

CS GSA Constitution

To improve the quality of social and academic experience of the graduate students at Cheriton School of Computer Science of the University of Waterloo, there shall be the Computer Science Graduate Student Association (or CS GSA) governed by this Constitution and duly enacted regulations thereof.

1. Name and Mission Statement

“Computer Science Graduate Student Association” (or “CS GSA”) is the official graduate student body representative at the School of Computer Science. This association has the following main objectives:

- 1.1. Represent the graduate students at the department.
- 1.2. Raise issues brought to the association by the members, individually or collectively.
- 1.3. Create or promote opportunities for professional development for graduate students
- 1.4. Facilitate social interaction among graduate students
- 1.5. Promote a friendly and inclusive environment for CS graduate students

2. Membership

Membership to this association is granted upon enrollment in a graduate program in the School of Computer Science and is terminated when the person is no longer enrolled in said program and no grievance over withdrawal exists.

3. Governance

- 3.1. The jurisdiction and powers assumed by the CS GSA in this Constitution arise from autonomous self-governing authority and do not require the approval of any authority other than that of the CS GSA itself.
- 3.2. In between General meetings of the CS GSA, the Board of the CS GSA shall assume the policy-making and oversight power over CS GSA.
- 3.3. Without limiting the generality of the above, the Board
 - 3.3.1. Promotes the objectives of the CS GSA;
 - 3.3.2. Appoints interim executive Board members, and non-executive officers of the CS GSA;
 - 3.3.3. Enacts regulation that shall not contradict the Constitution or any applicable law;
 - 3.3.4. Establishes permanent and *ad hoc* committees of the CS GSA;
 - 3.3.5. Assumes all residual power, authority and rights not specifically established by this Constitution in any other body or office of the CS GSA;
 - 3.3.6. Can directly contact CS grad students through email or other media;
 - 3.3.7. Meets at the request of the President or a majority of the executive members;
 - 3.3.8. Normally meets monthly, but at least two (2) times in an academic term;

- 3.3.9. Assigns additional duties to its members with their consent.
- 3.4. Board Members
 - 3.4.1. Executive (voting) members are the President, Vice-President, Treasurer, Event Coordinator, and Publicity Officer of the CS GSA.
 - 3.4.2. Adjunct (non-voting) members are the Computer Science Departmental Director to the Math GSA and Computer Science representative to the GSA-UW council.
 - 3.4.3. Appointment
 - 3.4.3.1. The executive members are appointed by an election open to all members.
 - 3.4.3.2. Adjunct members are appointed by virtue of their office.
 - 3.4.4. Term of Office
 - 3.4.4.1. The term of office for the President is one year starting from May 1st.
 - 3.4.4.2. The term of office for the other executive Board members is one year starting from January 1st.
 - 3.4.4.3. No person shall occupy more than one (1) executive office.
 - 3.4.4.4. If a Board member declares that they are unable to perform their duties for an extended period of time, the Board may appoint an interim person to take on the position until the return of the Board member.
 - 3.4.4.5. If the position of an executive officer is vacant the Board may appoint an interim person to take on the position for a maximum of forty-five (45) days until a new officer is elected.
 - 3.4.4.6. The Board can remove an executive officer from the office by the majority of all voting members of the Board if the officer fails to perform their duties for an extended period of time.
 - 3.4.4.7. Notwithstanding the above, the Vice-President should immediately become an interim President if the office of the President is vacant. If the Vice-President is not available another executive member shall become an interim President according to the order defined in 3.4.1. The presidential elections shall be called within forty-five (45) days from the opening of the vacancy.
 - 3.4.5. The Board members shall
 - 3.4.5.1. Act in good faith in the best interests of the CS GSA and its members in accordance with this Constitution and its regulations;
 - 3.4.5.2. Exercise their powers for the purposes for which they were conferred;
 - 3.4.5.3. Act with reasonable care and diligence;
 - 3.4.5.4. Avoid conflicts of interest;
 - 3.4.5.5. Participate in Board meetings.
- 3.5. Executive Officers
 - 3.5.1. The President assumes the executive power over CS GSA, and

- 3.5.1.1. Is the official spokesperson of the CS GSA;
- 3.5.1.2. Calls and chairs the CS GSA Board meetings;
- 3.5.1.3. Chairs General meetings;
- 3.5.1.4. Performs day-to-day operation of CS GSA and ensures other Board members' duties are performed;
- 3.5.1.5. Raises and drives to conclusion any concerns brought to the CS GSA by members;
- 3.5.1.6. Ensures the transition of governance to the new leadership;
- 3.5.1.7. Ensures CS graduate student representation on departmental, faculty and university committees and organizations;
- 3.5.2. Vice-President, a senior adviser to the President, maintains sufficient knowledge of the operation of the CS GSA, assists the President with the internal management of the association.
- 3.5.3. Treasurer assists the President with maintaining a detailed account of the CS GSA expenses, and with the budget proposal, planning and execution.
- 3.5.4. Event Coordinator assists the President with planning, organizing and operation of events, and with the budget proposal.
- 3.5.5. Publicity Officer assists the President with maintaining communication with the membership and broader community.
- 3.6. Non-executive officers
 - 3.6.1. Returning Officers organize the elections or referenda preserving and enhancing the integrity, objectivity, impartiality and transparency of elections and referenda.
 - 3.6.2. Other (non-executive) offices may be established by the Board.
- 3.7. General Meetings
 - 3.7.1. The General Meeting is the supreme governing body of the CS GSA.
 - 3.7.2. All members have a right to participate and vote at a General Meeting.
 - 3.7.3. Motions passed by a general meeting are mandatory for all bodies and the officers of the CS GSA.
 - 3.7.4. A General Meeting can be called by the President, the Board or twenty five (25) members of the CS GSA.
 - 3.7.5. The notice and agenda of the meeting shall be given at least one (1) week in advance to all members.
 - 3.7.6. The quorum of the General Meeting shall be the lesser of 10% of the membership and fifty (50) members.
 - 3.7.7. An Annual General Meeting shall be held annually in the Fall academic term.
- 4. Amendments.
 - 4.1. This Constitution can be amended by a referendum.
 - 4.2. An amendment to this Constitution shall be proposed by the Board or a Members Meeting.

- 4.3. Within sixty days (60) of receiving an amendment proposal, the CS GSA shall hold a referendum.
 - 4.4. The Board may make a recommendation to the membership on the passage of the amendment.
5. Elections and Referenda.
- 5.1. Elections and referenda shall be conducted in such a manner that allows ample opportunity for the members to vote.
 - 5.2. All members shall have the right to vote.
 - 5.3. The notice of an election or referendum shall be given at least one (1) week in advance to all members.
 - 5.4. An election or referendum shall be conducted by the Returning Officer of the CS GSA.
 - 5.5. A nominations call shall be issued at least three (3) weeks in advance of elections. All members shall have the right to nominate themselves for an election.
 - 5.6. A referendum shall have a quorum of the lesser of 10% of the membership and fifty (50) members.
 - 5.7. The decisions of referenda are mandatory for all bodies and officers of the CS GSA.
 - 5.8. If only one member is nominated for an office, that member will be acclaimed and no election will be held for that office. If no members are nominated for an office, that office is considered vacant.
6. Parliamentary Authority.
- The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the CS GSA in all cases to which they are applicable and in which they are not inconsistent with this Constitution and the regulations thereof.
7. Distribution
- This Constitution and regulations shall be publicly available to the membership.

Enacted on December 6th, 2019.

Amended on December 6th, 2019.