



RICE CS CLUB

Rice Computer Science Club Constitution

Last Revised August 2021

Preamble

We, the members of Rice Computer Science Club, subscribing to the regulations and policies of Rice University, establish this Constitution to govern the matters within our organization.

Article I. Identification and Purpose

Section 1. Name

The name of this organization shall be the Rice Computer Science Club ("the Club"), abbreviated Rice CS Club or CS Club.

Section 2. Subsidiaries

The following functional subsidiaries are a part of the CS Club. The CS Club government runs their organization and operation.

1. **HackRice:** An initiative to host student-led hackathons at Rice during which people collaboratively implement projects of technical merit within a short period of time to compete for prizes.
2. **RiceApps:** An initiative for developers at Rice to improve student life through creation and maintenance of open-source software and technology.
3. **CS I/O:** An initiative to enhance the undergraduate computer science experience at Rice through gathering student feedback, facilitating dialogue between students and the computer science department.

4. **RemixCS:** An initiative to create a platform for CS outreach to the greater Houston K-12 community and inspire future computer scientists of all backgrounds, specifically underrepresented minorities.

Section 3. Purpose

The purpose of the Rice CS Club shall be:

1. To provide and maintain a support network that encourages the personal, intellectual, career, and social growth of Rice undergraduates who are interested in Computer Science - especially those who are majoring in Computer Science;
2. To provide opportunities to exercise and develop skills important to Computer Science, through conducting programming competitions, holding informative talks, organizing algorithm challenges, providing a platform for open-source software contributions through Rice Apps, and hosting hackathons through HackRice;
3. To foster community among members by way of social events such as study breaks, social lunches, bowling and movie nights, trivia, and beer debates;
4. To establish a link between Computer Science major alumni, graduate students, and undergraduate students at Rice;
5. To provide information concerning computing careers that cannot be learned in the classroom; and
6. To interact and volunteer with the greater Houston community to teach other students about computer science and Rice's CS department.

Article II. Membership

The membership shall consist of those who meet the following criteria:

1. Be a current undergraduate student at Rice University;
2. Be signed up for the CS Club mailing list; and
3. Sign up on the official CS Club Membership Roster.

Only current members may participate in organization activities. Non-member undergraduates who express interest in joining CS Club may attend club events. Non-members can attend a CS Club event/activity if they belong to a group that is explicitly invited to the specific event/activity.

Article III. Officers

Section 1. Duties of General Officers

General officers run the entire club on a high level. General officers are not limited to the duties and responsibilities defined here and are required to take a holistic and well-rounded approach to their respective positions. Officers may interchange responsibilities to suit their strengths and preferences. Officers may create committees and recruit members as necessary to help fulfill their responsibilities.

1. Duties and responsibilities of the President

- a. Establish the vision and goals for the club for the school year and ensure officers are fulfilling their duties through delegating clear tasks;
- b. Mediate conflicts within the club and constantly reevaluate the performance of the club in achieving its goals and help other officers grow and achieve the goals they set for the semester at the beginning of each semester;
- c. Encourage and inspire other officers to learn and be invested in the club through promoting friendships among the officers;
- d. Lead officer meetings and establish meeting agendas beforehand and keep the meeting on track;
- e. Lead the other officers and help them successfully fulfill their goals and responsibilities pertaining to the Club;
- f. Take care that this constitution and the laws of the student body are faithfully executed;
- g. Conduct elections and ensure the succession of officer positions;
- h. Perform any administrative power or duty not provided for in this Constitution with majority agreement amongst the other officers and the Club Faculty Advisor;
- i. Serve as a point of contact for all people and organizations internal to Rice, including:
 - i. Rice faculty and staff;
 - ii. Other Rice clubs; and
 - iii. Rice Administrators;
- j. Conducts Resume Reviews or delegates to capable individuals; and
- k. Host officer bonding.

2. Duties and responsibilities of the Internal Vice President

- a. Exercise presidential duties in absence of the President;
- b. Assume Presidential office upon vacancy;
- c. Serve as a general point of contact for all people and organizations internal to Rice;
- d. Oversee and serve as a point of contact for subsidiary chairs while maintaining the broader autonomy of each subsidiary;
- e. Ensure that subsidiaries have the resources, support, and guidance necessary to achieve their long term goals outlined in Article 1 Section 2; and
- f. Host Beer Debates with faculty.

3. Duties and responsibilities of the External Vice President

- a. Serve as a point of contact for all people and organizations external to Rice, including:
 - i. Clubs outside of Rice;
 - ii. Companies and other sponsors; and
 - iii. Other external organizations;
- b. Organize the club email account and be responsible for responding and delegating emails to officers;
- c. Design and implement fundraising efforts to raise money for the club in collaboration with the Treasurer - for example, through company sponsorships; and
- d. Conduct Coffee Chats yearly.

