

International Conference on Conversational User Interfaces Constitution

ARTICLE I. BASIS

Section A. NAME

1. The official name for this organisation is the **International Conference on Conversational User Interfaces**.
2. This organisation will use the name or its acronym, **CUI**, or its full title in all publicity materials and correspondence.
3. The organisation may use derivations of its name or acronym to represent itself publicly, e.g., **CUI community** or **Conversational User Interfaces conference**.

Section B. PURPOSE

1. The purpose of this organisation is to promote excellent research in human-centered issues of conversational user interfaces (CUIs), whilst also developing a world class community of research and practice around CUIs.
2. The organisation will oversee activities including the annual Conversational User Interfaces conference ("CUI conference")
3. Activities of the organisation must primarily be directed toward this purpose.

ARTICLE II. STEERING COMMITTEE

Section A. BASIS

1. The organisation will be governed by a steering committee.
2. The full name of this steering committee shall be the **CUI Steering Committee**.
3. The purpose of this committee will be to oversee all activities within the organisation.
4. The organisation of events (e.g., conferences) or any other activity may be delegated, where appropriate, to other committees ("sub-committees") as deemed necessary by the steering committee.
5. Membership terms of sub-committees shall be decided by the steering committee, although such oversight may be delegated to a sub-committee where deemed acceptable by the steering committee.
6. The steering committee may review and revise membership of any sub-committee.
7. Sub-committees may include organisations or individuals as members who are not part of the steering committee.

Section B. REQUIREMENTS

1. All currently enrolled members of the steering committee ("steering committee officers") are eligible to be voting members.
2. All researchers and practitioners are eligible to be CUI community members.
3. Membership of the community or steering committee aims to be inclusive and will not discriminate on the basis of race, color, national origin, religion, sex, gender identity,

pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation.

4. An individual must be elected to a steering committee officer post by majority vote of voting members.
5. All individuals are required to be ACM SIGCHI members before taking on the role of an officer within the steering committee.

Section C. RIGHTS

1. All steering committee members are eligible to attend all steering committee meetings.
2. All members of both sub-committees convened for specific activities, e.g. the annual CUI conference organisation committee, and the steering committee are eligible to attend all sub-committee meetings.
3. As much as possible these committees will be kept separate, with the steering committee taking an advisory role to the sub-committee as and when required by the sub-committee.
4. Any researchers and practitioners are eligible to attend and take part in CUI activities. A fee will generally apply to attend the conference.

Section D. WITHDRAWAL OF MEMBERSHIP

1. Members of the steering committee can withdraw their membership voluntarily and without penalty. This would amount to a retirement of their membership to that committee and would take effect within 1 month of resignation.
2. Steering committee members may have their committee membership withdrawn for failure to adhere to the requirements or standards for membership as stated above.
3. A **simple majority** vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw steering committee membership.
4. Members to be voted upon in this regard will be notified of the intention to do so in writing **at least one week** prior to the meeting at which the vote will be taken.

ARTICLE III. STEERING COMMITTEE OFFICERS

Section A. OFFICER TITLES

The following roles will comprise the *officers of steering committee*:

- Steering Committee Chair
- Steering Committee Vice Chair
- Secretary/Treasurer
- Conference Liaison
- Conference Chair(s)
- Student Representative
- Outreach/Publicity Chair
- Industry/NGO Liaison
- Equality, Diversity & Inclusion chair
- Technical Support Chair

