

# Computer Science Graduate Students Association (CSGSA) Constitution

## 1 Mission

The CSGSA is dedicated to:

- represent the best interests of Computer Science (CS) graduate students on the Graduate Student Association (GSA) and Faculty of Graduate Studies (FGS) councils.
- represent CS graduate students in the event of conflict with faculty or administration, as determined by a resolution of the Executive Committee, supported by greater than 60% of the Executive Committee.
- be neutral with respect to politics, religion, race, gender and sexuality.
- ensure that CS graduate students are being properly financially supported, as per the CUPE Collective Bargaining Agreement.
- disseminate accurate and relevant information regarding: university, faculty and department procedures to CS graduate students from all sources (e.g. FGS, FSE, GSA, etc.).
- provide CS graduate students with opportunities to socialize with other graduate students via GSA events.
- keep CS graduate students up-to-date with GSA activities (votes, nominations, motions, events).

## 2 Executive Committee

The CSGSA Executive Committee (hereby known as the “Exec”), consists of 5 members: the President, the Vice-President Finance (VP Finance), the Vice-President Internal (VP Internal), the Vice-President External (VP External), and the Vice-President Information (VP Information).

The following sections outline the responsibilities of each of the executive committee members.

### 2.1 President

The President is responsible for:

1. ensuring the smooth running of the Exec, including ensuring that all Executives are fulfilling their duties as outlined in this document (CSGSA Constitution).
2. calling General Member Meetings (GMM) when needed.
3. preparing agendas for Exec and General Member Meetings and distributing them at least one week prior to the meetings.

4. attending the Faculty of Graduate Studies (FGS) Council meetings as the CS graduate students' representative.
5. keeping up-to-date on GSA policies, issues and workings.
6. keeping up-to-date on issues arising within the Department of Computer Science.
7. keeping informed of University, Faculty and Department policies.
8. calling Exec elections as outlined in Section 3
9. ensuring the soundness of the election process.
10. ensuring that at least the President and the VP Internal are available to run the election.
11. ensuring the proper signing-off of Exec positions after elections.
12. ensuring the legality and ethics of all CSGSA activities.
13. Other duties as assigned by the Exec.

## **2.2 VP Finance**

The VP Finance is responsible for:

1. ensuring that correct and up-to-date information regarding the number of Part-Time and Full-Time Graduate Students enrolled in the department is provided to the GSA (for the purpose of obtaining our operating grant).
2. producing a budget every year after the CSGSA operating grant has been allocated by the GSA.
3. producing and presenting a budget report every September prior to Executive Committee elections.
4. ensuring the legality of any CSGSA fundraising activities.
5. ensuring that any money collected is kept safely in the CSGSA bank account and used responsibly according to the prescribed budget.
6. ensuring the signing privileges on the CSGSA bank account consist of the current CSGSA President and VP Finance.
7. attending the GSA Funding committee meetings to represent the interests of the Exec and CS graduate students.
8. Other duties as assigned by the Exec.

## **2.3 VP Internal**

The VP Internal is responsible for:

1. liaising with the CS department's administration via meetings with the CS Chair, Graduate Program Director (GPD), CS faculty meetings or other pertinent CS administration members.
2. keeping informed of University, faculty and departmental policies.
3. aiding CS graduate students find information and help required when dealing with university, faculty and department policies.
4. organizing social events.
5. ensuring that adequate room(s) are reserved for Exec and GMM meetings.
6. obtaining a list of eligible voters from the CS administration for the Exec elections.
7. co-ordinating Exec elections.
8. keeping an archival record of all Executive Committee members in chronological order (updated after the Exec elections).
9. Other duties as assigned by the Exec.

## **2.4 VP External**

The VP External is responsible for:

1. representing the CSGSA at GSA meetings.
2. attending all prescribed GSA meetings in order for the CSGSA to obtain its operating grant.
3. finding an alternate Executive Committee member to attend a GSA meeting in the event that they cannot attend (preferably the President).
4. informing the GSA of any alternate that will be attending a meeting.
5. reporting back to the Exec on the results of the GSA meetings.
6. informing the Exec of any upcoming votes at GSA meetings.
7. voting at GSA meetings as per Statement 1 of Section 1.
8. Other duties as assigned by the Exec.

## 2.5 VP Information

The VP Information is responsible for:

1. taking minutes of GMM and Exec meetings.
2. distributing Exec meeting minutes to the Exec at least one week before the next meeting.
3. posting publicly (on the CSGSA web page or in the CS graduate student lounge) Exec meeting minutes at least one week before the next Exec meeting.
4. posting publicly (on the CSGSA web page or in the CS graduate student lounge) GMM minutes within one month of the GMM.
5. maintaining and keeping up-to-date the information and links on the CSGSA web page.
6. disseminating relevant GSA email(s) from the GSA listserv to the CS graduate student body.
7. distributing information regarding upcoming GMMs at least a week prior to the meeting.
8. Other duties as assigned by the Exec.

## 2.6 Other responsibilities

- Each Executive Committee member that attends an external meeting must submit a written report for the next Exec meeting.
- Each VP will be responsible for creating committees of CS graduate students to help with their tasks, if need be.
- The President, VP Information and VP External must be subscribed to the GSA council listserv.

