

BYLAWS

of the Association for European Education in Computing (AEEC)

BYLAW 1. *Principal Offices and Resident Agent*

Item 1. *Principal Office.* The principal office of the Association for European Education in Computing, referred to as the Association or AEEC, is located during three consecutive years in the territory of one of the European institutions that signed the constitution. After the three-year period the principal office passes to the territory of an institution of another European country. The address of the resident agent is the address of the same institution. The Council shall determine the current place of the Association.

Item 2. *Business office and Executive Director.* The AEEC has an office for conducting Association business. The location of this office is determined by the Association Council. An Executive Director is there and he or she shall be a paid employee of the Association. The Executive Director shall be responsible for the general administration of the affairs of the AEEC in accordance with the policies set by the Association Council and Officers of the Association. The Executive Committee, with the consent of the Association Council, shall appoint the Executive Director.

BYLAW 2. *Definitions*

Item 1. *Member.* In the Bylaws, the term “Member” without qualifier shall exclude student members and institutional members.

Item 2. *Notices.* A requirement for publication of an Association notice shall be deemed to be satisfied if it appears in the *Communications of the AEEC (CAEEC)*.

BYLAW 3. *Dues*

Item 1. *Members.* Each Member must pay annual dues and receive some publications of the AEEC, which are determined by the Association Council. The membership candidate must have at least a bachelor’s degree (or comparable) in computing or education of computing (or comparable).

Item 2. *Institutional Members.* Each Institutional Member shall pay annual dues and receive some publications of the AEEC, which are determined by the Association Council. The institutional member will nominate one person of the institution who will be a Member.

Item 3. *Student Members.* Each PhD Student or Student Member shall pay annual dues and receive some publications of the AEEC, which are determined by the Association Council.

BYLAW 4. *Nominations and Elections*

Item 1. *Nominations procedure.* The Nominating Committee consisting of five Members of the AEEC shall determine the nominations. The Nominating Committee must determine the nominations for all elected key people of the AEEC by an affirmative vote of at least two-thirds of all the members of the Nominating Committee. The nominations procedure will be organized every three years. Each nomination must include at least two nominees for each officer to be filled in the forthcoming elections and must be published in the CAEEC.

Item 2. *Elections.* The Elections of all elected key people will be organized by on-line procedure (e.g. Internet).

BYLAW 5. *Chapters*

Item 1. *Purposes of Chapters.* A Chapter is a unit of the EAAC formed to serve a given European region, country, or country region and to realize the connection points to local or national organizations. Those chapters that have a general scope are called “Chapters”, and those that serve PhD students or students at colleges and universities are called “Student Chapters”. All chapters will be organized and operated exclusively for educational and scientific purposes in the field of education in computing.

Item 2. *Establishment.* Five or more persons in a given European institution who are members of AEEC may petition the Association Council for charter as an AEEC chapter in that place. The petition for char-

ter as a Student Chapter shall contain: 1. the name of at least one AEEC member who is willing to serve as its Chairman; 2. the names of at least ten PhD Students or/and Students of the local University or College or any other European scientific organization that accept the constitution and purposes of the Association.

The Association Council shall accept or reject the petitions at its discretion, specify the duration of all chapters, and inform the petitioner in writing of its decision.

Item 3. *Membership.* Membership in a chapter shall be open to all AEEC members within the locality of the chapter, but the membership is not obligatory in any way.

Item 4. *Finance.* The responsibility for collecting, holding and disbursing funds is entrusted to all chapters under terms of a AEEC Financial Policy established by the Council. Each chapter must create an annual financial report.

Item 5. *Revocation of Charter.* A chapter's charter may be revoked by a 2/3 vote of all members of the Council.

BYLAW 6. *Committees and Boards*

Item 1. *Authority, Structure, Tenure and Membership.* There are two Committee classes: Standing Committees and Ad Hoc Committees. The Standing committees are established by the Association Council and have a long-term purpose. Ad Hoc Committees are also created by the Association Council or President, but have a short-term purpose.

The Standing and Ad Hoc Committees are grouped into boards as described in Item 2. Each Board chairman will have line management responsibility for the committees assigned to the Board including such matters as generating and monitoring budgets, but not including the right to dictate committee activity. The board chairman will report administratively via the President to the Association Council at each Council meeting on the extent to which each committee or board has discharged its responsibilities.

All funds held by a dissolved committee shall become the property of AEEC.

The list of committees and board and committee chairmen must be published annually in the Communications of the AEEC.

Item 2. *Boards.* The Management Board of the AEEC includes the Finance Committee, the Nominating and Election Committee, and all other committees concerned with the main goals and structure of the Association.

The main Board of the Association is the Educational Board in Computing, which includes all committees concerned with curricula, aid to the education institutions in Computing, and all other educational activities in Computing in Europe.

