

# **Club Constitution**

## **Computer Science Student Society**

**Revised: 03/15/16, 12/26/14, 03/04/13, 07/13/12, 09/28/08**

**Adopted: November 17, 2008**

### **Section 1 - Name**

1.1 The organization shall be called the University of British Columbia Computer Science Student Society.

### **Section 2 - Objectives (Purpose)**

2.1 To forge a meaningful relationship between the Computer Science students and the department, to expand students' networking opportunities and industry contacts, and to construct a supportive and fun environment within the undergraduate community. We carry out our mission by: encouraging students to volunteer in Department related events, organizing the highly anticipated Career Fair, and holding social events.

### **By-Law 1 - Definition and Interpretation**

1.1 In these by-laws, unless the context otherwise requires:

- UBC shall mean the University of British Columbia.
- AMS shall mean the UBC Alma Mater Society.
- SUS shall mean the Science Undergraduate Society.
- Department shall mean the UBC Department of Computer Science.
- SAC shall mean the AMS Student Administrative Commission.
- Club shall mean the UBC Computer Science Student Society.
- Any reference to the male gender when describing a position is in no way restrictive to that gender.
- Simple Majority shall mean that the number of votes in favour of the motion strictly exceed the number of votes against the motion.
- 2/3 Majority shall mean that the number of votes in favour of the motion be no fewer than twice the number of votes against the motion.

1.2 Nothing in these by-laws shall be interpreted in a manner conflicting with the AMS Constitution, Code, rules, regulations, or policies enacted by the Alma Mater Society.

1.3 The Club shall act in consultation with the Science Undergraduate Society when

matters arrive of concern to both parties.

1.4 The Club shall act in consultation with the Arts Undergraduate Society when matters arrive of concern to both parties.

## **By-Law 2 - Category**

2.1 The Computer Science Student Society is an Academics Club.

## **By-Law 3 - Membership**

The membership of the Club shall comprise:

3.1 Active Members shall comprise all undergraduate students enrolled in the Department.

3.2 Honorary Members shall be Club members who are not Active Members, and shall not be permitted to vote in elections or general meetings, hold executive positions, or sign Club Petitions.

3.2.1 A person may be declared an Honorary Member by a motion passed with simple majority at an Executive Meeting.

3.2.2 An Honorary Membership may be revoked by a motion passed with 2/3 majority at an Executive Meeting.

3.3 The number of Honorary Members shall not be more than one-third ( 1/3 ) of the Club's membership.

3.4 The membership period shall not be longer than one (1) year, and shall end no later than September 30.

3.5 Active Members shall have paid on their behalf an annual non-refundable membership fee of one dollar (\$1) by the Science Undergraduate Society.

3.6 No membership fee shall be collected for an Honorary Member.

## **By-Law 4 - Expulsion From Club**

A member ceases to be a member in good standing upon:

4.1 Failing to meet any requirement set out in By-Law 3.

4.2 Failing to act in good faith with regard to the Club.

## **By-Law 5 - Meetings**

5.1 Semi-Annual General Meetings

- There shall be at least one general meeting during each University Winter Term.
- The President, or in his absence an Executive chosen by the President, shall

preside over the Semi-Annual General Meetings.

## 5.2 Special General Meetings

- A General Meeting shall be called by the President after receiving a petition bearing the signature of at least forty percent (40%) of Active Members or the General Meeting Quorum defined in By-Law 7, whichever is less.
- A General Meeting shall be called by the President after a motion passed by a simple majority in an Executive Meeting requesting such.
- The President, or in his absence an Executive chosen by the President, shall preside over the Special General Meetings.

5.3 At any General Meeting, the voting population shall be all Active Members.

5.4 Notice of all General Meetings shall be published at least seven (7) days before the date of the meeting.

5.5 The agenda for any General Meeting shall be published at least three (3) days before the date of the meeting.

5.6 The President may call an Executive Meeting at any time.

5.7 At any Executive Meeting, the voting population shall be all Executives.

5.8 Notice of all Executive Meetings shall be published at least two (2) days before the date of the meeting.

5.9 All persons may attend General and Executive Meetings and may be invited to speak by the chair.

## **By-Law 6 - Notice**

6.1 Notice shall be given to the Vice President, Communication at least ten (10) days before the general meeting.

6.2 The Vice President, Communication, or in his absence another Executive, shall be responsible for posting notice of general meetings in an obvious place at least seven (7) days before the general meeting.