## 3 Rules on Elections and Voting/Replacing Executive Committee Members

All Part-Time and Full-Time students enrolled as graduate students in the Department of Computer Science are allowed to vote in Executive elections. Voting is done via a secret ballot. The Executive Committee elections for an academic year are to be held by the last week of September of that academic year. Nominations for the position are to be held a week prior to the elections. All Computer Science graduate students are allowed to be nominated for any one position in the Executive. A Computer Science graduate student may nominate themselves. All nominations must be seconded by another Computer Science graduate student. Nominations can be received via email. Nominations will be sent to the President and the VP Internal.

The VP Internal and President will coordinate the elections, ensuring that an up-to-date list of Computer Science graduate students is obtained from the administration. This list will be used as the electoral list. All students who vote will have to show photo ID (such as drivers licence, YU Card, or passport) and sign their names before obtaining a ballot. The ballot must be filled in (in private) at the moment it is given to the student and placed immediately in the ballot box. No identifying markings should be present on any ballot. Any ballots with such markings, or ballots

with more than one candidate chosen per position will be considered spoiled and removed during counting. The integrity of the ballot box and the voting system is to be ensured by the President and VP Internal. Voting will take place over three days to ensure that all students are given the opportunity to vote. Vote counting will be done by the VP Internal, the President and one other student (not related to the CSGSA or known by the Exec).

In the case where positions are unfilled after the nomination period, any Computer Science graduate student that meet the requirements, stated above, can apply for open positions. If more than one student applies for an open position, within one week of the nomination period, an election will be called for that position, following the process outlined above.

In the case where a member of the Exec will be leaving prior to the summer term, the President must call elections prior to their departure and a new member must be elected prior to the outgoing member's departure. In the case that either the President or the VP Internal will not be returning in the next academic year, and are unable to supervise elections, elections for the VP Internal and President must be held in April of the current academic year.

## 4 Rules on Meetings

There are two types of meetings: Executive Committee meetings and General Members meetings. Both meetings are open to all CSGSA members. Executive Committee meetings will be held on the 4th Thursday of every Month (a week after each GSA meeting). All Executive Committee members must be informed of the meeting and at least 60% of the members must be in attendance. Otherwise, the meeting may be postponed to a later date. In the event of an even number of Executive Committee members in attendance, the President's vote will count for two votes. Otherwise, each Executive Committee member has an equal vote weight.

If any positions need to be voted on, or if information needs to be passed to the CS graduate student body, a General Members Meeting (GMM) will be called by the President.

GMMs are open to all CS graduate students. Voting rights are given to the Exec and to all students present. Quorum will be followed as per the following formula:  $(n/10) + 1$ , ignoring fractions and rounding down to the nearest whole sum, where  $n$  = the total number of Part-Time and Full-Time CS graduate students enrolled in that academic year.

The agenda for the meeting will be written by the President and distributed (by the VP Information) to all Exec and all CS graduate students (in the case of a GMM) one week in advance to allow for amendments to be made to the agenda. Only the President can call a GMM. Meetings will respect Robert's Rules of Order.

Minutes of the meetings will be posted on the webpage or posted in the Computer Science graduate students lounge (CSEB 3031).

## 5 Rules on Budget

This section covers rules regarding how budget money can or cannot be spent, as well as when the budget should be made. It also covers any fundraising that can be done.

1. No CSGSA funds will be given/donated/used to support any organization beside the CSGSA or GSA.
2. The VP Finance will prepare a budget for the upcoming year once the CSGSA is informed of the amount of its operating grant. The amount of the operating grant is calculated by the

GSA based on the number of Full-Time (FT) and Part-Time(PT) graduate students in the CS department.

3. In September, prior to Executive Committee member elections, the VP Finance will prepare a budget report showing detailed information regarding expenditures and income over the past year.
4. All budgets and budget reports will have to be approved by CS graduate students during a GMM. The VP Information will ensure that CS graduate students will have access to the budget and budget report a week prior to the GMM.
5. The CSGSA is free to generate funds through any means as long as they do not contravene any part of this document (CSGSA Constitution), University rules, or any laws (municipal, provincial, or federal).

## **6 Rules on Amending and Changing the Constitution**

Amendments and changes to the CSGSA Constitution can only be made through the following steps:

1. An amendment or change must be proposed, in writing, to the CSGSA Executive during one of the monthly Exec meetings.
2. During the Exec meeting, the amendment will be accepted, denied or changed as per the rules outlined in Section 4 concerning Exec meetings.
3. Once the wording of the amendment or change is finalized, a GMM will be called by the President. The VP Information will ensure that by at least one week before the GMM all CS graduate students will receive a copy of the proposed amendment AND the original wording of the portion(s) of the Constitution affected.
4. At the GMM, the CS graduate students and the Exec will vote on the amendments or change. An amendment can only be accepted by a two-thirds majority vote of all present at the GMM.

## **Appendix: Approval of Constitution**

Constitution authored and approved by the CSGSA Executive:

- Sandra Polifroni - President
- Rubakumar Krishnasamy - Treasurer
- Monowar Hossain - Coordinator
- Wei Ning - Coordinator

on September 22, 2004.

## **Appendix: Amendments**

1st Amendment, proposed by the 2007 CSGSA Executive Committee:

- Edward Shen - **President**
- Cyrus Minwalla - **VP Finance**
- Nassim Nasser - **VP Internal**
- Michael Liscombe - **VP External**
- Anna Topol - **VP Information**

Approved at GMM held on 2007/11/13.