



# Computing Science Student Society

## Elections 2021 Nomination Form

For the term of May 1, 2021 to Apr 30, 2022

### Guidelines

- Complete this form and submit it by **23:59 on April 5th**.
- Submit this form to [csss-elections@sfu.ca](mailto:csss-elections@sfu.ca).
- Email election speeches to [csss-elections@sfu.ca](mailto:csss-elections@sfu.ca) by **23:59 on April 5th**.
- Only this first page needs to be submitted.
- Nominations for Exec at Large positions will take place at the first meeting of the Summer 2021 semester and are not included on this form.
- Voting takes place sometime in early April using the SFU websurvey system.

### Nomination

I, \_\_\_\_\_ nominate \_\_\_\_\_ as a candidate for the position of:

Name (please print)

Name (please print)

President

Vice President

Treasurer

Director of:

Resources

Events

Communications

Archives

Assistant Director of:

Events

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Affiliation:  Major  Minor  Honors  Enrolled in a course offered by the School of Computing Science

Honourary Member

### Candidate Information

I, \_\_\_\_\_ accept the nomination as indicated above

Name (please print)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

SFU Email Address: \_\_\_\_\_

Linkedin URL [optional]: \_\_\_\_\_

Facebook Link [optional]: \_\_\_\_\_

Discord Username [optional]: \_\_\_\_\_

Affiliation:  Major  Minor  Honors  Enrolled in a course offered by the School of Computing Science

Honourary Member

## Eligibility

- The CSSS President, Vice-President, Treasurer, and SFSS Council Representative must be registered with the university as a major, minor, or honours in a programme of study offered by the School of Computing Science.
  - Both of the First Year Representatives must be a registered major, minor, or honours in a programme of study offered by the School of Computing Science, or must intend to enter such a programme above and beyond being within their first year of study at a Post-Secondary Institution.
  - Any member of the Society, including but not limited to the Executives of the Society, shall be eligible for election to any non-executive representative position of the Society.
  - Any member of the Society shall be eligible for election to any executive office or committee of the Society, with the exception of the President, Vice-President, Treasurer, and SFSS Council Representative.
  - In the event that any executive position cannot be filled by a member fulfilling these criteria, then any non-executive member of the Society shall be eligible for election to any executive office of the Society.
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## The President shall:

- Carry out the business and upkeep of the CSSS, including the delegation of duties to other members of the Society as necessary and in accordance with this Constitution, as directed by the decisions of the membership, in order to ensure the well-being of the Society.
- Be responsible for calling General Meetings.
- Assume ex officio membership on all committees within the CSSS and to which the CSSS appoints representatives.
- Act as official spokesperson and representative for the CSSS.
- Be the official contact with the School of Computing Science and its representatives.
- Be the official contact with the Simon Fraser Student Society and its representatives.
- Compile a semester contact list of the executive members for the School of Computing Science and the Student Union Organiser.
- Be responsible for monitoring all projects funded through the Society.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

## The Vice-President shall:

- Chair all meetings or shall share or delegate this task on direction from a General Meeting.
- Co-ordinate volunteers for the continued operation of the CSSS.
- Assume the duties of the President in the event that the President is unable or unavailable to carry them out, or that the position of President becomes vacant.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

## The Treasurer shall:

- Maintain all financial records of the CSSS.

- Make regular financial reports to the membership.
- Be responsible for the storing and transfer of all Society revenues.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

**The Director of Resources shall:**

- Be responsible for ensuring the administration of maintenance, upkeep, and smooth operation of all CSSS resources and assets, including but not limited to common room(s), technical equipment, vending machine(s), and exam files, such that these resources remain in good working order and are usable by the membership.
- Be regularly available for the payment and acquisition of goods and assets as is necessary for the maintenance and upkeep of the Society.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

**The Director of Events shall:**

- Chair the Events Committee.
- Plan, organise, and execute all CSSS sponsored events or delegate such responsibilities as necessary.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

**The Assistant Director of Events shall:**

- Plan, organize, and execute frequent CSSS-sponsored events and other events as directed by the Director of Events, or delegate such responsibilities as appropriate.
- Be a signing officer of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

**Director of Communications shall:**

- Perform public relations tasks on behalf of the CSSS in order to promote the CSSS and expand its membership.
- Provide a line of communication between the CSSS, graduate students, and alumni.
- Maintain records of all correspondence between the Society and other organisations.
- Oversee the Society's social media accounts and online presence.
- Provide assistance in the promotion of Society events and events of other entities that are of benefit to the Society.
- Sit on the Frosh Week, OpFair, and FAS Formal Committees.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

**The Director of Archives shall:**

- Ensure that proper notice of General Meetings is given, as specified by this Constitution.
- Keep and reproduce both minutes of CSSS meetings and written records of all decisions, made at properly constituted meetings of the Society.
- Make the minutes of all meetings available to the public, including the Student Union Organiser.
- Compile semester executive, representative, and committee membership lists.
- Post hard copies of the minutes of General Meetings near the CSSS common room(s), and distribute electronic

versions of the minutes to appropriate CSSS mailing lists.

- Maintain the records of the CSSS, including but not limited to the minutes archive, continuity reports, event summaries, Society procedures, and Society history.
- Be able to provide guidance on the regulations and procedures of the CSSS and SFSS.
- Write a continuity report at the end of their term for the next executive member who will fill this position.