

THE CONSTITUTION OF THE **COMPUTER SCIENCE COURSE UNION**

Last amended: the 22nd of March, 2024

Definitions

- “Computer Science Students” – A student enrolled at the University of British Columbia Okanagan, registered in an academic program offered by the Faculty of Science, majoring or minoring in Computer Science.

Name

This Course Union shall be known as the Students’ Union Okanagan of University of British Columbia (SUO of UBC) Computer Science Course Union (henceforth CSCU)

Mission Statement

The CSCU exists as a course union and interest group for Computer Science Students at the University of British Columbia Okanagan. Our goal is to cater to the wellbeing and academic development of our membership by offering events and services that are based on our three founding principles: Professional Development, Community Engagement, and Student Advocacy. By hosting interdisciplinary events, workshops, and study sessions representing the interests of students, we hope to foster a space of inclusivity, friendship, and lifelong learning.

Purpose

The purpose of this Student Association is to support the academic, professional, and social needs of students in the Department of Computer Science and maintain communication between disciplines, student groups and the community to meet these needs. The three founding pillars (see Mission Statement) are areas in which we have recognized that students require the greatest levels of support. As such, all events and services are tailored to meet at least one pillar, as well as other areas of concern that students bring to our attention.

Course Union Membership

This Course Union membership will include all Computer Science Students. All members of the Course Union will be afforded equal rights and opportunities to participate in all activities and initiatives hosted

by this Course Union. Members of this Course Union must have access to the dates and locations of Council meetings and are welcome to attend unless called “in camera” by the meeting chair.

Budgeting

This Course Union shall remain a non-profit entity under the society of the SUO with no profit being allocated towards its members, and any operating surpluses shall be used to further the purposes of the Course Union. This clause is unalterable.

If the Course Union receives more than \$2,000 in student association funding, the Course Union must display the SUO logo on all promotional material, with evidence being provided to the Vice President Internal and Membership Outreach Coordinator upon request.

Executive Members

The President, Vice President Finance, and Vice President Events shall be the designated signing officers of the Course Union. The Executive Council shall meet a minimum of once per month. Meetings shall be open to all members of the Course Union, and a minimum of two-thirds (2/3) Executive Members shall be present in order to establish the quorum.

The requirements of an Executive Council include, but are not limited to:

- a. be knowledgeable of the SUO Student Association Regulations including the ones specific to course unions;
- b. abide by the student conduct regulations established by the University;
- c. conducting the business of the Course Union;
- d. meet at least once per month from September through April and publish the time and location at least seven (7) days in advance; and
- e. host at least five (5) meetings and/ or events open to all members of this Course Unions.

Executive Member Roles

The Executive Council shall consist of the:

- a. President
- b. Vice President-Finance
- c. Vice President-Events
- d. Vice President-Student Relations
- e. Vice President-External
- f. Secretary
- g. Lower Year Representative

The President shall be responsible for:

- a. Preparing, drafting, and presenting the President's report on their operations at the Course Union's AGM;
- b. Act as the primary liaison between the Course Union and the Student Union and must be familiar with all SUO bylaws and policies;
- c. Submitting Expense Reimbursement Forms to the Membership Outreach Coordinator in absence of the Vice President Finance; and
- d. Leading council meetings
- e. Overseeing and delegating tasks to appropriate council members as necessary
- f. Act as a signing authority

The Vice President-Finance shall be responsible for:

- a. Overseeing the Course Union's finances;
- b. Submitting Expense Reimbursement Forms to the Membership Outreach Coordinator;
- c. Maintaining an internal ledger recording all financial transactions conducted by the CSCU during each term
- d. Act as a signing authority.

The Vice President Events shall be responsible for:

- a. Serving as the main contact for event planning;
- b. Overseeing the planning social community events;
- c. Overseeing the submission of all required booking, safe event applications and work orders to the SUO and relevant UBCO departments;
- d. Submitting Expense Reimbursement Forms to the Membership Outreach Coordinator in absence of the Vice President Finance or President;
- e. Act as a signing authority

The Vice President-Student Relations shall be responsible for:

- a. Notifying the membership of upcoming meetings;
- b. Managing the CSCU's online presence, including the CSCU website and social media accounts
- c. Creating media in promotion of the CSCU
- d. Answering questions from the membership

The Vice President-External shall be responsible for:

- a. Serving as a correspondent to the community outside UBCO
- b. Promoting the reputation of the CSCU outside UBCO
- c. Soliciting sponsorships for the CSCU

The Secretary shall be responsible for

- a. The taking of minutes at Course Union meetings; and
- b. Organizing agendas for Course Union meetings

The Lower Year Representative shall be responsible for:

- a. Representing the interests of first and second year Computer Science Students on the council
- b. Serving as a correspondent to first and second year Computer Science Students

If a member of this Course Union raises concerns to the SUO Board regarding actions by an Executive Member, the Board can choose to commence an investigation to determine if the Executive in question is acting in the best interest of the Course Union or shall be removed from office.

Meetings

General meetings shall be held at least once every month to give the membership control of the direction and activities of the Course Union. General meetings shall be scheduled by the Executive Council.

Annual General Meetings must take place in Term 2, and notice must be given to the SUO Vice President Internal, Membership Outreach Coordinator, and membership of the time, date, location, and agenda within ten (10) days prior to the meeting.

