

BYLAWS OF THE SOUTHEASTERN REGION OF THE CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Article 1: Name, Purpose, and Governing Body

The name of this organization is the Consortium for Computing Sciences in Colleges: Southeastern (CCSC:SE). The purpose of the organization is to support CCSC in promoting the betterment of computer oriented curricula in two- and four-year colleges and in improving the use of computing as an educational resource for all disciplines, and to provide one yearly conference, the Southeastern Regional Conference, in the CCSC:SE region. The intention of the annual regional conference is to bring together faculty, staff, and students from primarily undergraduate academic teaching institutions throughout the Southeastern region in an exchange of ideas and information concerning computing and computing curricula in such an environment.

The governing body of CCSC:SE will be known as the Regional Board.

Article 2: Membership

The membership of CCSC:SE consists of all CCSC members who have selected the Southeastern Region as their region for the purposes of CCSC voting. Membership on the Regional Board is open to all members of the CCSC who are affiliated with the Southeastern region.

Article 3: Meetings

The Regional Board will meet a minimum of two times per year. One meeting will take place in the Fall, in conjunction with the Southeastern Regional Conference. The second will be in the Spring at a site to be determined at the Fall meeting. Any CCSC member may attend any of the regularly scheduled Regional Board meetings.

A simple majority of the Regional Board members shall constitute a quorum.

The Southeastern Region will hold its annual business meeting during the Southeastern Regional Conference.

Article 4: Officers and Standing Members

The officers of the Regional Board are the Chair, Treasurer, Secretary, Editor (or Program Chair), Publicity Chair, Webmaster, Membership Chair and Registration Chair. The term of each office is three years.

Elections of officers will be staggered over a three year period with Chair and Secretary elected in the same year, Treasurer, Editor and Publicity Chair in the following year, and Webmaster, Membership Chair and Registration Chair in the third year. Officers are elected by a simple majority of the members of the Regional Board during the Fall meeting. The positions of Treasurer and Registration Chair must be filled by two different people.

Officers may also be terminated by resignation or removal as specified in the Standing Rules. The Chair may appoint an officer to complete an unfinished term if an office becomes vacant.

Standing members include the Southeastern Regional Representative, immediate Past Chair and the Site Chairs for the immediate past, current, and next CCSC:SE conferences.

Upon approval of the Regional Board, individuals charged with special duties may serve as at-large members of the Regional Board. Such individuals will serve at the pleasure of the Regional Board for an unspecified term.

Article 5: Regional Representative

The CCSC Board is responsible for conducting an election for the Southeastern Regional Representative to the CCSC Board. The elected representative will take office the following August and will serve a three-year term. The Regional Board will submit names of nominees for the regional representative to the CCSC nominating committee.

Article 6: Conference Committee

The Regional Board shall ensure that the conference Site Chair(s) appoint a conference committee within six months of the approval of the Site Chair's institution as a host (no less than 18 months prior to the conference itself). The purpose of this committee is to plan and implement the details of the annual conference, in accordance with the accepted procedures and traditions of the Southeastern Region.

The conference committee shall consist of the following positions: Local Arrangements Chair, Local Publicity Chair, Speakers Chair, Vendors Chair, Corporate Sponsors Chair, Programming Contest Director, Web Contest Director, Student Paper Contest Director.

Additional positions may be created and appointed at the discretion of the Site Chair(s).

The Regional Board shall provide assistance as necessary to facilitate the appointment of this committee.

Article 7: Standing Rules

Standing rules shall be defined and modified by a simple majority vote of the Regional Board.

Article 8: Rules of Order

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

Article 9: Amending the Bylaws

These Bylaws may be amended by a two-thirds majority vote of the Regional Board.

**STANDING RULES
SOUTHEASTERN REGION OF THE
CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES**

1. Election of the Regional Board

- A. Nominations for membership on the Regional Board can be made by any voting member of the Region (as defined by the By-laws and standing rules of the Consortium for Computing Sciences in Colleges).
- B. Nominees must be affiliated with the Southeastern Region.
- C. The number of Regional Board members may not exceed 20.

