McGill Computer Science Undergraduate Society Constitution

McGill CSUS, 2014

The Computer Science Undergraduate Society (CSUS) is only a legal body within the compound of McGill University. This organization is strictly a student organization and student interest group. CSUS is a non-profit organization and receives funding based on a formula as described in the Science Undergraduate Society (SUS) and the Student Society of McGill University (SSMU). CSUS may receive external funding and is free to independently administer this funding.

1 The Society

1.1 Name

In English, the society is "the Computer Science Undergraduate Society of McGill University," and in French it is "L'Association des Etudiants et Etudiantes en Informatique de L'Universite McGill". These will be referred to as CSUS and AEIM respectively throughout this document.

1.2 Membership

CSUS' membership is all students registered in an Undergraduate programme in the School of Computer Science at McGill University, given payment of fees prescribed in Article 4. Any student registered in a Computer Science Major or Computer Science Honours programme is considered a member. Students may be granted membership by the Executive Council subject to Article 4 (payment).

1.3 Purpose

The primary purpose of CSUS is to protect the academic rights and interests of its constituency. Other duties of CSUS is to represent and promote the views of its members and to implement academic, educational, cultural, social and other programmes of interest to its members.

1.4 Society Fees

The fees for CSUS will be determined by the Science Undergraduate Society of McGill University (Hereafter referred to as SUS). Additional fees specific to CSUS may be added by referendum.

1.5 Rights, Privileges and Obligations of Members

The privileges of the members include making use of CSUS facilities and services, taking part in all CSUS politicking, academic, and entertainment events, and participating in the organisation of any politicking, academics, and events. It is an obligation of all CSUS members to conform to CSUS Constitution, regulations and bylaws. No member is empowered to act as an agent of CSUS unless permission to so act has been granted be the Executive Council of CSUS.

1.6 Finances of CSUS

The fiscal year of the Society is April 15th – April 14th of the following year. The accounts and inventory of CSUS, though not where the individual itmes of the inventory is kept, will be publicly available at all times.

1.7 Languages of the Society

English and French are the official languages of the Society and all meetings may be conducted in either language at the discretion of the executive council and documents must be available in both languages on request.

2 Organization of the Society

2.1 Members of the Executive Council

The Executive Council consists of the President, Vice President (VP) Internal, VP External, VP Finance, VP Academic, VP Administration, VP Diversity, VP Sustainability, VP Events, and U1 representative.

2.2 Powers and Duties

The Executive Council defines all general policies of CSUS, coordinates and administers the policies and affairs of CSUS, acts as the governing body of CSUS, executes general assembly decisions, approves/rejects budgets for all CSUS committees, though this task may be delegated by a 2/3 majority of the council to VP Finance, creates or dissolves CSUS committees, determines the membership fee of membership of the society, and appoints the Chief Returning Office. Signing powers of the Society shall are exercised by at least two of the President, the VP Finance, the VP Administration, and the VP Academic or by any four executive council members.

2.3 President

The President will coordinate and supervise the affairs of the Society, call and chair over the Executive Council meetings, chair General Assemblies, serve as an ex-officio member of all Society committees, be the official representative of the Society, and be adminstrator of revision control repositories and other documents.

2.4 Vice-President External

The Vice-President External will, in the absence of the President, be empowered to perform any function of the President, be responsible for maintaining links with student organizations at the university, provincial, federal and international levels and with computer science student societies of other universities, and be responsible for maintaining relations with industry, government and other groups outside University.

2.5 Vice-President Internal

The Vice-President Internal will be responsible for the organization of social, cultural and other activities for the members of CSUS, be chair of the Social Activities Committee (SAC), maintain and promote relations with other Facults, Student Associations, and administrative bodies of the University (Internal Affairs), and be responsible for the society's facilities and equipment.

2.6 Vice-President Finance

The Vice-President Finance will, in cooperation with the Executive Council, prepare the annual budget of CSUS, which includes the actual expenditures from the previous year, before October 15, in cooperation with the Executive Council, manage the funds of CSUS, keep proper financial accounts and records, and prepare a year-end financial report by April 14th for review by an independent person at minimal cost to the society.

2.7 Vice-President Academic

The Vice-President Academic will be responsible for all educational and curricular concerns of CSUS, whether they are internal or external to the University, may represent a student, upon the demand of the student in writing, in any judicial or academic or social proceedings taken against the student by the University, or a delegate appointed by the University, and be chair of the University Academic Committee (UAC).

2.8 Vice-President Administration

The Vice-President Administration will be responsible for preparing and issuing agendas and minutes of CSUS Executive Council meetings and General Assemblies at least three school days prior to any CSUS Executive Council meeting or General Assembly; promote and coordinate communication within the Society; maintain the files of the Society; ensure members of CSUS Executive Council attend meetings and properly maintain their presence on necessary parts of source control; be responsible to have official minutes of the Executives and the General Assembly publicly available; and serve as an ex-officio member of all Society committees;

2.9 U1 Representative

The U1 Representative will act as liaison between the U1 students and the Executive Council; represent the views of the Ul students at meetings of the Executive Council; hold a meeting of the Ul students when necessary; serve on the University Academic Committee (UAC) as Vice-Chairperson; serve as the Vice-Chair of the Executive Council.

