Rice Computer Science Club

Constitution

Last Revised March 2017

Preamble

We the, members of Rice Computer Science Club, subscribing to the regulations and policies of Rice University, establish this Constitution to govern the matters within our organization.

Article I. Identification and Purpose

Section 1. Name

The name of this organization shall be the Rice Computer Science Club ("the Club"), abbreviated Rice CS Club or CS Club.

Section 2. Subsidiaries

The following functional subsidiaries are a part of the CS Club. The CS Club government runs their organization and operation.

1. **HackRice**
   An initiative to host student led hackathons at Rice during which people collaboratively implement projects of technical merit within a short period of time to compete for prizes.

2. **Rice Apps**
   An initiative for developers at Rice to improve student life through creation and maintenance of open-source software and technology.

Section 3. Purpose

The purpose of the Rice CS Club shall be:

1. To provide and maintain a support network that encourages the personal, intellectual, career, and social growth of Rice undergraduates who are interested in Computer Science - especially those who are majoring in Computer Science;

2. To provide opportunities to exercise and develop skills important to Computer Science, through conducting programming competitions, holding informative talks, organizing algorithm challenges, providing a platform for open-source software contributions through Rice Apps, and hosting hackathons through HackRice;

3. To foster community among members by way of social events such as study breaks, social lunches, bowling and movie nights, trivia, and beer debates;

4. To establish a link between Computer Science major alumni, graduate students, and undergraduate students at Rice; and

5. To provide information concerning computing careers that cannot be learned in the classroom.

Article II. Membership

The membership shall consist of those who meet the following criteria:

1. Be a current undergraduate student at Rice University
2. Be signed up for the Club mailing list
3. Sign up on the official CS Club Membership Roster

Only current members may participate in organization activities. Non-member undergraduates who express interest in joining CS Club may attend club events. Non-members can attend a CS Club event / activity if they belong to a group that is explicitly invited to the specific event / activity.

Article III. Officers

Section 1. Duties of General Officers

General officers run the entire club on a high level. General officers are not limited to the duties and responsibilities defined here and are required to take a holistic and well-rounded approach to their respective positions. Officers may interchange responsibilities to suit their strengths and preferences. Officers may create committees and recruit members as necessary to help fulfill their responsibilities.

1. Duties and responsibilities of the President:

   a. Be the chief executive of the Club.

   b. Preside over meetings of the Club.

   c. Lead the other officers and help them successfully fulfill their goals and responsibilities pertaining to the Club.

   d. Take care that this constitution and the laws of the student body are faithfully executed.

   e. Conduct elections and ensure the succession of officer positions.

   f. Perform any administrative power or duty not provided for in this Constitution with majority agreement amongst the other officers and the Club Faculty Advisor.

2. Duties and responsibilities of the External Vice President:

   a. Exercise presidential duties in absence of the President.

   b. Assume Presidential office upon vacancy.

   c. Creates the annual Sponsorship Package detailing how companies can sponsor the Club

   d. Serve as a point of contact for all people and organizations external to Rice, including:

      i. Clubs outside of Rice

      ii. Companies and other sponsors

      iii. Other external organizations

   e. Serve as a point of contact for all people and organizations internal to Rice, including:

      i. Rice faculty and staff

      ii. Other Rice clubs

      iii. Rice Administrators

   f. Reach out to outside media as needed.

3. Duties and responsibilities of the Events Chair:

   a. Organize social events that foster community and fellowship among the members. Examples include:

      i. Lunch with Professors

ii. Bowling Nights

iii. Beer Debates

b. Organize technical events that promote and develop skills relevant to Computer Science. Examples include:

i. Algorithm Challenges

ii. Resume Reviews

iii. Alumni Mock Interviews

c. Connect members of the Club across the years through social and technical events and activities.

d. Promote events on social media.

4. Duties and responsibilities of the Treasurer:

a. Ensure that the Club effectively utilizes monetary and campus resources to carry out its activities.

b. Maintain a correct balance of the organization's funds.

c. Maintain a strong relationship with CS Department staff, especially with the accountants and event coordinators.

d. Record useful data such as event attendance, statistics, membership roster, alumni contact info etc.

e. Organize the club email account.

f. Email monthly digests and general meeting presentations as well as other club announcements.

5. Duties and responsibilities of the Freshman Representative:

a. Gain experience of the administration of the Club and be willing to serve as an officer for future years.

b. Maintain a connection with other first-year students in the Computer Science department.

c. Announce events and encourage attendance from first-year students.

d. Assist other general officers with duties as requested.

6. Other duties and responsibilities assumed by any qualified and willing officer:

a. Maintain and update the Club mailing list and website.

b. Maintain the Club's technology resources such as website accounts, passwords, and cloud resources.

c. Take minutes during meetings.

  d. Design and create posters, flyers, and other advertising material.

  e. Design and order club shirts and/or other merchandise.

Section 2. Duties of Subsidiary Officers

Subsidiary officers run a specific subsidiary of the Club. Subsidiary officers should keep officers informed of the status of the subsidiaries. They are not limited to the duties and responsibilities described here. Subsidiary chairs are authorized to appoint supporting subsidiary officers as needed.

1. Duties and responsibilities of the HackRice Chair:

   a. Organize and lead HackRice.

   b. Work with External Vice President to coordinate sponsorship for HackRice.

   c. Assemble & oversee the HackRice committee.

   d. Compile feedback for the next HackRice.

   e. Delegate tasks and create subcommittees as needed.

