

THE CONSTITUTION
OF THE
COMPUTER SCIENCE STUDENTS ASSOCIATION

March 1, 2011



ComSSA

1 Preliminary

1.1 Name

The club shall be known as the *Computer Science Students Association*, also by the short name *COMSSA* and hereafter referred to as COMSSA.

1.2 Objective

The objective of this constitution is to:

- a) Provide a framework for the operation of the club
- b) Assist the members who operate the club in a way consistent with the ethos of the club

1.3 Definition and Interpretation

“COMSSA” is the short name for the Computer Science Students Association.

“Club” refers to COMSSA.

“AGM” stands for Annual General Meeting.

“SGM” stands for Special General Meeting.

“Club year” refers to the period of time between the AGM of one year until the AGM of the next.

“OCM” refers to Ordinary Committee Member.

“Member” refers to any Member of COMSSA

“Club asset” refers to any item or object belonging to COMSSA.

1.4 Registration

As COMSSA is part of Curtin University, it must officially register each year by being at least one of the following:

- a) A Curtin Student Guild registered club.
- b) A Curtin Student Guild affiliated club.
- c) Registered with the Curtin Council.

1.5 Limit of the COMSSA Constitution

This constitution is restricted and subject to the Curtin University Statutes, Curtin Student Guild Regulations and Curtin Student Rules.

2 Objectives of the Club

2.1 Objectives

The objectives of the Club are:

- a) To provide social events for students and staff of the Department of Computing.
- b) To provide support for students entering university life.
- c) To provide support for students who need representation with the Department of Computing.
- d) To liaise with the Department of Computing and function as a forum for student and staff relations.
- e) To assist in the provision of study and academically related material.

3 Membership

3.1 Limits of Membership

Membership to the club is unrestricted excepting a unanimous vote of the Committee.

3.2 Suspension or Termination of Membership

Excepting a unanimous vote of the Committee, membership of any person may not be suspended or terminated by any individual or group within the club.

3.3 Membership Length

Any student enrolled in a Department of Computing unit is automatically a member of COMSSA.

A person who is not a Department of Computing student shall remain a member from full payment of the membership fee until midnight of March 31st of the following year.

4 Fees and Membership Costs

4.1 Membership Fee

The membership fee for any and all students shall be ten (10) Australian dollars, Or the value of the Curtin Guild Club Membership Voucher.

4.2 Compulsory Fees

There shall be no compulsory fees charged to members apart from the membership fee to non-Department of Computing students.

4.3 Costs for Members to Attend COMSSA Events

Costs for members to attend any official COMSSA event shall be a maximum of five (5) Australian dollars or 20% above cost price, whichever is greater.

5 Committee

5.1 Committee Structure

The Committee shall consist of the following voting office bearers:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

And the addition of the following voting non-office bearers:

- e) Three (3) to five (5) Ordinary Committee Members (OCMs)

5.2 Length of Term

Positions shall be held for one year; from the last day of the second semester (including the exam weeks) to the same time the following year.

5.3 Executive Members

To be considered for the office bearer positions you must meet the following criteria:

- a) The Nominee must be a current student at Curtin University, studying at the Bentley campus
- b) The Nominee must be studying at least one degree which has greater than 50% credit points assigned to units run by the Department of Computing.
- c) The Nominee must be Curtin Student Guild member

5.4 Committee Eligibility

All members of the Committee must be members of COMSSA. All members of the Committee must also agree to sign and abide by the annual Spending Policy (section 12).

5.5 Ordinary Committee Members

The method of selection of Ordinary Committee Member positions shall be determined by the Committee, and shall be limited to either:

- a) A majority vote at an AGM or SGM.
- b) Appointment by the Committee.

5.6 Quorum

Quorum shall be three (3) executives and two (2) other members of the Committee.