Section B. DUTIES

1. The Steering Committee Chair will chair all meetings of the steering committee and will call special meetings as needed. The Steering Committee Chair will vote on CUI matters only in case of a tie.
2. The Steering Committee Vice Chair shall **chair any ad hoc committees or task forces of the organisation.**
3. The Secretary/Treasurer will take, record, and file meeting minutes; produce all official correspondence for the organisation, and maintain records and report on the financial transactions of CUI.
4. The Conference Liaison will be the main point of contact between the steering committee and current CUI conference chairs. This role will be filled by the previous CUI Conference chair(s).
5. The CUI Conference Chairs will report to the steering committee on issues related to the current CUI conference organisation. They will be expected to report on financials, attendance, submission numbers and growth compared to previous years as well as lodge a final report no later than 6 months post conference. The Conference Chairs will be invited to attend the steering committee from their appointment through to the first meeting after the conference is held.
6. The Student Representative will report to the steering committee on student related matters within the community, with responsibility to being the figurehead for students within the CUI community.
7. The Outreach/Publicity chair will be responsible for developing and executing promotion strategies for the conference and its related activities so as to grow conference and event attendance. They will also be responsible for engaging with the media if requested.
8. The Industry/NGO Liaison will be responsible for engaging industry representatives and others within the community and growing the industry, NGO and third sector member base of the CUI community.
9. The Equality, Diversity & Inclusion chair is responsible for ensuring that the CUI conference, the committee and the community engage in best practice in terms of inclusion, accessibility, diversity and respect. This role will also be responsible for initiatives to ensure discrimination and harassment are reported and disciplined.
10. All roles hold a **3 year term** upon which elections must be held. New members may be voted onto the steering committee by a **majority vote** from all current **steering committee** members.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

1. All officers and candidates for office must meet the requirements set out in Article II § A to hold office.

Section D. NOMINATIONS AND ELECTIONS

1. Nominations for all offices will be taken from the floor of the **last** meeting of the **third year** of office each year. This will be run at the end of the CUI conference.
2. Any steering committee member may nominate any other member of the wider CUI community, including themselves, for office.

3. Elections will be held at the last meeting of the third year of office.
4. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.
5. A simple **majority** vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients.

Section E. REMOVAL FROM OFFICE

1. Officers may be removed from office for failure to perform duties or for violation of steering committee membership standards.
2. Officers to be voted upon in this regard will be notified of the intention to do so in writing **at least one week** prior to the meeting at which the vote will be taken.
3. A **simple** majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.
4. Any officer may resign by submitting a letter to the Steering Committee Chair. The Steering Committee Chair may resign by submitting a letter to the Vice Steering Committee Chair.

Section F. TERMS OF OFFICE AND VACANCIES

1. The term of office shall be from **the steering committee meeting post CUI conference until the end of the last meeting before the CUI conference three years after taking office**, irrespective of when the term commenced.
2. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.
3. In the meantime, the Vice Steering Committee Chair will assume the duties of the Steering Committee Chair, the Secretary/Treasurer will assume the duties of the Vice Steering Committee Chair, and the Conference Liaison will assume the duties of the Secretary/Treasurer should those offices be vacant.

ARTICLE IV. MEETINGS

Section A. Regular meetings will be held **every 3 months**.

Section B. Special meetings may be called by **any combination of three of the officers**. Notice of special meetings must be communicated to all members at least **1 month** in advance of the meeting.

Section C. To conduct business at any meeting, **one half of the entire** steering committee membership must be present to form a **quorum**.

ARTICLE VIII. BY-LAWS AND AMENDMENTS

Section A. BY-LAWS

1. By-laws can be added to this constitution by a **simple majority vote** of the entire SC membership at a regular meeting of **the steering committee**.
2. This constitution takes precedence over any and all by-laws.

3. State and federal laws take precedence over the constitution and any and all by-laws.

Section B. AMENDMENTS

1. This constitution can be amended by a **two-thirds vote** of the membership at a regular meeting of **the steering committee**.
2. Notification of such a motion must be made to members **at least one** month in advance of the one in which the actual vote is taken.

ARTICLE IX. FINANCIAL MATTERS

Section A. RESPONSIBILITIES

1. Financial responsibility for CUI activities (e.g., the CUI conference) and other affiliated events lie with the activity's committee as part of Article II § A.
2. Each organising committee will nominate an institution which will assume ultimate financial responsibility for the activity (the "sponsoring organisation") if required by the steering committee.
3. It is expected that each activity will at least break-even or have the means to cover any losses incurred by the sponsoring organisation.
4. The steering committee will review the performance of the organising committee and may revise the membership of an activity's organising committee if it is deemed unable to duly uphold its financial responsibilities as per Article II § A.6.

Date approved by organisation _____

Signature of Steering Committee Chair

_____ Date _____

Signature of Nominated Officer from Steering Committee

_____ Date _____