Simon Fraser Student Society
Computing Science Student Society
Constitution

March 2022

Contents

1   Name

The name of this organisation shall be the "Computing Science Student Society" (from here on referred to as the CSSS), a sub-chapter of the "Simon Fraser Student Society" (from here on referred to as the SFSS). All mentions of the "Society" within this document shall be in direct reference to the CSSS.

2   Purpose

The Society exists for the furtherance of the following objectives:

- The promotion of the interests of students within the School of Computing Science.

- The promotion of the interests of CSSS members within the Simon Fraser Student Society.

- The organisation of activities, of educational, entertainment, and career value, for members of the CSSS.

- The promotion of the CSSS and the interests of its members within the community at large.

- The aims of the CSSS shall be consistent with the SFSS Constitution and By-Laws.

3   Membership

3.1   Automatic Membership

Automatic membership shall be extended to:

- All students who are declared majors, minors or honours in any programme of study offered at the undergraduate level by the School of Computing Science.

- All students who are currently enrolled in any undergraduate course offered by the School of Computing Science.

3.2   Honourary Membership

Honourary, voting membership shall be extended:

- For a period of one year, by a two-thirds (2/3) majority vote at a General Meeting, to individuals that have provided substantial service to the CSSS.

4   Organisation

4.1   Officers

4.1.1   The Executive

The Executive shall consist of the President, Vice-President, Treasurer, Director of Resources, Director of Events, Assistant Director of Events, Director of Communications, Director of Archives, two Executives at Large, and two First Year Representatives. The President, Vice-President, Treasurer, Director of Resources, Director of Events, Assistant Director of Events, Director of Communications, and Director of Archives shall have a one year term of office. The two Executives at Large shall have a one semester term of office. The First Year Representatives shall have a term of office consisting of the Fall and Spring semesters.

- President
  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.

- Vice-President
  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.

- Treasurer
  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.

- Director of Resources
  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.

- Director of Events
  The Director of Events shall:

  - Chair the Events Committee.

  - Plan, organise, and execute Large CSSS sponsored events or delegate such responsibilities as necessary.
    * Send out emails about events that the they created.
    * Create events on CSSS social platforms and invite people to the event.

  - 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.

- Assistant Director of Events
  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
  The 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.

- Director of Archives
  The Director of Archives shall:

  – Ensure that proper notice of General Meetings is given, as specified by this Constitution.
  – Record the minutes of CSSS meetings, or ensure that the minutes are recorded if they are unable
  – 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 Society Organiser.
  – Compile semester executive, representative, and committee membership lists.
  – Provide hard copies of the minutes of the General Meetings near, or in, the CSSS common room(s) upon request, and distribute electronic versions of the minutes to the 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 regulation and procedures of the CSSS and SFSS, along with guidance in the understanding of the CSSS constitution.
  – Write a continuity report at the end of their term for the next executive member who will fill this position.

- Executives at Large
  The Executives at Large shall:

  – Share responsibility for the day-to-day operations of the CSSS and its resources.
  – Be available to the other executives to assist them with tasks relating to the operations and activities of the CSSS.
  – Write a continuity report at the end of their term for the next executive member who will fill this position.

- First Year Representative
  The First Year Representatives shall:

  – Share responsibility for the day-to-day operations of the CSSS and its resources.
  – Ensure that issues and views pertaining to the members of the Society in their first year of Post-Secondary education are well represented within the Executive and the Society as a whole.
  – Sit on the Events Committee.
  – Write a continuity report at the end of their term for the next executive member who will fill this position.

4.1.2 Elected Representatives

The Elected Representatives shall consist of the Elections Officer, SFSS Council Representative, and Frosh Week Chair. The Elected Representatives are non-executive positions that may be filled by any member of the Society.

- Elections Officer
  The Elections Officer shall:

  - Organise and facilitate the CSSS elections that they are elected to officiate, in accordance with this Constitution.
  - Receive all nominations for members of the Society running for a position.
  - Be free from conflicts of interest, by not running for any of the positions in the election(s) that they are officiating.
  - Provide the results of the election(s) after voting has been concluded.
  - Hold their position from the time they are elected until the conclusion of the elections that they have been elected to officiate.

