

# The Constitution of The Association for Computational Creativity

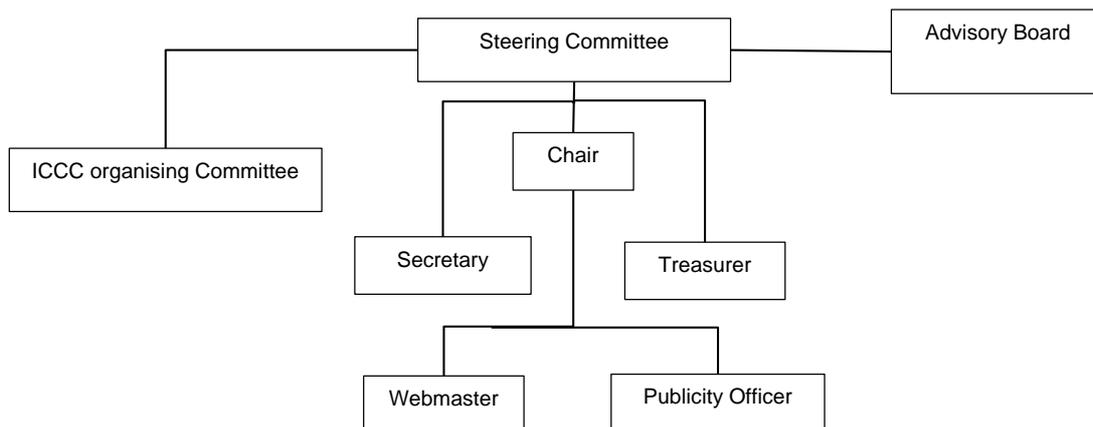
*Approved by the Steering Committee on June 30, 2015*

The Association for Computational Creativity exists to promote the scientific study of human and machine creativity, using computational methods. To do so, the Association will:

- maintain Officers and a Steering Committee whose task is to develop and manage the activities of the organisation;
- organise and promote an annual open academic conference, the International Conference on Computational Creativity;
- maintain a working fund to underwrite the Conference and other relevant activities as may be decided from time to time by the Steering Committee.

## Organisation

Committees	Formal Officers	Support positions
Steering Committee	Chair	Webmaster
Advisory Board	Secretary	Publicity Officer
ICCC's organising committee	Treasurer	



## Definition of Terms

**Conference Cycles:** For the purposes of this document, a conference cycle starts on the day following the final day of the annual conference (ICCC), and terminates on the final day of the next annual conference. This period will be roughly one year, but usually it will not be exactly twelve months. For

example, based on the dates of ICCC-X, ICCC-11, ICCC-12, there was a conference cycle from 10 January 2010 to 8 April 2011, and the next cycle was from 9 April 2011 to 1 June 2012.

**Types of votes.** There are three types of votes:

**Relative Majority:** The members will decide by simple majority vote of the committee, one vote per member.

**Majority:** More than 50% of the entire committee membership, one vote per member, must vote in favour of the decision.

**Supermajority:** 75% of the entire committee membership, one vote per member, must vote in favour of the decision.

## ARTICLES

**I.** The Association for Computational Creativity consist of regular members, some of whom may also be members of the Steering Committee or members of the Advisory Board.

### Steering Committee Membership

**II.** The Steering Committee is the main authority of the Association. Its main goal is to make sure that the mission and principles of the association are fulfilled.

**III.** The members of the Steering Committee have the following responsibilities:

1. Support the activities of the Association.
2. Vote in all the decisions required by the Association.
3. Contribute to achieving the goals set by the Association.
4. Ensure the good functioning of the Association.
5. Propose those topics that they believe need to be discussed by the Steering Committee in its annual meeting or by electronic means.

**IV.** All decisions within the Steering Committee will be taken by a vote of the members. There are three types of votes: Relative Majority, Majority, Supermajority. For the three types of votes, elimination rounds may be used if necessary. In the case of the relative majority vote, if after two elimination rounds a draw persists, the Chair will have the casting vote.

**V.** Votes may be taken in person at the Steering Committee annual meeting or by email. The Secretary is responsible for administration of this process.

**VI.** The Steering Committee must have at least 9 members and maximum 13 members.

**VII.** Members shall normally serve on the Steering Committee for a fixed term of 4 conference cycles in a row.

**VIII.** A Steering Committee member may have their term of office extended by one conference cycle by

a majority vote of the Steering Committee.

