

# Constitution

Computing Science Student Society

Simon Fraser Student Society

July 2024

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# 1 Name

The name of this organisation shall be the “Computing Science Student Society” (from here on referred to as the CSSS), a sub-chapter of the “Simon Fraser Student Society” (from here on referred to as the SFSS).

## 2 Purpose

The CSSS exists for the furtherance of the following objectives:

- The promotion of the interests of students within the School of Computing Science.
- The promotion of the interests of CSSS members within the SFSS.
- The organisation of activities, of educational, entertainment, and career value, for members of the CSSS.
- The promotion of the CSSS and the interests of its members within the community at large.
- The aims of the CSSS shall be consistent with the SFSS Constitution and By-Laws.

## 3 Membership

### 3.1 Automatic Membership

Automatic membership shall be extended to:

- All students who are declared majors, minors, or honours in any program of study offered at the undergraduate level by the School of Computing Science.
- All students who are currently enrolled in any undergraduate course offered by the School of Computing Science.

### 3.2 Honourary Membership

Honourary membership shall be extended:

- For a period of one year, by a 2/3<sup>rds</sup> majority vote at a General Meeting, to individuals who are part of, or who would like to be part of the Computing Science community at SFU.

## 4 Organisation

### 4.1 Officers

#### 4.1.1 The Executive

The Executive shall consist of the President, Vice-President, Treasurer, Director of Resources, Director of Events, Director of Educational Events, Assistant Director of Events, Director of Communications, Director of Multimedia, Director of Archives, SFSS Council Representative, two Executives at Large, and two First Year Representatives.

The President, Vice-President, Treasurer, Director of Resources, Director of Events, Director of Educational Events, Assistant Director of Events, Director of Communications, Director of Multimedia, Director of Archives, and the SFSS Council Representative shall have a one-year term of office. The two Executives at Large shall have a one-semester term of office. The two First Year Representatives shall have a term of office consisting of the Fall and Spring semesters.

Each executive member must write a continuity report at the end of their term for the new executive member who will fill their position. Once a continuity report has been made, each executive member must provide it to both the new executive member and the Director of Archives.

The **President** shall:

- Carry out the business and upkeep of the CSSS, including the delegation of duties to other members of the CSSS as necessary and in accordance with this Constitution, as directed by the decisions of the membership, in order to ensure the well-being of the CSSS.
- Be responsible for calling General Meetings.
- Assume ex officio membership on all committees within the CSSS and to which the CSSS appoints representatives.
- Act as official spokesperson and representative for the CSSS.
- Be the official contact with the School of Computing Science and its representatives.
- Be the official contact with the SFSS and its representatives.
- Be responsible for monitoring all projects funded through the CSSS.

The **Vice-President** shall:

- Chair all meetings of the CSSS unless otherwise specified.
- Coordinate volunteers for the continued operation of the CSSS.
- Assume the duties of the President in the event that the President is unable or unavailable to carry them out, or that the position of President becomes vacant.
- Promote CSSS events to external groups where external engagement such as sponsorship would benefit the event.
- Maintain a record of contact information of external groups that have engaged or might engage with CSSS events.
- Maintain ongoing relationships with alumni and external groups.

- Assume ex officio membership on all committees within the CSSS and to which the CSSS appoints representatives.

The **Treasurer** shall:

- Maintain all financial records of the CSSS.
- Make regular financial reports to the membership of the CSSS.
- Be responsible for the storing and transfer of all revenues of the CSSS.
- Manage all recurring subscriptions of the CSSS.
- Sit on committees as necessary, or upon request.

The **Director of Resources** shall:

- Be responsible for ensuring the administration of maintenance, upkeep, availability, and smooth operation of all resources of the CSSS including but not limited to:
  - common room(s),
  - technical equipment,
  - vending machine(s), and
  - exam files.
- Coordinate the payment and acquisition of goods and assets as necessary for the maintenance and upkeep of the CSSS.

The **Director of Events** shall:

- Plan, organise, and execute large CSSS-sponsored events, or delegate such responsibilities as necessary.
- Chair the Events Committee.

The **Director of Educational Events** shall:

- Plan, organise, and execute professional and educational CSSS-sponsored events, or delegate such responsibilities as necessary.
- Sit on the Events Committee.

The **Assistant Director of Events** shall:

- Plan, organise, and execute recurring CSSS-sponsored events and other events as directed by the Director of Events, or delegate such responsibilities as necessary.
- Sit on the Events Committee.

