

THE CONSTITUTION
OF THE
COMPUTER SCIENCE STUDENTS
ASSOCIATION

October 15, 2014



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, and
- b) Assist the Members who operate the Club in a way that is 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.

“Constitution” refers to this document.

“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 year.

“Member” refers to any member of ComSSA, unless otherwise qualified.

“Committee” refers to the group of Members who are responsible for the operation of the Club.

“Executive Committee” refers to the subset of Committee Members who are also office bearers.

“OCM” stands for “Ordinary Committee Member”.

“Club Asset” refers to any item belonging to ComSSA, be it monetary, physical, abstract or otherwise.

“**Majority**” is defined as the nearest whole number to half of a cardinality, that is strictly greater than half of that cardinality.

1.4 Registration

As ComSSA is a part of Curtin University, it must officially register as a Curtin Student Guild-affiliated club each year.

1.5 Limit of the ComSSA Constitution

This Constitution is restricted and subject to the Curtin University Statutes and the Curtin Student Guild Regulations.

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, and
- d) To liaise with the Department of Computing and function as a forum for student and staff relations.

3 Membership

3.1 Limits of Membership

Membership of the Club is unrestricted excepting a unanimous vote by the Committee.

3.2 Membership Length

All memberships shall remain active from full payment of the membership fee until the beginning of the first day of Teaching Week 1 of Semester 1 of the following academic year, as set forth in the Curtin University academic calendar for that year.

4 Fees and Membership Costs

4.1 Membership Fee

The membership fee for students with a full, financial Curtin Student Guild membership shall be five (5) Australian Dollars, or a Curtin Student Guild club registration voucher.

Registration for all other Members shall be ten (10) Australian dollars.

4.2 Compulsory Fees

There shall be no compulsory fees charged to Members apart from the membership fee.

4.3 Costs for Members to Attend ComSSA Events

The maximum cost for Members to attend any official ComSSA event shall be ten (10) 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) Treasurer, and
- d) Secretary.

The Committee shall consist of the following voting non-office bearers:

- e) Three (3), five (5) or seven (7) Ordinary Committee Members.

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 in the following year, as defined by the Curtin University academic calendar.

5.3 Committee Eligibility

To be considered for any committee position, a Nominee must meet all of the following criteria:

- a) The Nominee must be a current, full time student at Curtin University, studying at the Bentley campus, and
- b) The Nominee must be a ComSSA member

5.4 Executive Committee Eligibility

To be considered for an office bearer position, a Nominee must meet all of the following criteria:

- a) The Nominee must be a Curtin Student Guild member, and
- b) At least one of the following must be true for the Nominee:
 - i) The Nominee must be studying at least one course which has greater than 50% of its credit points assigned to units run by the Department of Computing, and/or
 - ii) The Nominee must be studying at least one course which will yield a degree which is deemed as “relevant to computing” by an academic staff member of the Department of Computing in the position of Senior Lecturer or higher.

5.5 Ordinary Committee Members

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

- a) A Majority vote by Members attending an AGM or SGM, or
- b) Appointment by the Committee.

5.6 Quorum

Quorum is satisfied when the following conditions are met:

- a) Three (3) or more Executive Members must be present, and
- b) Five (5) total Committee Members must be present.

A Committee Member may qualify to be counted in both of these conditions.

5.7 Vacancy of Position

Any position will become vacant upon any of the following criteria:

- a) The current occupant's written notice to the Committee,
- b) Absence from two (2) consecutive meetings without given notice, upon verification of the Committee,
- c) Absence from four (4) consecutive meetings, upon verification of the Committee, or
- d) No longer being a Member of ComSSA.

5.8 Vacancy or Incapacitation

- a) If any Executive Committee Member vacates their position or becomes incapacitated, then the President shall acquire all of their powers and responsibilities until an SGM is called and the position is 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 four (4) weeks of vacancy of a 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 with the Club objectives and inform all Members of these activities,
- c) Formulate Policy in accordance with the Club objectives,
- d) Act according to all enacted Policy,
- e) Raise and spend funds in accordance with the current Spending Policy,
- f) Accept or decline Members who apply for an OCM position,
- g) Appoint a Member to take a vacant OCM position if necessary,
- h) Call for Special General Meetings,
- i) Act in the best interests of the Club,
- j) Operate the Club in an ethical manner, and
- k) Cancel the membership of any Member upon any of the following:
 - i) Written agreement and support of the Curtin Student Guild Student Engagement Coordinator, and/or
 - ii) A unanimous vote by 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 Committee Member,
- e) Suspend an Executive Committee Member from active duty, with the approval of two other Executive Committee Members,
- f) Call for Special General Meetings,
- g) Provide the agenda at least 48 hours before a Committee meeting, and
- h) Preside over Committee meetings as the 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 Committee Member from active duty, with the approval of two other Executive Committee Members, and
- f) Preside over a Committee meeting as its chairperson upon vacancy of the President.

