughout the United States. I always have a great time at CCSC conferences, getting some new ideas at the sessions and networking with colleagues before and after them. I hope you will be able to attend at least one of these conferences this year. Please consider submitting a paper, proposing a workshop or tutorial, or contributing on some other way to the conference program. With our current roster of 10 regions we cover the country fairly well. (However no conference in Florida yet. Wouldn't that be a nice place for a late fall or early spring conference? Are you interested in helping organize a conference in one of the states CCSC has not yet reached? Let us know.)

Like any incoming President, I have my list of duties, responsibilities, and goals. But they really add up to just one thing: to help CCSC support you, our members, in your professional life. Please feel free to send me any suggestions you might have at [mcnally@alma.edu](mailto:mcnally@alma.edu). I know that this might sound trite, but I really hope that we can work together to make this the best organization we can.

Lastly, I would be remiss if I did not thank our outgoing President, Susan Dean, for all the hard work she has done for CCSC over the years. She was an excellent President from whom I learned a lot – did you know that this was her second tour of duty as President? – and her active presence in the CCSC leadership will be missed. Great job Susan!

## EDITOR'S MESSAGE

*John Meinke*  
*UMUC — Europe, Heidelberg, Germany*  
*meinkej@acm.org*

I'd like to add my welcome to the new academic year to Myles' welcome above, and the hope that we make it an even more spectacular year for the Consortium.

It is a pleasure seeing Scott Sigman back on the CCSC Board as the Central Plains regional representative. Scott served as the first Central Plains regional representative in 1996-97. Welcome back, Scott.



Proceedings of the Fall conferences are all in the printing stage as I write this. It looks like a very exciting set of conferences. I'm certain that you will agree as you attend conferences and receive issues of the *Journal*.

I would like to comment on our National Partners program. On the next page you find a roster of seven National Partners. Their partnership with the Consortium demonstrates their commitment to computing education. Please support them as they have been supporting us.

This issue of the Newsletter contains the bylaws and standing rules for

the Consortium. I commend these to you – read them and know what they say. The bylaws and the standing rules were revised over the past couple years by a committee that worked hard on them, and represent a working set of bylaws and standing rules that are consistent. They are also a governing document that will allow the Consortium to grow.

The Fall conferences look great. Now we're already working on the Spring conferences. Plan to present and share your ideas.

*John*

## **CCSC NATIONAL PARTNERS**

The Consortium is very happy to have the following as national corporate partners. If you have the opportunity please thank them for their support of computing in teaching institutions. As corporate partners they are invited to participate in our regional conferences. Visit with their representatives there.

*EPIC Systems Corporation*

*Cengage Learning*

*Microsoft Corporation*

*Pearson Education*

*John Wiley and Sons*

*RidgeSoft, LLC*

*Turing's Craft*

# **BYLAWS OF THE CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES, INC.**

## **ARTICLE I - NAME**

The name of this organization shall be The Consortium for Computing Sciences in Colleges, Incorporated, hereafter referred to as the Consortium or CCSC, which is an Indiana not-for-profit corporation.

## **ARTICLE II - PURPOSE**

The purpose of the Consortium is to promote the betterment of computer-oriented curricula in two- and four-year colleges and universities; to improve the use of computing as an educational resource for all disciplines; to encompass regional constituencies devoted to this purpose; and to promote a national liaison among local, regional, and national organizations also devoted to this purpose. Predominantly these colleges and universities are oriented toward teaching, rather than research.

## **ARTICLE III - MEMBERSHIP**

1. There are two classes of membership:
  - a. regular
  - b. affiliate
2. Regular membership is intended for employees of institutions of higher education whose job responsibilities involve the teaching or administration of computer-oriented or computer-supported courses or the selection or administration of computer resources for instructional purposes. Each regular member communicates directly with the Consortium and exercises a single vote. Regular members in good standing are those whose dues have been paid as assigned to this membership class by the Board of Directors. Retirement or professional realignment from a position qualifying for regular membership retains regular membership eligibility.

3. Affiliate membership is available to any individual or organization wishing to keep informed of the activities of the Consortium and willing to pay the dues assigned to this membership class by the Board of Directors. Affiliate members will receive all communications sent to regular members (except for election ballots) and will qualify for all other member benefits.
4. Membership shall begin on the first of the month after the membership application is received, and shall continue for 12 months. Persons renewing during the membership year will have 12-months extensions applied to their memberships. The Board shall have the right to award complimentary memberships to persons performing services for the Consortium and to persons participating in Consortium sponsored activities. The Board shall set the terms for such memberships. Complimentary members shall be extended the rights and privileges of the appropriate membership class.

