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Section 1: Personnel

Part 1: Members of COMPSA Council

1. The Council shall, subject to the directions given to them by majority vote at any Assembly called and constituted, have full control and management of the business affairs of the Association.
2. All Council members are expected to attend all Council and General Assemblies and report on their activities.
3. Each Council Member shall present to General Assembly, by the first General Assembly meeting in October, a general statement outlining their objectives for the upcoming year and providing an indication of the proposed means of achieving these objectives.
4. Each Council Member must submit a budget to the Finance Commissioner for the upcoming academic year no later than June 1st.
5. Council shall be responsible for promoting the objectives and interests of the Association by directing the activities of the Association in a manner deemed appropriate by its members.
6. Duties of Council are not limited by the description outlined in Operations Manual Section 1.
7. Council has the power to strike committees to report on any matter of interest to the Association.
8. Council members are expected to strike committees and create positions as they see fit to assist in the planning and execution of the Association's events; but such decisions must achieve a simple majority approval at a Council meeting.
9. Any council member may act as proxy for another member, with preference given to elected members.

Part 2: COMPSA Executive

1. President
 - 1.1. Shall act only in the best interests of the association.
 - 1.2. Shall seek to explore new opportunities that benefit the Association.
 - 1.3. Shall attend and represent the Association at:
 - 1.3.1. AMS Assembly and other AMS Assembly committees as appropriate.
 - 1.3.2. Arts and Science Faculty Board
 - 1.3.3. School of Computing Council
 - 1.3.4. School of Computing Undergraduate Committee
 - 1.3.5. AMS Presidents' Caucus
 - 1.3.6. ASUS President's Caucus
 - 1.3.7. AMS Academic Caucus
 - 1.4. Shall attend and represent the Association at regular meetings with:
 - 1.4.1. The Director and Manager of the School of Computing
 - 1.4.2. The Graduate Computing Society President
 - 1.5. Shall keep track of incoming correspondence to the Association's email address, answer them, or forward them to the proper member of the Executive Council with promptness.
 - 1.6. Shall co-sign any cheques with the Finance Commissioner made in the name of the Association.
 - 1.7. Shall introduce and promote the Association to incoming students during Orientation Week.
 - 1.8. Shall represent the Association at social and ceremonial events.
 - 1.9. Shall oversee Computing Orientation Week as outlined in the COMPSA Orientation Policy Manual

- 1.9.1. Shall hold regular meetings with the Orientation Chair to discuss updates and provide guidance where possible.
 - 1.9.2. Shall regularly report on Orientation activities to the Association.
- 1.10. May regularly delegate any of the above responsibilities with the approval of a 2/3rd majority vote at a General Assembly and occasionally without such approval.
2. Vice President Operations
 - 2.1. Shall oversee and support all COMPSA associated conferences, including the hiring of head delegates or captains.
 - 2.2. Shall aim to expand portfolio of teams and conferences that COMPSA offers to include more relevant and interesting opportunities.
 - 2.3. Shall co-sign any cheques with the Finance Commissioner, if and only if the President is unavailable to do so in a timely manner
 - 2.4. Shall attend and represent the Association at:
 - 2.4.1. ASUS Assembly and other ASUS Assembly committees as appropriate
 - 2.4.2. School of Computing Council
 - 2.4.3. Interfaculty Human Resources Caucus
 - 2.4.4. School of Computing Resources Committee
 - 2.5. Shall ensure the duties of the Commissioners are being fulfilled as outlined in the Operations Policy Manual
 - 2.6. Shall work to increase Computing participation in athletics through intramurals, BEWIC, Capture the Faculty and any other way he/she sees fit.
 - 2.7. Shall oversee and support all COMPSA associated teams
 - 2.8. Shall oversee the finances Computing Orientation Week as outlined in the Orientation Policy Manual
 - 2.8.1. Shall hold regular meetings with the Orientation Chair and Finance Coordinator of Orientation Committee to discuss updates and provide guidance where possible, shall aim towards orientation's financial independence from the association
 - 2.9. Shall oversee COMPSA Site Services as outlined in the COMPSA Site Services Policy manual.
 - 2.10. Shall act as Deputy Speaker of the Association's General Assemblies, adhering to policies outlined in Operations Policy Manual Sections 3 & 5, in the event that a Deputy Speaker is not selected.
 - 2.11. Shall seek out, evaluate, and promote to students in COMPSA the resources provided by the Arts and Science Undergraduate Society.
 - 2.12. May regularly delegate any of the above responsibilities with the approval of a 2/3 majority vote at a General Assembly and occasionally without such approval.
3. Vice President University Affairs
 - 3.1. Shall oversee the implementation of the Alumni Speaker Program
 - 3.2. Shall Chair the Alumni Relations Committee
 - 3.2.1. Shall ensure that all students in their fourth and/or final year are aware of the Committee positions available for their year
 - 3.2.2. Shall compile any written notices of interest for the open positions from students unable to attend the last General Assembly of the year, and bring them to the last General Assembly of the year

- 3.2.3. Shall create an Alumni Class spreadsheet in the COMPSA online document database for the current graduating year Alumni Class Representatives to use for their class contact information
- 3.2.4. Shall provide each graduating class with their own spreadsheet using the Graduating Class Contacts Spreadsheet found in the Documents Manual
- 3.2.5. Shall send a semi-annual newsletter to the Alumni who have permitted such communications through their Alumni Class Representatives, regarding current news of COMPSA
- 3.2.6. Ensure that the Alumni Class Representatives are keeping their respective year databases up to date
- 3.2.7. Shall send a reminder notification to the Alumni Class Representatives of each class whose graduating year has hit a five year milestone (i.e. 5, 10, 15, etc.) to organize an Alumni event for their graduating class
- 3.3. Shall attend and represent the Association at:
 - 3.3.1. AMS Assembly and other AMS Assembly committees as appropriate.
 - 3.3.2. School of Computing Council
 - 3.3.3. School of Computing Renewal, Tenureship and Promotions Committee
 - 3.3.4. School of Computing Appointments Committee
 - 3.3.5. School of Computing Undergraduate Committee
- 3.4. Shall, along with the President, meet with the Director and School Manager of the School of Computing on a regular basis.
- 3.5. Shall act as the First Officer of the Association, filling in for the President in their absence, and taking an overall supervisory role over the non-executive members of council.
- 3.6. Shall act as Speaker of General Assemblies, adhering to policies outlined in Operations Policy Manual Sections 3 & 5, in the event that a Speaker is not selected.
- 3.7. Shall act as Deputy Speaker of Council Meetings adhering to policies outlined in Operations Policy Manual Section 3.
- 3.8. Shall seek out, evaluate, and promote to students in COMPSA the resources provided by the Alma Mater Society.
- 3.9. May regularly delegate any of the above responsibilities with the approval of a 2/3 majority vote at a General Assembly and occasionally without such approval.