6.4 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) Write or make necessary revisions to the Spending Policy,
- d) Ensure the Committee's adherence to the Spending Policy,
- e) Familiarise and report to the Committee the financial status of the Club,

- f) Suspend an OCM from active duty, with the approval of the President, and
- g) Suspend a Committee Member upon a violation of the Spending Policy.

6.5 Duties of the Secretary

The Secretary has the power and responsibility to:

- a) Record and keep minutes of all Committee 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, publish and provide to any Member the Constitution, Policies and meeting minutes of the Club, and
- e) Suspend an OCM from active duty, with the approval of the President.

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, and
- c) Ensure the proper conduct of the Executive Committee Members.

6.7 Duties of the Members

Members have the power and responsibility to:

- a) Vote during an AGM or SGM, and
- b) Become a 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 Committee Member can suspend any OCM from active duty.
- b) Upon suspension of duty, the OCM must yield all Club Assets in their possession to the Executive Committee.

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 Committee Member 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 upon a Majority vote by the full Committee, with the exception of the suspended OCM.
 - i) The Committee can request that the suspended OCM be removed from the meeting during the vote.
 - ii) The Committee can request that the suspended OCM be removed from the meeting during discussion.

7.3 Removal of Ordinary Committee Members

Ordinary Committee Members can be removed from their position in any of the following ways:

- a) Confirmation of suspension for an OCM suspended from active duty,
- b) A Majority vote by the full Committee, with the exception of the OCM being considered for removal:

- i) The Committee can request that the OCM in question be removed from the meeting during the vote.
- ii) The Committee can request that the OCM in question be removed from the meeting during discussion, but the OCM must be given a chance to explain their actions.

Upon removal from the Committee:

- c) The former OCM must yield all Club Assets in their possession to the Executive Committee.
- d) 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) days 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 a Majority vote by the full Committee.
 - i) The Committee can request that the removed OCM be removed from the meeting during discussion.
 - ii) The Committee can request that the removed OCM 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 Committee 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, and
- b) The request includes the signatures of at least ten (10) Members or 10% of the current membership, whichever is greater.

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 Committee Member in question may explain their actions to the Committee and the Member(s) in attendance.
- c) The Executive Committee Member will be removed from their position upon a Majority vote by the full Committee, with the exception of the Executive Committee Member being considered for removal.
 - i) The Committee can request that the Executive Committee Member in question, and any Members be removed from the meeting during discussion.
 - ii) The Committee can request that the Executive Committee Member in question, and any Members be removed from the meeting during the vote.
- d) The Committee must supply to the Executive Committee Member in question, and the raising Member(s), justification for the decision made.

8.3 Removal of Executive Members

An Executive Committee Member can be removed from office in any of the following ways:

- a) Granting of request for removal,
- b) A unanimous vote by the Committee with the exception of the Executive Committee Member being considered for removal:
 - i) The Committee can request that the Executive Committee Member in question be removed from the meeting during the vote.
 - ii) The Committee can request that the Executive Committee Member in question be removed from the meeting during discussion, but the Executive Committee Member must be given a chance to explain their actions.

Upon removal from the Committee:

- c) The former Executive Committee Member must yield all Club Assets in their possession to the remaining Executive Committee Members.
- d) The Committee must supply to the former Executive Committee Member justification for removal.
- e) An SGM must be called within four (4) weeks of removal of position.

8.4 Right to Appeal

A removed Executive Committee Member may stand for re-election at the SGM, and as such has no right to appeal.

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, and
- b) The request includes the signatures of at least twenty (20) members or 20% of the current membership, whichever is greater.

9.2 Receipt of Request

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

- a) Justification for dismissal of the Committee by the Member(s) making the request,
- b) The Committee explanation for the actions detailed in the justification, and
- c) A vote by the attending Members for dismissal of the entire Committee.
 - i) The method of voting for dismissal of the Committee shall be a secret ballot supervised by an independent source.
- d) Election of the new Committee (if necessary).