- SFSS Council Representative
  The SFSS Council Representative shall:

  - Follow all Simon Fraser Student Society requirements for a Student Union Council Representative.
  - Act to further the best interests of the CSSS as directed by the membership, within the Simon Fraser Student Society Council.
  - Report on the activities of the Simon Fraser Student Society Council at General Meetings.
  - Submit a written report for each meeting to the Director of Archives for public distribution and filing.
  - Hold their position from May 1 st until April 30th of the following year.

- Frosh Week Chair
  The Frosh Week Chair shall:

  - Be responsible for overseeing the organisation and planning of Frosh Week.
  - Chair a Frosh Week Committee and hold regular meetings to discuss and plan Frosh Week.
  - Hold their position from the time of their appointment until the conclusion of all Frosh Week events that were planned.

  If extraneous or financial circumstances prevent Frosh Week from taking place, the events may be canceled at a General Meeting and if canceled, the Frosh Week Chair shall be released from all duties and responsibilities pertaining to the position of Frosh Week Chair.

4.1.3 Appointed Representatives

The Appointed Representatives shall consist of the System Administrator, Web-master, Social Media Manager and EDI Advocate. The Appointed Representatives are non-executive positions that may be filled by any member of the Society and shall last an indefinite term office that may be terminated by any of the events listed in section 6.6.

- System Administrator
  The System Administrator shall:

  - Maintain all digital resources including but not limited to the CSSS repository, servers, common room terminal(s), and associated hardware.
  - At the end of their term, submit to the Director of Resources a detailed report of actions taken, for filing in the Director of Resources continuity report.

  If this position remains unfilled, the associated duties shall default to the Director of Resources.

- Webmaster

  The Webmaster shall:

  - Maintain current websites affiliated with the CSSS and its corresponding committees.
  - Create and design new websites at the request of the Executive or an approved committee.
  - At the end of their term, submit to the Director of Resources a detailed report of actions taken, for filing in the Director of Resources continuity report.

  If this position remains unfilled, the associated duties shall default to the System Administrator.

- Social Media Manager

  The Social Media Manager shall:

  - Manages a specific social media platform belonging to the CSSS.
  - There may be multiple CSSS Social Media Managers, but their title reflects the platform they manage (ie CSSS Facebook Manager, CSSS Twitter Manager)
  - There can only be one manager for each platform but one person may manage multiple platforms.
  - Managers will manage the administrative accounts/permissions pertaining to the platform
  - Managers will oversee moderators on the platform (if applicable) and is responsible for recruiting, managing, and disciplining moderators
  - Managers will gauge user interest in the platform via occasional surveys and will make changes accordingly

  If this position remains unfilled, the associated duties shall default to the Director of Communications.

- The EDI Advocate shallL

  - Advocate for the advancedment for equity, diversity and inclusion within the CSSS.
  - Advise members and the Executive on EDI issues and initiatives.
  - Act as the primary liaison between the CSSS; and SFU Women In Computing Science (WiCS); and the School of CS Diversity Committee.
  - Stay informed of on-campus centres, clubs, services, and initiatives for EDI to provide information to the society.
  - Submit a report at each general meeting to the Director of Archives.

4.1.4   Signing Officers

The signing officers of the CSSS, including the CSSS bank account, shall be the following executives:

- The President

- The Vice-President

- The Treasurer

- The Director of Resources

- The Director of Events

- The Assistant-Director of Events

In addition, the SFSS Student Organizer shall be a signing officer for the CSSS trust account with the SFSS

4.2   Departmental Committees

4.2.1   Undergraduate Programmes Committee/Undergraduate Curriculum Committee

The President and Vice-President of the Society shall sit on the Undergraduate Programmes Committee/Undergraduate Curriculum Committee. If neither the President nor the Vice-President can attend a committee meeting, another Executive shall be appointed by the President to attend the meeting in their stead.

4.2.2   Dean's Student Advisory Committee

The President and Vice-President of the Society shall be members of the Dean's Student Advisory Committee. If neither the President nor the Vice-President can attend a committee meeting, another Executive shall be appointed by the President to attend the meeting in their stead.