5.7 Vacancy of Position

Any position will become vacant upon the following criteria:

- a) Current occupant's written notice to the Committee.
- b) Missing of three (3) consecutive meetings without given notice, upon verification of the Committee or delegate.
- c) Missing of six (6) consecutive meetings, upon verification of the Committee or delegate.
- d) No longer being a member of COMSSA.

5.8 Vacancy or Incapacitation

- a) If any executive member vacates their position or becomes incapacitated, then the President shall take on all their powers and responsibilities until such time as an SGM is called and the position filled.
- b) The President may appoint an interim from the membership to temporarily fill the position until an SGM is called with the approval of the Committee.
- c) An SGM must be called within one (1) month of vacancy of position.

6 Powers and Responsibilities

6.1 Duties of the Committee

The Committee has the power and responsibility to:

- a) Meet regularly.
- b) Plan activities in accordance to the club objectives and inform all members.
- c) Formulate policy, rules and regulations in accordance to the club objectives.
- d) Raise and spend funds in accordance with the current spending policy.
- e) Accept or decline members who apply for an OCM position.
- f) Elect a member to take a vacant OCM position if necessary.
- g) Call for an SGM.
- h) Act in the best interests of the club.
- i) Operate the club in an ethical manner.
- j) Cancel the membership of any member upon written agreement and support of the Curtin Student Guild President or Curtin Student Guild Activities Vice-President or unanimous vote of the committee.

6.2 Duties of the President

The President has the power and responsibility to:

- a) Represent the club in any matters relating to COMSSA.
- b) Co-ordinate and supervise the Committee.
- c) Familiarise the members with the objectives, activities, rules and regulations of the club.
- d) Suspend an OCM from active duty, with the approval of one other executive member of the Committee.
- e) Suspend an executive member from active duty, with the approval of two other executive members of the Committee.
- f) Call for an SGM.
- g) Provide the agenda at least 48 hours before a committee meeting and preside over said meeting as chairperson.

6.3 Duties of the Vice-President

The Vice-President has the power and responsibility to:

- a) Assist the President in carrying out their responsibilities.
- b) Take on the President's duties upon the incapacitation of the President, or the vacancy of the President's position.
- c) Familiarise the members with the objectives, activities, rules and regulations of the club.
- d) Suspend an OCM from active duty, with the approval of the President.
- e) Suspend an executive member from active duty, with the approval of two other executive members of the Committee.
- f) Preside over a committee meeting as chairperson upon vacancy of the President.

6.4 Duties of the Secretary

The Secretary has the power and responsibility to:

- a) Record and keep minutes of all meetings, and to ensure that those minutes are signed by the Chairperson of the meeting.
- b) Manage correspondence of the club.
- c) Manage a list of current members.
- d) Keep and provide to any member the Constitution, policies, rules and regulations of the club.
- e) Suspend an OCM from active duty, with the approval of the President.

6.5 Duties of the Treasurer

The Treasurer has the power and responsibility to:

- a) Keep a book of accounts dealing with property and finances of the club.
- b) Prepare a report of income and expenditure during the club year to be provided during an AGM or SGM.
- c) Ensure the Committee's adherence to the annual Spending Policy.
- d) Familiarise and report to the Committee the financial status of the club.
- e) Suspend an OCM from active duty, with the approval of the President.
- f) Suspend a committee member upon a violation of the spending policy.

6.6 Duties of Ordinary Committee Members

The OCMs have the power and responsibility to:

- a) Perform tasks as delegated by the Committee.
- b) Assist the Committee in their duties.
- c) Ensure the proper conduct of the executive members.

6.7 Duties of the Members

Members have the power and responsibility to:

- a) Vote during an AGM or SGM.
- b) Become part of the Committee.

7 Removal and Suspension of Ordinary Committee Members

7.1 Suspension of Ordinary Committee Members

- a) The President and one other executive member can suspend any OCM from active duty.
- b) Upon suspension of duty, the OCM must yield any club assets in their possession to the executive members.

7.2 Confirmation of Suspension

A committee meeting must be held within fourteen (14) days of the suspension of an OCM.

