

CSS CONSTITUTION

JEREMY HIGH — PRESIDENT WILL ROEDER—VICE PRESIDENT JOHN LAM — TREASURER

2013-2014

SOCIETY CONSTITUTION

Article 1.

Section 1 - Name

The name of this organization shall be the Computer Science Society.

Section 2 - Purpose

The objective of the society shall be to promote an interest in Computer Science and to enhance the lives of computer science students on campus.

Section 3 - Membership

Society Membership shall consist of:

- a) All students who are currently enrolled on a full time basis at the University of Windsor majoring in a program offered by the department of Computer Science.
- b) Any student at the University of Windsor, who is not otherwise covered by part a, may purchase a membership for \$10 per semester.

Article 2.

Section 1 - Executive Officers

The society's Executive Officers shall consist of:

President

Vice-President Communications

Vice-President External

Vice-President Academic

Vice-President Finance

First Year Representative

Second Year Representative

Senior Representative

Secretary

Section 2 - Term

The Executive shall take office on May 1st, for a 12-month term.

Section 3 - Duties of the Executive

The President shall:

Preside over all meetings.

Represent the society in its relations with other organizations and individuals or assign a designee in his/her place.

Direct the activities of the executive.

Submit a report to the incoming executive detailing the activities of the previous year.

Be an ex-officio member on all committees of the society.

The Vice-President Communications shall:

Be responsible for maintaining a current and relevant website for the society.

Be responsible for marketing any society activities and events.

Encourage society involvement in the community and on campus.

The Vice-President External shall:

Ensure ongoing communication between the executive and the society members.

Help coordinate all events and meetings.

Organize events that will benefit the social life of student members.

Encourage society involvement in the community and on campus.

The Vice-President Academic shall:

Maintain liaison between the Department of Computer Science and the Computer Science students regarding academic issues and policies.

Develop and implement initiatives of an academic nature to enhance the quality of education offered to all computer science students.

Be responsible for the promotion of all career and educational related events including recruitment.

Shall act in the place of the President, where conflicts prohibit the president from acting or the president is unable to act.

The Vice President Finance shall:

Be responsible for all society finances.

Collect and keep record of voluntary membership dues.

Ensure society records reflect the accurate financial position of the society at all times.

Event costs shall be subject to audit by the membership.

Submit an annual report detailing the society's budget for the past year.

Review the financial records with members of the executive at least once a semester.

The Secretary shall:

Be appointed by the president and ratified by the remaining executive at the first regular meeting and from the membership of the society.

Be responsible for the recording and publishing of minutes of all meetings.

The First Year Representative shall:

Be responsible for representing the views and concerns of first year students to the executive.

Be responsible for representing the executive to all first year members of the Society.

Be responsible for making announcements at the beginning of first year lectures to make members aware of society events.

The Second Year Representative shall:

Be responsible for representing the views and concerns of second year students to the executive.

Be responsible for representing the executive to second year members of the Society.

Be responsible for making announcements at the beginning of second year lectures to make members aware of society events.

The Senior Years Representative shall:

Be responsible for representing the views and concerns of third and fourth year students to the executive.

Be responsible for representing the executive to all third and fourth year members of the Society.

Be responsible for making announcements at the beginning of third and fourth year lectures to make members aware of society events.

Article 3.

Section 1 - Regular Meetings

Regular meetings of the society shall be held at least once per semester during the academic year.

At least one week's notice with agenda shall be given before all meetings. Quorum for regular meetings shall be thirteen members.

Section 2 - Executive Meetings

Executive meetings shall be held as required.

At least 48-hours notice shall be given before all Executive meetings.

Quorum for executive meetings shall be 50% rounded up members of the Executive.

Section 3 - General Meeting

The general meeting of the society shall be held annually during the month of March, and shall include reports from the outgoing executive, any committee reports, the election of executive officers, budget presentation, and any new or old business.

At least two weeks notice with agenda shall be given before the meeting, stating the time, date and place of the meeting.

Quorum for general meetings shall be twenty-one (21) members.

Section 4 - Additional Requirements

Any two executives, the president, or three members may call a regular meeting. The president or the executive shall determine the date of the meeting within one week of the request.

If a request has been made within the last month, the president can defer a meeting to ensure no more than one meeting a month.

The president can, with the agreement of half the executives, disregard requests for meetings. A further request of at least ten members can override this provision.

Article 4.

Section 1 - Election of Officers

Elections are to be held annually under the auspices of the University of Windsor Students' Alliance (UWSA) where they are capable of carrying out said elections.

An annual election shall take place in March, with offices filled in May.

Any positions not filled in the annual election may be appointed on a temporary basis by a simple majority of the Executive at an executive meeting.

The first year representative, and any positions not elected in the annual election (including positions temporarily held), shall be elected during the first month of the fall semester.

The elected positions shall be the President, VP Communications, VP External, VP Academic, VP Finance, First Year representative, Second Year representative, and Senior representative.

In the event of no new executive being elected, a group of Computer Science students may petition the UWSA VP Administration to represent the Computer Science Society on a temporary basis subject to election in the first month of the fall semester.

Section 2 - Removal of an Executive Officer

In the event that an executive member is not fulfilling their responsibilities, the following procedure shall take place:

The President will meet with the executive, to discuss concerns raised by the membership.

After one week, if the executive member is still not found to be fulfilling their responsibilities, the President shall issue a written warning.

After an additional week, if the executive member is still not found to be fulfilling their responsibilities, a meeting will be called to determine whether the individual will retain their position.

In the event that the executive in question is the President, the VP Academic will conduct the above procedure.

Section 3 - Meeting to Remove an Executive Officer

An executive meeting shall be called to determine whether an executive will continue to hold their position.

At least one-week notice shall be given before the meeting.

The executive in question will be given an opportunity to address any issues and concerns raised, answer any questions as well as provide reasons why they should continue to hold their position.

Voting shall take place by secret ballot.

Quorum for the meeting shall be two thirds rounded up of the executive, not including the accused.

If quorum is not met, or in the event that a two-thirds vote is not obtained, the individual shall retain their position.

No minutes shall be published for this meeting, beyond the immediate result.

Section 4 - Constitutional Amendments

The constitution can be amended at a regular meeting, or a general meeting, with a three-fourths majority vote.

Any amendments must be announced one week prior to either meeting.

Section 5 - Interpretation of Bylaws

These bylaws are to be interpreted by the Executive.

Section 6 - Conflicts with UWSA Policy

Nothing in this instrument shall be read to contradict UWSA rules regarding clubs or societies. In the event where a contradiction shall occur, the rules of the UWSA shall have precedent.

Section 7 - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CSS in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order CSS may adopt.

Section 8 - Resignations

An executive member may resign from their position by submitting a written notice to the Executive at least two weeks in advance.

The President shall be responsible for filling the vacant position, by appointment or election, as the President deems necessary.

In the case of the resignation of the President, the position shall be filled by the VP Academic until the next election.