#### STANDING RULE(S) FOR ARTICLE III

Complimentary memberships awarded based on conference attendance shall extend for at least 12 months following the starting date of the conference.

#### ARTICLE IV - VOTING

1. For voting purposes, a member may, at the time of joining the Consortium or in writing to the Membership Secretary at any time, choose the region with which he/she wishes to be affiliated.
2. Each regular member in good standing shall be entitled to one vote on each matter submitted to a vote of the entire Consortium Membership and one vote on each matter submitted to a regional vote in that member's designated region.

#### STANDING RULE(S) FOR ARTICLE IV

1. A member has at least 28 days from the date the ballots are mailed out in which to return a ballot for a national election. The Vice President shall certify the election and communicate the results to the Board of Directors. Results of the election shall be reported to the membership.
2. If at the time of joining, a member does not specify a region, the Membership Secretary will assign the region, normally to be that region in which the member resides.

#### ARTICLE V - MEETINGS

1. The Board of Directors shall conduct business as a group at least twice each fiscal year. One meeting shall be held in conjunction with the Annual Meeting of the Consortium. Such meetings will occur with a minimum sixty (60) day notice to Board members.
2. The Consortium will hold an Annual Meeting once during each fiscal year. The date and place of this meeting shall be selected at the previous Annual Meeting by a vote of those attending the meeting and shall be communicated to all members either through the September issue of the Newsletter or at least sixty days before the meeting, whichever is earlier.
3. The Board of Directors may, with three months notice, call other general meetings of the Consortium to conduct necessary business. Actions taken at any properly announced general meeting in accordance with the provisions of these bylaws by a quorum (Article XIII) of the membership are binding on the Consortium.

#### STANDING RULE(S) FOR ARTICLE V:

1. Whenever practicable, the Annual Meeting will be held in conjunction with the Annual ACM SIGCSE Technical Symposium.
2. Conducting business by email shall be allowed and will be governed by

Roberts Rules of Order, with the following modifications/clarifications:

- a. Any item which is proposed by a voting Board member and seconded by another voting Board member must be transmitted to the Board by the President.
- b. All percentages will be of the number of eligible voting Board members, rather than the number of votes.
- c. A minimum time of 3 business days will be allowed for all discussions.
- d. A minimum time of 2 business days will be allowed for all votes.
- e. At the beginning of each email discussion and vote, the President shall indicate the length of time for discussion and voting.
- f. The Vice President shall be responsible for collecting and reporting the votes. The report should include the overall counts as well as the individual votes.
- g. The President will distribute these rules whenever a proposal is transmitted to the Board.

#### ARTICLE VI - GOVERNING BODY

1. The governance of the Consortium shall be vested in its Board of Directors.
2. The Board of Directors shall be constituted as follows:
  - a. The elected officers of the Consortium (President and Vice President). These officers shall have voting rights on the Board.
  - b. The officers of Publications Chair, Treasurer, and Membership Secretary which shall be elected by the Board. These officers shall have voting rights on the Board.
  - c. One (1) elected representative from each of the Consortium regions. Regional Representatives shall have voting rights on the Board.
3. Upon approval by the Board of Directors, individuals charged with

special duties may have representation to the Board. Such individuals will serve at the pleasure of the Board and will not have voting rights.

4. All Board members must be Consortium members in good standing during the terms of their offices. Regional Representatives must be affiliated with their respective regions.
5. Each person who is a voting member of the Board has only one vote.
6. All terms of office commence at the start of the next fiscal year (Article VIII) following an election.
7. The Treasurer, Membership Secretary, and Publications Chair shall each be elected for a three (3) year term. The Vice President will be elected for a two year term to be followed by a two year term as President. Regional Representatives will serve for three (3) year terms. Approximately one-third ( $\frac{1}{3}$ ) of the Regional Representatives will be elected each year.
8. The President, Vice-President, and the Regional Representatives shall be elected by mail ballot pursuant to Article IV of these Bylaws from the nominees presented by the Nominating Committee (Article IX) at the Annual Meeting plus additional qualified nominations, if any, made at or prior to the Annual Meeting of the Consortium. A plurality of eligible votes cast is necessary for election. The election shall be conducted by the Nominating Committee. The Membership Secretary of the Consortium shall certify voter eligibility. In the event of a tie, the Board of Directors determines the outcome of the election.
9. The President shall:
  - a. Be the chief executive officer of the Consortium.
  - b. Preside at all meetings of the Consortium and its Board of Directors.
  - c. Be ex-officio member of all committees except the Nominating Committee.
  - d. Be responsible for the organization of the Annual Meeting.
  - e. Be responsible for coordination with any other conventions or joint

meetings in which the Consortium, at the discretion of the Board of Directors, shall participate.