9.3 Confirmation of Dismissal

Upon dismissal of the Committee:

- a) The dismissed Committee must yield all 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 four teaching weeks of Semester Two, as defined by the Curtin University academic calendar.

10.2 Notice to be Given

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

10.3 Agenda

The agenda shall consist of, in order:

- a) A report from each Executive Committee Member,
- b) Ratification of the Constitution,
- c) Election of the Executive Committee, and
- d) Any matter that is in writing, signed by at least ten (10) Members or 10% of the current membership, whichever is greater.

10.4 Election of Positions

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

10.5 Quorum

Quorum for the AGM shall be twenty (20) Members or a Majority of the listed Members, whichever is fewer.

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 a Majority of attending votes are in favour.

11 Special General Meetings

11.1 Convening

An SGM can be called for by any of the following means:

- a) Written notice by a Majority of the Committee,
- b) Written notice from the President, or
- c) Written notice by at least ten (10) Members or 10% of the current membership, whichever is greater.

11.2 Notice to be Given

At least seven (7) days but no more than four (4) weeks of notice is to be given to all Members detailing date, time and location of an SGM.

11.3 Agenda

The agenda shall consist of, in order:

- a) A report from each Executive Committee Member,
- b) Election of any vacant office bearer positions,
- c) Any matter in writing signed by at least ten (10) Members or 10% of the current membership, whichever is greater, and
- d) Any matter in writing signed by a Majority of the Committee.

11.4 Quorum

Quorum for an SGM shall be twenty (20) Members or a Majority of the current membership, whichever is fewer.

11.5 Election of Positions

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

11.6 Voting

- a) The method of voting, with the exception of election of positions and dismissal of the 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 a Majority of attending votes are in favour.

12 Policies

12.1 Definition

A Policy is a formal, standardised document, used to record a rule set or process related to the running of the Club.

12.2 Forming Policy

Except where otherwise stated in this document, any ComSSA Member (or group of Members, including any and all Committee Members) may form a Policy to be considered by the Committee.

12.3 Consideration Conditions

In order for a Policy to be considered by the Committee, it must meet the Consideration Conditions:

- a) Be in writing,
- b) State the full name of the person(s) that contributed to the Policy, hereby referred to as the Submitter(s),
- c) Be endorsed by one (1) Committee Member; this may be one of the Submitter(s), and
- d) State the full name of the Committee Member that endorsed the Policy, hereby referred to as the Endorser.

12.4 Considering and Enacting a Policy

When a Policy meets the Consideration Conditions, it may be considered by the Committee.

- a) In order for a Policy to be voted upon in a meeting, it must be included in the agenda for said meeting.
 - i) The Policy document must be included along with the agenda upon circulation to Committee Members. The intent of this condition is to allow Committee Members to process a Policy and its possible ramifications before voting.
- b) At the Committee meeting (hereafter the Policy Meeting) the Policy will undergo an initial out-loud reading in its entirety by the chairperson.
- c) The Policy will be discussed by the Committee Members present at the Policy Meeting.
- d) Before voting takes place, amendments may be made to the Policy by the Submitter(s).
 - i) If any amendments are made to a Policy, they must be approved by all Submitter(s).
 - ii) At any point during the Policy Meeting, any of the Submitter(s) may remove their name(s) from the Policy.
 - iii) At any point during the Policy Meeting, and with the permission of all other Submitter(s) (or with nobody's permission if the Policy is has been left without any Submitters), someone may add themselves to the list of Submitter(s) and make amendments.
 - iv) If the Policy is without Submitter(s), with nobody willing to become a Submitter, discussion is dropped.
 - v) At any time during discussion, the Endorser may cease endorsing the Policy. If no Committee Members endorse the Policy, discussion is dropped.
- e) Once all Submitter(s) and the Endorser are satisfied with the state of the Policy, the Policy will go to a vote by the Committee Members present at the Policy Meeting. If a Committee member is not present at the Policy Meeting, they may choose to vote remotely as an absentee.
 - i) Any two (2) Committee Members attending the Policy Meeting

may request to have voting postponed until the next Committee meeting (which becomes the Policy Meeting upon reenactment of this process).

- ii) If said Committee member(s) are not present at the next Policy Meeting, they forfeit their right to vote on the Policy.
 - iii) A Policy Meeting may not be postponed more than once per Policy.
- f) Policy is considered Enacted when it receives a Majority vote of approval by the Committee Members attending the Policy Meeting.

12.5 Nullification of a Policy

A Policy can be nullified by the Committee via a Majority vote at a Committee meeting.

12.6 Amendment Consideration Conditions

A Policy may be amended after enactment.

In order for a Policy amendment to be considered by the Committee, it must meet the Consideration Conditions:

- a) Be in writing,
- b) Be based on an existing enacted Policy,
- c) State the full name of the person(s) that contributed to the Policy amendment, hereby referred to as the Amender(s),
- d) Be endorsed by one (1) Committee member; this may be one of the Amender(s), and
- e) State the full name of the Committee member that endorsed the Policy, hereby referred to as the Endorser.

12.7 Amendment of a Policy

The process for amending a Policy is as follows:

For the duration of the following procedure, Amender(s) refers to the Amender(s) for the current amendment only.

- 1) In order for a Policy amendment to be voted upon in a meeting, it must be included in the agenda for said meeting.
 - i) The amended Policy document must be included along with the agenda upon circulation to Committee Members.
 - ii) Inherently, a Policy amendment may not be voted upon with less than 48 hours notice to all Committee Members.
- 2) At the next Committee meeting (hereafter the Policy Meeting) the amended Policy will undergo an initial out-loud reading in its entirety by the chairperson.
- 3) The amended Policy will be discussed by the Committee Members present at the Policy Meeting.
- 4) Before voting takes place, further amendments may be made to the Policy by the Amender(s).
 - i) If any further amendments are made to a Policy, they must be approved by all Amender(s).
 - ii) At any point during the Policy Meeting, any of the Amender(s) may remove their name(s) from the amended Policy.
 - iii) At any point during the Policy Meeting, and with the permission of all other Amender(s) (or with nobody's permission if the Policy is has been left without a submitter), someone may add themselves to the Amender(s) list and make further amendments.
 - iv) If the Policy is without Amender(s), with nobody willing to become a member of Amender(s), discussion is dropped and the Policy is left as-is.
 - v) At any time during discussion, the Endorser may cease endorsing the Policy amendment. If no Committee Members endorse the Policy amendment, discussion is dropped.
- 5) Once all Submitter(s) and the Endorser are satisfied with the new state of the Policy, The new Policy will go to a vote by the Committee Members present at the Policy Meeting. If a Committee member is not present at the Policy Meeting, they forfeit their right to vote on said Policy amendment.
 - i) Any two (2) Committee Members attending the Policy Meeting may request to have voting postponed until the next Committee meeting, which becomes the Policy Meeting.

- ii) If said Committee member(s) are not present at the next Policy Meeting, they forfeit their right to vote on the Policy.
 - iii) A Policy Meeting may not be postponed more than once per Policy amendment.
- 6) The amended Policy is considered Enacted when it receives a Majority vote of approval by the Committee Members attending the Policy Meeting. The now-second-newest Amendment of the Policy will no longer be considered as Enacted.

12.8 Record of Policies

The Secretary must keep a record of current, nullified, and rejected Policies, as well as Policies undergoing discussion by the Committee.

This record must include:

- a) An accurate and factual record of all Policies, as voted on by the Committee.
- b) The Submitter(s) and Endorser responsible for each Policy.
- c) All amendments (past and present) of any Policies that have been amended.
- d) An objective summary of the changes that took place with each amendment.
- e) The Amenders and Endorser responsible for each amendment.

12.9 Restriction of Policy

All Policy is restricted by certain terms, and is to be held below the Constitution. Policy may not:

- a) Contradict or nullify anything set forth in the Constitution, or
- b) Contradict or nullify anything set forth in any rules or regulations the Constitution is restricted by. See the section “Limit of the ComSSA Constitution”.

12.10 Mandatory Policies

In order to ensure proper operation of the Club, certain Policies are required.

12.10.1 Spending Policy

The Spending Policy defines and regulates the use of funds by the Committee.

The Treasurer must appear as a Submitter on the initial Spending Policy, and an Amender on any amendments.

The Spending Policy must enact the following clauses:

- a) The assets and income of the Club shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to the Members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.
- b) In the event of the Club being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the Curtin Student Guild.

13 The Constitution

13.1 Modification

The Constitution may only be modified during an AGM or SGM upon the approval of no less than 70% of Member votes.