**IX.** Where the membership of the Steering Committee falls below the minimum size specified in Article VI, the Chair will organise an election to incorporate to the Steering Committee the required members until the membership returns at least to this minimum size. Where the membership of the Steering Committee rises above the maximum size specified in Article VI, the Steering Committee will not elect any further members until this can be done within the limits of Article VI, but automatic additions to the Steering Committee, as in Articles XV and XVI, will continue.

### Election of new members of the Steering Committee

**X.** The Chair is in charge of organising the election. The Chair will publish in the web page of the Association, and any other convenient medium, a call for those people interested in participating as members of the Steering Committee. Such a call must include all relevant details e.g. number of members to be elected, dates of election, requirements to participate as candidates, and so on.

**XI.** The requirements to be a member of the Steering Committee are:

1. The candidate must be a regular member of the Association.
2. Computational Creativity must be an important part of the research work of the candidate.
3. The candidate should have had participated in at least one of the activities organised by the ACC in the last three years. Those activities include: involvement in the organization of the ICCC, contribution to some of the subcommittees created by the chair, or as a webmaster, or publicity officer, or any other role that the Steering Committee considers as an activity that contributes to the development of the Association.
4. The candidate must not have been a member of the Steering Committee in the eleven months previous to the election.
5. Any other requirement that the Steering Committee considers relevant.

**XII.** Those persons interested in participating as candidates to become members of the Steering Committee must register with the Secretary of the Association. The Secretary will provide to the members of the Steering Committee a list of all the candidates that satisfy article XI.

**XIII.** The election process for new members is as follows. Where the number of places to be filled does not exceed the number of candidates, each new member will be elected by relative majority vote of the Steering Committee (the possible outcomes are accepted as a new member or rejected as a new member). Where there are more candidates than places to be filled, voting will be by a multi-candidate voting system to be determined by the Steering Committee. In all cases, the following criteria must be considered: the capacity and available time of the candidates to perform the tasks required and their commitment to the Association. Furthermore, the Steering Committee must try to keep a balance regarding gender, research interests and regional representation.

**XIV.** If a member of the Steering Committee decides to leave the committee, this person should communicate such a decision to the Secretary in writing. The Secretary must inform the rest of the Steering Committee about this situation.

**XV.** The Programme Chair for the ICCC will, if not already a member of the Steering Committee, join

the Steering Committee either on the day when his/her appointment (as Programme Chair) is confirmed or on the first day of the conference cycle which includes the ICCC for which they act as Programme Chair, whichever occurs later. Their term on the Steering Committee will run from that day until the end of that conference cycle and continue for one further conference cycle.

**XVI.** The General Chair for the ICCC will, if not already a member of the Steering Committee, join the Steering Committee either on the day when his/her appointment (as General Chair) is confirmed or on the first day of the conference cycle which includes the ICCC for which they act as General Chair, whichever occurs later. Their term on the Steering Committee will run from that day until the end of that conference cycle and continue for one further conference cycle.

**XVII.** If the General Chair or Program Chair for the ICCC is already a member of the Steering Committee, her/his term on the Steering Committee will end either when Article VII applies or when Article XV or Article XVI applies, whichever occurs later.

## Chair Election and Responsibilities

**XVIII.** The requirements to be a Chair are

1. The candidate must be an active member of the Steering Committee.
2. The candidate must be a recognised member of the community and have contributed to the development of computational creativity.
3. The current Chair cannot be a candidate in the election unless there are no other candidates. This restriction does not apply to interim chairs.

**XIX.** The elected Chair shall normally serve for a fixed term of 4 conference cycles in a row. If the Chair takes up office at any time other than the start of a conference cycle, then he/she serves for the remainder of the current conference cycle and three further conference cycles. The Steering Committee membership of a Chair is automatically extended so that he/she remains a Steering Committee member throughout his/her term of office.

**XX.** The election of a new Chair will normally take place while there is still a Chair, but the newly elected Chair will not take office until the end of the term of office of the current Chair.

**XXI.** In case that the elected Chair cannot finish his/her period, the Committee may choose by a relative majority vote an interim Chair, whose main responsibility will be to organise as soon as possible the election of the new Chair. This position cannot last more than two conferences cycles.

