

# Constitution of Computing Science Graduate Students Association (CSGSA)

## 1. Name and Purpose

- (a) The name shall be the Computing Science Graduate Students' Association.
- (b) The purpose of the Association is to promote the welfare of the Computing Science graduate students, and to provide official representation for them.

## 2. Membership

All graduate and qualifying students registered in the School of Computing Science at Simon Fraser University shall be members of the Association.

## 3. Executive

- (a) The Executive of the Association shall consist of a president, a vice-president, a secretary, and a treasurer.
- (b) The Executive shall act for the members in matters concerning the routine business of the Association.
- (c) The President shall co-ordinate all business of the Association.
- (d) In the absence of the President, the Vice-President shall act in his or her place.
- (e) The Treasurer (Vice-President Finance) shall handle the correspondence, record keeping, and finances of the Association.
- (f) The Secretary (Vice-President Administration) takes minutes at the meetings of the Association, and distributes it to the other members.
- (g) The Vice-President Communications maintains the webpages and the CS grad students photo board
- (h) The Vice-President Social Affairs organizes social gatherings of the Association
- (i) Further duties of the Executive shall be specified in the By-laws.

## 4. Officers of the Association

Officers of the Association shall consist of the Executive plus members elected to positions or committees designated in the By-laws.

## 5. Meetings

- (a) Meetings of the Association shall be held at least once per semester.
- (b) The Executive must honour a petition requesting a meeting, if it is signed by at least ten percent of the membership, by calling a meeting of the Association within one week of receipt of the petition.
- (c) A quorum at any meeting of the Association shall consist of ten persons of the current membership not on leave.
- (d) A meeting shall not be called to order unless a quorum is present.
- (e) The Chair at a meeting of the Association shall not vote except when a deciding vote is necessary.
- (f) With approval of the Executive, non-members of the Association may attend but not vote at meetings of the Association.

## 6. Amendments

- (a) The constitution shall be amended by a two-thirds majority vote at a meeting of the Association and shall require a notice of motion to be sent to all members at least one week prior to the meeting.
- (b) By-Laws shall be amended by a two-thirds majority vote at any meeting of the Association.

## 7. Petition

Any petition signed by ten percent of the membership and submitted to all members of the Association shall be discussed and voted upon at the next meeting of the Association.

## **8. Elections and Terms of Office**

- (a) The Officers of the Association shall normally be chosen each semester from the members of the Association, by majority votes at a meeting or at meetings of the Association to be held at a time or at times specified within the By-Laws.
- (b) Officers of the Association shall normally hold office until their successors are duly elected.
- (c) Officers of the Association may be re-elected to the same or any other office provided their membership is valid.
- (d) Members of the Association may remove an Officer of the Association from office by a majority vote at a meeting of the Association if a notice of motion has been sent to all members at least one week prior to the meeting.
- (e) Officers of the Association may resign from office by tendering their resignation to the Executive.
- (f) The Executive may appoint a member, with his or her consent, to fill any vacant office.
- (g) Any member who withdraws from the Computing Science graduate studies program shall be considered to have resigned their position.

## **9. Ad Hoc Committees**

- (a) Ad Hoc Committees shall be formed or dissolved by a majority vote at any meeting of the Association.
- (b) Terms of Reference for an Ad Hoc Committee shall be specified at the time of the Committee's formation.
- (c) Membership of an Ad Hoc Committee shall be established by the Association at the time of formation of the Committee.
- (d) The members of an Ad Hoc Committee shall be elected when the Committee is formed.
- (e) A Chair of an Ad Hoc Committee may be elected by the members of that Committee.
- (f) The Chair of an Ad Hoc Committee shall not vote at a meeting of that Committee unless a deciding vote is necessary.
- (g) The Chair of an Ad Hoc Committee shall have the right to represent that Committee at meetings by speaking and voting on matters within that Committee's Terms of Reference.