2.10 Vice-President Sustainability

The Vice-President Sustainability will be responsible for ensuring events and activities of CSUS are carried out in a sustainble fashion, determining how to maximise sustainability while minising cost, be responsible for promoting sustainability amongst the constituency, and create and promote sustainability events in conjunction with Vice-President Events.

2.11 Vice-President Diversity

The Vice-President Diversity will be responsible promoting racial diversity and gender equity for CSUS, act as a liason to other diversity bodies outside of the university, and otherwise improve equity and respectfulness amongst the constituency.

2.12 Vice-President Events

The Vice-President Events will manage all events or delegate responsibility to manage events carried out by CSUS, should an event not be handled by another member of CSUS, minimise cost of events, and promote events.

2.13 Meetings of the Executive Council

Quorum for a Regular meeting of CSUS Executive Council is four members and quorum for online interactions, where relevant, is six members. Each member of the Executive Council has a single vote, and the president decides the course of action in the instance of a tie. The council may run its meetings as deemed appropriate, all of which are available to the public.

2.14 Powers of Assembly

The General Assembly may make any decision, including the ratification or rejection of any Executive Council decision and initiation of impeachment.

2.15 Meetings of the General Assembly

1. The executive council may call a general assembly at any time.

2. Students should be notified of a general assembly at least 5 days prior the assembly.

3. There are no restrictions or regulations regarding the motions at the general assembly.

4. Students should be notified of the agenda at least 2 days prior to the assembly.

5. The Quorum for a GA is 20% of the membership.

6. Procedures at a GA are as seen fit by the current council.

7. General assemblies are held at the discretion of the current council, but if at least 10% of students request a GA one must be held within 20 days of the request.

2.16 Committees of CSUS

1. CSUS may create committees and subgroups as needed.

2. A committee's bylaws are initially created by CSUS and students interested in forming this committee and a 3/5 majority vote from the executive council modifies a committe's bylaws or existencee.

2.17 Electoral Officer

1. The Chief Returning Officer is responsible for administering elections.

2. The CRO may not be a candidate in any Society election. The Executive Council elects a new CRO if the CRO decides to run for a position.

2.18 Referenda

1. A referendum is initiated by petition of 10% of the society or by 2/3 majority on council.

2. Referendums must be publicly available 6 days before vote and all details of the voting location, hours, etc. must also be posted.

3. The Referendum shall be considered valid only if a minimum of thirty percent (30%) of CSUS members vote.

4. Referendums are passed by a majority of membership.

5. Referendums overrule decisions by council or by general assembly.

2.19 Impeachment

Council members are impeached by 2/3 vote of executive council or by a 25% vote of constituency.

3 Elections

3.1 Eligible Voters and Candidates

1. CSUS runs elections for the following positions: President, Vice President (VP) Internal, VP External, VP Finance, VP Academic, VP Administration, VP Diversity, VP Sustainability, and VP Events.

2. A U1 Representative, which can be more than one representative at the choice of the elected representative, is elected by the regular members who are first year computer science students, including those who have just transferred. The U1 Representative(s) have one vote on executive council.

3.2 Procedures

Elections are held between the first and last days of March excepting the U1 rep, who is appointed between the first and last days of September. Vacancies are filled by elections at the discretion of the CRO. Elections can also be initiated and administered collectively by the executive committee by a 2/3 vote to fill vacancies and such elections will run for fifteen days starting from the day of the vote.

3.3 Terms of Office

The terms for members of the Executive Council are from the April 15 and last one year excepting the U1 rep, who starts on the day of election or selection.

3.4 Order of Succession

If the need for succession arises, another executive may assume his or her duties by a 2/3 election by the executive council or, should a 2/3 vote not be reached within 5 days, a reelection from the first day at the end of those 5 days until 10 days later.

4 The Constitution

This Constitution supersedes and repeals all previous Constitutions. The Constitution of the society may only be amended by a referendum with a majority of two-thirds (2/3) of the voting members voting in favour. This constitutions comes into force immediately upon approval.

5 Bylaws

5.1 Nomination Rules

1. The CRO posts a list of positions open to nomination and election along with a time for the opening and closing of the nominations.

2. All nominations must be signed by ten students eligible to vote excepting for the U1 elections, for which five students must nominate.

3. The CRO validates the submitted nominations and publicises them within twelve hours of the closing of the nominations.

5.2 Campaigning Rules

The CRO may designate rules for the campaigning period. Candidates will not be reimbursed.

5.3 Balloting Rules

The CRO shall be responsible for appointing polling clerks who will be paid minimum wage by council or more by 2/3 vote. The CRO must cast a sealed vote given to the council which will break ties.

5.4 Count, Recount and Protests

1. Ballots are counted as soon as practicable after the closing of the polls under the supervision of the CRO and those whom the CRO designates to assist him.
2. No ballot shall be counted in the presence of less than two persons and may be rejected if deemed spoiled by CRO with a 2/3 vote by executive council.
3. All complaints, protest or petitions for a recount must be made to the CRO no later than three school days following the closing of the polls.

5.5 Invalidation

The CRO shall invalidate the election at his discretion with a 2/3 vote of council.

5.6 Bylaw Amendments

Amendments to the by-laws may be made at any meeting of CSUS Executive Council and must be approved by two-thirds (2/3) of those present and voting.