

# **Constitution of the ACM International Conference on Conversational User Interfaces**

## **ARTICLE I. BASIS**

### **§ A. NAME**

1. The official name for this organisation is the “ACM 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”.

### **§ B. PURPOSE**

1. The purpose of this organisation is to promote excellent research in human-centred 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.

### **§ C. COMMITTEE BASIS**

1. The organisation will be governed by a steering committee (“Steering Committee”).
2. The full name of this steering committee shall be the “CUI Steering Committee”.
3. The purpose of the Steering Committee will be to oversee all activities within the organisation.
4. Membership of the Steering Committee is composed of elected Officers and invited Members (the “Membership”).
5. 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, to be carried out by Sub-committee Members.
6. Membership terms of Sub-committees shall be decided by the steering committee, although such oversight may be delegated to Sub-committees where deemed acceptable by the Steering Committee.
7. The Steering Committee may review and revise the Membership of any sub-committee.
8. Sub-committees may include organisations or individuals as members who are not part of the Steering Committee.

#### § D. MEMBERSHIP BASIS

1. All researchers and practitioners are eligible to be CUI community members (“Community members”).
2. An individual can be elected to the Steering Committee (“Officer”) post by a majority vote of Community members.
3. All Steering Committee Officers are CUI community members (“Community members”).
4. The Steering Committee Officers, by approval of a majority vote of the Membership, may invite any Community member to attend the Steering Committee (“Steering Committee Member”). Steering Committee Members may attend the Steering Committee for five years. A term may be extended by a majority vote of the Membership, although the Member shall not partake in the vote.
5. Membership of the Community or Steering Committee aims to be inclusive and will not discriminate on the basis of race, colour, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, or sexual orientation.
6. All individuals are required to be ACM SIGCHI members before taking on the role of an Officer or Steering Committee Member.

#### § E. RIGHTS

1. All Steering Committee Members and Officers are eligible to attend all Steering Committee meetings.
2. All Sub-committee Members of 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 typically eligible to attend and take part in CUI activities, however, a restriction on attendance to any individual may be enacted by the Association of Computing Machinery, ACM SIGCHI, the CUI Steering Committee, or the Sub-committee responsible for organising the event. A fee will generally apply to attend any event.
5. By this constitution, an individual will have the right to an explanation and challenge any restriction on attendance if the CUI Steering Committee or Sub-committee has enacted the restriction. If a Sub-committee has enacted the restriction, the explanation or challenge should be addressed to the Steering Committee Co-Chairs. If the Steering Committee has enacted the restriction, the explanation or challenge should be addressed to the SIGCHI VP of Conferences. This Constitution does not account for restrictions enacted by others.

#### § F. WITHDRAWAL OF MEMBERSHIP

1. Steering Committee Members and Officers 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 and Officers 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 the membership at a regular or special meeting shall be sufficient to withdraw Steering Committee Membership.
4. Members and 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.

## **ARTICLE II. OFFICERS**

### **§ A. OFFICES**

The following roles will comprise the Offices of the Steering Committee to be held by Officers of the Steering Committee:

- Co-Chair(s)
- Secretary(ies)
- Treasurer(s)
- Conference Liaison(s)
- Conference Chair(s)
- Student Representative(s)
- Outreach/Publicity Chair(s)
- Industry/NGO Liaison(s)
- Equality, Diversity & Inclusion Chair(s)
- Technical Support Chair(s)

Each Office will be shared with each of the Officers having the same responsibilities designated by the roles.

### **§ B. DUTIES**

1. The Steering Committee Co-Chair(s) will chair all meetings of the Steering Committee, will call special meetings as needed, and may chair any ad hoc committees or task forces of the organisation.
2. The Secretary(ies) will take, record, and file meeting minutes and produce all official correspondence for the organisation.
3. The Treasurer(s) will 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 the 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 practices 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.

#### § C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

1. All Officers and candidates for Office must meet the requirements set out in Article I § C and Article I § D to hold Office.

#### § D. NOMINATIONS AND ELECTIONS

1. Nominations for all Offices will be announced 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 Community Member may nominate any other Community Member, including themselves, for Office.
3. Elections will be held virtually, and organised by the current Secretary. If the Secretary is standing for election, another Steering Committee Officer or Member who is not seeking election will be selected by the Committee to organise the election.
4. Nominations may also be made during the election meeting itself, prior to the 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.
6. Elections may be held asynchronously.
7. If more than one position is open for the same role, the Steering Committee, by a simple majority vote at any time, may determine that multiple people may be elected from a single vote.

#### § 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 a Chair. A Co-Chair may resign by submitting a letter to the Steering Committee.

#### § F. TERMS OF OFFICE AND VACANCIES

1. The term of Office for an Officer shall be from the Steering Committee meeting post-CUI conference until the end of the last meeting before the CUI conference five years after taking office, irrespective of when the term commenced.
2. Should a vacancy in an Office occur, there will be another nomination procedure and election for the vacant Office.
3. In the meantime, a Secretary or Treasurer will assume the duties of the (Co)Chair, and the Conference Liaison will assume the duties of the Secretary and/or Treasurer should those offices be vacant.
4. Two years prior to the term of an Officer ending, an election should be ordinarily held such that there is a two-year overlap between two Community Members holding an Officer role.
5. The Steering Committee, by a vote of simply majority, may vote to extend the term of any Officer in, and only in, the instance that an election would potentially lead to more than half of all Officers being up for election. No role may be extended by more than one year in absolute.

### **ARTICLE III. MEETINGS**

#### § A. MEETING SCHEDULE

Regular meetings will be held every 3–6 months.

#### § B. ADDITIONAL MEETINGS

Special meetings may be called by any combination of three of the Officers. Notice of special meetings must be communicated to the Membership at least 1 month in advance of the meeting.

#### § C. QUORUM

To conduct business at any meeting, one-half of the entire Membership must be present to form a quorum.

### **ARTICLE IV. FINANCIAL MATTERS**

#### § A. RESPONSIBILITIES

1. Financial responsibility for CUI activities (e.g., the CUI conference) and other affiliated events lies with the activity's committee as part of Article I § C.
2. Each Sub-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.

