

**I. NAME OF ORGANIZATION**

1. Computer Science Course Union

**II. DEFINITIONS**

2. The following terms are used within this constitution:

(1) CSCU - Computer Science Course Union:

Ryerson University's Computer Science Course Union, as recognized by The Ryerson Students' Union. The CSCU may be referred to herein as "the Organization."

(2) DCS - Department of Computer Science:

The Department of Computer Science is the academic department within Ryerson University responsible for administering the school's Bachelor of Science in Computer Science academic program and any related full and part-time courses.

(3) DCSC - Department of Computer Science Council:

The DCSC is the governing council of the Department of Computer Science. It is comprised of faculty, staff, students, and alumni.

(4) RSU - Ryerson Students' Union:

The RSU (formerly RyeSAC) serves as Ryerson University's official (and separately incorporated) Student Council. The RSU represents all enrolled full-time students at Ryerson, and governs the activities of Ryerson's Course Unions and Student Groups.

(5) Member Students:

For the purposes of this document, Member Students are students represented by the CSCU as defined within the body of this constitution.

**III. OBJECTIVES AND PURPOSES**

3. The Computer Science Course Union shall:

(1) Promote the interests of all students enrolled in the Computer Science program at Ryerson University; and

(2) Represent the interests of member students on the DCSC, and with the university administration, and the RSU; and

(3) Undertake projects and coordinate events of interest to Computer Science students for the benefit of both member students and Ryerson's Computer Science program in general.

(4) Work to raise the morale and extra-curricular participation of member students.

#### **IV. RYERSON STUDENTS' UNION**

4. The RSU will not normally interfere in the activities and operations of the organization.
5. The RSU has the power to investigate complaints made by any member of the organization concerning alleged violations of this constitution.
6. The CSCU will abide by the Course Union Policies specified by the RSU.
7. The RSU will provide specific, budgeted annual funding to the CSCU.

#### **V. MEMBERSHIP**

8. All students enrolled in the full-time Computer Science program at Ryerson University are members of the organization.
9. The organization will not levy membership fees or dues against its members.
10. No staff or faculty member may be a voting member of the organization.

#### **VI. STRUCTURE**

11. Voting executive officers will be elected annually to manage the organization and be responsible to its members. The elected executive officer positions will consist of:
  - I. President
  - II. Vice-President Academic
  - III. Vice-President Social
  - IV. Vice-President Communications
12. Voting executive members (DCS Representatives) will be elected annually to represent the interests of members enrolled in each of the four respective years of study of the full-time Computer Science program subject to Section 3.1 of the DCSC By-Laws. The elected executive member positions will consist of:
  - I. A particular number of DCS Representatives as specified in Section 3.1 of the DCSC bylaws.
13. All voting members must be current members of both the RSU and the CSCU.
14. Any elected officer may appoint a non-voting Director from the organization's members to assist them with their duties.

#### **VII. MEETINGS**

16. Meetings are to be held at least once a month.
17. Quorum is 2/3 of the voting members of the organization.

18. Meetings are open to any members of the organization but only elected executives are normally entitled to vote.

19. Any member of the organization may be permitted voting powers for the duration of a particular meeting provided that their attendance is listed on that meeting's agenda for a minimum of 48 hours prior to the time of the meeting, and that there is unanimous consent among all present executives to grant these powers.

20. Any temporary voting powers awarded to any non-executive members may be revoked at any time following simple majority support from voting executive members.

21. Proxy votes are not permitted at any meetings.

#### **VIII. ROLE OF EXECUTIVE AND VOTING MEMBERS**

22. The executive is responsible for planning activities and projects, as well as ensuring that RSU and Ryerson University policies are adhered to.

23. The President, Vice President Academic, and Vice President Social will be the signing officers of the organization.

24. The voting executive officers will ensure that the organization's office is open and staffed with a voting member of the organization for at least 2 hours every week at scheduled times.

25. The President:

(1) Will call and chair all meetings of the organization;

(2) Will ensure that minutes of any meeting of voting members are made available on the organization's website.

(3) Will act as a representative on the DCS Council pursuant to Section 3.1 of the DCSC Bylaws;

(4) Is responsible to the RSU for all funds allocated to the organization by the RSU;

(5) Is a signing officer of the organization.

(6) Is responsible for all monetary transaction by him/herself or any elected or appointed members of the organization.

(7) Is responsible for the payment of bills due to events, activities, or projects undertaken by the organization.

(8) Will act as a liaison between the RSU and the organization, and is responsible for advising the RSU's Student Groups Coordinator of any changes in the voting members or signing officers of the organization;

- (9) Will act as a liaison between Ryerson University faculty and staff and the organization;
- (10) May appoint an Official Secretary of the organization's board of voting members to maintain the organization's meeting agendas and minutes;
- (11) May appoint a member of the organization to serve as the organization's Official Webmaster.