10. The Vice President shall:

- a. In the absence of the President, or during the incapacity of the President, perform all duties and assume all responsibilities of the President until the Board of Directors shall remove such authority.
- b. Serve as Secretary of the Consortium.
- c. Take the minutes and record attendance of all Board of Directors meetings and submit such for official Consortium publication subsequent to approval by the Board of Directors.
- d. Keep a record of all electronic mail discussions held by the Board of Directors, record all decisions made in this manner, and report these decisions as part of the minutes of the subsequent Board Meeting.
- e. Collect proposed changes in the Bylaws or Standing Rules and report them to the members of the Board of Directors.
- f. Keep such records and prepare such reports as may be requested by the Board of Directors.
- g. Maintain the official copy of the Bylaws, Standing Rules, and other policies of the Consortium; submit the official Bylaws and Standing Rules for official Consortium publication; distribute a copy of any Bylaw, Standing Rule, or policy to any member requesting the same, and bring the official copy of the Bylaws, Standing Rules, and other policies to each meeting of the Board of Directors.
- h. Chair the Nominating Committee, solicit and receive nominations, and prepare ballots.
- i. As election officer, receive completed ballots, tabulate the results in consultation with the other members of the Nominating Committee, and certify to the Board of Directors the results of any election.
- j. Insure that all provisions of Article IV - VOTING - are adhered to.

11. The Treasurer shall:

- a. Receive and disburse the funds of the Consortium, and shall keep and preserve proper vouchers and books of accounts, which shall be open to inspection by the Board of Directors and subject to audit.
  - b. Coordinate deposit of Consortium funds in such financial institutions or investments as may be approved by the Board of Directors.
  - c. Submit a financial report at each meeting of the Board of Directors, and an annual financial report to the membership.
  - d. Serve as Chair of the Finance Committee in preparation of annual budgets, and assist the regions with the preparation of their conference budgets.
12. The Membership Secretary shall:
- a. Maintain the membership roster of the Consortium.
  - b. Be responsible for the delivery of dues notices and ballots.
  - c. Keep such records and prepare such reports as may be requested by the Board of Directors, the Finance Committee, or individual regions.
  - d. Certify voter eligibility.
13. The Publications Chair shall:
- a. Oversee publications of the Consortium.
  - b. Provide a refereed publication forum.
14. The duties of the Regional Representatives include:
- a. Communicating of Board actions/directives to the regional governing bodies and other regional officers as appropriate.
  - b. Communicating regional actions and concerns to the Board.
  - c. Attending Board Meetings.
  - d. Serving on CCSC committees.
15. Any vacancy on the Board of Directors because of death, resignation, disqualification, disability, or any other reason may be filled by appointment of the President (or by the Vice President should the

Presidency be vacant) until the next election. The appointed replacement must meet all the qualifications of the office and will take office immediately and will hold office until the next election. If by then the term of office has not expired, an election shall be held for the unexpired portion. The elected official shall take office immediately upon certification of the election.

16. Except as otherwise specifically provided in these Bylaws, all decisions at any meeting of the Board of Directors or of any committee thereof shall be by a majority of those representing a quorum.

#### STANDING RULE(S) FOR ARTICLE VI:

1. The Vice President shall:
  - a. Notify the winners of any election with a congratulatory message copied to the President within one week of certification of the election.
  - b. Notify the unsuccessful candidates for any election with a message thanking them for their support of CCSC and encouraging them to continue active participation in the organization. Such notification should occur coincident with the notification of winners of such election, and should be copied to the President.
  - c. Within two (2) weeks of election results, request the winner's affiliation and contact information for public release, and forward said information to the CCSC Publications Chair (for publication in CCSC official publications), the CCSC Webmaster (for inclusion on the CCSC web site), and the Board listserv maintainer (for inclusion on the CCSC Board listserv).
  
2. The Membership Secretary shall:
  - a. Provide in a timely manner appropriate mailing lists as needed for

any Consortium business.

- b. Be the interface between the Board and the Database Administrator to resolve database problems.

