

Club Constitution

Computer Science Student Society

**Revised: 2022-11-29, 2019-03-22, 2016-03-15, 2014-12-26,
2013-03-04, 2012-07-13, 2008-09-28**

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, expand students' networking opportunities and industry contacts, and 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 Alma Mater Society of UBC Vancouver.
- SUS shall mean the Science Undergraduate Society.
- AUS shall mean the Arts Undergraduate Society
- Department shall mean the UBC Department of Computer Science.
- The Operations Committee shall mean the AMS Operations Committee, its subcommittees, its successors, or the relevant body or officer of the AMS designated by AMS Council.
- The Finance Committee shall mean the AMS Finance Committee, its subcommittees, its successors, or the relevant body or officer of the AMS designated by AMS Council.
- Club shall mean the UBC Computer Science Student Society.
- Simple Majority shall mean that the number of votes in favour of the motion strictly exceeds the number of votes against the motion.

- Two-thirds (2/3) Majority shall mean that the number of votes in favour of the motion equals or strictly exceeds 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 or 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 of:

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

3.1.1 For greater clarity, this shall include all students enrolled in Computer Science major, honors, combined major, combined honors, dual degree, and other programs as defined by the Department.

3.2 Active Non-Departmental Members, who shall be Club Members not enrolled in the Department. Active Non-Departmental Members shall have all the rights, privileges and responsibilities of Active Department Members.

3.3 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.

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

3.3.2 An Honorary Membership may be revoked by a motion passed with two-thirds (2/3) majority at an Executive Meeting.

3.4 The number of Active Non-Departmental Members and Honorary Members combined shall not be more than one-third (1/3) of the Club's membership.

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

3.6 Active Departmental Members shall have paid on their behalf an annual non-refundable membership fee of one dollar (\$1) by the Science Undergraduate Society or the Arts Undergraduate Society, based on the Faculty the Member is enrolled in.

3.5.1 Changes to the membership fee shall only occur after consultation with the Science Undergraduate Society, the Arts Undergraduate Society, and the Operations Committee.

3.7 Active Non-Departmental Members shall pay a fee to the Vice President Finance equal to the fee paid by Active Departmental Members

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

By-Law 4 - Expulsion From Club

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

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

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

4.3.3 Failing to abide by AMS Policies.

4.2 The Executive is responsible for doing all things required by AMS policies relating to conflict resolution and member discipline.

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 their absence a member of the Executive chosen by the President, shall preside over the Semi-Annual General Meetings.

5.2 Special General Meetings

5.2.1 A Special 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.

5.2.2 A Special General Meeting shall be called by the President after a motion passed by a simple majority in an Executive Meeting requesting such.

5.2.3 The President, or in their absence a member of the 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.

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

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

5.9 The Chair of a General or Executive Meeting may invite any person not eligible to

Speak at a meeting.

5.10 A General or Executive Meeting may exclude attendance to the voting population by motion passed by simple majority.

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 their absence another Executive, shall be responsible for posting notice of General Meetings in an obvious place and communicating the at least seven (7) days before the general meeting. Notice should also be provided through electronic means to as many Active Members as possible.

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

6.4 Notice of all Executive Meetings shall be provided to all Executives at least two (2) days before the meeting date.

By-Law 7 - Quorum

7.1 Quorum for general meetings shall be thirty (30) active members.

7.1.1 Should AMS rules or regulations require a different quorum, either higher or lower, the Vice President, Communications shall publish the quorum required by AMS rules or regulations for a General Meeting at least seven (7) days before the General Meeting, which shall be the quorum for the general meeting.

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
- Vice President, Academic

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.
- Assign additional duties to other Executives, as required.
- 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:

- Assist the President in personnel issues related to the Club.
- 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 their duties with respect to the day-to-day operations of 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.
- Plan, supervise, and recruit assistance in executing annual events that support academic and professional development.
- 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, SUS, and AUS.
- Sign all requisitions of approved expenditures.
- Obtain proposed expenditure estimates.
- Be responsible for the purchase and sale of any of the Club's merchandise.
- Submit the annual club renewal report to the AMS.
- Assist other officers in their interactions with the Alma Mater Society if needed.

8.9 The Vice President, Administration shall:

- Take minutes at all General and Executive meetings; these minutes shall be kept in a safe location and may be provided on request.
- Organize meetings, when needed.
- Direct communications between Executives, as required.
- Maintain this Constitution and provide advice on procedural matters

8.10 The Vice President, Academic shall:

- Liaise between the Department and student body on issues regarding academic matters requiring student input.
- Manage academic resources provided by the Club, including the exam

database and tutoring services.