- a) The President and executive responsible for suspending the OCM must present their reasons for suspending the OCM to the Committee.
- b) The OCM may explain their actions to the Committee.
- c) Suspension will be confirmed by a majority vote of the Committee, that being 50% + 1 of the full Committee, with the exception of the suspended OCM.
 - i) The Committee can request the suspended OCM to be removed from the meeting during the vote.
 - ii) The Committee can request the suspended OCM to be removed from the meeting during discussion.

7.3 Removal of Ordinary Committee Members

The OCMs can be removed from their position in the following ways:

- a) Confirmation of suspension for an OCM suspended from active duty.
- b) A majority vote of the committee, that being 50% + 1 of the full Committee, with the exception of the OCM being considered for removal.
 - i) The Committee can request the OCM in question to be removed from the meeting during the vote.
 - ii) The Committee can request the OCM in question to be removed from the meeting during discussion, but the OCM must be given a chance to explain their actions.
- c) Refusal to sign or abide by the Spending Policy. Upon removal from the Committee:
- d) The former OCM must yield any club assets in their possession to the executive members.
- e) The Committee must supply to the former OCM justification for removal.

7.4 Right to Appeal

Any OCM removed from their position has the right to an appeal.

- a) The Committee must be notified of appeal within seven (7) days of removal.
- b) A committee meeting must be held within fourteen (14) days after receipt of appeal.
- c) The Committee cannot fill the vacant position for seven (7) after removal, and any period until the meeting to consider appeal.
- d) The removed OCM must justify why their removal was unwarranted at the committee meeting.
- e) The OCM will be restored to their position upon majority vote of the Committee, that being $50\% + 1$ of the full Committee.
 - i) The Committee can request the removed OCM to be removed from the meeting during discussion.
 - ii) The Committee can request the removed OCM to be removed from the meeting during the vote.
- f) The Committee must supply to the former OCM justification for rejection of appeal.

8 Removal of Executive Members

8.1 Requests for Removal

Any Member may request for the removal of an executive member from office. The request must be given in writing, and will only be considered if:

- a) The request includes reasons for removal from office.
- b) The request includes the signatures of at least ten (10) members.

8.2 Consideration of Request

A committee meeting must be held within fourteen (14) days of receipt of request.

- a) The Member(s) may present their reasons in person to the Committee.
- b) The executive member in question may explain their actions to the Committee and the Member(s) in attendance.
- c) The executive member will be removed from their position upon majority vote of the Committee, that being $50\% + 1$ of the full Committee, with the exception of the executive member being considered for removal.
 - i) The Committee can request the executive member in question, and any Members to be removed from the meeting during discussion.
 - ii) The Committee can request the executive member in question, and any Members to be removed from the meeting during the vote.
- d) The Committee must supply to the executive member in question, and the raising Member(s), justification as to the decision made.

8.3 Removal of Executive Members

An executive member can be removed from office in the following ways:

- a) Granting of request for removal.
- b) An unanimous vote of the committee with the exception of the executive member being considered for removal.
 - i) The Committee can request the executive member in question to be removed from the meeting during the vote.
 - ii) The Committee can request the executive member in question to be removed from the meeting during the discussion, but the executive member must be given a chance to explain their actions.
- c) Refusal to sign or abide by the Spending Policy.

Upon removal from the Committee:

- d) The former executive member must yield any club assets in their possession to the remaining executive members.
- e) The Committee must supply to the former executive member justification for removal.
- f) An SGM must be called within one (1) month of removal of position.

8.4 Right to Appeal

- a) A removed executive member may stand for re-election at the SGM, and as such has no right to appeal.
- b) If the raising Member(s) are unsatisfied with the result of consideration, they may provide written notice of an SGM to the Committee (as specified in section 11).
 - i) The Committee must call an SGM within one (1) month upon receipt of notice, to discuss the matter of removal with the membership, and election of position if necessary.