3. The Publications Chair shall:

- a. publish a minimum of four issues of the *Journal* each year.
  - i) Each issue of the *Journal* shall consist of refereed proceedings of the sponsored conferences, other proceedings selected by the Board, and/or other publications chosen by the Board.
  - ii) The content of *Journal* issues shall be refereed, unless otherwise designated.
  - iii) Each issue of the *Journal* will include a complete list of the members of the Board of Directors along with appropriate contact information.
- b. Publish a separate newsletter regularly, typically to be included as an insert with *Journal* issues. The September newsletter shall serve as an annual newsletter to the membership, containing the results of the Spring elections, the current Bylaws, and the Standing Rules of the Consortium. The issue shall contain a list of the year's sponsored conferences with dates, locations, and conference chair, information regarding the Annual Meeting, and any other article or information deemed of interest to the membership by the Publications Chair.
- c. Execute appropriately on a regular basis legal documents related to copyright issues.
- d. Set up and maintain a centralized repository of copyright forms with movement toward an electronic repository.

4. The Treasurer shall:

- a. set up and maintain a centralized repository of proper vouchers and books of accounts with movement toward an electronic repository.

- b. Prepare tax and other legal and financial documents.
5. Individuals charged with special duties are the Conference Coordinator, Webmaster, National Partners chair, Associate Editors of the *Journal*, Comptroller, and Database Administrator.
6. The Database Administrator shall:
- a. Maintain the membership database as specified by the Board.
  - b. Provide timely reports to support membership, financial, publications, and other Board functions, reflecting accurate and up-to-date membership information.
  - c. Coordinate with individual regional/conference registrars to ensure that conference-related membership information is kept up to date.
7. The Comptroller shall:
- a. Conduct preliminary reviews of regional/conference budgets and coordinate clarification with regional committees before submission of the budgets to the Treasurer and subsequently to the Board.
  - b. Review financial records on a regular basis to ensure that income and expense items are properly recorded and up-to-date and agree with bank statements and Board-approved budgets.
  - c. Chair the Audit Committee.
  - d. Establish a procedure for continuity in the absence of the Treasurer.
8. The Conference Coordinator shall:
- a. Submit appropriate paperwork in a timely fashion on an annual basis to ACM to insure all regional conferences are “in cooperation with ACM SIGCSE.”

- b. Annually review the CCSC web site regional pages for usability.
  - c. Continue ongoing exploration of interest, need, and viability of new conferences/regions and report progress on such at regular Board meetings.
  - d. Coordinate establishment of new regions/conferences under Board directives and in accordance with Bylaws/Standing Rules regarding establishment of new regions.
  - e. Maintain a central planning comprehensive conference for the CCSC website.
9. The Associate Editor(s) shall assist the Publications Chair with duties as assigned, to include such items as:
- a. Copy formatting.
  - b. Proofreading.
  - c. Manuscript assembly.
  - d. Coordination with printer.
  - e. Mailing.
10. The National Partners Chair shall:
- a. Continually monitor potential National Partners for CCSC.
  - b. Actively solicit potential National Partners at national conferences.
  - c. Monitor the CCSC web site for accuracy and completeness of National Partners roster and visibility, notifying the CCSC Webmaster and the CCSC Publications Chair of needed updates.
  - d. Make recommendations to the CCSC Webmaster and the CCSC Publications Chair regarding visibility of National Partners.
  - e. Monitor CCSC regional web pages and publications to ensure that National Partners are appropriately represented.

- f. Provide ongoing assessment for minimal commitments to National Partners [on the part of] the individual regions.
- g. Provide regular reporting to the Board regarding both successes and challenges for the National Partners program.
- h. Maintain relationships with current National Partners.

11. The Webmaster shall:

- a. Be the point of contact with the Internet Service Provider hosting the official CCSC web site and centralized repository of financial and publications records.
- b. Maintain the CCSC web site, providing timely updates as information is made available by regional and national officers.
- c. Maintain the centralized repository, including providing access to the appropriate CCSC officers.

12. Upon appointment, the Board will decide whether and how frequently an individual charged with special duties is to attend Board meetings. This schedule can be changed only by Board action.

13. Evaluation by the Board of the need for each special duties position shall take place no later than three (3) years after the (re)establishment of need for the position; election by the Board of the individual to fill the position will occur concurrently. Approximately one third of existing special duties positions should be revisited in each of the next three years.

## ARTICLE VII - REGIONS

- 1. Consortium membership is affiliated with official Consortium regions (per Article IV, section 1).
- 2. Regions must function subject to regional bylaws consistent with these

Bylaws and approved by the CCSC Board.