### Process for the election

**XXII.** The Chair must produce a document defining the procedure to be followed for the election of the new Chair. This document must be approved by a majority vote by the Steering Committee.

**XXIII.** Those persons interested in participating as candidates to become Chair must register with the Secretary of the Association. The Secretary will provide to the Steering Committee a list of all the accepted candidates.

**XXIV.** The new Chair will be elected by a majority vote process.

## Responsibilities of the Chair

**XXV.** The Chair shall: chair the annual steering committee meeting at the Conference; lead the activities of the Association; oversee the elections for the Chair and Steering Committee members; establish ad hoc committees as necessary; represent the Association when required.

**XXVI.** The Chair should present the Steering Committee with nominations for Secretary, Treasurer, Webmaster, and Publicity Officer for ratification by a majority vote. If a candidate is not ratified, the Chair must nominate an alternative candidate. Where a candidate is ratified, they serve for the remainder of the current Chair's term of office.

**XXVII.** The Chair might propose to the Steering Committee to replace the Secretary, Treasurer, Webmaster or Publicity Officer when he/ she considers that it is in the best interest of the Association. The Steering Committee must approve this modification by a majority vote. In this case, the Chair will follow the steps indicated in Article XXVI to find a substitute.

## Responsibilities of Associated Collaborators

**XXVIII.** The Secretary shall: record and archive the minutes of the annual Steering Committee meeting; produce and store all documentation; receive and organise the documentation of those candidates for election as Chair or as members of the Committee; receive and organise the votes in all election processes.

**XXIX.** The Treasurer shall administer finances and develop financial policy for the Association, subject to approval of the Steering Committee.

**XXX.** The Webmaster shall be responsible for Web presence of the Association.

**XXXI.** The Publicity Officer shall advise the Steering Committee on publicity for the Association and the current conference committees on publicity for the current conference.

## Advisory Board

**XXXII.** The Advisory Board will be in charge of providing advice to the Steering Committee. Its members have the right to attend and speak at the annual meeting of the Steering Committee, but they do not have the right to vote on any issue before the Steering Committee.

**XXXIII.** A candidate for election to the Advisory Board may nominate him/herself, or can be nominated by another member of the Steering Committee, in which case the candidate must agree to the nomination.

**XXXIV.** Members of the Advisory Board will be elected by majority by the Steering Committee. They will serve for four conference cycles and they can be re-elected.

## ACC Membership, other than committees

**XXXV.** The Association supports having regular members. To become a regular member is necessary to satisfy the requirements that the Association establishes. In the same way, the rights of regular members are established by the Steering Committee on behalf of the Association. It is the responsibility of the Chair that such requirements and rights are made public.

## Finance

**XXXVI.** The Association shall operate a bank account.

**XXXVII.** The Association shall not allow disbursement of funds for any purpose other than the promotion, direct or indirect, of the research field of Computational Creativity, or the support of activities directly related to this (for example, travel and subsistence expenses). Members of the Steering Committee and Advisory Board are deemed to accept appointment *pro bono*, and will not be remunerated in any circumstances, though reasonable expenses may be paid against valid receipts where agreed in advance by the Steering Committee.

**XXXVIII.** Surplus from ICCC events shall be deposited in the Association bank account.

## Annual meeting (ICCC)

**XXXIX.** The Association has the aim of organising at least one annual meeting of the association, formally called *The nth International Conference on Computational Creativity (ICCC'yy)*, where *n* is the number of the conference and *yy* are the last two digits of the year in which it is held.

The ICCC programme shall include a closed formal meeting of the Steering Committee. If the Chair is not available, the meeting will be led by the Secretary, otherwise the Treasurer, or a member chosen by the Steering Committee.

## ICCC Organization

**XL.** The Steering Committee has the power to specify guidelines on the organization of the conferences.

## Modifications to this constitution

**XLI.** This constitution may be modified by means of a formal proposal to the Steering Committee, on which a formal vote must be taken and recorded. To modify the constitution, a supermajority of the entire Steering Committee membership must vote in favour of the modification. Votes may be taken in person at the Steering Committee annual meeting, or by email. The Secretary is responsible for administration of this process, and shall deliver copies of the updated constitution to the Steering Committee members, and display it on the Web Site, in a timely manner.

**XLII.** Any point not covered in this document will be decided by the Steering Committee.