Part 2: COMPSA Commissioners

- 1. General
 - 1.1. All COMPA Commissioners shall be hired in accordance to **Operations Policy Manual Section 2, Part 1**, with the incoming Executive acting as the Selection Committee.
- 2. Academic Affairs Commissioner
 - 2.1. Shall attend and represent the association as a non-voting member at the following Meetings:
 - 2.1.1. AMS Academic Caucus
 - 2.1.2. School of Computing Undergraduate Committee
 - 2.2. Shall be responsible for the implementation of a textbook exchange system for the Association. In doing so, they are encouraged to make use of existing frameworks already in place, while ensuring the maximum benefit for members of COMPSA

- 2.3. Shall be responsible for liaising with the Undergraduate Program Assistant in the School of Computing to coordinate the Class Representative and USAT Evaluation Program
- 2.4. Shall be responsible for volunteer recruitment and coordination for any recruiting activities COMPSA is involved in, including but not limited to:
 - 2.4.1. Queen's University Fall Preview
 - 2.4.2. Queen's University March Break Open House
 - 2.4.3. The Ontario University Fair
- 2.5. Shall be responsible for organizing Group Tutorials for the Association as needed.
- 2.6. These shall often occur upon request by students, or prior to midterms and tests for first year Computing courses.
- 2.7. Shall be responsible for hiring students to hold the position of Exam Tutorial Leader each semester as outlined in the COMPSA Exam Tutorial Hiring Policy.
- 2.8. Shall be responsible for the Academic advocacy of students within the School of Computing. As part of this duty, the Academic Affairs Commissioner is encouraged to conduct reviews of the existing plans offered in Computing, with student consultation, and alongside the President and Vice President University Affairs shall present these suggestions to the School of Computing Undergraduate Committee.
- 2.9. Shall be responsible for ensuring the availability of tutors for Computing Courses:
 - 2.9.1. Shall liaise with the ASUS Tutoring Service to facilitate Computing involvement
 - 2.9.2. Shall actively recruit tutors, and assist in the registration process for the ASUS Tutoring Service
 - 2.9.3. Shall direct inquiries regarding tutors to the ASUS Tutoring Service, ensuring to inform the student that the service offers tutors who are computing students
 - 2.9.4. Shall keep the COMPSA tutoring page up to date with the Marketing Commissioner.
3. Equity and Diversity Commissioner
 - 3.1. Shall attend and represent the association as a member at the AMS Equity Caucus.
 - 3.2. Shall organize the Positive Space Training session for all members of Council, ensuring it take place no later than the end of October
 - 3.3. Shall promote Equity education within the association by:
 - 3.3.1. Ensuring visibility of existing equity-based groups such as Women in the School of Computing (WISC)
 - 3.3.2. Advertising AMS/ASUS Equity events and opportunities
 - 3.3.3. Disseminating available equity resources to the association
 - 3.4. Shall be responsible for ensuring that the following places remain a safe space for all attendees:
 - 3.4.1. The COMPSA Office
 - 3.4.2. COMPSA General Assemblies
 - 3.4.3. COMPSA Council Meetings
 - 3.4.4. COMPSA Events
 - 3.5. Shall be responsible for the organization of bursaries for equity-based conferences, including but not limited to:
 - 3.5.1. ONWIC
 - 3.6. Shall be responsible for working with the Events Commissioners to ensure that the events offered by COMPSA take into consideration equity related issues

- 3.7. Shall be responsible for the planning of one event per year, along with the Events Commissioners, devoted specifically to Equity
- 3.8. Shall, as necessary, review COMPSA Constitution and policy to ensure that it is as equitable as possible
4. Events Commissioners
 - 4.1. All Events Commissioners
 - 4.1.1. Shall plan and organize all social events that are not covered by the duties of other members of the Council.
 - 4.1.2. Shall deliver all money raised at social events to the Finance Commissioner with a report describing costs associated with the event and income generated.
 - 4.1.3. Shall, as a team, organize:
 - 4.1.3.1. Regular Social Nights (i.e movies, karaoke, trivia, etc.)
 - 4.1.3.2. Holiday Secret Santa/Potluck
 - 4.1.3.3. One additional event per term
 - 4.2. Casual Events Commissioner
 - 4.2.1. Shall be responsible for
 - 4.2.1.1. Welcome Back Barbeque
 - 4.2.1.2. Weekly Coffee with Profs
 - 4.2.1.3. LAN Party
 - 4.3. Formal Events Commissioner
 - 4.3.1. Shall be responsible for
 - 4.3.1.1. Fall Semi Formal
 - 4.3.1.2. End of Year Computing Banquet
5. Finance Commissioner
 - 5.1. Shall be responsible for the monitoring and allocation of all finances for the association.
 - 5.2. Shall receive and account for all monies belonging to the Association and submit all required financial reports except in the case of monies handled for Orientation Week.
 - 5.3. Shall ensure that any money received by the Association is documented and a receipt is provided to the payee in the event of the absence of a product or when requested.
 - 5.4. Shall obtain student fees from the AMS and ensure they go into the bank account of the Association.
 - 5.5. Shall keep balanced books.
 - 5.6. Shall keep the following documents in the associations financial electronic account to be shared with the President and Vice President Operations:
 - 5.6.1. Transactions of the cash boxes and bank account.
 - 5.6.2. Outstanding cash flow
 - 5.7. Shall co-sign any cheques with the President made in the name of the Association.
 - 5.7.1. In the event the President is unavailable to co-sign a cheque in a timely manner, the Vice President Operations may co-sign any cheques as necessary.
 - 5.8. Shall file all receipts, invoices, and other financial documents in a clear and accountable manner in the COMPSA office.
 - 5.9. Shall be responsible for depositing funds into the Bank Account.
 - 5.10. Shall formulate a budget, to be distributed to the rest of Council, by August 1st.