## **By-Law 7 - Quorum**

7.1 Quorum for general meetings shall be ten (10) active members.

7.2 Quorum for executive meetings shall be fifty percent (50%) of executives.

## **By-Law 8 - Positions**

### 8.1 Positions

The Core Executive of the Club shall comprise the following positions:

- President

- Vice President, Volunteering
- Vice President, Internal
- Vice President, External
- Vice President, Social
- Vice President, Communications
- Vice President, Finance
- Vice President, Administration

8.2 The President shall:

- Chair all Executive meetings.
- Prepare the agenda for each Executive meeting.
- Supervise and direct the duties of the Executives.
- Ensure that the position of Vice President, Finance is filled.
- Liaise between the Department and the Club.
- Ensure all duties of Executives are fulfilled.
- Perform other duties as required.
- Be responsible for the overall Club.
- Act as chief spokesperson on behalf of the Club.

8.3 The Vice President, Volunteering shall:

- Recruit undergraduate representatives to serve on Department committees.
- Organize the recruitment of undergraduate students in the Department into other volunteer positions.

8.4 The Vice President, Internal shall:

- Assist the President in carrying out his duties with respect to the day-to-day operations of the Club.
- Assist the President in personnel issues related to the Club.
- Manage, or appoint officer(s) to manage, the Club's room(s) and inventories of merchandise and consumables.
- Organize, or appoint an officer to organize, supply runs to restock Club inventories.
- Chair executive meetings in the absence of the president.

8.5 The Vice President, External shall:

- Liaise with companies and other entities outside the University via the relevant member of the Department.
- Plan, supervise, and recruit assistance in executing the annual Career Fair.
- Organize the acquisition of sponsored materials from companies for use as prizes and handouts to Members.

8.6 The Vice President, Social shall:

- Be responsible for the planning, cost estimation, and execution of social and sporting events undertaken by the Club.

8.7 The Vice President, Communications shall:

- Produce all advertising pertaining to Club business in all electronic and print media.
- Communicate Club activities to the Members.

8.8 The Vice President, Finance shall:

- Be responsible for the finances of the Club.
- Prepare and submit all budgets required by the AMS and SUS.
- Sign all requisitions of approved expenditures.
- Obtain proposed expenditure estimates.
- Be responsible for the purchase and sale of any of the Club's merchandise.
- Assist other officers in their interactions with the Alma Mater Society or any of its Commissions, if needed.

8.9 The Vice President, Administration shall:

- Take minutes at all General and Executive meetings; these minutes shall be published.
- Organize meetings, when needed.
- Direct communications between Executives, as required.

8.10 If a Core Executive position is left unfilled, by a motion passed with simple majority (50%) at an Executive Meeting, the Executive may appoint an Active Member to the position.

8.11 By a motion passed with simple majority at an Executive Meeting, the Executive may create an Auxiliary Executive Position and appoint an Active Member to the position to further Club business.

8.11.1 The Executive shall appoint as an Auxiliary Executive Position a SUS Representative, who shall act as the main liaison between the Club and SUS, who shall represent the Club to SUS Council. The SUS Representative shall be a member of the Communications Committee (see subsection 8.13.1).

8.12 The Executive of the Club shall comprise the Core Executive plus any Auxiliary Executives.

8.13 No member of the club may hold more than one Core Executive position.

8.14 By a motion passed with simple majority at an Executive Meeting, the Executive may create a Committee with a stated mandate and may appoint Club Members to the Committee to further Club business. The Committee shall be responsible to the Executive.

8.14.1 By default, there shall be a Committee associated with each Vice Presidential position; that is, there shall be Volunteering, Internal, External, Social, and Communications Committees. Each of these Committees shall be chaired by the associated Vice President, and shall have as its mandate the execution of the duties ascribed above to the Vice President.

8.14.2 The Chair of a Committee may appoint to the Committee additional Club Members.

8.15 The Officers of the Club shall comprise the Executives plus any Members who are not Executives but have been appointed to Committees.

8.16 By a motion passed with 2/3 majority at an Executive Meeting, the Executive may remove from a Member the title of any Core Executive, Auxiliary Executive, or Committee Position.

## **By-Law 9 - Eligibility of Executive Officers**

9.1 Any Active Member may be elected to the Core Executive, except as restricted by the remaining paragraphs of By-Law 9.

9.2 No Core Executive shall spend their term of office as a Co-Op work term (summer term notwithstanding) unless it is the case of a Core Executive position being split by two individuals in which they will hold office during different terms.

