

preamble

The Computer Science Undergraduate Society (CSUS) is only a legal body within the compound of McGill University. This organization is strictly a student organization and student interest group. The CSUS is a non-profit departmental association of the Science Undergraduate Society and the Arts Undergraduate Society and receives funding based on a formula as described in the Arts Undergraduate Society, Science Undergraduate Society and the Students' Society of McGill University, as well as organizations external to McGill University.

terms and definitions

1. McGill University will be herein referred to as the "University".
2. The School of Computer Science at McGill University will be herein referred to as the "SOCS".
3. The Arts Undergraduate Society of McGill University will be herein referred to as the "AUS".
4. The Science Undergraduate Society of McGill University will be herein referred to as the "SUS".
5. The Students' Society of McGill University will be herein referred to as the "SSMU".
6. The members of the CSUS are also referred to as the "constituency" and these two terms are equivalent.
7. **The Executive members of the CSUS are also referred to as the "council" and these two terms are equivalent.**
8. **Members of the constituency who are not executive members are also referred to as "general members" and these two terms are equivalent.**

Part I

The Society

1 name

The official name of the Society, in English, shall be the “Computer Science Undergraduate Society of McGill University”, and in French, “L’Association des Etudiants et Etudiantes en Informatique de L’Universite McGill”, herein referred to as the CSUS and AEIM respectively.

2 membership

1. Membership of the CSUS shall be all students registered in an Undergraduate programme offered by, or jointly with the SOCS, subject to payment of fees prescribed in Article 4.

3 purpose

1. The purpose of the CSUS is to protect the academic rights and interests of its constituency.
2. Other duties of the CSUS are to represent and promote the views of its members and to implement academic, educational, cultural, social and other programmes of interest to its members.

4 society fees

The fees for the CSUS will be determined by the SUS and AUS.

5 rights, privileges and obligations of members

1. The rights of the members shall include the following:
 - (a) the right to vote in the CSUS general elections and referenda;
 - (b) the right to attend General Assemblies and Executive Council **meetings** of the CSUS;
 - (c) the right to initiate referenda or General Assemblies according to Articles **24** and **26**;
 - (d) the right to speak at any General Assembly;
 - (e) the right to nominate candidates for CSUS elections according to the Electoral bylaws.

2. The privileges of the members shall include:

- (a) holding office within the CSUS subject to the qualifications as specified in Article 28;
- (b) making use of the CSUS facilities and services

3. The obligations of all members of the CSUS will be to conform to the CSUS Constitution, regulations and bylaws.

4. No **general** member is empowered to make a purchase in the name of the CSUS or to financially obligate the CSUS in any way, until such permission has been granted by the Executive Council of the CSUS.

5. No **general** member is empowered to act as an agent of the CSUS unless permission to so act has been granted by the Executive Council of the CSUS.

6 finances of the csus

1. The fiscal year of the CSUS shall be from May 1st to April 30th of the following year.

2. The budget of the CSUS for the current fiscal year will be presented to the AUS and the SUS no later than October 1st.

3. The accounts of the CSUS shall be maintained according to standard accounting practice and shall be made available to the University auditors or any student on demand.

7 languages of the csus

1. English and French are the official languages of the CSUS.

2. At all meetings of the CSUS, members may use either official language.

3. Resolutions of the **CSUS** may be adopted in either or both official languages.

4. Documents may be obtained from the CSUS in any **of the official languages by any member of the constituency or representative of the university** ~~Particular language~~ upon demand.

Part II

Organization of the CSUS

8 members of the executive council

1. The Executive Council shall consist of elected and appointed members. The elected members are:

- (a) the President
- (b) the Vice-President Internal;
- (c) the Vice-President External;
- (d) the Vice-President Academic;
- (e) the Vice-President Administration;

And the appointed members are:

- (f) the Vice-President Finance;
- (g) the Vice-President Communications;
- (h) the Vice-President Events;
- (i) the Vice-President Arts;
- (j) the Vice-President Science;
- (k) **The Vice-President HelpDesk**
- (l) the Equity Commissioner;
- (m) **the Representatives appointed to the Executive Council.**

2. Elected members of the Executive Council shall be elected according to the provisions of Part **III** (Elections).

3. Appointed members of the Executive Council shall be appointed according to provisions set by the elected members of a new Executive Council.

4. Members of the Executive Council must be members of the CSUS **and resident McGill University Students** for the entire duration of their mandate. No exception shall be granted.

