

Constitution of the Computer Science Club of Webster University

I. Name

A. Name of the Club

1. The name of this club shall be Computer Science Club hereafter referred to as CSC.

II. Purpose

A. Goals and Objectives

1. The goal of CSC is provide members with practical experiences in the overall field of computer science that is not found in the classroom setting.

III. Membership

A. Qualifications

1. All full-time and part time students that are attending Webster University are eligible for membership.

B. Non Discrimination

1. CSC hall not discriminate on any basis, which includes but is not limited to age, creed, national origin, race, color, disability, sex, gender identity, sexual orientation, current or past military status, dietary restrictions, or graduation date.

C. Member Classification

1. Associate Members
 - a) Any qualified student who attends two regular meetings becomes an Associate Member.
 - b) Associate Members have the right to make motions and speak in debate but cannot cast votes.
2. Voting Members
 - a) Any Associate Member who attends three consecutive regular meetings or four non consecutive regular meetings becomes a Voting Member.
 - b) Voting Members have the right to make motions, speak in debate, and cast votes during non Executive Board Members

D. Dues

1. Membership in CSC shall not require the payment of dues.

E. Removal of Members

1. All members have the right to due process
2. To remove any member from CSC for any reason(s)
 - a) A petition clearly outlining the basis for removal and containing the signatures of twenty-five percent of the Voting Members of CSC must be presented to the Executive Board.
 - b) At the next regular meeting including the member in question's attendance, the Executive Board shall present the case for removal immediately followed by a defence by the member in question.
 - c) For this removal to occur, two-thirds majority of attending Voting Members is necessary.
3. An Associate Member may be removed if they have missed three consecutive meetings. In the event that an Associate Member meets the above criteria for removal, they will be notified of their potential removal and the Executive Board will consider their case and remove them if they deem it necessary determined by a simple majority vote of the Executive Board.
4. If a Voting Member has missed two consecutive regular meetings the Voting Member will lose Voting Member status and be made an Associate Member.
 - a) In the event that a member is eligible to lose their Voting Member status due to excessive absences, another Voting Member may motion that the member in question maintain their Voting Member status. The motion is not amendable, is debatable and a two-thirds majority vote is needed for the motion to pass. This motion is only in order on the regular meeting immediately after the second consecutive absence.
5. Leave of Absence
 - a) In the event that a Voting Member of the club is unable to attend the required number of meetings due to a viable reason, such as a class conflict, it is possible for them to request a leave of absence during a regular meeting. The leave of absence will only be viable for any period of time not exceeding one school semester. The request can be made in

person or via proxy, such as the secretary. A reason must be provided to the assembly for the extended leave. The assembly will then discuss as necessary, and vote on granting the leave of absence. A majority will pass the motion. Unanimous consent may also be used to grant a leave of absence.

- b) Once on a leave of absence, the member will no longer be counted for the purposes of attendance and quorum, but will not lose Voting Member status. However, voting rights will be suspended during the leave of absence.
- c) A leave of absence can be suspended or removed by an in person request of the member at any regular meeting. This action can be approved with unanimous consent, upon which the member is reinstated as a voting member, and will be counted for attendance and quorum.
- d) Members of the Executive Board cannot request a leave of absence.

IV. Officers

A. Officer Positions

- 1. The officers of the club shall be a President, a Vice President, a Secretary, a Treasurer, a Public Relations Officer, and an Historian. These officers shall perform the duties described by this constitution.

B. Officer Requirements

- 1. Must be a Voting Member of CSC
- 2. Maintain a minimum 2.5 cumulative grade point average
- 3. Cannot be on academic or disciplinary probation
- 4. Can only hold only one officer position at a time

C. Officer Duties

- 1. The President shall have the following duties and responsibilities:
 - a) Set time and place for all CSC meetings
 - b) Preside over all regular meetings
 - c) Serve as the official representative for CSC
 - d) Have a working knowledge of Parliamentary Procedures
 - e) Runs events hosted by the club and organizes participation in external events.
 - f) Appoint all committees

2. The Vice President shall have the following duties and responsibilities:
 - a) Assists in running events hosted by the club and organizing participation in external events.
 - b) Take on the duties of the President, in addition to their own, in the event of their resignation or inability to fulfill their duties
3. The Secretary shall have the following duties and responsibilities:
 - a) Record and distribute the minutes from all CSC meetings
 - b) Record all correspondence and relay information to other officers
 - c) Record attendance at CSC regular meetings
 - d) Upon request, may act as advisor to members who wish to present amendments and rule changes to the critical documents of the club
 - e) Reserve spaces for all regular meetings and other events hosted by the club
 - f) Draft orders of the day for each meeting
 - g) Generate ballots for each election
4. The Treasurer shall have the following duties and responsibilities:
 - a) Keep accurate and current financial records
 - b) Maintain the CSC treasury
 - c) Approve funds for expenditure
 - d) Ensure the smooth transfer of funds during purchases
 - e) Present a financial report to the President or Advisor as requested
5. The Public Relations Officer shall have the following duties and responsibilities:
 - a) Manage any and all social media communications
 - b) Create all flyers, posters, and advertisements
 - c) Sets time and place for all Public Relation Committee meetings
 - d) Presides over Public Relation Committee meetings
 - e) Maintain and update all websites related to the club
6. The Historian shall have the following duties and responsibilities:
 - a) Maintain records of all events hosted by CSC or that CSC participates in

D.Elections

1. At the second to last regular meeting of the club for the spring semester the President, Vice President, Secretary, Treasurer, Public Relations Officer, and Historian shall be elected.
2. All officers shall be elected by ballot through Single Transferable Vote style election using a Droop quota.
3. Candidates for offices can vote for themselves

E. Officer Terms

1. All officer shall serve for one year or until their successor is elected, and their term of office shall begin at the close of the meeting in which they were elected.

