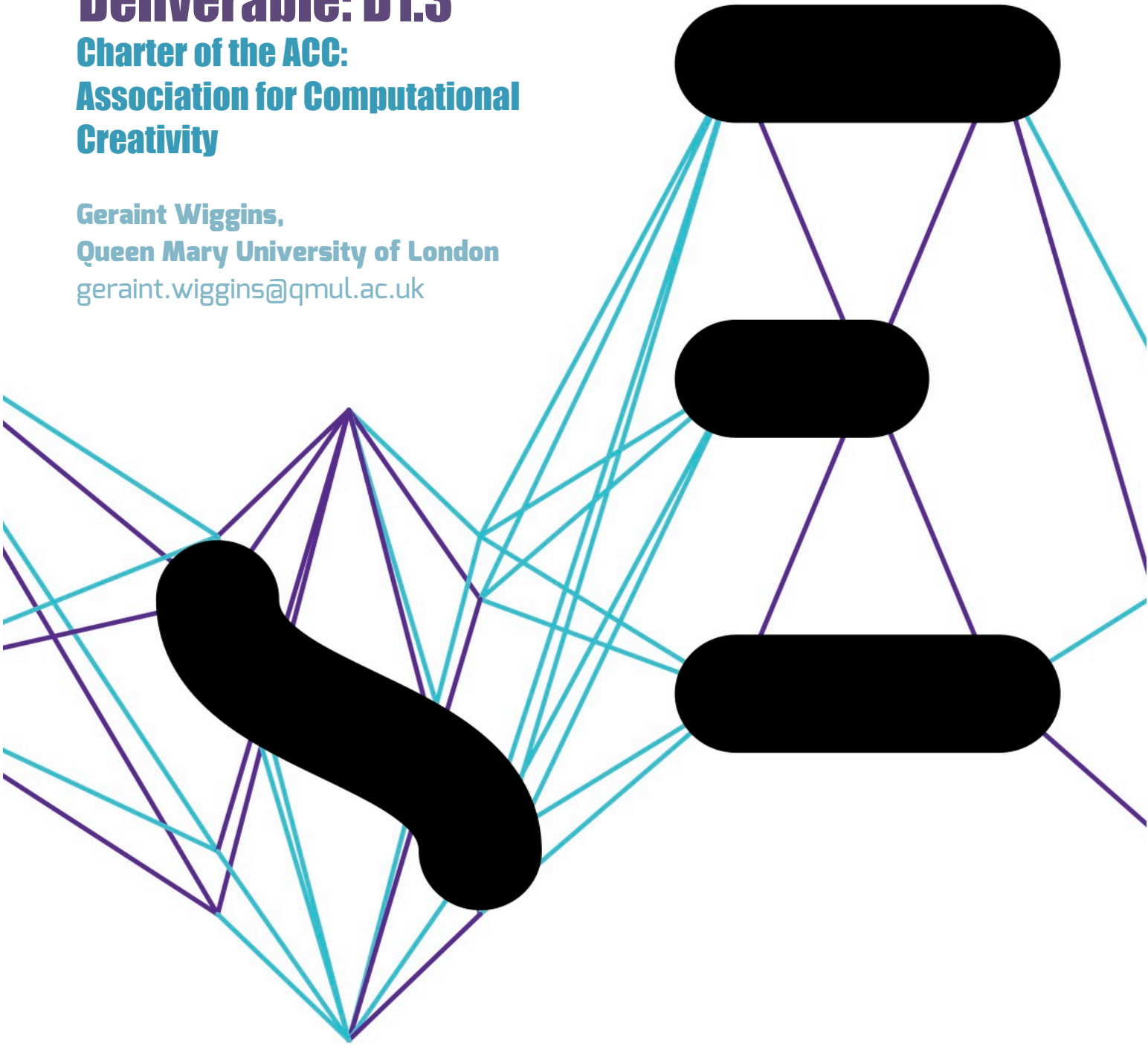


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## Charter of the ACC: Association for Computational Creativity

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# Draft Constitution of The Association for Computational Creativity (ACC)

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:

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

## Organisation

### Formal Officers

- Chair* shall chair the annual steering committee meeting at the Conference; shall lead the activities of the Association; establishes ad hoc committees as necessary.
- Secretary* shall record and archive the minutes of the annual steering committee meeting at the Conference; responsible for production and storage of all documentation.
- Treasurer* shall administer finances and develop financial policy for the Association, subject to approval of the Steering Committee.

### Members

- Webmaster* shall be responsible for Web presence of the Association at [computationalcreativity.net](http://computationalcreativity.net).
- Publicity Officer* the publicity officer shall advise the Steering Committee on publicity for the Association and the current conference committees on publicity for the current conference.
- Conference Chairs* the two immediately previous Programme Chairs, the current Programme Chair, and the next Programme Chair shall serve on the Steering Committee.