5. No member of the Executive Council shall receive financial remuneration for the fulfillment of their mandate.

6. Members of the Executive Council must abide by the Equity Policy Bylaws set forth by the SUS and the AUS

9 powers and duties

1. The Executive Council shall:

- (a) define all general policies of the CSUS;
- (b) coordinate and administer the policies, activities and other day to day affairs of the CSUS;
- (c) act as the governing body of the CSUS, empowered to make all decisions and take responsible and required actions on behalf of the CSUS;
- (d) be held accountable to General Assembly and ensure the execution of General Assembly decisions;
- (e) approve or reject budgets for the CSUS; ~~This task may be delegated to the Vice-President Finance with the approval of % majority of members present and voting.~~
- (f) uphold the Constitution, regulations, policies and bylaws of the CSUS;
- (g) appoint the Chief Returning Officer;
- (h) appoint the appointed members of the Executive Council; ~~in consultation with any member of CSUS interested in taking part in the selection process;~~
- (i) appoint Representatives subject to the procedures described in Article 21; ~~and in consultation with any member of CSUS interested in taking part in the selection process.~~

2. Signing powers of the CSUS shall be exercised by the following, any two of whom shall be required for any given transaction:

- (a) the President;
- (b) the Vice-President Finance;
- (c) the Vice-President Administration;
- (d) the Vice-President External;
- (e) the Vice-President Internal;
- (f) the Vice-President Academic;

or any three members of the Executive Council who are not representatives.

3. 3. Each member of the Executive Council shall prepare and submit to the Executive Council a year-end report no later than April 14th.
4. A member of the Executive Council shall cease to remain in office upon acceptance of their letter of resignation, upon their impeachment, or at the end of their term of office.

10 president

The President shall:

1. Coordinate and supervise the affairs of the CSUS;
2. Call and chair over the Executive Council meetings;
3. Chair General Assemblies;
4. Be the official representative of the CSUS.

11 vice-president internal

The Vice-President Internal shall:

1. Be responsible for the organization of social, cultural and other activities for the members of the CSUS;
2. Maintain and promote relations with other Faculties, Student Associations and administrative bodies of the University (Internal Affairs).
3. Be responsible for the facilities and equipment of the CSUS.
4. Direct, support, and coordinate the activities of the Vice-President Events, Vice-President Arts, and Vice-President Science and carry out their duties when they are not able to do so.

12 vice-president external

The Vice-President External shall:

1. In the absence of the President, be empowered to perform any function of the President;
2. Be responsible for maintaining links with student organizations at the university, provincial, federal and international levels and with computer science student societies of other universities;

3. Be responsible for maintaining relations with industry, government and other groups outside the University.

13 vice-president academic

The Vice-President Academic shall:

1. Be responsible for all educational and curricular concerns of the CSUS, whether they be internal or external to the University.
2. Represent any student, upon the request of the student in writing, in any judicial or academic or social proceedings taken against the student by the University, or a delegate appointed by the University.
3. **Represent the CSUS at the SOCS meetings.**

14 vice-president administration

The Vice-President Administration shall:

1. Be responsible for preparing and issuing agendas and minutes of the CSUS Executive Council meetings and General Assemblies at least **two (2)** ~~three (3)~~ school days prior to any CSUS Executive Council meeting or General Assembly;
2. Promote and coordinate communication within the CSUS;
3. Maintain the files of the CSUS;
- ~~4. Ensure members of the CSUS Executive Council attend meetings;~~
4. ~~5.~~ Be responsible to have official minutes of the Executives and the General Assembly readily available on demand.

15 vice-president finance

The Vice-President Finance shall:

1. In cooperation with the Executive Council, prepare the annual budget of the CSUS, which shall include the actual expenditures from the previous year, before **the dates set forth by the SUS and AUS; October 15;**
2. In cooperation with the Executive Council, manage the funds of the CSUS;
3. Keep proper financial accounts and records;

4. Prepare a year-end financial report by April 14th.
5. Present a complete semester-end financial report that shall be made public and shall be readily available to the constituents.

16 vice-president communications

The Vice-President Communications shall:

1. Create and maintain the mechanisms by which the CSUS communicates with its constituents;
2. Monitor interactions between the CSUS and its constituency on social media, advertisements, and anywhere else constituents may choose to communicate with the CSUS;
3. Inform the constituency of activities and news of the CSUS.