- 5.11. Shall present the Association's budget to a General Assembly for approval at the first two General Assemblies of the year.
- 5.12. Shall present a complete financial report at the last General Assembly of each term of the year.
- 5.13. Shall, monthly, perform an inventory of all merchandise purchased, and keep a record of all items sold in the interest of maintaining the financial stability of the Association.
- 5.14. Shall be responsible for ensuring that sales of **Computing Latin and discipline bars**, and iButtons continue at The Campus Bookstore.
6. Internal Affairs Commissioner
 - 6.1. Shall keep all records of the Association, excluding financial records.
 - 6.2. Shall oversee the execution of General Assemblies, including:
 - 6.2.1. Prepare the agendas;
 - 6.2.2. Keep the minutes or appoint a Scribe to do so;
 - 6.2.3. Record all votes or appoint a Scribe to do so;
 - 6.2.4. Keep attendance for all of the Association's General and Council
 - 6.3. Shall post the General Assembly minutes on the Association's website no later than one week after the General Assembly.
 - 6.4. Shall post all General Assembly Agendas no later than 48 hours before the General assembly.
 - 6.5. Shall ensure that the agenda and minutes for Council Meetings are distributed to council in a timely manner.
 - 6.6. Shall ensure that Operations Manuals are being maintained throughout the year.
 - 6.7. Shall ensure that council members complete Event and Service Report Forms, detailing the what, how, why, things that went well, things that did not go well, and suggestions for improvement, and ensure that they are archived for future reference.
 - 6.8. Shall keep a hardcopy of all minutes, to be archived in COMPSA office at the completion of his/her term.
 - 6.9. Shall be responsible for ensuring that the constitution is current and available by the fourth week of the Fall academic term, and shall form a committee to revise it if necessary.
 - 6.10. Shall organize the use of meeting locations of all General Assemblies and Council meetings provided that sufficient notice is provided by the Speaker.
 - 6.11. Shall run and organize the Association's elections as the Chief Electoral Officer, along with the appointed Chief Returning Officer. This includes distribution of nomination forms, verification of candidacy, creation of ballots, and notification of nomination and electoral periods to Ordinary and Provisional members of the Association. If this poses a conflict of interest, the Executive shall appoint another member of the Association to assume said responsibilities.
7. Marketing Commissioner
 - 7.1. Shall be responsible for promoting all of the Association's events and services with the appropriate media.
 - 7.2. **Shall ensure that both the COMPSA Twitter and Facebook accounts are up to date and active throughout the year.**
 - 7.3. Shall look into new ways of promoting the Association and its events and services.
 - 7.4. Shall be responsible for designing and ordering the Associations' merchandise, including:

7.4.1. Annual Program Wear Merchandise

7.4.2. Council wear

7.4.3. Along with the year representatives, the year slogan t-shirts

- 7.5. Shall be responsible for organizing sales of old and new Association merchandise and delivering all monies collected to the Finance Commissioner along with an itemized list detailing what was sold.
- 7.6. Shall be responsible for organizing the annual repainting of the School of Computing crest.
- 7.7. Shall coordinate with the Finance Commissioner to ensure that all financial objectives of the Association are considered in above duties.
- 7.8. Shall be responsible for the hiring, and supervision of the Deputy Marketing Commissioner.
- 7.9. Shall attend and represent the Association at the School of Computing Marketing Committee to improve our reach to prospective students.

Part 3: COMPSA Elected Representatives

1. All Year Representatives
 - 1.1. Shall work to maintain communication with all students.
 - 1.2. Shall be responsible for communicating academic and social event information to all students along with the marketing commissioner.
 - 1.3. Shall encourage students of their year to rely on academic support systems available to them
 - 1.4. Shall be in charge of the Buddy Program which includes:
 - 1.4.1. Ensuring buddy groups are established no later than the third week of the first term
 - 1.4.2. Running multiple buddy events throughout the year.
2. First Year Representative
 - 2.1. Shall be an ordinary member of COMPSA enrolled in their first year of studies.
 - 2.2. Shall be responsible for the organization and execution of Cover Your Crest.
 - 2.3. Shall represent the Association on the Agnes Benedickson Tricolour Award Selection Committee
3. Upper Year Representative(s) (Up to a maximum of three, with at most one from 2nd, 3rd, or 4th year)
 - 3.1. Shall inform students of the Queen's University Internship Program, including relevant information sessions and deadlines.
 - 3.2. Shall be responsible for organizing the graduating class photo shoot.
 - 3.3. Shall liaise with students currently away from the School on internship.
 - 3.4. Shall represent the Association on ThankQ, the Graduating Class Gift Program.

Part 4: COMPSA Deputy Commissioners

1. All Deputy Commissioners
 - 1.1. Shall work directly with their supervising Commissioner, and aid in the effective operations of their Commission
2. Marketing Deputy Commissioner
 - 2.1. Shall be responsible for the maintenance of the COMPSA Website, including but not limited to:
 - 2.1.1. Adding notices and updates on events run by COMPSA
 - 2.1.2. Updating the website when requested by a council member.
 - 2.2. Shall be responsible for graphics design work needed by members of Council
 - 2.3. Shall represent the Association at the ITS IT Advisory Council

Section 2: Human Resources

Part 1: General

1. The COMPSA Speaker shall act as the dispute resolution mechanism in all Human Resources issues of the Association, thus serving as the Human Resources Officer (HRO) of the Association.
 - 1.1. This role is limited to resolving conflict (actual or perceived), through a complaint driven system.
 - 1.2. When necessary, the Speaker shall liaise with the ASUS and AMS Human Resources Officers for guidance.