4.2.3   Other Committees

In the case that a Committee of the School of Computing Science or of the Faculty of Applied Sciences creates a seat for a member of the Society, the President or Vice-President shall sit on the Committee until a time at which the Committee is introduced in this Constitution. If neither the President nor the Vice-President can attend a committee meeting, another Executive shall be appointed by the President to attend the meeting in their stead.

4.3   CSSS Committees

In addition to the permanent committees defined below, the President may, at any time, stake ad hoc committees to deal with special or pressing business of the CSSS. Membership on these committees shall be appointed by the members of the Executive.

4.3.1   Events Committee

The Director of Events shall chair an Events Committee to organise and facilitate CSSS events.

4.3.2   Policy Committee

The Vice-President shall chair the Policy Committee of the Society. In the case that the Vice-President is contacted regarding a proposal to amend the Constitution, a meeting of the Policy Committee shall be convened.

4.3.3   Frosh Week Committee

The Frosh Week Chair shall chair a Frosh Week Committee to organise and plan Frosh Week.

5   Meetings

5.1   Frequency

There shall be at least four General Meetings in any given semester, the first of which shall be within the first three weeks of classes, the final one shall be within the last two weeks of classes.

5.2   Record Keeping

All meetings of the CSSS, including but not limited to General Meetings, Emergency General Meetings, Executive Meetings, Events Committee Meetings, and Frosh Week Meetings shall have minutes produced and supplied to the Director of Archives for filing and distribution to the associated mailing lists.

5.3   Convening Procedures for General Meetings

- General Meetings shall be called by the President, or any other executive should the President be unable or unwilling.

- If, at any time, no executive is able or willing to call a General Meeting at the request of the membership, any member may do so, provided proper notice is given.

- At any time an Emergency General Meeting may be called without proper notice, however no motions or voting may take place at an Emergency General Meeting.

- The location of a General Meeting may be changed provided it remains on the same campus and notice of the change is given at least twenty-four hours before the scheduled meeting time. In order to change the location of a General Meeting a 2/3 majority vote of the Executive is needed.

5.3.1   Notice

General Meetings shall be announced at least one week in advance. Such announcements must include the following:

- Placement on the CSSS website when the website is available, and if applicable, distribution via appropriate social media.

- A number of posters, left up to the discretion of the Director of Archives, distributed amongst all the CSSS common room(s), the Applied Science Building and all undergraduate computing science instructional lab facilities located at campus where the CSSS holds an active executive body.

- An electronic mail sent to the mailing lists *csss-announce@sfu.ca* and *cmpt-students@sfu.ca*, or should this not be possible, the mailing list with the greatest number of Computing Science students.

5.3.2   Format of Notice

Any notice of meeting must contain the following information:

- The time and place of the meeting.

- The main points of business of the meeting.

- A listing of any constitutional amendments to be adopted or elections to be conducted.

5.4   Quorum

- During the Fall and Spring semesters, quorum shall be set at ten members of the CSSS.

- During Summer semesters, quorum shall be set at seven members of the CSSS.

5.5   Voting and Motions

- Each member of the CSSS is entitled to one vote per motion at any meeting at which they are in attendance.

- The acceptance of motions shall be determined by a simple majority of those members present and voting at any meeting, notwithstanding those exceptions explicitly defined within this Constitution.

- By default, voting shall be by show of hands. However, any member in attendance may raise a motion to make voting by secret ballot.

- No proxy voting shall be allowed.

6   Elections

6.1   Eligibility

- Any member of the Society shall be eligible for election to positions of the Society outlined in Section 4.1.1 and 4.1.2.

- 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 after or within their first year of study at a Post-Secondary Institution.

- No member of the Society may at any point hold more than one executive position.

6.2   Yearly positions

- The terms of office for the positions of President, Vice-President, Treasurer, Director of Resources, Director of Events, Assistant Director of Events, Director of Communications, and Director of Archives shall be one year beginning May 1st through April 30th of the following year.

- Elections shall take place during the Spring semester.

- Nominations shall remain open until 24 hours before the beginning of the election period.

- Nominations shall be accepted in writing or by email by the Elections Officer.

- Should a person holding a yearly position be unable to perform their duties for a period exceeding a month, they may request leave and an interim replacement may be elected, in accordance with the procedures that apply if the position were to become unfilled, to serve for the duration of the leave.