The **Director of Communications** shall:

- Perform public relations tasks on behalf of the CSSS in order to promote the CSSS and expand its membership.
- Provide a line of communication between the CSSS and graduate students.
- Maintain records of all correspondence between the CSSS and other organisations.
- Oversee the CSSS's social media accounts and online presence.
- Advertise CSSS-sponsored events on the CSSS's social media accounts, inviting members to these events.
- Provide assistance in the promotion of CSSS events and events of other entities that are beneficial to the CSSS.

- Sit on committees as necessary, or upon request.

The **Director of Multimedia** shall:

- Create and procure media such as advertisements, promotional material, artwork, photographs, etc., at the request of the Executive.
- Sit on committees as necessary, or upon request.

The **Director of Archives** shall:

- Ensure that proper notice of General Meetings is given, as outlined in Section 5 of this Constitution.
- Record the minutes of General Meetings and distribute them to the membership of the CSSS.
- Make the minutes of all meetings available to the public, including the SFSS Student Society Organiser.
- Maintain and reproduce upon request the following items:
  - Meeting minutes for General Meetings.
  - Meeting minutes for Committee Meetings.
  - Executive continuity reports.
  - Event summaries.
  - Constitution and Policies documents.
  - Other CSSS documents and history.
- Compile semester executive, representative, and committee membership and contact lists for the School of Computing Science and the SFSS Student Union Organiser.
- Keep up to date on the regulations and procedures of the CSSS and SFSS with respect to their Constitutions.

The **SFSS Council Representative** shall:

- Follow all SFSS requirements for a Student Union Council Representative.
- Act to further the best interests of the CSSS as directed by the membership, within the SFSS Council.
- Submit a written report for each SFSS council meeting to the Director of Archives for public distribution and filing.

The **Executives at Large** shall:

- Share responsibilities for the maintenance and upkeep of the resources of the CSSS at the request of the Director of Resources.
- Be available to other members of the Executive to assist them with tasks relating to the operations and activities of the CSSS.

The **First Year Representatives** shall:

- Ensure that issues and views pertaining to the members of the CSSS in their first year of post-secondary education are well represented within the Executive and the CSSS as a whole.
- Sit on at least one CSSS committee.

- Be available to other members of the Executive to assist them with tasks relating to the operations and activities of the CSSS.

#### 4.1.2 Elected Representatives

The Elected Representatives shall consist of the Elections Officer and Frosh Week Chair. The Elected Representatives are non-executive positions that may be filled by any member of the CSSS.

The **Elections Officer** shall:

- Organise and facilitate the CSSS elections that they are elected to officiate, in accordance with Section 6 of this Constitution.
- Receive all nominations for members of the CSSS running for a position.
- Be free from conflicts of interest, by not running for any of the positions in the election(s) they are officiating.
- Provide the results of the election(s) they are officiating after voting has concluded.
- Hold their position from the time they are elected until the conclusion of the election(s) they were elected to officiate.

The **Frosh Week Chair** shall:

- Be responsible for the organisation and planning of Frosh Week.
- Chair a Frosh Week Committee and hold regular meetings to discuss and plan Frosh Week.
- Write a continuity report at the end of their term for the next Frosh Week Chair(s) who will fill this position.
- Hold their position from the time they are elected until the conclusion of all Frosh Week events.

#### 4.1.3 Appointed Representatives

The Appointed Representatives shall consist of the System Administrator, Webmaster, and various Social Media Managers. The Appointed Representatives are non-executive positions that may be filled by any member of the CSSS.

The System Administrator and Webmaster shall have an indefinite term of office that may be terminated by any of the following events:

- The System Administrator or Webmaster would like to step down.
- The System Administrator or Webmaster is recalled by the membership of the CSSS in accordance with Section 6.7 of this Constitution.
- The position of System Administrator or Webmaster is appointed to another person by a 2/3<sup>rd</sup>s majority vote of the Executive at any Executive or General Meeting.

In cases where the Constitution and the By-Laws of the SFSS require appointment by election, voting shall be conducted as outlined in Section 6.6.

The **System Administrator** shall:



- Maintain all digital resources of the CSSS including but not limited to repositories, servers, and common room terminal(s).
- Hold their position from the time they are appointed until the end of the Summer semester following their appointment, after which the Executive should take the position into consideration.
- Write a continuity report at the end of their term for the next System Administrator who will fill this position.

Should this position remain vacant, the System Administrator's duties shall default to the Director of Resources.