Part 2: Hiring

1. Hiring Principles
 - 1.1. COMPSA shall not discriminate between applicants on the basis of race, nationality, ethnic origin, religion, gender, sexual orientation, age or physical ability
 - 1.2. Efforts will be made to select persons who possess the skills necessary to perform their work to the highest standards of competence and efficiency
 - 1.3. COMPSA shall only hire students who maintain membership with the Computing Students' Association and remain in good academic standing with Queen's University, excluding those hired by Computing Orientation
2. Pre-Recruitment Procedures
 - 2.1. Prior to advertising positions, the Selection Committee shall review the position to ensure that it is still current and viable. Any changes to COMPSA Policy or Constitution shall be made prior to the hiring process.
 - 2.2. An updated job description shall be maintained within the COMPSA Operations Policy Manual and posted on the COMPSA website.
 - 2.3. The Selection Committee shall familiarize themselves with the work of the position for which they are hiring
 - 2.4. In the event of a conflict of interest between a member of the Selection Committee and the applicant(housemate, significant other etc.), the member of the Selection Committee shall declare this conflict prior to the interview. The Selection Committee shall take this conflict as a factor in all decisions for the applicant.
3. Recruitment
 - 3.1. Positions shall be advertised for a minimum of one week both on the COMPSA Website and through the Computing listserv and other media as appropriate
 - 3.2. All attempts shall be made to ensure students are aware of the position's availability.
4. Applications
 - 4.1. Applications shall be compiled and distributed by the Selection Committee
 - 4.2. All application forms must include:
 - 4.2.1.Job description
 - 4.2.2.Application procedure, including due date
 - 4.2.3.Interview dates
 - 4.2.4.Contact information for a member of Selection Committee
 - 4.3. The application form may address the specific needs of the position, but at a minimum must request:
 - 4.3.1.Name, address, phone number, year, student number

- 4.3.2.Reason for interest in the position
 - 4.3.3.Reasons for suitability for the position
 - 4.3.4.Ideas for the position and work of the position
 - 4.3.5.Current Resume
- 4.4. Applications must be submitted either physically or by email on or before the due date, to the member of the Selection Committee identified by the application or dropped off at the Computing Main Office
- 4.5. Late applications shall be accepted in the event of extenuating circumstances, at the discretion of the Selection Committee
- 5. Interviews
 - 5.1. Candidates shall be notified of interviews a minimum of 48 hours prior to their scheduled time. Each candidate shall be sent an email with their respective interview time.
 - 5.2. The Selection Committee should make every attempt to accommodate the scheduling needs of each applicant
 - 5.3. Applicants shall be asked questions from the same pool of questions
 - 5.4. All questions must be within the guidelines of the Charter of Rights and Freedoms and/or the Ontario Human Rights Code. No questions deemed sexist, racist, homophobic or classist may be asked of any candidate
 - 5.5. At the beginning of the interview, the Selection Committee shall:
 - 5.5.1.Introduce themselves
 - 5.5.2.State academic standing stipulation
 - 5.5.3.Provide a brief description of the position, including time commitment
 - 5.5.4.State when the applicant will be notified of the Committee's decision
 - 5.5.5.Provide an opportunity for the candidate to ask questions
 - 5.5.6.Inform the candidate that the Selection Committee will be taking notes
 - 5.5.7.Allow the Candidate to review their application
 - 5.6. At the conclusion of the interview, the applicant shall be given an opportunity to ask questions or add comments
 - 5.7. The Selection Committee shall leave an appropriate amount of time between interviews to debrief on the previous candidate and review the application of the next candidate
 - 5.8. Interviews can be conducted via conference call for students who will not be in Kingston for the time of their interview.
 - 5.9. Original copies of all applications and interview notes shall be kept for one year by the Hiring Committee.
 - 5.10. All interviews for positions must be conducted by the same set of interviewers
- 6. Notification of Decision
 - 6.1. The Selection Committee shall notify all applicants regarding its decision within 24 hours of the last interview. If this is not possible, all candidates shall be notified of the extended deliberation period
 - 6.2. The Selection Committee shall contact the successful applicant(s) first to ensure they will accept the position
 - 6.3. Unsuccessful candidates shall be contacted by telephone after the Committee has contacted the successful applicants

- 6.4. Results of Hiring shall be posted on the COMPSA Website only after all candidates have been personally contacted by the Committee.

Part 3: Quality Assurance

1. The Association shall aim to avoid repeating errors by maintaining institutional memory.
2. Each Council member shall maintain an Operations Manual of their job and activities in office; detailing:
 - 2.1. The reasoning behind each duty.
 - 2.2. How these duties are executed, but only insofar as practices that are sustainable and repeatable.
 - 2.3. Potential pitfalls of each duty and how to avoid them.
3. A report shall be prepared and submitted to the Internal Affairs Commissioner for each event or service, detailing:
 - 3.1. What was done,
 - 3.2. Successes,
 - 3.3. Failures,
 - 3.4. Suggestions for improvement.
4. A survey shall be distributed to all members of the Association at the end of the year, with the intention of gathering feedback regarding the year's operations. The results shall be reviewed by the incoming executive members and taken into consideration for the operations of the next year.

Part 5: Progress Reviews

1. The Executive shall conduct mandatory written or oral reviews of the Commissioners. Each review shall clearly outline points of improvement, as well as points of achievement.
2. Each review shall be conducted no later than the end of the Fall Term.
3. The Executive shall be required to deliver a written progress review report to the reviewed Commissioner if requested by the member.
4. Each reviewed member shall be required to meet with the Executive for an in-person progress review if requested by the Executive.
5. The Internal Affairs Commissioner shall collect, compile and anonymize reviews for the Executive from Commissioners into a single written report, to be delivered no later than the end of the Fall Term.

Part 5: Volunteer Appreciation

1. In an effort to show appreciation to the members of the Association who have volunteered their time to fill positions within the Association, an effort shall be made to provide goods and services whenever possible.
2. As part of the budgeting process, the President and the Finance Commissioner shall decide on an appropriate amount to devote to Volunteer Appreciation. This budget shall be allocated based on the discretion of the President to provide for items such as refreshments for Council Meetings, or social gatherings aimed at group cohesion.
3. Additionally, tickets to the Association's End of the Year Banquet shall be allocated as follows:
 - 3.1. The President shall receive two tickets
 - 3.2. Each Vice President shall receive one ticket
 - 3.3. The remainder of Council shall receive a discounted price, determined prior to the event.

Part 6: Impeachment of Executive or Elected Representatives

1. There are two methods by which a member of the Executive or an Elected Representative may be removed:
 - 1.1. Special General Assembly
 - 1.1.1. A Special General Assembly may be called for the purpose of impeachment.
 - 1.1.2. The Motion of Impeachment shall be the only item on the Agenda for this Special General Assembly.
 - 1.1.3. A Motion to Impeach an elected member shall require 2/3 approval of the Special General Assembly.
 - 1.2. Referendum
 - 1.2.1. If the Internal Affairs Commissioner is presented with a petition to hold a referendum, containing the signatures of ten percent (10%) of the Associations membership, they shall arrange for a referendum, posing the question of impeachment of the specified individual.
 - 1.2.2. A referendum for impeachment requires a simple majority (50% + 1) to succeed.

