

Arab Computer Society



By-Laws

1. Name

The name of the society is ARAB COMPUTER SOCIETY, hereinafter referred to as ACS. ACS is a non-profit scientific, professional and educational society.

2. Mission and Scope

The mission of the ACS is to advance the theory and practice of information science and technology.

The ACS shall promote and preserve a high professional standard of integrity among its members. The ACS shall encourage and facilitate cooperation among its members. The ACS shall enhance the participation and contribution of the Arab world in Information Technologies and to maximize its benefits. The scope of ACS shall include all aspects of the theory and practice of computer science and information technology.

3. Objectives

The objectives of the ACS are:

1. To encourage and develop computer science and engineering research and development.
2. To support the development of an Arab IT industry.
3. To facilitate the exchange of information and experiences about Arab IT products.
4. To promote the development of standards for products that support the Arabic language.
5. To facilitate cooperation among computer science scholars, researchers, academicians, and professionals working in the Arab world as well as researchers worldwide who are interested in the IT industry/ profession in the Arab World.
6. To coordinate with national IT organizations in the countries.
7. To cooperate with international peer organizations to enhance the professional standards throughout the Arab region.
8. To organize conferences, workshops, and technology transfer activities and to publish original works pertaining to its areas of interest.
9. To promote, foster and develop skills in the use of computers and to increase public awareness on the importance of computer proficiency.

4. Membership and Dues

- Membership is open to all computer science or information technology professionals who have an interest in furthering the mission of ACS.
- A member should hold a university degree in a computer-related field.
- Members should accept / adopt the objectives of ACS, and are expected to abide by a code of ethics adopted by ACS.
- Members shall be considered in good standing if they have maintained their membership by payment of dues, and have complied with the By-laws of the ACS. *All members in good standing shall have equal voting rights.
- Dues shall be established by the executive committee, subject to ratification by two-thirds (2/3) of the membership voting at the GA meeting.



5. Financial resources

The financial resources of ACS are composed of member subscription fees, donations, contributions and support from government or non-governmental organizations, and other funds such as those raised for special activities. ACS's finances are dedicated to serve its objectives and goals.

6. Organizational Structure

6.1. International Steering Committee (ISC).

ACS has a network structure coordinated by a 21-member International Steering Committee (ISC). The ISC serves for two years. The General Assembly (GA) elects members of the ISC. National/Regional chapters (within each country/region) can be established and have autonomy, including their own National/Regional Steering Committee (N/RSC). National/Regional chapters are responsible for electing members to their N/RSC. The GA is composed of all members in all chapters.

6.2. Executive Committee (EC)

The Executive Committee (EC) shall consist of the President, Vice President, Secretary, Treasurer and seven Regional Coordinators. These are the officers of the ISC and are elected within the ISC. The EC shall be responsible for the day-to-day activities of the ACS and for carrying out the instructions and directions of the ISC. EC members are referred to as Officers of the ACS.

President

The President shall act as the executive head of ACS and when present shall preside as chair over all meetings of ACS, ISC, and its Executive Committee. The President shall exercise supervision over the affairs of the ACS. The President shall be responsible for enforcement of the By-Laws and for carrying out all orders and resolutions of the ISC. The President shall exercise such authority within limits as shall be set by the ISC from time to time. The President shall also have such additional responsibility as may be delegated by the ISC.

The President is responsible to the ISC. The President shall keep the ISC informed of all aspects of the ACS's affairs and shall consult with it on major activities. The President shall make reports to the general membership on behalf of the ISC at each annual meeting and as directed by the ISC.

Vice President

The Vice President is responsible to the President and shall assume the duties of the President in the absence or disability of the President. The Vice President shall assist the President in the execution of their duties and responsibilities to the ISC. The Vice President shall also have such additional responsibilities as may be delegated by the ISC or the President.

Secretary

The Secretary is responsible to the President and shall be responsible for the day-to-day affairs of the ACS. The Secretary shall ensure all meetings of the ISC, the Executive Committee and the Annual and any Special meetings of the membership in general are properly and accurately recorded. The Secretary shall keep all ACS records and correspondence of a non-financial nature and shall be the custodian of the Seal of the ACS.

Treasurer

The Treasurer is responsible to the President and shall be responsible for the financial affairs of the ACS. The Treasurer shall maintain the financial records of the ACS and shall submit financial statements to the ISC or any relevant Governmental agency as directed by the ISC or required by law. The Treasurer shall prepare, for submission to the Annual Meeting, an audited set of financial statements as provided for in these By-Laws.



