

# Computer Science Undergraduate Society Official Constitution

Computer Science Undergraduate Society

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## 1 Introduction

- 1.1. Computer Science Undergraduate Society is the official name of the body. No other name shall refer to the body.
- 1.2. In this constitution,
  - 1.2.1. "CSUS" refers to the Computer Science Undergraduate Society.
  - 1.2.2. "CS" refers to the discipline of computer science.
  - 1.2.3. "the department" or "CSD" refers to the CS department at Western University.
  - 1.2.4. "the university" refers to Western University.
  - 1.2.5. "member" refers to a student as defined in Section 3 of this document.
- 1.3. In this document, the use of "he", "she", "his", "her", or "their" refer equally to any gender.

## 2 Mandate

- 2.1. CSUS has been established to represent Western University's computer science students and enhance the student experience by:
  - 2.1.1. Promoting computer science as an academic discipline;
  - 2.1.2. Connecting students to related university services; and
  - 2.1.3. Providing opportunities for the university's computer students to connect with each other, socially and academically.

## 3 Membership

- 3.1. A student is automatically a member of CSUS if they are currently registered as an undergraduate student in the Computer Science department at Western University. This is defined as pursuing a Major or Honor's Specialization in Computer Science, Information Systems, Bioinformatics, or Medical Health Informatics.
- 3.2. A first-year student with the intent to register in one of the aforementioned programs is automatically a member of CSUS.
- 3.3. There will be no fees for membership of CSUS.

## 4 Executive Team

- 4.1. The Executive Team of CSUS will consist of the following:
  - 4.1.1. President;

- 4.1.2. Vice President (Academic);
  - 4.1.3. Vice President (Social);
  - 4.1.4. Vice President (Communications); and
  - 4.1.5. Vice President (Treasurer).
- 4.2. The roles of the Executive Team are as follows:
- 4.2.1. The President will:
    - 4.2.1.1. Oversee other executive members in fulfilling their duties;
    - 4.2.1.2. Select CSUS executive members; and
    - 4.2.1.3. Schedule CSUS meetings.
  - 4.2.2. The Vice President (Academic) will:
    - 4.2.2.1. Co-ordinate and plan all academic CSUS events.
  - 4.2.3. The Vice President (Social) will:
    - 4.2.3.1. Co-ordinate and plan all social CSUS events.
  - 4.2.4. The Vice President (Communications) will:
    - 4.2.4.1. Compose and send CSUS executive updates to CSUS members;
    - 4.2.4.2. Compose and post CSUS social media updates;
    - 4.2.4.3. Design promotional graphics and media;
    - 4.2.4.4. Work with the department to officially display promotional materials; and
    - 4.2.4.5. Collect minutes at CSUS meetings, both executive and general.
  - 4.2.5. The Vice President (Treasurer) will:
    - 4.2.5.1. Apply for and collect funding from the department;
    - 4.2.5.2. Be responsible for all financial matters of CSUS;
    - 4.2.5.3. Co-ordinate and plan fundraising events and apparel sales; and
    - 4.2.5.4. Maintain an up-to-date ledger of CSUS funds.
- 4.3. No non-member of CSUS is eligible to fill an executive position in CSUS.
- 4.4. No one executive position will be shared by more than one member of CSUS.
- 4.5. If an executive team member ceases to be a member of CSUS, they are no longer able to serve on the executive team and a successor will be named as per section 7.3.1.

## 5 Applications

- 5.1. The president is to send out a notice to CSUS members that applications for Executive Team positions, with the exception of the president, are open no later than September 14 each year.

- 5.2. CSUS members are eligible to apply between the notice email and September 28 each year.
- 5.3. The president is to review all applications from CSUS members for each Executive Team position no later than September 28.
- 5.4. The president will select the Executive Team out of the CSUS member applications no later than September 30.
- 5.5. Only CSUS members are allowed to apply for CSUS Executive Team positions, as per Section 3.
- 5.6. Former CSUS Executive Team members are eligible for executive team membership, given that they do not contradict Section 3.
- 5.7. If the president is no longer a member of CSUS, or will not be returning to the university next year, they will name a successor out of the current CSUS Executive Team and grant them the role of president.

## **6 Impeachment**

- 6.1. Any CSUS Executive Team member may be impeached for reasons that include, but are not limited to:
  - 6.1.1. the Team member fails to complete their duties listed in Section 4 in a reasonable time-frame, as determined by the other members of the Executive Team;
  - 6.1.2. the Team member is absent from all meetings and activities for an extended duration, as determined by other members of the Executive Team; or
  - 6.1.3. just cause as determined by other members of the Executive Team.
- 6.2. An executive team member may be impeached by the Executive Team with a three-fifths majority vote.
- 6.3. The impeached individual is unable to vote on impeachment decisions.
- 6.4. An executive team member that is impeached will have all privileges associated with their position revoked within one week of the Executive Team's decision.

## **7 Resignation**

- 7.1. Any CSUS Executive Team member may resign at any time.
- 7.2. Resignation will be in the form of a letter addressed to the CSUS President.

- 7.3. Upon receipt of a letter of resignation, the CSUS Executive Team member's privileges will be revoked within one week, as in clause 7.4.
- 7.3.1. If the resigning party is not the President of CSUS, the President of CSUS will decide upon an interim successor to handle the resigning party's duties.
- 7.3.2. If a successor cannot be named, the President of CSUS will take applications from the CSUS member body according to Section 4.
- 7.3.3. If the resigning party is the President of CSUS, the resigning party will name a president to handle duties, as described in clauses 7.3.1 and 7.3.2.

## **8 Agency**

- 8.1. CSUS is not an agent of the University, the Department, the USC, or any affiliated university service. Its views and actions are not representative of the aforementioned parties.