

Bylaws
Consortium for Computing Sciences in Colleges
Southwestern Region

- **ARTICLE I - Name and Purpose**

The name of this organization shall be:

Consortium for Computing Sciences in Colleges: Southwestern Region (CCSC:SW). The purpose of the organization shall be to promote awareness of the Consortium for Computing Sciences in Colleges (hereafter referred to as **CCSC**) and its activities, to support computing education in colleges within the region, and to provide one yearly conference in the Southwestern Region of the United States that will be supported by and endorsed by the constitution and bylaws of the CCSC.

- **ARTICLE II — Membership**

Members will be those persons who are members of the Consortium for Computing Sciences in Colleges who have selected the Southwestern Region as their region for purposes of CCSC voting.

- **ARTICLE III — Governing Body and Duties**

The governing body of the Southwestern Region will be known as the Regional Board. The Regional Board shall consist of five duly elected members and five standing members. The five elected officers of the Regional Board are the Board Chair, Treasurer/Membership Chair, Secretary, Editor and Regional Representative,. The term of each office is three years or the remaining time of a vacated office. The standing members include the Conference Chairs for the last, current and next year's conferences, the past Board Chair and the Webmaster.

Elections for Chair will be in years where year (four-digit) modulus 3 is 1. Elections for Treasurer/Membership Chair and Editor will be in years where year (four-digit) modulus 3 is 2. Elections for Secretary and Regional Representative will be in years where year (four-digit) modulus 3 is 0. The elections will take place at the annual conference in April.

The responsibilities of the Regional Board will include selecting the site and date of each conference, selecting the Conference Chair, supporting the annual regional conference, preparing amendments to the conference bylaws, supporting computing education in colleges within the region, and promoting awareness of CCSC and its activities.

If necessary, the Chair may appoint an officer temporarily if that office becomes vacant and there is need for its immediate occupancy.

- **ARTICLE IV — Meetings**

The Regional Board will meet three times each year. These meetings will be in April (at the annual conference), August (at the upcoming conference site), and January (at the upcoming conference site). Board members are expected to attend all three meetings. At the fall meeting, the Conference Chair for the following year's conference will present the

plan for that conference. Any CCSC member may attend any of the three regularly scheduled annual board meetings.

- **ARTICLE V — Duties of the Officers**
 - a. The Chair is the principal officer and is responsible for leading the Regional Board and managing its activities. The duties of the Chair are:
 - To call and preside at Regional Board meetings;
 - To conduct the Regional Board's meetings activities in accordance with these bylaws;
 - To make all appointments and fill vacancies as authorized herein;
 - To appoint all standing and ad hoc committees;
 - To coordinate the responsibilities, duties, and activities of the other officers and the regional representative; and
 - To act as official spokesperson for the Regional Board.
 - b. The duties of the Treasurer are:
 - To manage the Regional Board's finances. This includes preparing the annual budget, monitoring the Board's disbursements for adherence to the annual budget, and preparing financial reports as required; and
 - To report the Board's finances to members at the September meeting.
 - c. The duties of the Secretary/Membership Chair are:
 - To keep and distribute full minutes of all Regional Board meetings; and
 - To assure that a quorum is present at the beginning of each meeting.
 - To collect names of faculty to add to the Consortium's database;
 - To recruit more regional members and conference attendees;
 - To maintain an electronic list of faculty who have attended the conference, are interested in attending the conference, or have requested information about the conference; and
 - To be the contact person for people interested in the regional consortium and the regional conference.
 - d. The duties of the Editor are:
 - To receive final copies of papers, panels, etc., accepted for the annual conference in the correct format from authors;
 - To collect all copyright and registration forms from authors and all registration forms from moderators and panel members;
 - To coordinate with the national Consortium editor for publication of the conference proceedings.
 - e. The duties of the Regional Representative are:
 - To represent the best interests of the Southwestern Region at the CCSC by promoting an understanding of the needs of the region through national and inter-regional communication;
 - To act as a liaison between the Southwestern Region, the CCSC, and the other regional boards so that a better understanding of each other's operation and current issues may occur;

- To inform the Regional Board of the activities of the CCSC.

- **ARTICLE VI — Amending the bylaws**

These by-laws may be amended by a 2/3-majority of those voting in the region. The vote may be taken by mail, by E-mail, or at an annual business meeting. The official copy of the bylaws will be archived and available at the Southwestern web site.

- **ARTICLE VII — Standing Rules**

Standing rules shall be defined and modified by the Regional Board.

Approved 2007/09/29