6.3. Nomination and Election

- The ISC members shall be elected at the bi-annual meeting of the ACS by a majority vote of all those who are present and are in good standing.
- At least sixty (60) days prior to the annual meeting, the President shall call for nominations to be made in writing for the ISC members to be elected at the bi-annual meeting.
- The nomination period shall be held open for at least 30 days.
- The names and qualification of those nominated shall be distributed with the notice of the annual meeting.
- The EC members are elected by the ISC from among the members of the ISC. For the position of President, candidates should normally be ACS members for at least one year.

6.4. Term

In general, ISC members shall be elected for two (2) years. Officers shall serve for two (2) years in the Executive Committee. The President's term is not renewable. Officers shall assume their duties immediately following the meeting at which they were elected and shall hold the position until their successor is elected and takes office, or the officer resigns from ACS.

6.5. Resignation

Any officer may resign their position at any time provided the resignation is made in writing. The ISC may appoint a Member in good standing to act in any vacant position until the next annual meeting or may choose to leave the position vacant until some future time. If half or more of the ISC members resign, a new election should be held.

6.6. Remuneration

ISC and Officers of the ACS shall serve without remuneration with the exception of reimbursement for such reasonable expenses as may be incurred in the course of ACS business. Any remuneration should be approved by the ISC.

6.7. Committees

The ISC may appoint members in good standing to form committees to manage certain activities of the ACS. All committee chairpersons shall report to the ISC.

6.8. Standing Committees

Two standing committees shall be appointed for Discipline, and Membership. All members of the standing committees shall be in good standing. At least one (1) member of the ISC shall be appointed by the President to each standing committee to act as its chair. (Mandates to be detailed later)

6.9. Advising Committee (AC)

The ISC may establish an advisory Committee (AC) which advises and helps the ISC on strategic planning. The AC is normally composed of past presidents and senior experts. AC membership should account for national and regional affiliation and should consider representatives of active national computer societies. The AC normally serves for two years. But no more than one half should be replaced every two years.



Article 7. Meetings

7.1. Biannual Meeting

The bi-annual meeting of the general assembly (GA) shall be held at a time and place in an Arab Country as the ISC may determine. This meeting will receive reports from the Officers and Committees of the ACS for the year immediately past, elect Officers and Regional Coordinators as required and consider such other business of concern to the membership as the ISC determines.

7.2. Special Meeting

A special meeting of the GA may be convened by the ISC at any time during the year. Members may request the ISC to hold a special meeting through a petition in writing signed by ten percent (10%) of members in good standing.

Without limiting the generality of the foregoing, resolutions and special resolutions which would normally be considered at a special meeting may be voted upon by members by e-mail or other electronic means, and, provided notice, as described in 6.3., has been given, the date by which votes are to be received shall be deemed to be the date of the special meeting as if one had been held. At least twenty-one days shall be allowed for the e-mailing out and receipt of ballots.

7.3. Notice

The time and place of every bi-annual or special meeting shall be given to each member at least four months before the date fixed for holding such a meeting.

7.4. Quorum

A quorum for the transaction of business at any bi-annual or special meeting of members of the ACS shall be five per cent (5%) of the ACS's Members in good standing plus one half of the ISC.

7.5. Voting

All resolutions or motions at an annual or special meeting of members of the ACS regarding dissolution or amendments to the By-Laws shall be approved by a seventy-five per cent (75%) majority voted of Members in attendance. All other resolutions or motions at an annual or special meeting of members of the ACS shall be passed or rejected by a simple majority of the votes of Members.

At the discretion of the ISC, votes may be cast in person at the meeting, or received by the Secretary by mail or electronic transmission twenty-four (24) hours in advance of the meeting.

Article 8. Administration

8.1. Membership List

Any member shall have the right to request that any and all information of a personal or confidential nature provided to the ACS, other than their name and membership type, not be published in the membership list of the ACS. Such information required for the administration of the ACS shall be maintained and held in the strictest confidence.

8.2. Financial Year

Unless otherwise authorized by the ISC, the financial year of the ACS shall conclude on the thirty first (31st) day of December of each year.



8.3. Budgets

The Executive Committee shall prepare the operating budget to be reviewed and approved by the ISC prior to the start of the fiscal year. The budget may be amended by the Executive Committee at any time during the fiscal year with the prior approval of the ISC.

8.4. Use of Funds

The Executive Committee may use the funds of the ACS in accordance with the approved budget, and in furtherance of the Objectives of the ACS.

9. Amendment

These bylaws may be amended by at least 75% of the members at any regular General Assembly meeting, provided that the amendment is proposed by the ISC or 10% of the GA members.

Attachment A. Code of Ethics

The ACS shall adopt, maintain and support a code of professional ethics and standards for conduct, which shall be binding on all members of the ACS.