Part 7: Termination

1. When just cause has been demonstrated, the Executive may terminate the employment of any hired member of Council or Extended Council.
2. Just cause may include:
 - 2.1. Failure to fulfill duties outlined in the Operations Policy Manual
 - 2.2. Behaviour that does not align with the principles of the Association
 - 2.3. Any other justifiable reason, agreed upon by the executive.
3. The decision to terminate must be a unanimous decision by all members of the Executive.
4. Prior to termination, all efforts shall be taken by the executive to correct the issues leading to the consideration of termination.
5. Termination shall be a last resort, and must be substantiated with prior documentation of reasons for termination.

Part 8: Vacancy of Office

1. General
 - 1.1. The policies specified in this section of policy are the standard course of action when a vacancy of office exists, however these processes may not always be in the best interest of the association. The executive may choose an alternative action, and provide justification to General Assembly, who shall ratify the decisions of the executive with a two-thirds (2/3) approval.
 - 1.2. If the time remaining in the term of Office for a particular position is less than 2 months, the position shall not be filled and its duties will be assumed by the remainder of Council and/or Extended Council.
 - 1.2.1. Should the incoming holder of the vacant position agree, they shall be appointed to the position for an early start of their term.
2. Executive
 - 2.1. In the absence or unavailability of any one member of the Executive, or in the event that any one of the three Executive offices becomes vacant, the remaining Executive members may appoint a replacement, who is an Association member, subject to the approval of two-thirds (2/3) of the members of the Assembly present and voting at an Assembly where notice of a

motion of approval has been duly given. Should the nominee of the remaining Executive members be rejected, the Assembly may make an appointment, or it may require the remaining Executive members to propose alternative nominees.

- 2.2. Should the Assembly decide that the exercising of its authority to nominate candidates is undesirable, it shall call a by-election in accordance with Operations Policy Manual Section 5.
- 2.3. In the absence or unavailability of any two members of the Executive or in the event that any two, or all three, of the positions become vacant, the Assembly shall choose replacements who shall temporarily assume the powers and duties of those Executive members until such time as an election can be held, in accordance with Operations Policy Manual Section 5.
3. Elected Representatives
 - 3.1. In the event that any of the Elected Representative positions become vacant through impeachment or resignation, the duties of that position will be covered by the remaining elected representatives until such a time that a replacement is appointed.
 - 3.2. The executive may choose to appoint a suitable individual to fill any vacancy in an elected representative position. This appointment must be ratified by a two-thirds approval vote at any General Assembly.
4. Hired Personnel
 - 4.1. When a vacancy in a hired position occurs, the original hiring process will be used to fill the position.

Section 3: General Assemblies and Council Meetings

Part 1: General Assembly

1. All General Assemblies shall be chaired by the COMPSA Speaker, who shall be elected by the processes outlined in Section 4.
 - 1.1. Meetings shall be chaired in accordance with **Bourinot's Rules of Order**, with only distinctions made in Constitution and Policy superseding these rules.
 - 1.2. In the absence of the Speaker, or in the event of a conflict of interest, the Deputy Speaker, also elected by the processes outlined in Section 4, shall chair the General Assembly, or the portion surrounding the conflict of interest.
2. Minutes shall be taken by the Internal Affairs Commissioner (or an appointed Scribe), and kept for a minimum period of 10 years.
3. All General Assemblies have a time limit of two (2) hours from the time they are called to order. A Motion to extend by one-half hour (30 minutes) may be made prior to the time limit expiring. A total of 4 extensions may be made, after such a time, the meeting will adjourn and all remaining business will appear on the next Agenda.
4. A General Assembly Agenda shall typically adhere to the following order:
 - 4.1. Approval of the Agenda
 - 4.2. Approval of the Previous Meeting's Minutes
 - 4.3. Guest Speakers if present
 - 4.4. Speakers Business
 - 4.5. Reports, given in a logical order
 - 4.6. Statements By Members
 - 4.7. Question Period
 - 4.8. Business Arising from the Minutes, if applicable

- 4.9. New Business
- 4.10. Discussion Period
- 5. Changes to the agenda are allowed to be made by the Speaker during the Approval of the Agenda Section, as well as during the meeting at any time by any member as a seconded motion, as long as the change receives the approval of Assembly.
- 6. Adjournment of the Assembly does not require a motion, and occurs upon the arrival at the end of the agenda, or if the time limit is reached and there are no successful motions to extend.
- 7. COMPSA General Assembly shall have a membership consisting of:
 - 7.1. The Assembly Speaker (or Deputy Speaker), who shall not vote except in the event of a tie,
 - 7.2. The Executive of the Association,
 - 7.3. The Commissioners and Deputy Commissioners of the Association,
 - 7.4. The Representatives of the Association,
 - 7.5. Other Members of the Association hired to conduct the business of COMPSA,
 - 7.6. Other Members of the Association who hold voting rights as defined in the Constitution,
 - 7.7. A representative of the Graduate Computing Society, who shall not vote,
 - 7.8. Any additional non-voting members.

Part 2: Council Meetings

- 1. All Council Meetings shall be chaired by the President.
 - 1.1. Meetings shall be chaired in accordance with Bourinot's Rules of Order, with only distinctions made in Constitution and Policy superseding these rules.
 - 1.2. In the absence of the President, or in the event of a conflict of interest, the Vice President University Affairs shall chair the General Assembly, or the portion surrounding the conflict of interest.
- 2. Minutes shall be taken by the Internal Affairs Commissioner, and kept for a minimum period of 10 years.
- 3. All Council Meetings have a time limit of two (2) hours from the time they are called to order. A Motion to extend by one-half hour (30 minutes) may be made prior to the time limit expiring. A total of 4 extensions may be made, after such a time, the meeting will adjourn and all remaining business will appear on the next Agenda.

Section 4: COMPSA Speaker and Deputy Speaker

Part 1: General

- 1. The COMPSA Speaker shall be elected to serve as the neutral voice of the Association.