Quorum for the Course Union's AGM shall be 25 members or 5% of Course Union membership whichever is less.

Only Executive and Council members are entitled to vote at General Meetings. All Course Union members shall be entitled to vote at Annual General Meetings and Special General Meetings. Special General Meetings may be called at any time by the Executive Council. The Secretary shall prepare the agenda for General Meetings.

Membership Voting

Voting Membership in this Course Union shall be comprised entirely of Computer Science Students. Each member of this Course Union is eligible to:

- a. Exercise one (1) vote in the election of the Course Union President and for every other Executive Member.
- b. Vote for each vacant position on a Council, provided that they may only cast one (1) vote for any given Candidate.

Elections

All executive positions, including President, Secretary, and Vice President Finance and Vice President Events shall serve a twelve (12) month term of office, and be elected through an annual election in Term 2 carried out in partnership with the SUO and the online Simply Voting platform. If a situation arises where there is conflict between this Course Unions' election bylaws and the SUO policies, the SUO election bylaws will take precedence.

Every current member of this Course Union is eligible to seek election to any position within the Course Union, however a candidate may only run for one position within the Course Union Executive team.

The Course Union elections cannot occur while the SUO General Election is taking place. The SUO election will take precedence.

A Chief Returning Officer (CRO) should not be part of the membership (including executives). Providing they are not a candidate they will carry out the election in accordance with SUO rules and regulations.

In the event an executive position becomes vacant after the election process has concluded, applications will reopen for the executive position and the remaining members of the Executive Council must reach a two-thirds ($\frac{2}{3}$) majority vote after conducting interviews of each applicant.

This Course Union must make a reasonable effort to ensure that every member of the Course Union is aware of the time, and location, where the election of Executive Members and Council Members is to take place; and how a member can become a Candidate for the election or appointment to Council, or an Executive Member position.

If elections are not held in Term 2, this Course Union may not renew active status in the following academic year until an election has occurred in partnership with the Students' Union.

Ratification and Dissolution

Starting August 1st, of every year, this Course Union shall cease to receive support from the Student Union until:

- a. submitting a Student Association renewal form to renew their status after July 1st; and
- b. maintaining a membership of a minimum of fifteen (15) members, excluding executives.

This Course Union may submit their renewal form starting May 1st, once the Annual Election has been carried out and ratified during Term 2. These requirements must be met and approved by the Board by the first Friday of Term One Classes of each year, if not, the Student Association shall not receive support from the Student Union.

A minimum of one (1) executive from this Course Union must attend the Student Association Orientation and all Course Union meetings to retain active status.

This Student Association may be dissolved by a two-thirds ($\frac{2}{3}$) vote at a quorate General Meeting, or by the SUO Board of Directors after a period of inactivity as outlined in the Student Associations Policy. If this Course Union has been deemed inactive for a period of at least twelve (12) months may be dissolved by the Board of Directors.

Upon the dissolution of the Course Union, any assets and/or liabilities shall be transferred to the general fund of the SUO.

Limitations

No policy of this Course Union shall be interpreted in a manner contrary to SUO Bylaws & Regulations. If there is a conflict between the course union regulations and SUO regulations and bylaws, the SUO will take precedence.

Access to the Constitution

A copy of this constitutions must be available for members upon request, and must be able to provide such copies through all of the following means:

- a. hyperlink;
- b. email;
- c. paper copy; or
- d. pdf.

An up-to-date copy of any and all governing documents, such as the constitution, must be submitted to the Membership Outreach Coordinator upon ratification and approved amendments.

Amendments

The Constitution of this Course Union may only be amended by a two-thirds ($\frac{2}{3}$) majority at an Annual or Special General Meeting. Approved amendments shall be enacted immediately.

Suspension of Executive Members

Grounds for Suspension

- a. An executive member may be suspended from their position if they fail to act in the best interest of the Computer Science Course Union (CSCU) and its mission.
- b. Grounds for suspension include activities detrimental to the CSCU's reputation, violation of bylaws and policies, breach of fiduciary responsibilities, or consistent failure to fulfill their duties. Further grounds for suspension include:
 - i. Engaging in actions or behaviors that are detrimental to the reputation, goals, or objectives of the CSCU.
 - ii. Misappropriation or misuse of CSCU funds or resources.
 - iii. Repeated failure to fulfill the duties and responsibilities outlined in their position description.
 - iv. Demonstrating a lack of integrity, professionalism, or ethical conduct that compromises the trust and confidence of the CSCU members

Suspension Procedure

- a. If a council member has reason to believe another executive member's actions warrant suspension, they will communicate with the President and an internal investigation will be held
- b. The council member in question will be notified, given an opportunity to present their case before the rest of the council, and a fair hearing shall be conducted
- c. A final vote by the Executive Council, requiring a two-thirds ($\frac{2}{3}$) majority, will determine if the council member shall be suspended

- d. The suspended council member will be relieved of their responsibilities and will retain their position.
- e. Impeachment proceedings may be initiated against the suspended council member

Suspension Duration

- a. The executive council will determine the suspension duration based on the severity of the offense and its impact on the CSU's mission.
- b. The suspension duration shall be less than or equal to the remaining duration of the suspended council member's term.
- c. Upon completion of the suspension period, the executive member resumes their duties, subject to any additional conditions imposed by the executive council