- Direct academic-focused events undertaken by the Club.

8.11 If a Core Executive position is left unfilled, the Executive may appoint an Active Member to the unfilled position by a motion passed with a simple majority at an Executive Meeting until a byelection is held.

8.12 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.

8.12.1 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 the SUS Council.

8.12.2 The Executive shall appoint as an Auxiliary Executive Position an AUS Representative, who shall act as the main liaison between the Club and AUS, who shall represent the Club to AUS Council.

8.12.3 Should SUS or AUS policies provide for a different manner of selecting representatives, that policy supersedes this section.

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

8.14 No Active Member may hold more than one Core Executive position.

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

8.15.1 By default, there shall be a Committee associated with each Vice Presidential position. 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.

8.15.2 The Chair of a Committee may determine the composition of a committee, provided all committee members are Active Members.

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

8.17 By a motion passed with a two-thirds (2/3) majority at an Executive Meeting, the Executive may remove from a Club 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 Every Core Executive must be able to execute their full duties and responsibilities for the entire Winter Session, including if they are on a Co-Op work term. All Core Executives must reside in the Metro Vancouver Regional District during the entirety of the Winter Session, except as allowed by this Constitution.

9.2.1 The President, Vice-President Finance, Vice-President Internal, Vice-President External, Vice-President Social and Vice-President Academic must be able to conduct any on-campus duties for the entirety of the Winter Session, and they should consider their ability to fulfill these duties prior to running for those positions. Additionally, the President and Vice-President Finance must be able to fulfill any AMS mandated responsibilities that may be imposed.

9.2.2 The Executive Committee of the Club shall assess, at regular intervals, the performance of all Executives in the conduct of their duties, and take all actions they deem necessary to remediate conduct that falls below that which the Executive of the Club may deem acceptable.

9.3 If a candidate in an election for an Executive position believes that they will not be able to adequately fulfill their duties due to Co-Op employment, they may run for the position with another individual, and who shall jointly hold the Executive role as Co-Presidents or Co-Vice-Presidents should they be elected.

9.3.1 Both individuals shall be present at the transition meeting held by the previous year's Core Executive, and 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.

9.3.2 If any Executive role is held jointly, one of the Members holding the position jointly may reside outside of the Metro Vancouver Regional District at any time.

9.3.3 For purposes of voting in Executive Meetings, Executive roles held jointly shall only have a single vote. The Executive shall decide procedures in resolving cases where jointly held roles are unable to determine their vote.

9.4 All Executives shall be registered in at least three (3) credits each winter term in which they will hold office.

9.5 All Executives shall publicly declare all real or perceived conflicts of interests.

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) Active Members not including the Active Member being nominated and returned to the Returning Officer by the stated nomination deadline.

10.3.1 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 at least two consecutive days on which regular university classes occur.

10.4 The Returning Officer shall prepare a method of voting, a membership list, and recruit persons to assist the Returning Officer during the election period. The method of voting shall be easily accessible to all Active Members.

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 a tie occurs, the winner should be decided using 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 be responsible for the security of the ballots during the election period 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 save the ballots for a period of no less than seventy-two (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 their duties, the President shall reassign the position to another Active Member.

10.12 Nothing in this By-Law prevents the Returning Officer from using electronic ballots

10.13 The Returning Officer must follow any procedures developed by the Executive to protect the personal or private information of Club Members.

By-Law 11 - Finances

11.1 The Club shall maintain an AMS account.

11.2 All financial transactions shall be made explicit through the AMS account; and 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 Committee by May 30.

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

11.7 The Executive shall be responsible for ensuring that the Club does 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 Committee.

11.9 The Executives and Officers of the Club must act honestly and in good faith with a view to the best interests of the Club and Active Members with regards to all matters related to the finances and property of the Club.

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 a quorum is present.

12.1.1 Notice of the amendment, with full text, shall be given at least seven (7)

days before a General Meeting.

12.1.2 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.

12.1.3 An amendment may be presented at a General Meeting if 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 and approved by the Operations Committee, before becoming effective.

By-Law 13 - Procedure

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

13.2 When necessary, the Executives shall propose amendments to update this constitution when AMS rules or regulations grievously conflict with this constitution