4. Duties and responsibilities of the Events Chair

- a. Design, organize, and handle logistics for all CS Club events. This includes:
 - i. Organize social events that foster community and fellowship among the members. Examples include:
 - 1. Summer Freshman Event;
 - 2. Movie Nights; and
 - 3. Beer Debates
 - ii. Organize technical events that promote and develop skills relevant to Computer Science. Examples include:
 - 1. Internship Talks; and

2. Alumni Mock Interviews;

- b. Collaborate with and provide necessary information to Publicity Chair for promotion of events;
- c. If deemed necessary, may choose to establish an Events committee of people to help with event logistics; and
- d. Record event attendance.

5. Duties and responsibilities of the Treasurer

- a. Manage club finances and do proper analyses to determine spending habits and establish a budget for events in conjunction with the Events Chairs and subsidiaries;
- b. Establish and maintain a system for accounting for all expenses and analyzing spend on initiatives and the equivalent “return” on these investments, whether it be attendance, engagement, or other metrics;
- c. Maintain a strong relationship with CS Department staff, especially with the accountants and event coordinators;
- d. Record useful data such as statistics, membership roster, alumni contact info, etc;
- e. Collaborate with the External Vice President to implement club fundraising;
- f. Hold a beginning of the year CS Eats event; and
- g. Oversee merchandise designing, ordering, and distributing.

6. Duties and responsibilities of the Freshman Representative

- a. Gain experience of the administration of the Club and be open to serve as an officer for future years;
- b. Maintain a connection with other first-year students in the Computer Science department;
- c. Serve under the Events Chairs by helping them with event logistics, including announcing events and encouraging attendance from first-year students;
- d. Design and implement a new-student bonding event to be held before the end of their term; and
- e. Hold an event engaging students in COMP 182 (or equivalent).

7. Duties and responsibilities of the Publicist

- a. Design and create posters, flyers, and other advertising material;

- b. Maintain and send out the club digest every week with all the events and news that the club has received; and
- c. Manage and expand social media presence for all events and initiatives through advertising and information distribution. This includes:
 - i. Advertising events through social media mediums including but not restricted to Facebook; and
 - ii. Designing special advertising campaigns for new initiatives and ways of getting out info about the club such as showcasing officer profiles or doing countdowns towards big events.

8. Duties and responsibilities of the Webmaster

- a. Maintain and update the club website, including maintaining the design and UX of the site;
- b. Explore and implement new technical initiatives for increasing the club's campus presence and ability to launch new initiatives and ensure the website has all information about who we are, what we do, and where to find us;
- c. Maintain the Club's technology resources such as website accounts, passwords, and cloud resources; and
- d. Update any necessary documentation.

9. Other duties and responsibilities assumed by any qualified and willing officer

- a. Take minutes during meetings; and
- b. Take pictures at events.

Section 2. Duties of Subsidiary Officers

Subsidiary officers run a specific subsidiary of the Club. Subsidiary officers should keep officers informed of the status of the subsidiaries. They are not limited to the duties and responsibilities described here. Subsidiary chairs are authorized to appoint supporting subsidiary officers as needed.

1. Duties and responsibilities of the HackRice Chair

- a. Organize and lead HackRice;
- b. Creates the annual Sponsorship Package detailing how companies can sponsor the Club;
- c. Assemble & oversee the HackRice committee;
- d. Compile feedback for the next HackRice; and

- e. Delegate tasks and create subcommittees as needed.

2. Duties and responsibilities of the Rice Apps Chair

- a. Actively seek out new projects to benefit the Rice community through collaboration with campus organizations, Student-Run Businesses, and the Student Association;
- b. Create teams and designate team leads to carry out projects;
- c. Oversee team progress; and
- d. Appoint the succeeding Rice Apps Chair.

3. Duties and responsibilities of the CS I/O Chair

- a. Assemble & oversee the CS I/O committee;
- b. Coordinate with faculty (specifically the Department Chair) to communicate information and push new student faculty initiatives;
- c. Engage the student body through surveys, public forums, and other mediums;
- d. Puts on the yearly Ask Me Anything (AMA) event with the Department Chair; and
- e. Conducts an exit survey collecting post-graduation and college experience information from graduating seniors.

4. Duties and responsibilities of the RemixCS Chair

- a. Establish semester goals for RemixCS and divide up members to create subcommittees to achieve them;
- b. Keep open lines of communication between RemixCS, CS Club general officers, and the CS undergraduate body as a whole; and
- c. Oversee progress and handle issues that RemixCS may face.