2. Duties and responsibilities of the Rice Apps Chair:

   a. Actively seek out new projects to benefit the Rice community through collaboration with campus organizations, Student-Run Businesses, and the Student Association.

   b. Create teams and designate team leads to carry out projects.

   c. Oversee team progress.

   d. Appoint the succeeding Rice Apps Chair.

Section 3. Term of Office

The term of office shall be from the election that inducts the officers until the next general elections. The Rice Apps chair may appoint themselves as a successor, but any person may only hold the position for a maximum of two (2) terms.

Article IV. Elections

Section 1. General Elections

The Rice CS Club shall hold general elections to elect new officers. The general elections shall be held annually during the spring semester.

Section 2. Special Positions

1. The succeeding Rice Apps Chair is appointed by the incumbent Rice Apps Chair with approval from the incumbent President. The incumbent chair may reappoint themselves, but an individual may only hold the office for up to two terms.

2. The succeeding HackRice Chair is voted upon by the officers of the Club and the members of the HackRice Committee.

3. The succeeding Freshman Representative is appointed by a majority from the officers in the following Fall semester.

Section 3. Voter Eligibility

1. Only members of the Rice CS Club, as defined in Article II of the constitution, are eligible to vote in Rice CS Club elections.

2. Only officers and members of the HackRice Committee are eligible to vote for the succeeding HackRice Chair.

Section 4. Candidate Eligibility

1. Election candidates must be Rice University students who will remain undergraduates for the entirety of their elected term.

2. If a candidate has any intention of studying abroad for the term that they are running for, this must be made clear to voters.

3. Candidates running for the office of HackRice Chair must have been on the HackRice Committee of a previous Rice CS Club administration, unless there was no HackRice Committee formed or there are no HackRice candidates running for the office from a previous HackRice Committee.

4. Must be an active student at Rice (e.g. not studying abroad or taking time off) for at least Fall or Spring of the upcoming academic year, except in the case of:

    a. President, must be an active student at Rice during both Fall and Spring semester.

    b. HackRice Chair, must be an active student at Rice during the semester that HackRice is held.

Article V. Faculty Advisor

1. There shall be exactly one full-time faculty advisor to advise the officers of the Rice CS Club on matters pertaining to the Club.

2. The new advisor will be designated by the Club officers, with approval from the current designated advisor.

3. The advisor shall serve until his or her replacement or resignation.

4. The advisor shall have no direct authority over the Club officers or members.

Article VI. Constitution Amendments

Section 1. Amendment Procedure

1. An amendment to this constitution may be proposed by Club members or by officers.

2. After the amendment proposal, it must first approved unanimously by all Club officers.

3. After the unanimous approval from officers, voting for the addition of the amendment may occur.

   a. Eligible voters are club members.

   b. The voting must occur on a specific date, stated to the club members at least two weeks prior.

   c. For the amendment to be added to the constitution, there must be a majority affirmative vote by the members.

Article VII. General Policies

Section 1. Nondiscrimination Policy

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.
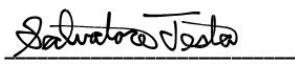
Section 2. Anti-Hazing Policy

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

Section 3. Purchase Policy

Any purchases using club funds in excess of $100 must be acknowledged and jointly approved by both the Treasurer and the President. Purchases below this limit are allowed at the Treasurer's discretion.

Signed by:

Waseem Ahmad	President	*signature*		Constitution
Salvatore Testa	Vice President	*signature*		Constitution
Peter Washington	Technical Chair	*signature*	4/27/14	Constitution
Carolyn Shuford	Social Chair	*signature*	04/27/14	Constitution
Aaron Roe	Treasurer			Constitution

Signed by:

Xilin Liu	President	Article VII
Raymond Cano	Vice President	Article VII
Krishna Thiagarajan	Technical Chair	Article VII
Lily Wen	Social Chair	Article VII
Eddie Dugan	Treasurer	Article VII

Signed by:

Xilin Liu	President	3/31/16	New Officers & Subsidiaries
Raymond Cano	Internal Vice President		New Officers & Subsidiaries
Jake Peacock	External Vice President		New Officers & Subsidiaries
Lily Wen	Events Chair		New Officers & Subsidiaries
May Zhong	Marketing Chair		New Officers & Subsidiaries
Eddie Dugan	Treasurer		New Officers & Subsidiaries
Ani Kunaparaju	Freshman Representative		New Officers & Subsidiaries

Signed by:

Sam Shadwell	President	*Sam Shadwell*	4/18/2017	Amendments to Article III and VII
Spencer Chang	External Vice President	*Spencer Chang*	4/18/2017	Amendments to Article III and VII
Ani Kunaparaju	Treasurer			Amendments to Article III and VII
May Zhong	Events Chair			Amendments to Article III and VII
Jonathan Jao	Events Chair			Amendments to Article III and VII
Prudhvi Boyapalli	HackRice Chair	*Prudhvi Boyapalli*	4/15/2017	Amendments to Article III and VII
Jeffrey Xiong	Rice Apps Chair			Amendments to Article III and VII
Sung Soo Cho	Freshman Representative	*Sung Soo Cho*		Amendments to Article III and VII
Avanthika Mahendrababu	Freshman Representative	*Avanthika*	4/18/17	Amendments to Article III and VII