9.2.1 In the case that an individual does decide to run for a Core Executive position for only one term, they must run for the position in elections with another individual who will assume the position for the term that the former is away on Co-Op.

9.2.2 Both individuals shall be present at the transition meeting held by the previous year's Core Executive. Furthermore, it shall be the responsibility of

whoever holds the Core Executive position in term one to organize a second transition meeting and send transition documents to the individual who will hold the position in term two well before term two begins. The former executive must also be readily available to provide support to the incoming executive during the former's absence.

9.2.3 Both individuals shall carry discussions amongst themselves on long term planning and goals they wish to achieve during their time in office, as any full-term executive would.

9.3 All Executives shall be registered in at least three (3) credits in each of the winter terms in which they will hold office.

## **By-Law 10 - Elections**

10.1 The President shall appoint an Active Member as Returning Officer to manage all aspects of the election (both nominations and voting procedures) in compliance with this constitution.

10.2 The Returning Officer shall specify a period of time over which nominations will be received; this period of time shall be no shorter than ten (10) days in length. Any Active Member wishing to run for a Core Executive position shall acquire a nomination form from the Returning Officer which must be signed by ten (10) Members not including the Active Member being nominated and returned to the Returning Officer by the stated nomination deadline.

10.2.1 No member may be nominated for more than one executive position.

10.3 The Returning Officer shall set the election period, which shall consist of two consecutive days on both of which regular university classes occur.

10.4 The Returning Officer shall prepare a voting booth, a ballot box, a membership list, and a collection of ballots and shall schedule persons to supervise the voting process during the election period. The voting booth shall be open for at least four hours between 8AM and 6PM on each of the election days.

10.5 For any position for which the number of nominated Members is no greater than the number of Members to be elected to the position, the ballot shall list the name of each nominated Member and shall allow the voter to select either "Yes" or "No" for each nominated Member. Each Member receiving strictly more "Yes" votes than "No" votes shall be elected to the position.

10.6 In a position contested by more people than the number of positions to be filled, the ballot shall present the nominated persons in a random order to be ranked and counted using an alternate vote instant runoff system.

10.6.1 In the event that a position causes more people to be elected than mandated, the winner should be decided in a method agreed on by both parties and the Returning Officer.

10.7 The Returning Officer shall, after the close of the election period, count the votes witnessed by two Active Members not running for executive positions in the election. All Members shall be permitted to observe the counting process.

10.8 The Returning Officer shall seal the ballot box between the two election days and between the close of the election and the start of the counting procedure.

10.9 The Returning Officer shall communicate to the Vice President, Communication the results of the election no later than seven (7) days from the vote count. The Vice President, Communication shall make public the results.

10.10 The Returning Officer shall seal the ballot box and cause to be saved the ballots for a period of no less than 72 hours after the count has completed. The Returning Officer shall then destroy the ballots.

10.11 Should the appointed Returning Officer be unavailable to carry out his duties, the President shall reassign the position to another Active Member.

### **By-Law 11 - Finances**

11.1 An AMS account shall be maintained by the Club.

11.2 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.

11.3 The signing officer of the Club shall normally be the Vice President, Finance.

11.4 The signing officer may not undertake any financial dealings on behalf of the Club without the approval of the Executive.

11.5 In accordance with AMS Bylaws, all funds shall be remitted to the Finance Commission by May 30.

11.6 An annual report including a statement of proposed expenditures and expected revenues shall be submitted to the Finance Commission by May 30.

11.7 The Executive shall be responsible for ensuring that the Club not go into debt during the Executive's term of office.

11.8 The Club shall not maintain any financial accounts other than with the Finance Commission.

### **By-Law 12 - Amendments**

12.1 An amendment to this constitution may be passed by a two-thirds (2/3) majority at a



General Meeting where quorum is present.

- Notice of the amendment, with full text, shall be given at least seven (7) days in advance of the General Meeting.
- An amendment may be presented at a General Meeting if it is passed at an Executive meeting and is presented in the form of a minute signed by the members of the Executive who support the amendment.
- An amendment may be presented at a General Meeting if it is supported by a signed petition representing at least twenty percent (20%) of Active Members who are not on the Executive.

12.2 All amendments to this constitution shall be forwarded to SAC Clubs Commissioner and then to SAC before becoming effective.

### **By-Law 13 - Procedure**

13.1 When necessary, procedural matters shall be governed by Robert's Rules of Order.