Section 3. Term of Office

The term of office shall be from the election that inducts the officers until the next general elections. The Rice Apps chair may appoint themselves as a successor, but any person may only hold the position for a maximum of two (2) terms.

Article IV. Elections

Section 1. General Elections

The Rice CS Club shall hold annual elections to elect new officers in the Spring semester.

While there is no explicit cap on the number of officers to fill a position, we recommend that in general, one officer in each position is best to maintain clarity in terms of who is responsible for what with the **exception** of *Events Chairs*, *Publicity Chairs*, and *Freshmen Representatives* who we recommend at least 2 people for. Students may run together if they wish to run to be co-position with another.

Section 2. Special Positions

1. The succeeding Rice Apps Chair is appointed by the incumbent Rice Apps Chair with approval from the incumbent President. An incumbent chair may only reappoint themselves for up to two terms.
2. The succeeding HackRice Chair is voted upon by the officers of the Club and the members of the HackRice Committee.
3. The succeeding CS I/O chair is appointed by a majority from the CS I/O subcommittee officers alongside CS Club officers.
4. The succeeding RemixCS chair is appointed by a majority from the RemixCS subcommittee officers alongside CS Club officers.
5. The succeeding Freshman Representative is appointed by a majority from the officers in the following Fall semester.
6. The succeeding Publicity Chair is appointed by a majority of the officers of the following Fall semester.
7. The succeeding Webmaster is appointed by a majority of the officers of the following fall semester.

Section 3. Voter Eligibility

1. Only members of the Rice CS Club, as defined in Article II of the constitution, are eligible to vote in Rice CS Club elections.
2. Only officers and members of the HackRice Committee are eligible to vote for the succeeding HackRice Chair.

Section 4. Candidate Eligibility

1. Election candidates must be Rice University students who will be undergraduates for the entirety of their elected term; exceptions can be made only by the faculty advisor.
2. If a candidate has any intention of studying abroad for the term that they are running for, the candidate must run with a partner and make such intention clear to voters.
3. Candidates running for the office of HackRice Chair must have been on the HackRice Committee of a previous Rice CS Club administration, unless there was no HackRice Committee formed or there are no HackRice candidates running for the office from a previous HackRice Committee.
4. Must be an active student at Rice (e.g. not studying abroad or taking time off) for at least Fall or Spring of the upcoming academic year, except in the case of:
 - a. President, must be an active student at Rice during both Fall and Spring semester.
 - b. HackRice Chair, must be an active student at Rice during the semester that HackRice is held.

Article V. Faculty Advisor

1. There shall be exactly one full-time faculty advisor to advise the officers of the Rice CS Club on matters pertaining to the Club.
2. The new advisor will be designated by the Club officers, with approval from the current designated advisor.
3. The advisor shall serve until their replacement or resignation.
4. The advisor shall have no direct authority over the Club officers or members.

Article VI. Constitution Amendments

Section 1. Amendment Procedure

1. An amendment to this constitution may be proposed by Club members or by officers.

2. After the amendment proposal, it must first be approved unanimously by all Club officers.
3. After the unanimous approval from officers, voting for the addition of the amendment may occur.
 - a. Eligible voters are club members.
 - b. The voting must occur on a specific date, stated to the club members at least two weeks prior.
 - c. For the amendment to be added to the constitution, there must be a majority affirmative vote by the members.
4. Proposed amendments to this constitution shall be submitted to the Student Association Parliamentarian for approval. Proposed amendments may only be approved by the Student Association Parliamentarian or the Student Senate in accordance with the Constitution of the Student Association and may not take effect prior to that approval. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of the Parliamentarian or Senate's approval.

Article VII. General Policies

Section 1. Nondiscrimination Policy

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

Section 2. Anti-Hazing Policy

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

Section 3. Purchase Policy

Any purchases using club funds in excess of \$100 must be acknowledged and jointly approved by both the Treasurer and the President. Purchases below this limit are allowed at the Treasurer's discretion.

Section 4. Officer Dereliction of Duty

At any point in time, if any officer fails to fulfill all of the duties and responsibilities enumerated for them by the Constitution and by the remaining officer team for an extended period of time (at least six weeks), the remaining officers of the club are able to unanimously vote the officer in question off of the team.

Section 5. Vacancy of Office

Should any position, with the exception of the President, become vacant at any point during a term, the current officer team may choose to hold a special election or promote internally another officer to fulfill the vacancy. The Presidential office, as enumerated above, in the event of a vacancy should be filled by the Internal Vice President.

Section 6. Primacy of the SA

This organization shall recognize the primacy of the Student Association Executive Committee, the Student Senate, and ultimately, the Student Association. This organization shall adhere to the Constitution of the Student Association and any associated rules and regulations. The constitution and bylaws of this organization shall be subordinate to the Constitution of the Student Association.