9 Dismissal of Committee

9.1 Request for Dismissal

Any Member may request for the dismissal of the entire Committee. The request must be given in writing, and will only be considered if:

- a) The request includes reasons for removal from office.
- b) The request includes the signatures of at least twenty (20) members.

9.2 Receipt of Request

An SGM must be called within fourteen (14) days of receipt of request. The agenda shall include:

- a) Member(s) justification for dismissal of Committee.
- b) The Committee explanation for the actions detailed in the Member(s) justification.
- c) Vote for dismissal of Committee.

The method of voting for dismissal of Committee shall be secret ballot supervised by an independent source.

- d) Election of new Committee (if necessary).

9.3 Confirmation of Dismissal

Upon dismissal of Committee:

- a) The dismissed Committee must yield any club assets in their possession to the newly elected Committee.

9.4 Right to Appeal

The dismissed Committee may stand for re-election at the SGM, and as such has no right to appeal.

10 Annual General Meetings

10.1 Time to be Held

The AGM is to be held in the last three weeks of semester two (2).

10.2 Notice to be Given

At least fourteen (14) days notice is to be given to all members detailing date, time and location of an AGM.

10.3 Agenda

The agenda shall consist of but is not limited to:

- a) A report from each executive member of the Committee.
- b) Ratification of the Constitution.
- c) Election of office bearers (executive members).
- d) Any matter that is in writing, signed by at least ten (10) members.

10.4 Election of Positions

The member of election shall be secret ballot supervised by an independent source.

10.5 Quorum

Quorum for the AGM shall be twenty (20) members or 50% of the listed members, whichever is less.

10.6 Voting

- a) The method of voting, with the exception of election of positions, shall be decided by the President, or in their absence, the Vice-President.
- b) Any matter that is voted upon shall be deemed to be passed if at least 50% + 1 of attending votes are in favour.

11 Special General Meetings

11.1 Alternative Names

A SGM may also be known as:

- a) Extraordinary General Meeting (EGM)
- b) Emergency General Meeting (EGM)

11.2 Convening

A SGM can be called for by:

- a) Written notice by at least 50% plus one (1) of the Committee.
- b) Written notice from the President.
- c) Written notice by at least ten (10) members of COMSSA.

11.3 Notice to be Given

At least seven (7) days notice to be given to all members detailing date, time and location of a SGM.

11.4 Agenda

The agenda shall consist of:

- a) A report from each executive member.
- b) Election of any vacant office bearer positions.
- c) Any matter in writing signed by at least ten (10) members.
- d) Any matter in writing signed by at least 50% plus one (1) committee members.

11.5 Quorum

Quorum for a SGM shall be twenty (20) members or 50% of the listed members, whichever is less.

11.6 Election of Positions

The method of election shall be secret ballot supervised by an independent source.

11.7 Voting

- a) The method of voting, with the exception of election of positions and dismissal of Committee, shall be decided by the President, or in their absence, the Vice-President.
- b) Any matter that is voted upon shall be deemed to be passed if at least $50\% + 1$ of attending votes are in favour.

12 Spending Policy

12.1 Drafting of Spending Policy

- a) The Spending Policy will be drafted annually within one (1) month of the AGM by the new Treasurer.
- b) The Spending Policy defines and regulates the use of funds by the Committee, and will last the duration of a club year.

12.2 Acceptance of Spending Policy

The Spending Policy will be confirmed upon receipt of the signatures of all members of the Committee, both executive and ordinary. Any member who refuses to sign the Spending Policy will be removed after a committee vote of 50% + 1.

12.3 Violation of Spending Policy

Adherence to the Spending Policy will be regulated by the Treasurer.

Violation of the spending policy may result in suspension and possible removal from the committee.

12.4 Non-Profit Clause

The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

12.5 Dissolution Clause

In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

13 The Constitution

13.1 Modification

The Constitution may only be modified during an AGM or SGM upon a 70% majority vote.