

Simon Fraser Student Society
Computing Science Student Society

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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).

2 Purpose

The society 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 Simon Fraser Student Society.
- 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 programme 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. Note that this includes courses labelled MACM.

3.2 Honourary Membership

Honourary, non-voting membership shall be extended:

- For a period of one year, by 2/3 majority vote at a general meeting, to individuals that have provided substantial service to the CSSS .

4 Organisation

4.1 Officers

4.1.1 The Executive

The executive shall consist of the President, Vice-President, Director of Resources, Director of Activities, Treasurer, Secretary, Executive at Large and two(2) First Year Representatives. The President, Vice-President and Treasurer shall have a one year term of office. The Director of Resources, Director of Activities, Secretary and Executive at Large shall have a one semester term of office. The First Year Representatives shall have a term of office consisting of the Fall and Spring semesters.

- President
The President shall:
 - Carry out the business of the Computing Science Student Society as directed by decisions of the membership, and in accordance with this constitution, by delegation of duties to other members of the Society as necessary in order to ensure well being of the Society.
 - Be responsible for calling regular and special general meetings.
 - Assume ex officio membership on all committees within and to which the Computing Science Student Society appoints representatives.

- Act as official spokesperson and representative for the Computing Science Student Society.
- Be the official contact with the School of Computing Science and its representatives.
- Be the official contact with the Simon Fraser Student Society and its representatives.
- Be a signing officer of the Society, including the Society's Bank Account.
- Be responsible for monitoring all projects funded through the society.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- Vice-President

The Vice-President shall:

- Chair all meetings or shall share or delegate this task on direction from a general meeting.
- Perform public relations tasks on behalf of the CSSS in order to promote the CSSS and expand its membership.
- Co-ordinate volunteers for the continued operation of the CSSS.
- Provide a line of communication between the CSSS and graduate students and alumni.
- 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.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- Director of Resources

The Director of Resources shall:

- Be responsible for ensuring the administration of maintenance, upkeep and smooth operation of all CSSS resources; including but not limited to common room(s), photocopier(s), vending machine(s), website and exam files; such that these resources remain in good working order and are usable by the membership.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- Director of Activities

The Director of Activities shall:

- Chair the activities committee at their respective campus.
- Plan, organise, and execute all CSSS sponsored events or delegate such responsibilities as necessary.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.
- Write a report containing procedures and contacts for each class of event for future CSSS members.

- Treasurer

The Treasurer shall:

- Maintain all financial records of the CSSS.
- Be a signing officer of the Society, including the Society's Bank Account.
- Make regular reports to the membership.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- Secretary

The Secretary shall:

- Ensure that proper notice of general and special general meetings is given, as specified by this constitution.
- Keep and reproduce minutes of Computing Science Student Society meetings and written records of all decisions made at properly constituted meeting of the society.

- Maintain records of all correspondence between the society and other organisations.
- Make the minutes of all meetings available to the public, including the Student Union Organiser.
- Compile semester executive, representative, and committee membership lists.
- Compile a semester contact list of the executive members for the School of Computing Science and the Student Union Organiser.
- Write a continuity report at the end of their term for the next executive member who will fill this position.
- Post hard copies of the minutes of general meetings near the CSSS common room(s), and distribute electronic versions of the minutes to appropriate CSSS mailing lists.
- Maintain the records of the CSSS, including but not limited to the minutes archive, financial records and exam archive.

- Executive at Large

The Executive at Large shall:

- Share responsibility for the day-to-day operations of the CSSS and its resources.
- Be available to the other executives to assist them with tasks relating to the operations and activities of the CSSS.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

- First Year Representative

The First Year Representatives shall:

- Share responsibility for the day-to-day operations of the CSSS and its resources.
- Ensure that issues and views pertaining to the Members in their first year of Post-Secondary education are well represented within the Executive and the Society as a whole.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

4.1.2 Forum Representative

The Forum Representative shall:

- Follow all Simon Fraser Student Society requirements for a Student Union Forum Representative.
- Act to further the best interests of the Computing Science Student Society as directed by the membership, within the Simon Fraser Student Society Forum.
- Report on the activities of the Simon Fraser Student Society Forum at general meetings.
- Submit a written report for each meeting to the Secretary for public distribution and filing.

4.1.3 Departmental Student Representatives

The departmental Student Representatives are those students who are elected by the membership to sit on any departmental committees established ad hoc, temporarily, or permanently on which students are invited to participate in a representative/consultative role.

The departmental student representatives shall:

- Regularly attend meetings for the departmental committee to which they have been elected.
- Report to and consult with the membership on a regular basis, during general meetings, concerning the activities of and issues arising from such committees.
- Promote the best interests of the CSSS and its members.
- Inform the President of any meetings to which student representatives are regularly or specially invited to attend, which the elected representative is unable to attend, to ensure that the membership may be represented by an alternate member of the society.
- Submit a written report for each meeting to the Secretary for public distribution and filing.

4.1.4 Signing Officers

The signing officers of the CSSS, including the CSSS bank account, shall be the following executives at any campus:

- The President
- The Vice-President
- The Director of Activities
- The Director of Resources
- The Treasurer
- The SFSS Student Union Organiser
- The SFSS Treasurer

4.2 Departmental Committees

The CSSS shall elect departmental student representatives, as follows, to committees within the School of Computing Science:

4.2.1 Undergraduate Programmes Committee/Undergraduate Curriculum Committee

The President; Vice-President; and Treasurer of the Society shall sit on the Undergraduate Programmes Committee/Undergraduate Curriculum Committee. One alternative member shall also be elected to sit on the Committee in the case that one of the aforementioned Executives is absent.

4.2.2 Deans' Student Advisory Committee

The President; Vice-President; and Treasurer of the Society shall be members of the Deans' Student Advisory Committee. One alternative member shall also be elected to sit on the Committee in the case that one of the aforementioned Executives is absent.

4.2.3 Other Committees

In the case that a Committee of the School of Computing Science or of the Faculty of Applied Sciences creates a seat for a member of the Society, the President; Vice-President; or Treasurer shall sit on the Committee until a time at which the Committee is introduced in the constitution. If none of the aforementioned Executives are able or willing to sit on the Committee, the Society shall elect one member and an alternate to sit on the Committee.

4.3 CSSS Committees

In addition to the permanent committees defined below, the president 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 members of the executive.

4.3.1 Activities Committee

The Director of Activities shall chair an Activities committee to organize and facilitate CSSS events.

4.3.2 Policy Committee

The Vice-President shall chair the Policy Committee of the Society. 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.

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, the final one shall be within the last two weeks of classes.

5.2 Record Keeping

All meetings of the CSSS, including but not limited to General Meetings, Special General Meetings, Emergency General Meetings, Executive Meetings, Activities Committee Meetings, and Event Planning Meetings shall have minutes produced and supplied to the Secretary for public distribution and filing.

5.3 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 providing proper notice is given.

5.3.1 Notice

General meetings shall be advertised at least one week in advance. Such advertisement must consist at the least of the following:

- Announcements placed in or on at least one of the following:
 - The Peak
 - The Eye in the Sky System¹
 - The CSSS website
- A minimum of ten posters distributed amongst all the CSSS common room(s), the applied sciences building and all undergraduate computing science instructional lab facilities. No fewer than three posters must be posted at each campus of Simon Fraser University where there exists computing facilities for the express usage of undergraduate Computing Science students.
- An electronic mail sent to the mailing lists *csss-announce@sfu.ca* and *cmpt-students@sfu.ca*, or should this not be possible, the mailing list with the greatest number of Computing Science students.

5.3.2 Format of Notice

Any notice of 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.

5.4 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.

5.5 Voting

- 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 object to a show of hands, and voting will proceed by secret ballot.
- No proxy voting shall be allowed.

¹These are the video screens located around campus operated by Instructional Media Centre.

6 Elections

6.1 Eligibility

- The CSSS President and Treasurer must be registered with the university as a major, minor, or honours in a programme of study offered by the School of Computing Science.
- The First Year Representative must be a registered major, minor, or honours in a programme of study offered by the School of Computing Science or must intend to enter such a programme above and beyond being within their first year of study at a Post-Secondary Institution.
- Any member of the Society, including but not limited to the Executives of the Society, shall be eligible for election to any non-executive representative position of the Society.
- Any member of the Society shall be eligible for election to any executive office or committee of the Society, with the exception of the President, Treasurer, SFSS Forum Representative and First Year Representative positions.
- In the event that any executive position cannot be filled by a member fulfilling these criteria, then any non-executive member of the Society shall be eligible for election to any executive office of the Society.

6.2 Yearly positions

- The terms of office for the positions of offices of President; Vice-President; and Treasurer shall be one year beginning May 1st through April 30th of the following year.
- Elections shall take place during the spring semester.
- Nominations shall remain open until 24 hours before the beginning of the election period.
- Nominations shall be accepted in writing by the President.
- Voting shall be by secret ballot with the person receiving the largest number of votes being elected.
- 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 unfilled, to serve for the duration of the leave.
- In the event that any of the yearly positions remain or become unfilled, an election for this position shall take place at the next scheduled general meeting and notice of the election will be included with notice of the meeting.
- No proxy voting shall be allowed.
- Electronic voting is permitted using the SFU survey system.

6.3 Semesterly positions

- The terms of office for the positions of Director of Resources, Director of Activities, Executive at Large, Secretary and any departmental student representatives shall be from the first time of their election until the time at which the next election for the position is scheduled to occur.
- Elections for positions pertaining to a specific campus shall take place at the first quorate general meeting of the semester at that campus. Other elections shall take place at the first quorate general meeting of the semester.
- Nominations shall be accepted in writing and from the floor at the general meeting.
- Voting shall be by secret ballot with the person receiving the largest number of votes being elected.
- In the event that any semesterly position becomes unfilled, an election for this position shall take place at the next scheduled general meeting and notice of the election will be included with notice of the meeting.
- No proxy voting shall be allowed.

