

# Constitution

Computer Science Students Association

University of Manitoba  
Department of Computer Science  
April 17, 2021

## 1 Definitions

- CSSA - Computer Science Students' Association.
- UMWICS - University of Manitoba Women in Computer Science Council.
- Ordinary Resolution - A resolution passed by simple majority of present voting members (greater than 50%) by a General Meeting of the CSSA.
- Special Resolution - A resolution passed by  $\frac{2}{3}$  majority of present voting members by a general meeting of a CSSA.
- Executive Resolution - a resolution passed by a simple majority of the CSSA executive members.
- Quorum - 10 CSSA Members or  $\frac{2}{3}$  of the total CSSA membership, whichever is less.
- Representative - A member of the CSSA executive.
- Event - A public or social activity planned at least 24 hours in advance by the CSSA executive team.

## 2 Purpose

The CSSA shall be a voluntary Organization for the purpose of forwarding the common interests of students enrolled in Computer Science at the University of Manitoba.

These interests include, but are not limited to:

### 1. Academic Interests

- Serving as a liaison for the members of the CSSA to make their academic opinions and desires known to the University, its Faculties and Departments, and to the world at large.
- Organizing seminars, lectures, and other academic events of interest to the members.
- Organizing members' involvement with contests and competitions in Computer Science.

### 2. Social Interests

- Providing a common forum for the members to discuss the issues of interest to them.
- Establishing and maintaining a lounge or common room for use by the members.
- Organizing social events for the benefit of the members.
- Organizing involvement by the members in intramural activities at the University of Manitoba.

### 3 Membership

Members are divided into two types: Voting and non-voting members. Voting members are allowed to cast a vote at the CSSA general meetings.

Voting membership shall be open to:

- All students of the University of Manitoba currently registered in a Major or Honours program in Computer Science.
- All students of the University of Manitoba currently registered in 1000 level COMP courses.

- All graduate students of the Department of Computer Science at the University of Manitoba.
- Such other persons whose admission may be approved by executive resolution of the CSSA.

Non-voting members include:

- All other interested students of the University of Manitoba.
- All faculty members of the department of Computer Science at the University of Manitoba.

Membership shall be subject to the following conditions:

- There shall be a fee for membership set by executive resolution of the CSSA.
- Members may be expelled by special resolution or executive resolution of the CSSA.

#### 4 Executive

There shall be an executive body composed of voting members of the CSSA as follows:

- One member to be the President of the CSSA.
- Four members to be VPs with varying duties.

A person may run for President or a VP position if they are currently enrolled in a Majors or Honors program, or graduate studies in Computer Science at the University of Manitoba. Another requirement is that they do not act as an executive for other student groups or student associations on campus.

Each representative shall hold office until their successor has been elected the following year, or until resignation or removal from office.

A representative may resign at any time by advising the President of the CSSA of their resignation in writing or e-mail. The President must inform the members of the CSSA of the change at the next general meeting. In the case of resignation, an election may occur for the vacated position, at the discretion of the executive team. An executive resolution should be used to determine whether or not it makes sense to fill the vacated position.

A representative may take leave from their position for one term, provided they signal their intent to do so before the term where they are taking leave. The leave is mandatory for any representatives participating in a work term, any absence greater than one term, or any representative graduating in December. A representative on leave is encouraged, but not required, to take part in executive duties.

The motion to remove a representative must be proposed to the VP-internal or the President as a part of the agenda for the next general meeting. An executive may be removed by special resolution or executive resolution. If a representative is removed, an election may be held to replace them, at the discretion of the executive team, via executive resolution.

The representatives shall serve without remuneration, except for expenses that occurred purchasing goods or services approved by special resolution or executive resolution for the CSSA. No executives shall spend any money on behalf of the group that has not already been authorized by the committee or directly related to the budget assigned to that executive. General expenses (i.e., not event expenses) greater than \$500.00 must be approved by special resolution of the CSSA prior to making the purchase. Event expenses less than \$1000.00 must be approved by executive resolution of the CSSA prior to making the purchase. Event expenses greater than or equal to \$1000.00 must be approved by special resolution of the CSSA prior to making the purchase.

Elections must be announced at least 2 weeks before they are to be held. At least 2 weeks must be provided after an election is announced to receive nominations. A person can nominate themselves for any position they are eligible for. Candidates can run for both president and a VP position. Candidates will give their nominations to the current executive to be posted in the CSSA lounge. A general meeting is to be held 7 days before the elections. No nominations will be accepted after this meeting. During the meeting, each candidate will be given the chance to speak about their platform. Candidates may, if they wish, post their platforms in the CSSA lounge.

If a candidate is caught interfering with the electoral process they will be disqualified. Candidates shall campaign in a professional manner. Personal attacks or insults will not be tolerated. In the event that an election cannot be held, by the decision of special resolution, the current executive can continue to serve until an election can be held. The individual(s) who run the election (registration and polling) must be a CSSA member who has been decided upon via special resolution.