The Conferences Board shall be responsible for the approval, budgeting, supervision and conduct of all technical meetings including conferences, symposia, workshops, tutorials and professional development seminars of the AEEC and any of its chapters.

BYLAW 7. *Financial Safeguards*

Item 1. *Audit.* The Association Council will appoint a certified public accountant to audit annually the books and accounts of the AEEC.

Item 2. *Withdrawal of Funds of Deposit.* Checks and withdrawal slips executed in the name of Association may be drawn over the signature of the Treasurer alone. The Treasurer may delegate these authorities as follows:

- A. To the Executive Director alone with the letter of delegation.
- B. To the chief full-time paid finance and accounting employee of the AEEC alone with the letter of delegation.

BYLAW 8. *The Budget*

Before January 1 of each year, the Association Council will give budgetary advice to the Executive Committee on programs and priorities for the next fiscal year. The Executive Committee will prepare a detailed budget following the policies adopted by the Association Council.

The Association Council shall consider, update and adopt the budget.

BYLAW 9. *Meetings*

Item 1. *Meetings of Members.* Meetings of all classes of members may be held at such times and at such places within an European country as may be determined by a vote of the Members of the Association or by the Council.

Item 2. Notice of Meetings of Council and Executive Committees. The meetings of the Council & Executive Committee may be held on 30 days notice by e-mail.

BYLAW 10. Ballots

Item 1. Mailing. Ballots for elections or for referendums will be e-mailed under the supervision of the Elections Committee as instructed by the Association Council.

Item 2. Return and Counting. The last date for receipt of a completed ballot will be at least 15 days after the last ballot is e-mailed out. All ballots shall be returned to the Elections Committee by e-mail and shall be counted. If a ballot is determined to be invalid, it will not count. The Elections Committee must publish the final results in the Communications of the AEEC.

BYLAW 11. Publications Board

Item 1. Authority. The Publications Board will be responsible for, and have authority over, all AEEC subscription publications including proceedings, newsletters and journals of record.

Item 2. Membership and Tenure. The Publications Board will comprise the Chairman and at least five but not more than eight other members of the AEEC. The Publications Board shall include at least the following standing committees: Editorial Committee and Publications Planning Committee. Both Committees work in accordance with the Rules, which are created by the special Work Group, determined by the Association Council.

BYLAW 12. AEEC Code of Professional Conduct

PREAMBLE

Recognition of professional status by the public depends not only on skill and dedication but also on adherence to a recognized code of Professional Conduct. The following Code sets forth general principles (canons), professional ideals (Ethical Considerations), and mandatory rules (Rules of Conduct) applicable to each AEEC Member.

CANON 1

An AEEC member shall act with integrity at all times.

Ethical Considerations

EC1.1. An AEEC member shall preface any partisan statements about educational, training process in computing by clearly indicating on whose behalf they are made.

EC1.2. An AEEC member shall properly qualify the member's expressed opinion outside the member's area of competence. A member is encouraged to express an opinion on subjects within the member's area of competence.

Rules of Conduct

DR1.1. An AEEC member shall not make deliberately false or deceptive statements as to the present or expected state of affairs regarding any aspect of the capability, delivery, or use of educational and training systems in computing.

DR1.2. An AEEC member shall disclose any interest of which the member is aware which does or may conflict with the member's duty to a present or perspective employer or client.

CANON 2

An AEEC member should strive to increase the member's competence and the competence of the profession.

Ethical Considerations

EC2.1. An AEEC member shall undertake only those professional assignments and commitments for which the member is qualified.

EC2.2. An AEEC member should maintain and increase the member's competence through a program of continuing education encompassing the techniques, technical standards, and practices in the member's fields of professional activity in the area of education and training in computing.

EC2.3. An AEEC member should provide opportunity and encouragement for professional development and advancement of all professionals and those aspiring to become professionals.

Rules of Conduct

DR2.1. An AEEC member shall not use his or her professional credentials to misrepresent the member's competence.

DR2.2. An AEEC member shall not undertake professional assignments without adequate preparation in the circumstances.

DR2.3. An AEEC member shall not represent a product of the member's work as one that will perform its function adequately and will meet the receiver's operational needs, when the member knows or should know that the product is deficient.

CANON 3

An AEEC member should use the member's special knowledge and skills for the advancement of human welfare.

Ethical Considerations

EC3.1. An AEEC member should consider the health, privacy, and general welfare of the public in the performance of the member's work.

EC3.2. An AEEC member, whenever dealing with data concerning individuals, shall always consider the principle of the individual's privacy and seek the following:

- To minimize the data collected,
- To limit authorized access to the data,
- To provide proper security for the data.

Rules of Conduct

DR3.1. An AEEC member shall express the member's professional opinion to the member's employers or clients regarding any adverse consequences to the public that might result from work proposed to the member.