Part 2: Selection of COMPSA Speaker and Deputy Speaker

- 1. Any Member of COMPSA may be elected as Speaker of the COMPSA Assembly.
 - 1.1. The President shall not be allowed to be elected Speaker under any circumstances.
 - 1.2. The other Members of the Executive, Commissioners, Deputy Commissioners, and Elected Representatives shall not be eligible to run for the Office of COMPSA Speaker during the first attempt at electing a COMPSA Speaker. If the first attempt is unsuccessful, they become eligible to run, as indicated below.
- 2. The COMPSA Speaker and Deputy Speaker shall be elected by the COMPSA Assembly.
 - 2.1. The COMPSA Speaker shall be elected using the following process:

- 2.1.1. At the final General Assembly of the academic year, during Speaker's Business, the outgoing speaker will hold an election for the new Speaker.
- 2.1.2. The Speaker will call for nominations for candidates; candidates must be nominated, nominations must be seconded, and seconded nominations must be accepted by the candidate.
- 2.1.3. At the close of nominations, all candidates for the position will be given the opportunity to introduce themselves, and provide reasons for their candidacy.
- 2.1.4. Following opening statements, the Speaker shall facilitate a question period of the candidates.
- 2.1.5. Following a reasonable question period, the Speaker shall allow all candidates a brief closing statement.
- 2.1.6. Candidates will be asked to leave the room while a vote, by show of hands, occurs.
 - 2.1.6.1. A Secret ballot may be requested, but the default is a show of hands.
- 2.1.7. A preferential, instant-runoff, voting method will be used in instances where more than two candidates are running for the position.
- 2.2. In the event that there are no successful nominees to the position of speaker, the above process may be repeated at the first General Assembly of the term, with the Vice President University Affairs acting as interim Speaker.
 - 2.2.1. At this time, the previously excluded members are allowed to be considered for the role of Speaker.
 - 2.2.2. If after this second attempt, there are no successful nominees, the Vice President University Affairs of COMPSA shall become the Speaker for the year.
- 2.3. The COMPSA Deputy Speaker shall be elected using the same process as for the Speaker with the following exceptions:
 - 2.3.1. The first attempt is made at the first General Assembly of the Academic year.
 - 2.3.2. Any member of COMPSA may be eligible on the first attempt, except the President who shall never be eligible.
 - 2.3.3. If a second attempt is needed, it will take place at the second General Assembly of the Year.
 - 2.3.4. The Vice President Operations will act as the interim Deputy Speaker, and if the second attempt to elect a Deputy Speaker is unsuccessful the Vice President Operations shall be the Deputy Speaker for the remainder of the year.
- 2.4. If for any reason the Speaker or Deputy Speaker wishes to step down from their position, they must provide notice of resignation to Assembly Members at the Assembly prior to their last General Assembly.
- 2.5. In the event that either the Speaker or Deputy Speaker positions become vacant throughout the year, the process for selecting them may be repeated at the required time.

Part 3: COMPSA Assembly Duties

1. The COMPSA Speaker shall be responsible for Chairing General Assemblies in accordance with Operations Policy Manual Section 3, Part1.
2. The COMPSA Speaker shall aim to facilitate fair yet efficient debate and discussion, with an aim of maximal productivity.
3. In the absence of the COMPSA Speaker, the Deputy Speaker will act on their behalf in chairing the Assembly.

Part 4: Judicial and Human Resources Duties

1. In addition to their duties as the Chair of General Assemblies, the COMPSA Speaker shall be responsible for the Judicial and Human Resources branches of the Association.
2. In the event that there is a question of interpretation of COMPSA Constitution or Policy, the Speaker shall be responsible for the final interpretation.
3. When an issue of Conflict of Interest arises surrounding a member of any Hiring Committee, the Speaker shall be responsible for making a decision on the matter.
4. If any applicant to a hired position has concerns with the hiring process, the Speaker shall be responsible for addressing the concerns in an appropriate manner.
5. The Speaker is encouraged to liaise with, and use as a resource:
 - 5.1. The ASUS Judicial Committee
 - 5.2. The ASUS Human Resources Office
6. In the event that the Speaker chooses to run in the Executive Election, their judicial and human resources duties shall be taken on by the Internal Affairs Commissioner. Should the Speaker be successful in their bid for election, the Internal Affairs Commissioner shall continue fulfilling these duties for the remainder of their term.
 - 6.1. The same process shall be followed should the Speaker apply for a Commissioner or Deputy Commissioner position
 - 6.2. If the Internal Affairs Commissioner is unable to fulfill these duties for any reason, any conflicts shall be handled through the appropriate ASUS Committee/Office.
7. During a regular leave of absence of the Speaker, the Judicial and Human Resources duties will be filled by the Internal Affairs Commissioner.
8. If an issue arises during an election or referendum, where a candidate has a disagreement with a penalty issued by the CEO, the COMPSA Speaker shall act as the final review, and the Speaker's decision shall be final.

Section 5: Elections and Referenda

Part 1: Elections Timelines

1. Elections for President, Vice President University Affairs, Vice President Operations, and Upper Year Representative for the upcoming academic year, shall take place during the Primary Election as defined in Constitution.
2. Elections for First Year Representatives as well as any vacant elected positions, shall take place during the Supplementary Election as defined in Constitution.
3. Whenever possible, COMPSA Elections voting days shall coincide with AMS Elections and Referenda.
4. There shall be two (2) consecutive days of online voting, during which members may vote.
5. There shall be a campaign period of no less than seven (7) days, preceding the voting days. The campaign period must end by 8pm on the day prior to voting.
6. There shall be a nomination period of no less than seven (7) days preceding the campaign period. Nomination forms shall be submitted to the Chief Electoral Officer no later than 4pm on the day prior to the campaign period.
7. The Chief Electoral Officer shall verify nominations, and post the names of all candidates on the Association's website no later than 12pm on the first day of the campaign period.

8. Following the closing of the polls, the CEO has twelve (12) hours to notify the candidates of the results, and after all candidates have been notified, post the results on the Association's website.
9. The Chief Returning Officer shall be elected from the members of Council or Extended Council, by the members of Council, prior to the beginning of the Nomination Period for each election.
10. If the Internal Affairs Commissioner is standing for election, then Council shall elect another Chief Electoral Officer, from the pool of members of Council or Extended Council.

Part 2: Nomination Rules

1. Each submitted nomination shall be accompanied by fifty (50) members' signatures to be considered valid.
 - 1.1. Proof of membership shall be provided in the form of a student number for each signing student. These shall be validated by the CEO and CRO after the close of nominations.
 - 1.2. Nominees on exchange or internship may forward fifteen (15) emails of support to the CEO in lieu of the fifty (50) signatures. These emails must contain the statement "I hereby nominate [name of candidate] for the position of [position name] within the Computing Students' Association." along with the nominating student's name and student number.
2. Each Candidate shall submit a deposit in the amount of thirty (30) dollars, which can be used as a fine for campaign violations. The deposit, or remaining balance, will be returned after the completion of the election.
3. Once a nomination package has been submitted, that member, should they already hold a position within the Association, shall take a leave of absence until the results have been announced.