### Committee Membership Process

- (1) Members shall normally serve on the Steering Committee for a fixed term of 4 conference cycles (normally, 4 years).
- (2) Members may serve more than one term.
- (3) The Programme Chair and Publicity Chair from the most recent ICCC shall normally join the SC, if not already a member.
- (4) Where an existing Steering Committee member acts as an ICCC Programme Chair, his/her 4-year term of office is renewed with effect from the most recent ICCC at which they have acted as Programme Chair.
- (5) Where there is more than one Programme co-Chair of a conference, and more than one of these is not already a member, one chair will join the committee, as agreed between the chairs, or by vote of the committee if necessary.
- (6) The Steering Committee can co-opt anyone (including someone who has just completed their normal 4-year term of service) as an additional member, by a majority vote. Co-opted members normally serve for one conference cycle, unless otherwise formally recorded by the secretary.

- (7) Where the membership of the Steering Committee falls below 9, one or more new member(s) will be appointed by general call or by selection of the Steering Committee, until the membership returns to 9. In the event that more applicants than vacancies identified, selection shall be made by simple majority vote of the committee, one vote per member, using elimination rounds if necessary.

### ACC Membership, other than committees

The ACC shall not support membership of individuals or organisations other than Steering Committee members.

## Finance

The Association shall operate a bank account. There shall be three named signatories, any one of whom may authorise transactions: the Chair, Treasurer and Secretary.

The Association shall operate a PayPal account, which shall be connected to its bank account, in the sense that withdrawals from PayPal are made as transfers into the bank account. The Treasurer shall have sole full online access to the account, and access with limited privileges may be given to the current conference local chair if necessary.

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 committee 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.

Surplus from ICCC events shall be deposited in the Association bank account, and an agreement as to the apportionment of such deposits, where appropriate, between the Association and other organisations that support ICCC, shall be made in advance of the event, in writing, and deposited with the Secretary.

## Annual meeting (ICCC)

There shall be 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, normally taking place during the early summer months. Its location and local hosting will be determined by a call for conference host that will occur approximately two years in advance. Interested groups should have an established track record in computational creativity research, and must have local organizational capacity and demonstrate an ability to organize a top quality programme, in the judgement of the Steering Committee. The call for hosts shall normally be issued in Summer, with a submission deadline in Autumn. The Steering Committee shall review the proposals, consulting with proposers as necessary, and make a decision that will be announced the following summer during the conference. The committee may decide to request a resubmission of a proposal in a later year, or in a different form. These decisions shall be final and not subject to appeal.

The ICCC programme shall include a closed formal annual meeting of the Steering Committee.

### ICCC Organization

#### *Conference Committee:*

Led by the General Chair, who is selected by the steering committee from senior members of the field to advise the conference organisers. Constitution: General Chair, Programme Chair(s), Local Chair(s), Publicity Chair(s).

#### *General Chair:*

Selection: A member of the Steering Committee who is well-established in the field. Normally, the General Chair will have acted as Programme Chair and/or Local Chair in a previous conference.

Duties: Opening/Closing remarks and general conference MC; invite keynote speaker(s); support other chairs through their responsibilities, progress chasing if necessary – help everyone succeed; liaise be-

tween the Conference Committee and the Steering Committee; lead Plenary discussion(s); lead Steering committee meeting if ACC Chair not available.

*Senior Program Committee (SPC):*

Constitution: a group of well-informed senior researchers in the field.

Duties: work closely and in a timely way with Program Chair to oversee the review process and determine acceptance/rejection decisions as well as final program structure/organization.

*Program Chair:*

Selection: chosen by General Chair and/or voted by Steering committee.

Duties: organize PC and SPC; construct CfP (supported by SPC); inform PC/SPC of duties, following up as needed (expectations, guidelines, feedback, progress chasing); deploy EasyChair or equivalent, collect submissions, assign to PC/SPC members, collect reviews; in consultation with the SPC, make review decisions; communicate review decisions to authors; report meta-data to SC, SPC and PC; organize technical program, coordinating with Local Chair; arrange production proceedings, preferably on line (also possibly working with Local Chair and Publicity Chair)

*Program Committee (PC):*

Selection: invited by Program Chair based on history and Steering Committee recommendations

Duties: publicise, review submissions

*Local Organizing Committee*

Selection: by Local Chair

Duty: assist local chair in all local arrangements/organization as necessary

*Local Chair*

Selection: Chosen by Steering Committee as part of the venue selection process

Duties: arrange meeting place; assist with delegate accommodation where possible and appropriate; arrange refreshments/meals; organize social program; arrange transportation as necessary.

*Publicity Chair*

Selection: Chosen by General Chair and/or voted by Steering committee

Duties: solicit cooperative agreements with AAAI, ECAI, etc.; solicit funding support; advertise CfP and conference; promote media coverage; design look and feel for conference – get unified branding on website, posters, cover art, etc., in consultation with Local Chair; liaise with ACC Webmaster on choice of CMS and installation on ACC website.

## **Modifications to this constitution**

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, 75% of the entire 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.