6.4 First Year Representatives

- The term of office for the positions of First Year Representatives shall be from the first quorate special meeting of members within their first year of study of the Fall semester until the first quorate General meeting of the Summer Semester.
- Elections shall take place at either:
 - a special meeting convened for the purpose upon the closing of any Frosh welcoming events
 - the first quorate general meeting of the Fall Semester
- Nominations shall be accepted in writing and from the floor at the meeting
- Voting shall be by secret ballot with the person receiving the largest number of votes being elected.
- Voting shall be restricted to members within their first year of study at Simon Fraser University.
- In the event that this position becomes unfilled during either the Fall or Spring semesters, an election for this position shall take place at the next scheduled general meeting and notice of the election will be included with the notice of the meeting.
- No proxy voting shall be allowed.

6.5 Forum Representative

- The Forum Representative shall be elected in accordance with the constitution and by-laws of the Simon Fraser Student Society.

6.6 Recall

- Officers of the society may be recalled by a two-thirds ($2/3$) majority of the members present and voting 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.

7 Standing Orders

- Standing orders designed to regularise the business of the CSSS, or amendments to the same, shall require approval of the membership by a $2/3$ majority vote of those present and voting at a quorate general meeting called for the purpose.
- Proposals for standing orders or amendments must be made readily available prior to the meeting for a period equivalent to regular meeting notice requirements.
- Standing orders shall be appended to the constitution.
- Standing orders shall be considered equal in power to the Constitution, except when a standing order violates the rules and regulations set forth in either this Constitution, the SFSS Constitution, or the SFSS Policy Manual, it shall be struck down and considered invalid.

8 Policies

- Policies designed to outline positions of the CSSS on certain issues, or amendments to the same, shall require approval of the membership by a $2/3$ majority vote of those present and voting at a quorate general meeting called for the purpose.
- Proposals for policies or amendments must be made readily available prior to the meeting for a period of 4 weeks.
- All policies shall be referenced by title and date of latest revision in the constitution.

- 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, it shall be struck down and considered invalid.

9 Amendments

- This constitution may be amended only by a motion of the CSSS requiring at least a 2/3 majority of those present and voting at any meeting considering such amendments.
- Motions to amend this constitution must be announced at a general meeting at least six weeks prior to the general meeting at which they are to be voted upon.
- The text of the proposed amendment(s) shall be sent to CSSS e-mail lists, and copies of the amendment(s) shall be available in the common room(s) up to the time of voting.

10 Dissolution

- In the event that this Society becomes inactive, all assets of the Society become the property of the Simon Fraser Student Society to be held in trust for a minimum of two years.
- If, during this period, a new Computing Science Student Society or Student Union is formed to represent the interests of students in the School of Computing Science or if this Society becomes active, the trust shall be dissolved and all assets shall become the property of the new Computing Science Student Society/Union.
- After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit
- For the purpose of this Article, the Society shall have become inactive if, for two consecutive semesters, the membership does not hold the minimum number of quorate general meetings.

This constitution owes much to the efforts of Geoff Denning, Jason Reader, Ian Ho, Noah Adams, Andrew Lumb, Travis Brown and the authors of the Engineering Student Society Constitution.

A Standing Orders of the Computing Science Student Society

April, 1998. July, 1998. March, 2000. April, 2007.

1. Without the approval of the membership, the executive may decide to expend funding on items which:
 - (a) cost less than fifty (50) dollars and
 - (b) are part of the day to day running of the society
2. All votes which concern the holding of positions within the society shall be by secret ballot.
3. The *csss-exec* mailing list shall exist for the discussion of matters pertaining to the running of the Society.
 - (a) The membership of the *csss-exec@sfu.ca* list shall be maintained by the Secretary, and it shall include, but not be limited to:
 - i. all members of the executive.
 - ii. any member of the Society who is sponsored by a member of the executive.
 - (b) Any individual may be removed from the list by a majority vote of the executive.
4. Standing Orders
 - (a) An executive shall not sign a cheque made out to him/her self.
 - (b) A signing officer will not sign a cheque without first filling out the proper stub or allocation field.
5. Awards

- (a) Following the end of classes in Spring semester, the CSSS shall award the “CSSS Community Involvement Award” to a member of the faculty or staff of the School of Computing Science who has demonstrated great involvement in the Computing Science student community. Nominations for the award shall be accepted in writing until the last day of classes of the Spring semester and the executive shall grant the award at their discretion before the start of classes of the Summer semester.
- (b) Following the end of classes in Spring semester, the CSSS shall award the “CSSS volunteer of the year award” to a non-executive member of the society who has demonstrated great service to the society in the past year. Nominations for the award shall be accepted in writing until the last day of classes of the Spring semester and the executive shall grant the award at their discretion before the start of classes of the Summer semester.

6. Organisational Documentation

For the purposes of continuity, the executive shall maintain a repository of organisational documents including, but not limited to:

- (a) Budgets
- (b) Venue planning
- (c) Promotional materials that were produced digitally
- (d) Other planning documentation