3. Prior to any CCSC-sponsored conference, the region will submit the conference budget for CCSC Board approval.
4. The establishment of a region must be approved by a two-thirds majority of the voting members of the CCSC Board.
5. Each official Consortium region will elect a Regional Representative to the Board of Directors pursuant to Article VI.8.

#### STANDING RULE(S) FOR ARTICLE VII

1. Conference budgets must be submitted by the region and approved by the CCSC Board one year in advance of the conference.
2. Each region will elect the following officers:
  - a. Regional web master
  - b. Regional registration chair
  - c. Regional editor
  - d. Regional treasurer
3. In order for a new region to be created, a petition must be presented to the Board by a current member of the Board. The petition must demonstrate the need for and viability of adding a new region and show how the new region will impact existing regions.

#### ARTICLE VIII - FISCAL AFFAIRS

1. The fiscal year of the Consortium will run from August 1-July 31.
2. The Consortium shall assess membership fees as follows:
  - a. The amount of membership fees for each membership class in the Consortium shall be determined and approved by two-thirds of the votes cast at a meeting of the Board of Directors. Current membership fees shall be sustained until changed. Proposed changes

in the membership fees require thirty (30) days prior written notice to the members of the Board of Directors. Any change in membership fees becomes effective at the beginning of the next fiscal year.

- b. Members whose memberships have not been renewed will be billed for membership fees.
- c. A change in membership fees must be published to the membership at least sixty days prior to taking effect.

#### STANDING RULE(S) FOR ARTICLE VIII

All full registrants for a CCSC sponsored conference shall become members of the Consortium in the appropriate membership class effective the opening date of the conference.

#### ARTICLE IX - COMMITTEES

1. The President of the Board of the Consortium may create committees as needed.
2. The following standing committees shall be established: Nominating, Finance.

#### STANDING RULE(S) FOR ARTICLE IX

1. The Consortium committees include the following standing committees: Nominating Committee, Finance Committee, Publications Committee, and Audit Committee. The committee chairperson shall select, from the voting members of the Consortium, members for each committee except as otherwise provided in the Standing Rule. These committees shall perform such responsibilities as may be assigned by the Board of Directors and shall include the duties specified in the following Standing Rules.
2. Nominating Committee consisting of the Vice President and two representatives from separate regions, and chaired by the Vice President,

whose duty it shall be:

- a. To prepare nominations (prior to the Annual Meeting) for Directors scheduled to be elected each spring and to ascertain the availability of such nominees to serve in those positions;
  - b. To receive nominations made either at the Annual Meeting or by the membership prior to the Annual Meeting; the Nominating Committee shall endeavor to nominate at least two qualified candidates for each Director position to be filled by election;
  - c. To prepare a ballot and accompanying candidate biography; and
  - d. To receive and tabulate any ballots of the entire membership. The Vice President shall certify the results of any such ballots to the Board of Directors.
3. Finance Committee, whose chair shall be the Treasurer of the Consortium, whose duty it shall be:
- a. To provide a projection each spring of Consortium income for the following year with recommendations as to the amounts which should be allocated to each of the Consortium's activities;
  - b. To recommend to the Board, the Membership Secretary, and the regional steering committees, policies and procedures which will safeguard and expedite the financial transactions each is responsible for;
  - c. To recommend to the Board dues increases or alternative actions which would raise revenue or minimize expenses.
4. Publications Committee, whose chair shall be the Publications Chair, whose duty it shall be:
- a. To Coordinate with Contributing Editors (established by the individual conferences' steering committees) who will
    - (i) perform as necessary selection and editing of articles and formatting of the individual manuscripts of each *Journal* issue according to established guidelines;

- (ii) deliver camera-ready or electronic copy (as applicable) of the manuscripts and supporting materials to the Editor (Publications Chair) or his/her designate in a timely manner;
  - b. To select printer(s) and make appropriate arrangements for the printing, binding, and delivery of the number of each *Journal* issue that they deem appropriate to fulfill the Consortium's obligations to its members;
  - c. To provide for the mail distribution of each *Journal* issue to the members of the Consortium.
  - d. To supervise the collection and storage of back issues of the *Journal* (the excess of the print run and the extra issues not used by conferences).
  - e. To establish policies and procedures for selling back issues.
  - f. To recommend to the Board the dates and contents of at least four issues of the *Journal* each year (volume).
  - g. To coordinate with Associate Editor(s) (as ex-officio member(s) of the Publications Committee) logistics realizing the actual printing and distribution of the *Journal*.
  - h. To coordinate with the CCSC Webmaster (as an ex-officio member of the Publications Committee) content of the official CCSC web site.
5. Audit Committee, consisting of the Comptroller (chair) and at least two additional members appointed by the President, whose duty it shall be:
- a. to verify the correctness and completeness of the financial records of the Consortium.
  - b. to verify the correctness and completeness of the membership records of the Consortium.
  - c. to make recommendations to the Board regarding needed changes in policies and procedures in support of correctness and completeness of the records of the Consortium.