- In the event that any of the yearly positions remain or become unfilled, an election for this position shall take place within the next two scheduled General Meetings, and notice of the election will be included with notice of the meeting.

- Elections shall be conducted by the Elections Officer using the Simon Fraser University Survey System. Voting by secret ballot is permitted in the event the Simon Fraser University Survey System is unavailable.

- No proxy voting shall be allowed.

6.3   Semesterly positions

- The terms of office for the positions of Executives at Large shall be one semester beginning at the time of their election until the first quorate General Meeting of the subsequent semester.

- Elections for positions pertaining to a specific campus shall take place at the first quorate General Meeting of the semester at that campus. Other elections shall take place at the first quorate General Meeting of the semester.

- Nominations shall be accepted in writing, by email and from the floor at the General Meeting.

- Voting shall be conducted by secret ballot with the person receiving the largest number of votes being elected.

- In the event that any semesterly position becomes unfilled, an election for this position shall take place within the next two scheduled General Meetings, and notice of the election will be included with notice of the meeting.

- No proxy voting shall be allowed.

6.4   First Year Representatives

- The terms of office for the positions of First Year Representatives shall last two semesters, from the first quorate General Meeting of the Fall semester until the first quorate General Meeting of the Summer semester.

- Elections shall take place at the first quorate General Meeting of the Fall semester.

- Nominations shall be accepted in writing and from the floor at the General Meeting.

- Voting shall be conducted by secret ballot with the person receiving the largest number of votes being elected.

- In the event that this position becomes unfilled during either the Fall or Spring semesters, an election for this position shall take place within the next two scheduled General Meetings, and notice of the election will be included with notice of the meeting.

- No proxy voting shall be allowed.

6.5   Elected Representatives

- Elected Representatives shall be elected as needed at a quorate General Meeting and shall have a term of office lasting one semester unless otherwise noted below.

- The Elections Officer shall have a term of office lasting from the time they are elected until the conclusion of the election they are to officiate.

- The SFSS Council Representative shall have a term of office lasting from the time they are elected until April 30th of the following year.

- The Frosh Week Chair shall have a term of office lasting from the time they are elected until the conclusion of the Frosh Week events planned.

- The SFSS Council Representative shall have a term from May 1 st until April 30th of the following year. With an election occurring between February 22nd and March 19th .

- For the SFSS Council Representative Election nominations shall be accepted in writing or by email by the Elections Officer; And shall remain open until 24 hours before the beginning of the election period

- Elections of the SFSS Council Representative shall be conducted by the Elections Officer using the Simon Fraser University Survey System. Voting by secret ballot is permitted in the event the Simon Fraser University Survey System is unavailable.

- In the event that the role of SFSS Council Representative remains or becomes unfilled, an election for this position shall take place within the next two scheduled General Meetings, and notice of the election will be included with notice of the meeting.

- Nominations shall be accepted in writing and from the floor at the General Meeting, unless otherwise stated for a specific Elected Representative role.

- Voting shall be conducted by secret ballot with the person receiving the largest number of votes being elected, unless otherwise stated for a specific Elected Representative role.

- No proxy voting shall be allowed.

6.6   Appointed Representatives

- The terms of office for Appointed Representatives shall last an indefinite term office that may be terminated on any of the following events:

  - The Appointed Representative would like to step down.
  - The Appointed Representative is removed from their position by a 2/3rds majority of the Executive at any Executive or General Meeting.
  - Recalled by the membership in accordance with this constitution
  - Another individual would like to become an Appointed Representative. Should that be the case, another election needs to be held in accordance with the below stated conditions

- Appointed Representatives shall be appointed by a 2/3 majority vote of the Executive at any Executive or General Meeting in accordance with this Constitution and the By-Laws of the Simon Fraser Student Society. In cases where the Constitution and the By-Laws of the Simon Fraser Student Society require appointment by election, voting shall be conducted the same way as an Elected Representative position would.

6.7   Recall

- Officers of the Society may be recalled by a 2/3 majority of the members present and voting at a General Meeting.

- Notice of the proposed recall must be given in the notice of the General Meeting at which the proposed recalls are to be considered.

- Voting shall be conducted by secret ballot.

- No proxy voting shall be allowed.