To vote, members must register to vote via an online form. This form must be made available in a public space accessible by all voting members of the CSSA. Only voting members of the CSSA will be permitted to register to vote in the election. The form must contain fields for the member to fill out their first and last name, @myumanitoba email address, and what qualifies them to be a voting member of the CSSA. All of these fields are required, and if any voting member refuses to fill out any of these fields in the form, they will not be permitted to vote. Any individual who attempts to register to vote more than once and/or tries to get multiple ballots will not be permitted to vote. A list of voting members, who have registered to vote, will be kept to verify the validity of votes when they are counted.

The polls will be open from 9am on the 1st day of the election until 5pm on the 2nd day of the election. There will be 2 consecutive election days. The

voting will be done using an online poll (e.g. using SurveyMonkey). At 9am on the first day of the elections, a link to the poll will be sent to all the registered voters using their @myumanitoba.ca email addresses. The votes of any member that attempts to vote more than once, will not be counted. Each member can vote for one Presidential candidate, by selecting their name from a list of candidates. In case of only one Presidential candidate running, members can choose to approve, disapprove, or abstain from voting. Each member can vote for up to 4 VP candidates, by selecting their names from a list of candidates. A member can choose to vote for less than 4 VPs. Additionally, voting members are permitted to abstain from voting for a President and/or abstain from voting for VPs.

First the votes will be counted for the President. The Presidential candidate with the most votes will become the new President of the CSSA. (This will not be announced until the new VPs have also been determined). In the event of a tie, voting will be reopened for an additional day on the next business day. This will be repeated until a candidate has more votes than the other candidates. If this continues for more than 5 business days, the CSSA will hold a general meeting, in which the new President will be decided by special resolution. In case of a vote of non-confidence (i.e., more votes disapprove than approve the sole Presidential candidate), the previous CSSA executive team will hold a general meeting, in which the new President will be decided by special resolution.

The votes will then be counted for the VPs. Votes for any Presidential candidate who did not win, will be included when counting their votes for VP (if a member chose the candidate for both President and VP, only one of the votes will be counted). The 4 candidates with the most votes will each become a VP. Ties for VP will be resolved the same way ties for President are.

The elected candidates will take their place on the executive within one week of being elected. But the transfer of responsibilities may be extended to a

maximum duration of the end of the academic semester upon executive resolution by the newly elected executive team.

## 6 Officers

The VPs will fill the following positions through executive resolution. In the case of ties, the president shall hold the tie-breaking vote.

- One VP-Internal
- One VP-Student Affairs
- One VP-Events
- One VP-Lounge Affairs

### 6.1 President

The president of the CSSA shall be responsible for:

- Representing the CSSA to outside bodies, including the Department, the Faculty, the University, and businesses.
- Overseeing the activities and affairs of the CSSA.
- Being a liaison with industry and government.
- Chairing any meetings of the executive.
- Chairing any general meetings of the CSSA.
- Attending relevant departmental meetings and committees or selecting a suitable CSSA member to attend.
- Ensure that the lounge is a safer, inclusive space.
- Any specific tasks delegated to them by general resolution.

### 6.2 VP-Internal

The VP-Internal of the CSSA shall be responsible for:

- Maintaining the records of the CSSA.

- Calling meetings of the executive and general meetings of the CSSA.
- Taking minutes of all meetings of the executive and making the minutes available to CSSA members.
- Managing content on the CSSA website.
- Maintaining the books and accounts of the CSSA.
- Ensuring that funds are deposited monthly into the CSSA bank account.
- Providing a brief report on CSSA finances and expenses at each meeting.
- Ensure that the lounge is a safer, inclusive space.
- Any specific tasks delegated to them by general resolution or the president.

### 6.3 VP-Student Affairs

The VP-Student Affairs of the CSSA shall be responsible for:

- Acting as a student advocate within the CSSA.
- Acting as a liaison for the students towards the Department of Computer Science and UMSU.
- Checking the CSSA email and responding to it.
- All communication with UMSU.
- Attending relevant departmental meetings.
- Ensure that the lounge is a safer, inclusive space.
- Any specific tasks delegated to them by general resolution or the president.

### 6.4 VP-Events

The VP-Events will be responsible for:

- Coordinating and running events for the members of the CSSA.
- Ensuring that there are an adequate number of events for the members of the CSSA.
- Ensure that the lounge is a safer, inclusive space.



- Any specific tasks delegated to them by general resolution or the president.

## 6.5 VP-Lounge Affairs

The VP-Lounge Affairs will be responsible for:

- General maintenance of the CSSA lounge.
- Finding suitable furniture for the CSSA lounge.
- Maintaining the stock of CSSA lounge supplies.
- Keeping the CSSA lounge clean and tidy.
- Ensure that the lounge is a safer, inclusive space.
- Any specific tasks delegated to them by general resolution or the president.

One VP will be assigned the role of Inter-Club Liaison. They will be responsible for communication with the CS student groups. This will be determined by executive resolution.