## ARTICLE X - STANDING RULES

1. The Board of Directors may formulate standing rules to supplement these Bylaws, so long as they are not inconsistent with these Bylaws.
2. Standing Rules may be adopted or modified by a two-thirds majority of the voting members of the Board.
3. Notice of a proposal for changes in Standing Rules shall be submitted to each member of the Board of Directors at least ten business days prior to the vote.
4. Each Standing Rule adopted shall become a directive for implementation of these Bylaws.

## ARTICLE XI - RESTRICTIONS

This organization shall be non-racial, non-partisan, non-sectarian and shall wholly abstain from any political or labor affiliation or endorsements for public office.

## ARTICLE XII - RECORDS

The Consortium shall keep correct and complete books and records of accounts and shall also keep minutes of the meetings of its members, Board of Directors and committees having any of the authority of the Board of Directors. Minutes of all Board meetings will be published in a timely manner.

### STANDING RULE(S) FOR ARTICLE XII

1. After approval by the Board, minutes of all Board meetings must be published on the consortium's Web page and the URL of this Web page will be published in the next subsequent Newsletter.
2. In conjunction with the spring meeting of the Board, the Audit Committee (Article IX) will audit the financial and membership records

for the previous fiscal year, and report its findings to the Board.

#### ARTICLE XIII - QUORUM

1. Ten percent (10%) of the roll of voting members of the Consortium shall constitute a quorum at any meeting of the Consortium as a whole.
2. A simple majority of the members of the Board of Directors who have voting rights shall constitute a quorum of the Board of Directors.
3. A simple majority of the members of any committee of the Consortium shall constitute a quorum of the committee.

#### ARTICLE XIV - RULES OF ORDER

Rules contained in "Robert's Rules of Order, Revised" most recent edition, shall govern this organization in all cases to which they are applicable, provided they are not inconsistent with the Bylaws and Standing Rules of this organization.

#### ARTICLE XV - BYLAWS AMENDMENTS

1. Proposed amendments of these Bylaws may be submitted in writing to the Vice President by any member of the Consortium. Proposed amendments will be presented to all members of the Board of Directors for consideration. All proposed amendments must be approved by the Board of Directors before being submitted to the membership; those approved by the Board shall be distributed to the membership at least thirty (30) days in advance of the Annual Meeting of the Consortium.
2. The amendments approved by the Board will be submitted once a year to the membership for approval by mail ballot that will accompany the annual election ballot. Ballots will be sent out following the Annual Meeting. The procedure for conducting the vote on the Bylaws will be the same as for conducting the election of officers. An amendment is approved if the amendment receives a simple majority of the ballots cast

in the election and that majority is at least 10% of the voting membership.

3. Amendments to these Bylaws become effective at the start of the next fiscal year after the amendments are approved, with the exception of changes concerning elections or officers. Changes in the Bylaws concerning elections shall take effect with the next election after the amendments are approved. Changes concerning officers are implemented at the beginning of the following fiscal year.

#### ARTICLE XVI - RIGHT TO APPEAL TO THE MEMBERSHIP

Any Consortium member in good standing may appeal any action of the Board of Directors to the general membership within sixty days of the publication of the Newsletter reporting that action. The request to have the membership affirm or rescind the Board action must be accompanied by a petition containing the signatures of five per cent of the current roll of voting members. Once the petition is received and the Membership Secretary has verified the signatures, the Board of Directors, within 30 days, will conduct a mail ballot of the membership as defined in Article IV. The results of that ballot must be announced in the first newsletter to be published after the results are known.

## CONFERENCE CALENDAR

The Calls for Participation for Consortium sponsored conferences are available at <http://www.ccsc.org/regions/regions.htm>

*September 26-27, 2008*

The **Fifteenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Midwestern Conference** is scheduled at **Hope College** in **Holland, MI, September 26-27, 2008**. The conference chair is Alyce Brady, Kalamazoo College.. Additional information is available at the Midwest web site, <http://www.ccsc.org/midwest/conference/>

*October 10-11, 2008*

The **Tenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Northwestern Conference** is scheduled at **Southern Oregon University** in **Ashland, OR, October 10-11, 2008**. Greg Pleva of SOU is the conference chair. Additional information is available at the Northwestern regional website, <http://www.ccsc.org/northwest/2008/>

*October 10-11, 2008*

The **Twenty-third Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Eastern Conference**, will be held at **Hood College** in **Frederick, MD, October 10-11, 2008**. For further information, visit the regional web site at: <http://cs.hood.edu/ccsce08/>

*October 17-18, 2008*

The **Seventeenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Rocky Mountain Conference**. **Colorado Technical University** in **Colorado Springs, CO, October 17-18, 2008**. For further information, visit the regional web site at: <http://www.ccsc.org/rockymt/>

*November 7-8, 2008*

The ***Twenty-second Annual*** Consortium for Computing Sciences in Colleges sponsored ***CCSC: Southeastern Conference*** to be held at **Augusta State University, Augusta, GA, November 7-8, 2008**. For further information, visit the conference web site at: <http://cs.furman.edu/ccscse/>

*March 4-7, 2009*

***SIGCSE 2009***, the 40<sup>th</sup> Technical Symposium on Computer Science Education, will be held **March 4-7, 2009** at **Chattanooga, TN**. For more information visit <http://www.cs.arizona.edu/groups/sigcse09/>.

*April 3-4, 2009*

The ***Seventh Annual*** Consortium for Computing Sciences in Colleges sponsored ***CCSC: Mid-South Conference***, will be held, at **The University of Tennessee - Martin, Martin, TN April 3-4, 2009**. Further information will be available at <http://ccsc.org/regions/regions.htm>

*April 3-4, 2009*

The ***Fifteenth Annual*** Consortium for Computing Sciences in Colleges sponsored ***CCSC: Central Plains Conference***, will be held at **Southwest Baptist University, Bolivar, MO, April 3-4, 2008**. Tim DeClue is conference chair. For further information, visit the regional web site at: <http://ccsc.org/regions/regions.htm>

*April 3-4, 2009*

The ***Second Annual*** Consortium for Computing Sciences in Colleges sponsored ***CCSC: Southwestern Conference***, will be held at **National University, San Diego, CA, April 3-4, 2009**. Visit <http://www.ccsc.org/southwestern/> for the latest conference information visit <http://www.ccsc.org/southwestern/2009>.

*April 24-25, 2009*

The ***Twentieth Annual*** Consortium for Computing Sciences in Colleges sponsored

**CCSC: South Central Conference** to be held at **Southeastern Louisiana University in Hammond LA, April 24-25, 2009**. For more information, visit the conference web site at: <http://www.sci.tamucc.edu/ccsc/>

*April 24-25, 2009*

The **Fourteenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Northeastern Conference** to be held at **SUNY Plattsburgh, Plattsburgh, NY, April 24-25, 2009**. For information, visit the conference web site at <http://www.ccscne.org/future/index.shtml>. For further information, please contact: Lonnie Fairchild, Computer Science Department, SUNY Plattsburgh at [lonnie.fairchild@plattsburgh.edu](mailto:lonnie.fairchild@plattsburgh.edu) or Timothy Fossum, Computer Science, SUNY Potsdam at [fossumtv@potdams.edu](mailto:fossumtv@potdams.edu).

*September 25-26, 2009*

The **Sixteenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Midwestern Conference** is scheduled at **St. Xavier University in Chicago, IL, September 25-26, 2009**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*October 2009*

The **Twenty-fourth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Eastern Conference** is scheduled at **Villanova University in Philadelphia, PA, October 2009**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*October 2-3 or 9-10, 2009*

The **Eleventh Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Northwestern Conference** is scheduled at **Pacific Lutheran University in Parkland, WA, October 2-3 or 9-10, 2009**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*April 2010*

The **Twenty-first Annual** Consortium for Computing Sciences in Colleges sponsored

**CCSC: South Central Conference** is scheduled at **St. Edwards University** in **Austin, TX, April 2011**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*April 2010*

The **Sixteenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Central Plains Conference** is scheduled at **Park University** in **Parkville, MO, April 2010**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*April 2010*

The **Fifteenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Northeastern Conference** is scheduled at the **University of Hartford** in **West Hartford, CT, April 2010**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*October 2010*

The **Twenty-fifth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Eastern Conference** is scheduled at **Juniata College** in **Huntingdon, PA, October 2010**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*April 2011*

The **Sixteenth Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: Northeastern Conference** is scheduled at the **Western New England College** in **Springfield, MA, April 2011**. Further information will be available at <http://ccsc.org/regions/regions.htm>.

*April 2011*

The **Twenty-second Annual** Consortium for Computing Sciences in Colleges sponsored **CCSC: South Central Conference** is scheduled at **Sam Houston State University** in **Huntsville, TX, April 2011**. Further information will be available at <http://ccsc.org/regions/regions.htm>.



# CCSC Membership Form

For membership services use only:	
Check/PO #:	_____
DB entry:	_____

Name: \_\_\_\_\_

Street Address:

Position: \_\_\_\_\_

\_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_

Please check to confirm that your institution is collegiate level

City, State Zip:

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Please check if the address above is your *home* address (as opposed to your institution's address).

<b>Voting Region — <i>select exactly one:</i></b>	<input type="checkbox"/> Midsouth	<input type="checkbox"/> South Central
<input type="checkbox"/> Central Plains	<input type="checkbox"/> Northeast	<input type="checkbox"/> Southeast
<input type="checkbox"/> Eastern	<input type="checkbox"/> Northwest	<input type="checkbox"/> Southwest
<input type="checkbox"/> Midwest	<input type="checkbox"/> Rocky Mountain	

Please check if you do *not* want to be included on general mailing lists, which may be provided to CCSC vendor partners and other groups.

Please check if you do *not* want to be included on mailing lists for official CCSC announcements.

**Desired**

Membership Type	Brief description*	Annual Dues
<input type="checkbox"/> Regular	Open to those involved with computing at the collegiate level; includes one subscription to the Journal and voting privileges for one year	\$35
<input type="checkbox"/> Affiliate	Open to anyone; includes a one year subscription to the Journal (no voting privileges).	\$35

Please make check payable to CCSC (Consortium for Computing Sciences in Colleges) and mail to:

Dr. James Aman  
 National Membership Chair  
 Dept. Of Computer Science  
 Saint Xavier University  
 Chicago, IL 60655

## THE CONSORTIUM

The CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES is a not-for-profit organization whose focus is to promote the betterment of computer-oriented curricula in two- and four-year colleges and universities; to improve the use of computing as an educational resource for all disciplines; to encompass regional constituencies devoted to this purpose; and to promote a national liaison among local, regional, and national organizations also devoted to this purpose. Predominantly these colleges and universities are oriented toward teaching, rather than research.

Because departments in smaller colleges and universities are usually small and not highly specialized, the Consortium encourages the sharing of expertise, effective curriculum patterns, and efficient technological applications.

The Consortium is concerned with the advancement of major programs in both computer science and computer information systems, and with the use of computers in the liberal arts and sciences.

### MEMBERSHIP CATEGORIES

**Regular membership** is intended for employees of institutions of higher education whose job responsibilities involve the teaching or administration of computer-oriented or computer-supported courses or the selection or administration of computer resources for instructional purposes. Each regular member communicates directly with the Consortium and exercises a single vote. Regular members in good standing are those whose dues have been paid as assigned to this membership class by the Board of Directors. Retirement or professional realignment from a position qualifying for regular membership retains regular membership eligibility.

**Affiliate membership** is available to any individual or organization wishing to keep informed of the activities of the Consortium and willing to pay the dues assigned to this membership class by the Board of Directors. Affiliate members will receive all communications sent to regular members (except for election ballots) and will qualify for all other member benefits.

### MEMBERSHIP BENEFITS

All members receive *The Journal of Computing Sciences in Colleges*. At least four issues each year present refereed papers from conferences focused on small colleges. The Newsletter provide notices of interest to members, and reports on the activities of the Consortium's Board of Directors. The Consortium holds meetings in conjunction with other computer education organizations, or on its own, and sponsors sessions or tracks at such meetings which focus specifically on the situation within the small college. The annual meeting of the membership is held in conjunction with the ACM/SIGCSE Technical Symposium on Computer Science Education. The Consortium acts as a focus of opinion concerning computing in colleges, and its Board of Directors undertakes projects which will benefit the small college as a group within the computing discipline and other academic areas employing computers. The Board of Directors seeks to publicize the perspectives common to small colleges regarding academic computing both to academic and professional audiences and to the business community as represented by vendors, publishers, foundations, and governmental agencies. These perspectives include a recognition of the important role that non-research institutions play in higher education and the needs of these institutions for access to appropriate instructional computing resources.

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