7   Policies

- All policies shall be either current or historical. Current policies are policies that are currently in effect. Historical policies are policies that are no longer in effect and are primarily recorded to create documentation of policy history.

7.1   Operational Policies

- Operational policies are designed to regularise the business of the CSSS. Their creation or amendment shall require approval of the membership by a 2/3 majority vote of those present and voting at a quorate General Meeting called for the purpose of approving or amending said operational policy.

- Proposals for operational policies or amendments must be made readily available prior to the meeting for a period of at least two weeks.

- Operational policies shall be referenced by title and date of latest revision in the CSSS Policy Document, in the Current Operational Policies section.

- Operational policies that are removed or expired shall be taken from the Current Operational Policies section and put into the Historical Operational Policies section.

- Operational policies shall be considered equal in power to the Constitution, except when an operational policy violates the rules and regulations set forth in either this Constitution, the SFSS Constitution, or the SFSS Policy Manual. If such a violation occurs, the operational policy shall be struck down and considered invalid.

7.2   Issues Policies

- Issues Policies are designed to outline the position of the CSSS on certain issues.

- Issues policies shall be considered equal in power to the Constitution, except when an issues policy violates the rules and regulations set forth in either this Constitution, the SFSS Constitution, or the SFSS Policy Manual. If such a violation occurs, the issues policy shall be struck down and considered invalid.

- Issues supported by the CSSS shall be eligible to receive support. Support the CSSS can offer includes, but is not limited to:

  - contacting the student body via email and social media on behalf of the supported party
  - use of the CSSS name or logo
  - volunteering manpower
  - monetary support

- The CSSS is not mandated to support the issue/supported party, but is given the opportunity to do so.

- Any monetary support given will be done so in a reimbursement fashion, where the supported party must provide an original receipt of approved expenses. Expenses must be approved beforehand by the membership with a 1/2 majority vote of those present and voting at a quorate General Meeting called for the purpose of approving the support.

7.2.1   General Issues Policies

- General issues policies designed to outline positions of the CSSS on certain long term issues that are not expected to be resolved in the foreseeable future, or amendments to the same, shall require approval of the membership by a 2/3 majority vote of those present and voting at a quorate General Meeting called for the purpose of approving or amending said policies. Proposals for the general issues policies or amendments must be made readily available prior to the meeting for a period at least two weeks.

- All general issues policies shall be referenced by title and date of the latest revision in the CSSS Current General Issues Policy Document.

- General issues policies that are removed or expired shall be taken from the Current General Issues Policies section and put into the Historical General Issues Policies section.

7.2.2   Transient Issues Policies

- Transient issues policies designed to outline positions of the CSSS on certain short term issues that are expected to be resolved in the foreseeable future, or amendments to the same, shall require approval of the membership by a 2/3 majority vote of those present and voting at a quorate General Meeting called for the purpose of approving or amending said policies.

- Proposals for the transient issues policies or amendments must be made readily available prior to the meeting for a period at least one week.

- All transient issues policies shall be referenced by title and date of the latest revision in the CSSS Current Transient Issues Policy Document.

- Transient issues policies that are removed or expired shall be taken from the Current Transient Issues Policies section and put into the Historical Transient Issues Policies section.

8   Amendments

- This Constitution may be amended only by a motion of the CSSS requiring at least a 2/3 majority of those present and voting at any General Meeting considering such amendments.

- Motions to amend this constitution must be announced at a General Meeting at least two weeks prior to the General Meeting at which they are voted upon.

- Quorum for a motion amending the constitution shall be set at 20 during Fall and Spring semesters and at 14 during Summer semesters.

- The text of the proposed amendment(s) shall be sent to CSSS e-mail lists, and copies of the amendment(s) shall be available in the common room(s) up to the time of voting.

9   Dissolution

- For the purpose of this Article, the Society shall have become inactive if, for two consecutive semesters, the membership does not hold the minimum number of quorate General Meetings.

- In the event that this Society becomes inactive, all assets of the Society become the property of the Simon Fraser Student Society to be held in trust for a minimum of two years.

- If, during this period, a new Computing Science Student Society or Student Union is formed to represent the interests of students in the School of Computing Science or if this Society becomes active, the trust shall be dissolved and all assets shall become the property of the new Computing Science Student Society/Union.

- After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit.