

BYLAWS OF THE CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES, EASTERN REGION

Article 1: Name and Purpose

The name of this organization is The Consortium for Computing Sciences in Colleges, Eastern Region (CCSCE). It is affiliated with The Consortium for Computing Sciences in Colleges (CCSC). It was formed in 1983 as The Eastern Small College Computing Conference (ESCCC) and joined CCSC in 2001. The purpose of CCSCE is to hold the annual CCSC Eastern Regional Conference which is designed to promote the exchange of information among college personnel and K-12 educators concerned with computer use and education in the academic environment. It provides an affordable regional forum for the exchange of ideas and information concerning computing and computing curricula.

Article 2: Membership

Members of CCSCE are those members of CCSC who have selected the Eastern Region as their region for purposes of CCSC voting.

Article 3: Governing Body

The Eastern Steering Committee is the governing body of CCSCE. This committee is made up of the Regional Representative to CCSC, the Regional Treasurer, and members-at-large consisting of former chairs of the CCSC Eastern Regional Conference. The Regional Representative to CCSC serves as Chair.

The Regional Representative is selected through an election conducted by the CCSC.

The Regional Treasurer is selected by the Eastern Steering Committee as this position needs to be filled. Upon the completion of each annual conference, the chair of the annual conference committee (see Article 4), or one of the co-chairs if there is more than one chair, will be asked to join the Eastern Steering Committee as a member-at-large.

The purpose of the Regional Representative is to serve as a liaison between the Annual Conference Committee, the Eastern Steering Committee, the members of the CCSC Eastern Region, and the CCSC Board of Directors.

The Regional Treasurer is responsible for helping the host institution to put together a budget for the annual conference and to communicate financial matters with the Eastern Steering Committee and the CCSC Treasurer. The treasurer will serve a 3-year term, renewable for a second 3-year term if desired by the steering committee and the treasurer.

Members-at-large are responsible for promoting the purpose of the organization and advising the Regional Representative in the role as liaison amongst the organization's constituencies. Members-at-large should be active within the organization, attending planning meetings and the annual conference when possible. Members-at-large are volunteers and may terminate their participation on the Eastern Steering Committee by notifying the Regional Representative.

Article 4: Conference

Hosts for the annual Eastern Regional Conference are chosen by the Regional Representative on a voluntary basis. Each host supplies a chair or co-chairs to organize all aspects of the conference with the assistance of a conference committee and the support of the Regional Representative, the Regional Treasurer, and the Eastern Steering Committee. The chair is responsible for the outcome of the annual

conference and for selecting members for the conference committee to help in achieving a successful outcome.

The conference committee is generally made up of, but is not limited to, the following roles and responsibilities:

- a. Chair: to plan, coordinate, and execute all aspects of the annual conference and to select other members of the conference committee to assist in this responsibility
- b. Papers Chair: to collect paper submissions to the conference, coordinate the review of the submissions, advise the conference committee on which papers to select for the conference, and to notify the proposers of acceptance or rejection of their submissions
- c. Editor: to ensure that authors have properly prepared the papers selected for inclusion in the conference publication, the Journal of Computing Sciences in Colleges, in coordination with the CCSC Publications Chair. This role is often fulfilled by the Papers Chair.
- d. Panels, Workshops, and Tutorials Chair: same as Papers Chair, but for Panel, Workshop, and Tutorial submissions
- e. Nifty Ideas and Lightning Talks Chair: same as Papers Chair, but for Nifty Idea and Lightning Talk submissions
- f. Student and Faculty Posters Chair: same as Papers Chair, but for poster submissions
- g. Speakers Chair: to select and coordinate speakers for the conference
- h. Programming Contest Chair: to coordinate all aspects of the student programming contest
- i. Registrar: to manage registration at the Annual Conference and provide registration information for the CCSC database and the Regional Treasurer
- j. Local Arrangements: to coordinate travel and housing options and other possible regional opportunities for those attending the conference
- k. Webmaster: to maintain and update the CCSCE Web site and social networking sites
- l. Regional Representative: to serve as liaison between CCSC and CCSCE
- m. Regional Treasurer: to manage the finances of CCSCE and to coordinate with the CCSC Treasurer

Article 5: Meetings

A spring planning meeting will be held by the conference chair to select submissions for the annual conference and make decisions on any other aspects of hosting the conference. An initial planning meeting may also be held at the ACM SIGCSE Conference if the chair so chooses. All conference committee and steering committee members will be invited to attend planning meetings.

The Eastern Steering Committee may hold an annual business meeting at the CCSCE Annual Conference as necessary. Steering committee members will be notified at least one month in advance of the conference if a meeting is to be held. Business of the steering committee may be accomplished via email or other forms of computer mediated communication.

Article 6: Standing Rules

Standing rules shall be defined and modified by the Eastern Steering Committee.

Article 7: Amendments

These by-laws may be amended by a 2/3-majority vote of the members of the Eastern Steering Committee. The vote may be taken by email or at an annual business meeting. The official copy of the bylaws will be archived and available at the CCSC Eastern web site.