Part 3: Campaign Rules

1. The following forms of campaigning are expressly allowed by the association in an election:
 - 1.1. Posters, limited in number to forty (40), and no larger than tabloid size (11" x 17"/27.9cm x 43.2cm)
 - 1.2. Banners, limited in number to two (2), where a banner is defined as anything larger than a poster
 - 1.3. Campaign websites
 - 1.4. Social Media pages, accounts, etc.
 - 1.5. Distributable promotion merchandise (buttons, leaflets, pens, etc.)
2. Candidates may not spend more than one-hundred (100) dollars on their campaign, and must submit receipts to the CEO for all expenses occurred during the campaign.
3. During the Campaign Period, a debate will be held, usually in conjunction with a General Assembly, where the candidates will be provided time to explain their platform, and answer questions from the membership.
4. All campaign materials, regardless of form (physical, electronic, etc.) must be approved by the CEO or CRO prior to use. Failure to do so may result in a penalty.
 - 4.1. Materials not specifically mentioned above as approved campaign materials may be approved by the CEO and CRO at their discretion, provided that type of material is approved for all candidates in the current election requesting approval.

Part 4: Penalties

1. If at any point, a candidate fails to follow any of the campaign rules, or acts in a manner deemed inappropriate by the **CEO**, a penalty against the candidate may be issued.
2. Penalties for infractions shall be consistent across all candidates.
3. The penalties that may be issued against a candidate are:
 - 3.1. Monetary fine, up to the total amount of the elections deposit
 - 3.2. Reduction in their total campaign expense spending limit
 - 3.3. Disallowance of attendance at the Campaign Debate
 - 3.4. Disqualification as a candidate
4. Should any candidate wish to challenge a penalty assessed by the CEO, they may submit a formal request for review to the COMPSA Speaker, who will make a final ruling on the decision.

Part 5: Voting and Results

1. Members may only vote for Elected Representatives which will represent their particular constituency (i.e. only students in third year may vote for the candidates for Upper Year representative from third year).
2. The Chief Electoral Officer shall cast their tie-breaking vote, on separate paper ballots for each question, twenty-four (24) hours prior to the start of the voting period. These ballots will be individually sealed, and only opened in the event of a tie for a specific question. These ballots shall be kept for a period of one year, and then destroyed without being opened.
3. In the election of members of the Executive or Elected Representatives, the candidate with the highest number of votes shall be declared the winner.
4. In the event there is only one candidate for a position, they must still take part in a vote of confidence, in which they must receive more votes in the affirmative than the negative and spoiled ballots combined.
5. The wording of questions on the ballots shall take the following forms:
 - 5.1. “My choice of candidate for the position of [position name] of the Computing Students’ Association is:
[list of candidate names]”
 - 5.2. “Do you have confidence in [candidate name] for the position of [position name] of the Computing Students’ Association?
Yes
No”
6. All results are tentative from the time of release, until they are ratified at the next General Assembly.
 - 6.1. Should a candidate contest the results, a formal submission shall be made to the CEO and COMPSA Speaker jointly, who shall act accordingly in resolving the request. A formal submission shall be accompanied by the signatures of twenty (20) members.

Part 6: Referendum Questions

1. For a Referendum Question to be added to the ballot, it must be accompanied by the signature of fifty (50) members of the association, or be approved by two-thirds (2/3) majority at a General Assembly.
2. A referendum question shall be submitted by an individual, who shall be responsible for the “Yes” campaign for the question.

- 2.1. Any member may also submit a request to be the campaign manager for the “No” campaign for a question. The first request to do so, made to the CEO, shall be the only request granted.
3. All campaign rules for candidates apply to a referendum question.

Section 6: Financial Policy

Part 1: Budgeting

1. **Members of Council and Extended Council shall submit to the Finance Commissioner requests for budget items no later than June 1.**
2. The Finance Commissioner, in coordination with the President, shall prepare the Associations’ annual budget during the summer, after receiving budget requests.
3. The Annual Budget shall be presented to the General Assembly for approval at the first two General Assemblies of the year.

Part 2: Association Bank Accounts

1. A general bank account shall exist in the name of the Association at a chartered Canadian Bank and all monies received shall be deposited therein.

Part 3: Financial Practices

1. No members are empowered to make purchases in the name of the Association or in any other way financially obligate the Association until such permission has been given to them by the President.
2. The Finance Commissioner shall be required to present a report concerning the current financial situation of the Association at all properly constituted meetings, whether they be General Assembly, or Council meetings, if requested at least 24 hours in advance
3. The Finance Commissioner shall maintain an additional key to the cash box, capable of being signed out by council members for use in events. The President and the Finance Commissioner shall maintain records of all such council members signing out the key and ensure its return upon the event's conclusion.
4. The following online records are to be maintained:
 - 4.1. Transactions of the cash box and bank account
 - 4.2. Outstanding cash flow

Part 4: Signing Authority

1. The President and the Finance Commissioner shall be empowered to act as signing officers and are authorized to pay all proper accounts incurred by the ordinary business of the Association.
 - 1.1. In the event the President is unavailable to co-sign a cheque in a timely manner, the Vice President Operations may co-sign any cheques as necessary.
2. Transfer of signing authority to the incoming President, the Vice President Operations and the Finance Commissioner must be carried out by the last day of the winter academic term.

Part 5: Long Term Financial Planning

1. All year end surplus funds shall be contributed to a separate bank account to be accessed only when the association runs a year end deficit, in order to balance the budget. The Association shall aim to maintain an account balance of roughly 1/10th of the Association’s budget.

2. In the event that the Association runs three consecutive years of fiscal surpluses, the Association shall examine its sources of external income (School of Computing Funding, Student Fees, etc.), and aim to reduce them wherever possible.

Section 7: Transition

Part 1: Transition Duties

1. AMS and ASUS Assemblies require that the members of "New Assembly" attend meetings at the end of the academic year in order to properly facilitate the transition into the new year. COMPSA representatives to these meetings shall be elected in time to attend these meetings, and are expected to do so.
2. Any other such commitments expected of the Executive-Elect shall be met.
3. The Executive-Elect shall perform the hiring process for their team of Commissioners and Deputy Commissioners, such that the process has completed prior to the final General Assembly of the winter term.