F. Officer Term Limitation

1. No members shall be eligible to serve more than two consecutive terms in the same position.
 - a) This rule can be suspended by a two-thirds majority vote of the assembly if there are no qualified candidates.

G. Resignation

1. Any officer can resign their position by submitting their resignation orally or in writing at any regular meeting.
 - a) The assembly then votes on accepting or refusing the resignation, determined by a simple majority. The officer then becomes a voting member.
2. Any member can resign their position by submitting their resignation orally or in writing at any regular meeting.

H. Impeachment

1. The impeachment process may be initialized by any voting member.
2. The voting member must file a petition to the Executive Board requesting an impeachment containing the signatures of no less than 10% of the voting members or 5 of the voting members, whichever number is larger.
3. At the first regular meeting consisting of at least $\frac{3}{4}$ of the voting members attendance, including the member in question, after receiving the formal impeachment request, a vote must be held to determine the result of an impeachment. The Executive Board shall present the case for removal immediately followed by a defense by the member in question.
4. A result of at least $\frac{3}{4}$ of the attending members in favor of the impeachment will result in the immediate removal of the person in

question from their position. Otherwise, the person in question shall retain their officer duties.

I. Officer Vacancy

1. In the event that an officer position becomes vacant, a Voting Member may be elected to the officer position by immediately opening nominations for the vacant position followed immediately by an election upon the closing of nominations.

J. Officer Officer

1. The title of Officer Officer shall be an honorary title given to any member by the previous Officer Officer with the exception of the first Officer Officer who is appointed by the person who drafted this constitution.

V. Meetings

A. Regular Meetings

1. A regular meeting of the club shall be held at least once a month from September through April unless otherwise ordered by the club.
2. A minimum of seven day's notice must be given to all members when a time and date for regular meetings has been established.

B. Special Meetings

1. Special meetings may be called by the President, by a majority vote of the Executive Board, or by the written request of 13% of voting members or ten Voting Members of the club, whichever number is smaller.

C. Quorum

1. Fifty percent of the voting membership of CSC not on extended leave shall constitute a quorum.
2. Two thirds of the voting membership of the Executive Board will constitute a quorum during Executive Board meetings.

VI. Executive Board

A. Board Members

1. The President, Vice President, Secretary, Treasurer, Public Relations Officer, and Historian shall constitute Executive Board.

B. Duties

1. The Executive Board shall have general supervision of the affairs of the club between its business meetings, make recommendations to the club, and perform other duties as are specified in this constitution. The Board shall be subject to the order of the constitution and none of its acts shall conflict with the action taken by the club.

C. Executive Board Meetings

1. Unless otherwise ordered by the Executive Board, meetings of the Executive Board shall be held twice a month from September through April. Special meetings of the Executive Board may be called by the President.

D. Hierarchy of Power

1. In the event that an Executive Board Member cannot reasonably complete an assigned duty or responsibility, the duty or responsibility in question shall pass to the next Executive Board Member in the following list: President, Vice President, Secretary, Treasurer, Public Relations Officer, Historian.
2. The duty or responsibility shall be returned to the owning Executive Board Member immediately following the completion of the responsibility or upon the return of the Executive Board Member's ability to adequately fulfill the duty or responsibility.

VII. Committees

A. Committee Duties

1. The Public Relations Committee shall be tasked with creating and posting advertisements for the club and any other events held by CSC. The committee shall observe all posting regulations and requests made by the Public Relations Officer.

VIII. Parliamentary Authority

A. Rules of Order

1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the club in all cases to which they are applicable and in which they are not inconsistent with this constitution.

B. Other Order

1. Additionally, CSC may use other special rules to supplement Robert's Rules of Order.

IX. Amendments

A. Procedure

1. The constitution may be amended at any regular or special meeting of the club by a two-third vote, provided that the amendment has had prior notice in accordance with Robert's Rules of Order.

X. Rules and Regulations

A. Standard Rules and Regulations

1. CSC will follow all federal, state, and local laws and regulations of the university. CSC follows the code of conduct set forward in the Title IX guidelines.
2. CSC shall not tolerate any hazing.

XI. Advisors

A. Eligibility

1. Staff or faculty members of Webster University with at least .75 Full Time Employment are eligible to be an advisor.

B. Nominations

1. Any eligible staff or faculty member may be nominated to be the CSC group advisor. Nominators are given a chance to explain their nomination choice. A nomination must be seconded to remain considered.
2. All nominated advisors will be informed of CSC's intent and given two week's time to accept or decline interest in the position. A lack of a response will be viewed as a decline.

C. Voting

1. Nominated staff or faculty members who have accepted interest will be voted on at the next regular meeting of CSC. Single Transferable Vote with a Droop quota shall be used to determine the winner of the election for advisor.

D. Advisor Term

1. The term for an advisor shall last two years
2. An advisor can be re-elected, without consideration of new advisors, by a 66% vote of attending membership. If the advisor

does not get re-elected, they are still eligible for nomination through the regular Advisor Selection method.

E. Advisor Impeachment

1. An advisor is subject to the same impeachment process as officer members.