

## **Computer Science Club**

### **Preamble:**

We the students of the University of Wisconsin Oshkosh (UWO), in an effort to cater to the needs of the Computer Science community here on campus, do establish the following constitution.

### **Article I - Name:**

The official name of this organization is the Computer Science Club, written hereon as the CS Club. Anytime that CS Club is used it refers to this club.

### **Article II - Mission:**

The purpose of the CS Club is to establish a fun, creative environment where likeminded individuals can gather to share their love of computers and electronics, in whatever form that may be. It is our mission to foster the educational and social growth of our members throughout their college years and beyond.

### **Article III - Membership:**

Membership in the CS Club shall be open to all students of UWO interested in computer science. Members will be expected to actively participate in the functions and activities of this group, including regular meetings. Voting rights will be held by all members in good standing, i.e., all those who have actively participated in regular meetings for at least 3 weeks prior to the vote, excluding interims and vacation. If there is any question as to a student's good standing, the issue will be decided immediately by a majority vote of the Executive Board members who are present (see **Article V** for Executive Board).

*Section 1 – Dues:* There are no required membership dues to be a member of the CS Club. Members are encouraged to make donations to the CS Club to help ensure the continuation of its Mission. Executive Board members reserve the right to ask members for either a donation of time (service to the CS Club) or money. Such donations must go exclusively to the benefit of the CS Club and must be documented by the Executive Board members.

*Section 2 – Online:* It is the duty of the Executive Board members to maintain an easily available online presence for the CS Club and Computer Science community at large on campus. This presence is the choice of the Executive Board. It is the duty of the Executive Board, primarily the President, to keep this online presence up to date with the community's needs and to invite members yearly through email to join the CS Club online. The online presence of the CS Club should include having a way for members to contact the Executive Board, learn about the CS Club, contact other members, and

45 discuss classwork and club activities. Whatever online presence  
46 the Executive Board members decide to choose should, along with  
47 email, be used regularly to contact the CS Club's standing member  
48 base for club related activities.

49 *Section 3:* Members are encouraged to get involved in activities and events  
50 sponsored by the CS Club. If members wish to become more active  
51 in the day-to-day affairs of the CS Club, they are encouraged to  
52 either run for office or ask for a special committee be made. It is  
53 the duty of the Executive Board members to promote the growth of  
54 the CS Club through the advertising of office positions to all  
55 members. Non-students are unable to hold office, but they may  
56 form committees.

## 57 **Article IV - Elections:**

### 58 *Clause A: The Election Commission*

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62 *Section 1* In order to ensure a fair and balanced election, an Election Commission  
63 shall be formed.

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- 65 A. The Election Commission is responsible for overseeing the conduct of the annual  
66 elections.
  - 67 B. The Election Commission shall be composed of three graduating members of the  
68 club and shall be selected at the discretion of the Executive Board.
  - 69 C. In the event that there are not three members of the team that are graduating, the  
70 Election Commission shall be composed of the most senior people on the team,  
71 who are not candidates for any office, or the faculty adviser and an adjunct(s) of  
72 their choosing.
  - 73 D. Members of the Election Commission shall have the right to vote.
  - 74 E. Members of the Election Commission shall not be eligible to run for office.
  - 75 F. Members of the Election Commission shall choose a Chair from among  
76 themselves to act as a spokesperson for the Commission.
  - 77 G. On the day of the election, the Election Commission shall be responsible for  
78 providing the membership with voting materials and shall count and verify the  
79 ballots following voting procedure.
  - 80 H. The final ballot count for each candidate shall be kept strictly confidential and the  
81 ballots shall be destroyed following the election procedures.
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### 83 *Clause B: Election Procedures*

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85 *Section 1* Election Timeline

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- 87 A. Elections will be held on the 12<sup>th</sup> week of the Spring semester.
  - 88 B. The date of the election can be adjusted by an affirmative vote of all members of  
89 the Executive Board and a 2/3 vote of the members in good standing.
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91     *Section 2*         Voting

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- 93         A. Voting rights will be held by all members in good standing, i.e. all those who
- 94             have actively participated in regular meetings for at least 3 weeks prior to the
- 95             vote, excluding interims and vacation.
- 96         B. Only those members present for the entire nomination and voting process for a
- 97             position can be eligible to vote for that position.
- 98         C. Only members in good standing will be allowed to run for office.
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100     *Clause C: Election Process*

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102     *Section 1*         The following process shall be employed at the election meeting:

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- 104         A. Nominations for each office will be opened and closed at the beginning of the
- 105             election process for each office and will proceed in the order of President, Vice
- 106             President, Treasurer, Secretary, and OSA/Public Relations Rep.
- 107         B. Any candidate may decline a nomination for a particular office.
- 108         C. After the nomination process for a particular position is closed, all candidates that
- 109             have been nominated for that position will be asked to leave the room.
- 110         D. Each candidate will then be asked into the room on an individual basis and
- 111             allowed to speak on his or her own behalf. The time allotted for candidate
- 112             presentations will be 5 minutes. Following the presentation, the membership will
- 113             be allowed to pose questions. The Elections Commission will facilitate the
- 114             question and answer session. The time allotted for questions will be 5 minutes
- 115             unless extended by the membership.
- 116         E. After all candidates nominated for a position have taken their allotted time to give
- 117             presentations and answer questions, the candidates will be asked to leave the
- 118             room and the Election Commission will facilitate a general discussion of the
- 119             candidates. The time allotted for the general discussion will be 10 minutes unless
- 120             extended by the membership; during this time members will address the pros and
- 121             cons of each candidate for the position.
- 122         F. Once voting for each office has begun, only those members present for each
- 123             candidate's presentation will be allowed to vote until the office is filled.
- 124         G. After the above process has been completed, the membership will vote by secret
- 125             ballot for a candidate for the position. Ballots will be collected and tallied by the
- 126             Election Commission, who will then announce the winner to the membership after
- 127             the candidates for the position have reentered the room.
- 128         H. If more than two candidates are running for an office, and neither one receives a
- 129             majority of votes, the top two candidates from the first vote will participate in a
- 130             run-off.
- 131         I. In the case of a tie, another vote will be taken. If the matter is still undecided, the
- 132             candidates' names will be written on slips of paper and the name drawn will fill
- 133             the position.
- 134         J. This process will be repeated for each position, until all positions on the
- 135             Executive Board are filled. Candidates who have lost an election for one position
- 136             will be eligible for nomination to another position.

**Article V - Executive Board:**

The Executive board will be composed of up to 5 officers, including a President, Vice-President, Treasurer, Secretary, and OSA Assembly Person. These officials will be elected by a majority vote of the general membership. The Executive Board will direct the affairs of the organization.

*Clause A: Officers of the Executive Board*

*Section 1* Responsibilities of these elected officials include the following:

A) President

1. To oversee all organizational activities,
2. To serve as the official representative of the organization,
3. To appoint members to various committees,
4. To delegate any of his/her powers to any of the elected official at his/her discretion,
5. To call meeting of the Executive Board at his/her own initiative or at the request of a majority of the Executive Board,
6. To chair all meetings of the Executive Board,
7. To chair meetings of the general membership or may delegate the chairmanship to the Vice-President or the next most senior officer,
8. To serve as the chief budget officer,
9. To maintain the CS Club's online presence.

B) Vice-President

1. To chair all general membership meetings in absence of the President,
2. To organize, oversee, and maintain all of the organization's computers and related equipment,
3. To call special meetings of the membership on his/her own initiative, at the request of the President or at the call of the majority of the membership,
4. To chair meetings of the Executive Board in the absence of the President,
5. To maintain, organize, and update the files of research materials and oversee their circulation among the membership,
6. To assist the President.

C) Treasurer

1. To be present and attend all club meetings,
2. To record and keep written record of all club finances as well as report all club finances to the President,

3. To form and maintain a living budget for yearly activities alongside the other officers,
4. To handle any money associated with fundraising activities.

D) Secretary

1. To be present and record the attendance and minutes of all organizational activities and make attendance records and minutes available to all members,
2. To notify members of the organization of all meetings and events,
3. To serve as contact person with the media, oversee publicity, and circulate information about the club and its activities,
4. To assist all other elected officials in their usual duties.

E) Oshkosh Student Association (OSA) Assembly Person

1. To serve as official representative of the club to OSA,
2. To record the attendance and minutes of all organizational activities in the absence of the Secretary,
3. To assist all other elected officials in their usual duties.

*Clause B:*

- 1) In the event that any of these elected officials fail to carry out the obligations of their office, they will be put on three weeks probation. If they continue to fail to carry out the obligations of their office, they may be impeached by two-thirds (2/3) vote of both the Executive Board and general members in good standing.
- 2) In the event of a vacancy in any office, the Executive Board shall select a replacement who shall serve until a new officer is elected by majority vote of the members in good standing.
- 3) In the event that vacancies are unfilled and remain vacant for an extended period of time, it shall be the duty of the sitting officers to fulfill the roles of all vacancies themselves to the best of their abilities.
- 4) In the event that the Presidency is vacant, the sitting Vice President will assume his role. In the event that the Treasury is vacant, a special election must take place weekly until the vacancy is filled. In the event that the President does not have a clear successor, a special election must take place weekly until the vacancy is filled. It is up to the Executive Board members to organize special elections to fill all necessary vacancies.

**Article VI - Override:**

This constitution, or the specific articles therein, may be overridden by a two-thirds (2/3) vote of all active members in good standing during club meetings, providing such an override is not in violation of the University rules and regulations.

*Section I:* Overrides available to members:

- A.) Impeach officers.
- B.) Reverse a particular ruling.
- C.) Negate a decision made by the officers.

**Article VII - Parliamentary Authority:**

Any items not specifically dealt within this constitution shall be handled according to a vote of the Executive Board members.

**Article VIII - Amendments:**

*Clause A:* Amendments may be made by a two-thirds (2/3) majority vote of the members in good standing with approval of all members of the Executive Board.

*Clause B:* The same amendment may not be proposed more than once during the academic year.