The **Webmaster** shall:

- Maintain current websites affiliated with the CSSS and its corresponding committees.
- Create and design new websites at the request of the Executive or an approved committee.
- Hold their position from the time they are appointed until the end of the Summer semester following their appointment, after which the Executive should take the position into consideration.
- Write a continuity report at the end of their term for the next Webmaster who will fill this position.

Should this position remain vacant, the Webmaster's duties shall default to the System Administrator.

The **Social Media Manager** shall:

- Manage one or multiple social media platforms belonging to the CSSS.
- Manage the administrative accounts or permissions pertaining to their social media platform(s).
- Recruit, manage, and discipline moderators on their social media platform(s) where applicable.
- Gauge user interest in their social media platform(s) with occasional surveys, making changes accordingly.
- Be appointed at the discretion of the Director of Communications.

If a social media platform belonging to the CSSS does not have a Social Media Manager, the Social Media Manager's duties shall default to the Director of Communications for that social media platform.

#### 4.1.4 Signing Officers

The signing officers of the CSSS, including the CSSS bank account, shall be the following members of the Executive:

- The President
- The Vice-President
- The Treasurer
- The Director of Resources

- The Director of Events

In addition, the SFSS Student Organiser shall be a signing officer for the CSSS trust account with the SFSS.

## **4.2 Departmental Committees**

### **4.2.1 Undergraduate Programs Committee/Undergraduate Curriculum Committee**

The President and Vice-President of the CSSS shall sit on the Undergraduate Programs Committee/Undergraduate Curriculum Committee. If neither the President nor the Vice-President can attend a committee meeting, another Executive shall be appointed by the President to attend the meeting in their stead. All members of the Executive shall be allowed to attend these meetings with prior notice to the department.

### **4.2.2 Dean's Student Advisory Committee**

The President and Vice-President of the CSSS shall be members of the Dean's Student Advisory Committee. If neither the President nor the Vice-President can attend a committee meeting, another Executive shall be appointed by the President to attend the meeting in their stead.

### **4.2.3 Other Committees**

In the case that a Committee of the School of Computing Science or the Faculty of Applied Sciences creates a seat for a member of the CSSS, the President or Vice-President shall sit on the Committee until the time at which the Committee is introduced in this Constitution. If neither the President nor the Vice-President can attend a committee meeting, another Executive shall be appointed by the President to attend the meeting in their stead.

## **4.3 CSSS Committees**

In addition to the permanent committees defined below, the Executive may, at any time, stake ad hoc committees to deal with special or pressing business of the CSSS. Membership on these committees shall be appointed by the chair of the committee or by the Executive.

### **4.3.1 Events Committee**

The Director of Events shall chair the Events Committee to organise and facilitate CSSS events.

### **4.3.2 Policy Committee**

The Vice-President shall chair the Policy Committee of the CSSS. In the case that the Vice-President is contacted regarding a proposal to amend the Constitution, a meeting of the Policy Committee shall be convened.

### **4.3.3 Frosh Week Committee**

The Frosh Week Chair shall chair the Frosh Week Committee to organise and plan Frosh Week.

## 5 Meetings

### 5.1 Frequency

There shall be at least four General Meetings in any given semester, the first of which shall be within the first three weeks of classes, and the final one shall be within the last two weeks of classes.

### 5.2 Convening Procedures for General Meetings

General Meetings shall be called by the President, or any other executive should the President be unable or unwilling. If, at any time, no executive is able or willing to call a General Meeting at the request of the membership, any member may do so, provided proper notice is given.

At any time an Emergency General Meeting may be called without proper notice. However, no motions or voting may take place at an Emergency General Meeting.

The location or time of a General Meeting may be changed provided it remains on the same campus and notice of the change is given at least twenty-four hours before the scheduled meeting time. To change the location or time of a General Meeting, a  $2/3^{\text{rds}}$  majority vote of the Executive is needed.

#### 5.2.1 Notice

General Meetings shall be announced at least 7 full days prior to the meeting time.

Such announcements must include the following:

- Placement on the CSSS website when the website is available, and if applicable, distribution via appropriate social media.
- An e-mail sent to the mailing lists `csss-announce@sfu.ca`, `cmpt-students@sfu.ca`, and `csss-honorary@sfu.ca`, or should this not be possible, the mailing list with the greatest number of Computing Science students.

#### 5.2.2 Format of Notice

Any notice of a General Meeting must contain the following information:

- The time and place of the meeting.
- The main points of business of the meeting.
- A listing of any constitutional amendments to be adopted or elections to be conducted.

### 5.3 Quorum

During the Fall and Spring semesters, quorum shall be set at ten members of the CSSS.

During Summer semesters, quorum shall be set at seven members of the CSSS.

## **5.4 Voting and Motions**

Each member of the CSSS is entitled to one vote per motion at any meeting at which they are in attendance. The acceptance of motions shall be determined by a simple majority of those members present and voting at any meeting, notwithstanding those exceptions explicitly defined within this Constitution.

By default, voting shall be by show of hands. However, any member in attendance may raise a motion to make voting by secret ballot. No proxy voting shall be allowed.

## **5.5 Record Keeping**

All meetings of the CSSS, including but not limited to General Meetings, Emergency General Meetings, and Executive Meetings, shall have minutes produced and supplied to the Director of Archives for filing and distribution to the associated mailing lists.

## 6 Elections

Elections for any executive position listed in Section 4.1.1 shall take place during the Spring semester. Elections for any elected position listed in Section 4.1.2 shall take place during the Spring semester unless otherwise specified. No proxy voting shall be allowed in any election.

### 6.1 Eligibility

Any member of the CSSS shall be eligible for election to positions of the CSSS outlined in Sections 4.1.1 and 4.1.2, given the following restrictions:

- The President, Vice-President, Treasurer, and SFSS Council Representative must be registered with the university as a major, minor, or honours in a program of study offered by the School of Computing Science.
- Both of the First Year Representatives must be a registered major, minor, or honours in a program of study offered by the School of Computing Science, and must be within their first year of study.
- No member of the CSSS may at any point hold more than one executive position.

### 6.2 Yearly positions

The terms of office for the positions of President, Vice-President, Treasurer, Director of Resources, Director of Events, Director of Educational Events, Assistant Director of Events, Director of Communications, Director of Multimedia, Director of Archives, and SFSS Council Representative shall be one year beginning May 1<sup>st</sup> through April 30<sup>th</sup> of the following year.

Elections for the yearly positions shall be conducted with the following requirements:

- Elections shall be conducted by the Elections Officer using the Simon Fraser University Survey System.
- Voting by secret ballot is permitted in the event the Simon Fraser University Survey System is unavailable.
- Nominations shall be accepted in writing or by e-mail by the Elections Officer until 24 hours before the beginning of the election period.

Should a person holding a yearly position be unable to perform their duties for a period exceeding a month, they may request leave and an interim replacement may be elected, in accordance with the procedures that apply if the position were to become vacant, to serve for the duration of the leave.

If any of the yearly positions remain or become vacant, an election for this position shall take place within the next two scheduled General Meetings, and notice of the election will be included with notice of the meeting.

### 6.3 Semesterly positions

The terms of office for the positions of Executives at Large shall be one semester beginning at the time of their election until the first quorate General Meeting of the subsequent semester.

Elections for the semesterly positions shall be conducted with the following requirements:

- Elections shall take place at the first quorate General Meeting of the semester.
- Voting shall be conducted by secret ballot with the person receiving the largest number of votes being elected.
- Nominations shall be accepted in writing, by e-mail and from the floor at the General Meeting.

If any semesterly position becomes vacant, an election for this position shall take place within the next two scheduled General Meetings, and notice of the election will be included with the notice of the meeting.

## **6.4 First Year Representatives**

The terms of office for the positions of First Year Representatives shall last two semesters, from the first quorate General Meeting of the Fall semester through April 30<sup>th</sup> of the following year.

Elections for the First Year Representatives shall be conducted with the following requirements:

- Elections shall take place at the first quorate General Meeting of the Fall semester.
- Voting shall be conducted by secret ballot with the two people receiving the largest number of votes being elected.
- Nominations shall be accepted in writing and from the floor at the General Meeting.

If either of these positions becomes vacant during either the Fall or Spring semesters, an election shall take place within the next two scheduled General Meetings, and notice of the election will be included with the notice of the meeting.

## **6.5 SFSS Council Representative**

The term of office for the SFSS Council Representative shall be from May 1<sup>st</sup> until April 30<sup>th</sup> of the following year, with elections occurring between February 22<sup>nd</sup> and March 19<sup>th</sup>, or as required by SFSS policy.

Elections for the SFSS Council Representative shall be conducted with the following requirements:

- Elections shall be conducted by the Elections Officer using the Simon Fraser University Survey System.
- Voting by secret ballot is permitted in the event the Simon Fraser University Survey System is unavailable.
- Nominations shall be accepted in writing or by e-mail by the Elections Officer for the election of the SFSS Council Representative and shall remain open until 24 hours before the beginning of the election period.

If the role of SFSS Council Representative remains or becomes vacant, an election for this position shall take place within the next two scheduled General Meetings, and notice of the

election will be included with notice of the meeting.

## **6.6 Elected Representatives**

The term of office for an Elected Representative is described in Section 4.1.2.

Unless otherwise specified for a specific Elected Representative, elections shall be conducted with the following requirements:

- Elections shall take place as needed for an Elected Representative to fulfil their duties and serve their full term of office.
- Voting shall be conducted by secret ballot with the person receiving the largest number of votes being elected.
- Nominations shall be accepted in writing and from the floor at the General Meeting.

## **6.7 Recall**

Officers of the CSSS may be recalled by a 2/3<sup>rd</sup>s majority of the voting members present at a General Meeting.

Notice of the proposed recall must be given in the notice of the General Meeting at which the proposed recalls are to be considered.

Quorum for a motion to recall an officer of the CSSS shall be set at 20 during Fall and Spring semesters and at 14 during Summer semesters.

Voting shall be conducted by secret ballot.



## 7 Policies

All policies shall be either current or historical. Current policies are policies that are currently in effect. Historical policies are policies that are no longer in effect and are primarily recorded to create documentation of policy history. All current and historical policies shall be described in the CSSS Policies Document.

All policies shall be considered equal in power to the Constitution, except when a policy violates the rules and regulations set forth in either this Constitution, the SFSS Constitution, or the SFSS Policy Manual. If such a violation occurs, the policy shall be struck down and considered invalid.

The creation, amendment, or removal of policies shall require approval of the membership by a 2/3<sup>rd</sup>s majority vote of those present and voting at a quorate General Meeting called to approve the proposed changes. Such proposals must be made readily available prior to the meeting for a period of at least two weeks.

Policies that are removed or expired shall be taken from the relevant current policies section and put into the relevant historical policies section.

Policies shall be referenced by title and date of their latest revision in the CSSS Policies Document.

### 7.1 Operational Policies

Operational policies are designed to regularise the business of the CSSS.

### 7.2 Issues Policies

Issues policies are designed to outline the position of the CSSS on certain issues.

Issues supported by the CSSS shall be eligible to receive support.

Support the CSSS can offer includes, but is not limited to:

- Contacting the student body via e-mail and social media on behalf of the supported party.
- Use of the CSSS name or logo.
- Volunteering manpower.
- Monetary support.

Any monetary support given will be done so in a reimbursement fashion, where the supported party must provide an original receipt of approved expenses. Expenses must be approved beforehand by the membership with a majority vote of those present and voting at a quorate General Meeting called to approve the support.

The CSSS is not mandated to support the issue or supported party but is given the opportunity to do so.

### **7.2.1 General Issues Policies**

General issues policies are designed to outline positions of the CSSS on certain long-term issues that are not expected to be resolved in the foreseeable future.

### **7.2.2 Transient Issues Policies**

Transient issues policies are designed to outline positions of the CSSS on certain short-term issues that are expected to be resolved in the foreseeable future.

## 8 Amendments

This Constitution may be amended only by a motion of the CSSS requiring at least a 2/3<sup>rd</sup>s majority of those present and voting at any General Meeting considering such amendments.

Motions to amend this Constitution must be announced at a General Meeting at least two weeks prior to the General Meeting at which they are voted upon.

Quorum for a motion amending the Constitution shall be set at 20 during Fall and Spring semesters and at 14 during Summer semesters.

The text of the proposed amendment(s) shall be sent to CSSS mailing lists, and copies of the amendment(s) shall be available upon request.

## 9 Dissolution

For the purpose of this Article, the CSSS shall have become inactive if, for two consecutive semesters, the membership does not hold the minimum number of quorate General Meetings.

In the event that the CSSS becomes inactive, all assets of the CSSS become the property of the SFSS to be held in trust for a minimum of two years.

If, during this period, a new CSSS or Student Union is formed to represent the interests of students in the School of Computing Science or if the CSSS becomes active, the trust shall be dissolved and all assets shall become the property of the new Computing Science Student Society or Union.

After two years, if the trust has not been dissolved, the SFSS may dispose of the assets as it sees fit.