Part 2: Transition Documentation

1. All members of Council and Extended Council are expected to prepare a Transition Manual, to be presented to their successor. A Transition Manual shall detail the overall duties of the position, and take a higher level approach to describing what the position entails, including elements such as: key contacts, valuable resources, etc.
2. In addition to the Transition Manual, members of the Executive and Commissioners shall be required to prepare an Operations Manual. An Operations Manual shall be updated throughout the term, and shall contain the specific details of performing the position.
3. All transition documentation shall be submitted to the Internal Affairs Commissioner prior to the beginning of the Exam Period. The Internal Affairs Commissioner shall pass all of these documents on to their successor within twenty-four (24) hours, who shall distribute the documents to the incoming members of Council and Extended Council.
4. Emails and documents pertaining to the dealings of a position's portfolio are to be archived in that position's COMPSA email account.

Part 3: Transition Events

1. At least one transitioning session, held prior to the end of the winter term and planned by the Outgoing Executive, shall take place. All members of incoming and outgoing, council and extended council shall be in attendance.
2. The aims of this transition event shall be:
 - 2.1. Outgoing council members shall relate their experiences on the job to the incoming council members.
 - 2.2. Incoming council is made intimately familiar with their duties as outlined in this document or any others pertaining to their portfolio.
3. In addition to a purely information event, a social component should be added to the transition event to effectively assist in team building.
4. The final General Assembly of the year shall act as a transition assembly for the association. At this General Assembly, outgoing members shall introduce their successors, and help facilitate the transition.

Section 8: Awards

Part 1: Awards of the Association

1. The Association shall maintain and present the following awards:
 - 1.1. The Howard Staveley Teaching Award
 - 1.2. The President's Award
 - 1.3. Gradum Dominus Machinarum Award

Part 2: Terms of Reference

1. The Howard Staveley Teaching Award
 - 1.1. Howard Staveley started working at Queen's University in 1966. He became an adjunct instructor for the department of Computing and Information Science at Queen's University in 1982 and continued teaching until the winter term of 1996. He also held the position of Manager of Information Systems in Computing Services from 1982 until 1996. Howard passed away in 1996 at the age of 52, in the midst of a successful career. He has been sorely missed by his many friends at Queen's. In 1997 an annual award was created in his memory.
 - 1.2. Howard consistently earned outstanding evaluations from his classes, and established a standard for teaching excellence. Students loved Howard because he was a great instructor who loved teaching. He was not a teacher by profession -- he took on the role over and above his full-time job with Queen's Computing and Communication Services (now called Information Technology Services). Howard brought to his classes his own enthusiasm, his respect for the students, and his appreciation for the humanity in the science. Nominees should demonstrate the same love and enthusiasm for teaching, care for students, and outstanding feedback from students as Howard did.
 - 1.3. Students may submit a signed nomination for a professor via e-mail or another appropriate method.
 - 1.4. Notification of this award and the ability for students to nominate professors, shall be sent via e-mail at least twice per year, once at the end of the fall term, and once at the end of the winter term, by the Executive.
 - 1.5. The Association's Council shall review all nominations in a closed session, and determine the final award recipient.
2. The President's Award
 - 2.1. One recipient shall be the member of Council who the President feels has most contributed to the betterment of the University experience for COMPSA members through their dedication and initiative.
 - 2.2. One recipient shall be any member of COMPSA who does not sit on Council and has demonstrated spirit and enthusiasm for everything COMPSA. The President shall collect recommendations for this award via e-mail or another appropriate method at least two weeks before the award is to be presented; the President shall review these recommendations and determine the award recipient.
3. Gradum Dominus Machinarum Award
 - 3.1. This award is presented to a graduating member of COMPSA who has, throughout their time at Queen's, contributed to the betterment of the University experience and demonstrated spirit and enthusiasm for everything COMPSA.

- 3.2. The Executive shall collect recommendations for this award via e-mail or another appropriate method at least two weeks before the award is to be presented; these recommendations shall be reviewed by the Executive to determine the award recipient.

Part 3: Presentation of Awards

1. The Howard Stavelly Teaching Award
 - 1.1. This award will be presented annually at the School of Computing Awards Ceremony by the President of the Association (or designate).
2. The President's Award
 - 2.1. This award shall be presented to two recipients each a year at the End of Year Computing Banquet.
3. Gradum Dominus Machinarum Award
 - 3.1. This award shall be presented at the End of Year Computing Banquet.

Section 9: Alumni Relations and External Affiliation

Part 1: Alumni Relations

1. In order to maintain relations with the Alumni of COMPSA, the Association shall implement an Alumni Class Representative program.
2. Alumni Class Representatives
 - 2.1. Shall be selected in the following manner:
 - 2.1.1. Shall be present at the last General Assembly of the year, or if unable to attend shall submit a written notice of interest to the Vice President University Affairs.
 - 2.1.2. A maximum of five (5) representatives shall be chosen by the Association by a majority vote to be added to the Alumni Relations Committee to represent their graduating year.
 - 2.2. Shall have the following duties:
 - 2.2.1. Make full effort to maintain an up to date contact list of alumni in their graduating year in the provided spreadsheet housed in the COMPSA online documents database.
 - 2.2.2. Be responsible for organizing class reunions every five years from the year of their graduation.

Part 2: External Affiliation

1. COMPSA is currently affiliated with the following external bodies as Member Societies:
 - 1.1. The Alma Mater Society of Queen's University (AMS); and
 - 1.2. The Arts and Science Undergraduate Society (ASUS).
2. The Executive shall strive to maintain good relations with all external affiliations, to maintain a strong working relationship.
3. COMPSA shall strive to utilize resources and best practices of these affiliations wherever possible, and help promote these services to its members.

Section 10: Visual Identity

Part 1: Branding

1. The predominant colours of the Association shall be gold and dark purple.
2. The visual identity of the Association shall be aligned with that of Queen's University.

Part 2: Use of COMPSA Logo

1. The COMPSA Logo may only be used under the authorization of the Marketing Commissioner or the President of the Association.
2. Any requests to use the logo for advertising of events, in merchandise, or any print media must be submitted via email and approved prior to use.
3. The COMPSA logo shall not be used by any candidates in an election, or by any party campaigning for or against a referendum question.