2. Adding and Removing Members

A new at-large member may be added to the Regional Board if nominated by a member of the Board, seconded by another member of the Board, and elected by a simple majority at a regularly scheduled Regional Board meeting.

A member may be removed for cause (e.g. inactivity) from the Regional Board at the request of one member of the Board, seconded by another member of the Board, and approved by a simple majority of the Regional Board membership at a regularly scheduled Regional Board meeting.

The above actions may also be taken by mail (physical or electronic) but a majority of the Regional Board membership is needed for addition or removal.

3. Duties of the Officers and Southeastern Regional Representative.

- 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:
 - 1. To call and preside at Regional Board meetings;
 - 2. To conduct the Regional Board's meetings activities in accordance with these bylaws;
 - 3. To make all appointments and fill vacancies as authorized herein;
 - 4. To appoint all standing and ad hoc committees;
 - 5. To coordinate the responsibilities, duties, and activities of the other officers and the regional representative; and
 - 6. To act as official spokesperson for the Regional Board.

- B. The duties of the Treasurer are:

1. 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
 2. To report the Board's finances to members at each Regional Board meeting.
- C. The duties of the Secretary are:
1. To keep and distribute full minutes of all Regional Board meetings; and
 2. To assure that a quorum is present at the beginning of each meeting.
- D. The duties of the Editor (also called the Program Chair) are:
1. To coordinate all tasks associated with preparing the conference program, including the refereeing and selection process for papers, student papers, panels, workshops, and tutorials;
 2. To coordinate the selection of session presiders for the conference;
 3. To provide the CCSC Publications Chair with all materials to be included in the Proceedings of the Southeastern Regional Conference, published in the CCSC Journal;
 4. To contact the chief academic officer of each paper author's institution, acknowledging their participation;
 5. To maintain the current copies of all forms and communication templates necessary for the conference; and
 6. To maintain the procedures that should be followed regarding the communication between presenters and conference chairs.
- E. The duties of the Publicity Chair are:
1. Maintain current copies of the annual call for papers and preliminary program/call for participation;
 2. Ensure distribution of these materials via the regional website and hard copy distribution as appropriate;
 3. To supervise a regular schedule of electronic mailings (typically one per month) to the regional mailing list; and
 4. Work closely with the conference committee Local Publicity Chair.
- F. The duties of the Webmaster are:
1. To create and maintain CCSC:SE website;
 2. To make changes to the CCSC:SE website to provide, in a timely manner, all information necessary for the CCSC:SE conference; and
 3. To coordinate the CCSC-SE website with the national CCSC website.
- G. The duties of the Membership Chair are:
1. To collect names and electronic mail addresses of faculty to add to the regional database, drawn from those who have attended the conference, have requested information about the conference, and/or work at institutions within 200 miles of the conference site;
 2. To provide a means for communication via electronic mail with those in the regional database;

3. To recruit regional members and conference attendees;
 4. To be the contact person for people interested in the regional consortium and the regional conference.
- H. The duties of the Registration Chair (or Local Registrar) are:
1. To collect conference registration forms and fees;
 2. To update and maintain the national CCSC database of registrants;
 3. To enforce conference registration deadlines; and
 4. To fulfill the duties of on-site registrar at the conference.
- I. The duties of the Regional Representative are:
1. To represent the best interests of the Southeastern Region at the CCSC by promoting an understanding of the needs of the region through national and inter-regional communication;
 2. To act as a liaison between the Southeastern Region, the CCSC, and the other regional boards so that a better understanding of each other's operation and current issues may occur; and
 3. To inform the Regional Board of the activities of the CCSC.
 4. To perform additional duties as defined by the CCSC Bylaws.
4. Duties of the Conference Committee members are described in detail in the CCSE:SE Conference Hosting Manual, available from the Regional Board Chair or the regional website.