26. The Vice President Academic:

- (1) Will chair all meetings of the organization in the absence of the President;
- (2) Will act as a representative on the DCS Council pursuant to Section 3.1 of the DCSC Bylaws;
- (3) Will act as a student member on the DCS Council's Undergraduate Curriculum Committee pursuant to Section 3.2.1 of the DCSC Bylaws;
- (4) Is a signing officer of the organization.
- (5) Is responsible for informing the organization's members of academic issues that arise at both the departmental and university levels;
- (6) Is responsible for coordinating and/or assisting with initiatives that support the academic interests of member students.
- (7) Is responsible for the maintenance of the organization's Exam Bank
- (8) Will conduct the organization's annual constitutional review subject to the provisions of this constitution.

28. The Vice President Social:

- (1) Will chair all meetings of the organization in the absence of the President, Vice-President Academic and Vice President Finance, provided that there is still quorum;
- (2) Is responsible for coordinating and advertising social events run by the organization;
- (3) Is responsible to the organization for all funds acquired through events or fundraising activities;
- (4) Is a signing officer of the organization.
- (5) Is responsible to the President for maintaining accurate records and receipts relating to social events;
- (6) Is responsible for maintaining a calendar of events for the students;

29. The Vice President Communications:

- (1) Will serve as the Public Relations contact for the organization.
- (2) Is responsible for coordinating newsletters and mass correspondence published on behalf of the organization.
- (3) Is responsible for ensuring that all executives of the organization are fully familiar with all means that they may use to communicate with their constituent members, as well as proper etiquette and procedures to use in such communications.

30. DCS Representatives:

- (1) May only hold a DCS Representative position reflective of their current official year of study with the DCS;
- (2) Will act as a representative on the DCS Council pursuant to Section 3.1 of the DCSC Bylaws;
- (3) Are responsible for informing their constituent members of any issues or points of interest that may affect them.
- (4) Will act as liaisons between the organization and their constituent members that are enrolled in their respective years of study.

**IX. ELECTIONS**

- 31. Executive officers and executive members of the organization will be elected in a general election, open to all members of the organization, once every academic year.
- 32. Elections must take place by the last Friday in March of a particular school year.

**X. ELECTION PROCEDURES**

- 33. An Elections Director will be appointed by the executive members to oversee the election procedures. The Elections Director may not be an executive member of the organization and may not run for any executive positions.
- 34. Two members of the organization shall nominate a member for election.
- 35. Members standing for election shall stand only for one position.
- 36. Elections for all positions except the First-Year Representative will be held in March of each school year.

Amendment: 36a. (Sept 2007) When an executive position becomes vacant throughout the academic year and the by-election is deemed impractical, a 2/3 majority vote allows the CSCU to appoint a replacement.

## **XI. REMOVAL FROM OFFICE**

37. A voting member can only be removed from office for serious offences, or a persistence of minor offences as determined by the organization's voting members.

38. Major offences can include:

- (1) Deliberate mishandling of student funds;
- (2) Deliberate misrepresentation of funds or the objectives of the organization;
- (3) Deliberate misrepresentation of member interests within the organization;
- (4) Deliberate or negligent actions that result in significant damage to the integrity of the organization, the Computer Science program, the RSU, or Ryerson University; and/or
- (5) Significant negligence of the elected member's role and/or responsibilities as defined in this document.

39. Impeachment proceedings for voting executive officers as defined in this constitution may be started by a petition signed by 1/3 of the organization's members, or by a majority vote among the voting members of the organization.

40. Impeachment proceedings for executive non-officers may begin with a signed resolution unanimously supported by the organization's voting executive officers, or by a majority vote among the voting members of the organization.

## **XII. AMENDMENTS**

41. Amendments to the constitution of the organization must be approved by a 2/3 supporting majority vote of the voting members of the organization, with at least 2/3 of the voting executive officers present.

42. Any voting member of the organization may suggest an amendment to the organization's constitution.

43. The constitution will be reviewed by the organization in September of each year.

Amendment: 42a. (Sept. 2009) The organization is not affiliated with any religion or religious organization. The organization will not lend support to or promote the practices/beliefs of any religion or religious organization, enforced to the fullest extent allowed under RSU course union policies.

**XIII. ADOPTION OF CONSTITUTION**

- 44. The constitution of this organization must be approved by the RSU.
- 45. The constitution of this organization is only effective once approved by the RSU and ratified by a 2/3 majority vote by the elected members of the organization.