In the case of multiple officers having to take leave during the year (e.g. co-op placements), the VPs may take up undefined VP roles and share the duties at the team's discretion.

## 7 General Meetings

The VP-Internal shall call a general meeting by their own initiative, or upon the request of:

- Any member of the executive.
- A quorum of CSSA members, either in writing or by e-mail provided that the person or persons requesting the general meeting provide the VP-Internal with an agenda for the general meeting.

The VP-Internal shall give at least one week's notice of general meetings by an announcement on the web page (if any), an announcement on the newsgroup (if any), a poster in the CSSA lounge, and a poster on the Department of Computer Science bulletin board. The announcements and posters must display:

- The agenda provided by the person or persons requesting the general meeting.
- The date, time, and location of the meeting.
- The CSSA email address and the URL of the CSSA web page.

If the VP-Internal is unavailable, two executives may jointly fill the role of VP-Internal by calling a meeting and appropriately displaying the meeting agenda.

It is necessary to have a quorum to hold a general meeting.

At least one CSSA meeting must be held every month during fall and winter terms. At least one meeting during the summer term is recommended, but not required unless requested by a quorum of members.

The agenda of any general meeting shall be directed by the chairperson. With the exception of formal votes and motions, meetings can be conducted in a relatively informal manner, provided that all attending members are courteous, polite, and do not attempt to forcefully dominate the debate.

Proposals and votes on proposals shall be conducted in the following manner:

1. A motion shall be made and seconded by CSSA members.
2. Debate will begin on the motion.
3. When it appears the debate has concluded, a call shall be made and seconded to end the debate and vote on the motion.

4. Members will then vote on whether to end debating and put the motion to a vote.
5. If this passes, a vote will be then taken on the original motion with no further debate. If it fails, the debate will resume for a minimum of five minutes, and the procedure will repeat from step 3.
6. If the final vote passes, the motion shall be considered carried or passed.

If a call to put the motion to a vote has been made three times and defeated all three times, an executive can decide to end the debate and put the motion to a vote.

All votes must be passed by general resolution unless otherwise specified in this constitution.

Any CSSA member is allowed to bring up new business at a general meeting. The chair shall recognize the right of individual members to speak, provided they are not disruptive. Any person at a general meeting who is considered to be acting disruptive or hostile may be asked to leave for the remainder of the meeting.

The meeting minutes shall be made available on the CSSA website and posted in the CSSA lounge.

## 8 Executive Meetings

Any member of the executive may call an executive meeting. The meeting must be planned in such a way that at least 4 members of the executive are able to attend, however, all reasonable attempts must be made to accommodate the schedule of all 5 executives. An executive meeting cannot be held with less than 4 executives. Once a time and date is set, the executive calling the meeting shall give at least 48 hours notice of the executive meeting by posting it in the same way a general meeting would be posted. Additionally, a representative of UMWICS (one of the UMWICS executives, determined by

them) will be invited to participate in all executive meetings of the CSSA. They will be given a vote in all executive resolutions made during these meetings. It is required that the CSSA executive team makes all reasonable attempts to accommodate the schedule of the UMWICS representative.

If the VP-Internal is unavailable, two executives may jointly fill the role of VP-Internal in calling a meeting and appropriately displaying the meeting agenda.

Executive meetings will follow the same regulations and process of general meetings, with the exception that only executives may take part in any votes that may occur.

## 9 Accounts

Any funds belonging to the CSSA shall be kept in an account opened for sole use by the CSSA at any bank or credit union approved by special resolution. This account shall be under the signing authority of the president, the VP-Internal, and one other executive decided upon by special resolution. Any action on the account must require signatures from at least 2 of the signing authorities.

## 10 Amendments

This constitution of the CSSA may only be amended by special resolution. In order to amend the constitution, the proposed amendment must be presented to the CSSA membership for consideration at least two weeks before the meeting in which it will be presented. This notice must be posted in the same ways a general meeting is announced. The amendments must be posted on the CSSA web page and hard copy must be available in the CSSA lounge. At the meeting, the proposal to amend the constitution shall be conducted in the manner outlined in section 7 for voting on proposals.

## 11 Annual General Meeting

Unless otherwise specified by special resolution, the second CSSA meeting held during the regular session of a given academic year shall be considered the annual general meeting. This annual general meeting will be conducted according to the regulations for a general meeting.

## 12 CSSA Webpage

If possible, the CSSA shall provide a web page describing group activities and issues. A copy of the constitution shall be made available through the web page. The date and time of the next CSSA general meeting shall also be posted on the web site. Efforts shall be made to keep the web site current and accurate.

## 13 Sunset Clause

In the event that one full calendar year passes without a general meeting in which quorum is attained, the CSSA shall be considered inactive. In this case, all funds shall be held in trust by the Computer Science department at the University of Manitoba for a period of five years. After that point in time, all funds held in trust would revert to control by the SSA.