17 vice-president events

The Vice-President Events shall:

1. Preside over the planning and delivery of activities organized by the CSUS;
2. Promote the above activities to members of the CSUS;
3. Assess feedback and explore possibilities for new activities to better engage the member of the CSUS.

18 vice-president arts

The Vice-President Arts shall:

1. Attend every meeting of the AUS Legislative Council;
2. Act as a liaison between the AUS and the CSUS;
3. Promote and represent the interests of constituents in the Faculty of Arts

19 vice president science

The Vice-President Science shall:

1. Attend every meeting of the SUS General Council;
2. Act as a liaison between the SUS and the CSUS;
3. Promote and represent the interests of constituents in the Faculty of Science.

20 equity commissioner

The Equity Commissioner shall:

1. Promote diversity and equity for underrepresented groups in the CSUS;
2. Act as a liaison to other diversity bodies both inside and outside of the university;
3. **Investigate** ~~Investigates~~ strategies to build a supportive and inclusive community;
4. Facilitate equity, respectfulness and dialogue within the ~~department~~ **Department**;
5. Be responsible for the Equity@SOCS group;
6. Participate in at least one (1) anti-oppression / equity training or workshop.

21 **Vice President HelpDesk** ~~Help Desk Representative~~

The Vice President HelpDesk Representative shall:

- 1. Act as liaison between the Help Desk tutors and the Executive Council;**
- 2. Find, interview, and appoint tutors to the Help Desk;**
- 3. Create and maintain the schedule for tutors;**
- 4. Obtain and deliver to all tutors who have successfully completed their appointment a letter attesting to the number of hours they have contributed at the end of each academic semester;**
- 5. Organize and deliver rewards for the tutors to recognize their contribution.**

22 ~~24~~ representatives of the csus

1. The Executive Council may appoint up to twelve (12) representatives to provide representation on the Executive Council of the various constituencies of the CSUS' members.

2. The Executive Council must appoint at least one (1) U1 Representative and one (1) Help Desk Representative.
3. The Executive Council must consider appointing a representative for a certain interest upon receipt of a petition of 10 members of the CSUS. The petition must contain the words, "We, the undersigned, request the appointment of a representative of CSUS for".

23.1 ~~22.1~~ U1 Representative

The U1 Representative shall:

1. Act as liaison between the U1 students and the Executive Council;
2. Represent the views of the U1 students at meetings of the Executive Council;
3. Hold a meeting of the U1 students when necessary.

~~21.2 Help Desk Representative~~

~~The Help Desk Representative shall:~~

- ~~1. Act as liaison between the Help Desk tutors and the Executive Council;~~
- ~~2. Find, interview, and appoint tutors to the Help Desk;~~
- ~~3. Create and maintain the schedule for tutors;~~
- ~~4. Obtain and deliver to all tutors who have successfully completed their appointment a letter attesting to the number of hours they have contributed at the end of each academic semester;~~
- ~~5. Organize and deliver rewards for the tutors to recognize their contribution.~~

22 meetings of the executive council

1. The CSUS Executive Council shall hold meetings at least once every two weeks while classes are in session.
2. Quorum for a regular meeting of the CSUS Executive Council shall be **50% of the council.** ~~four (4) members~~
3. Each member of the Executive Council shall have a single vote, except for the President who shall only vote to break a tie.
4. In case of an emergency, the President may call a special meeting at any time, provided that all executives are present, or upon the signing of a waiver of notice by all executives.

23 powers of assembly

1. The General Assembly may make any decision, including the ratification or rejection of any Executive Council decision, **except for the impeachment of a member of the council, by a simple majority vote.**
2. ~~The General Assembly may also impeach a (the) member(s) of the Executive Council as prescribed under Article 27.~~

24 meetings of the general assembly

1. The General Assembly may be called by a resolution of the Executive Council or by a petition signed by **the lower standard of 5% or 25 members of the Society.** ~~at least 50 members of the society.~~
2. A notice announcing the meeting of the General Assembly shall be posted at least five (5) teaching days prior to the convening of the General Assembly. The notice must be **publicly accessible to members of the CSUS.** ~~posted in areas where the maximum number of Computer Science students will be able to see.~~
3. The Quorum for the General Assembly shall be the lower standard of measure between ten percent (10%) of the members of CSUS or 50 members of the CSUS.
4. A General Assembly of the CSUS shall be held within twenty (20) school days upon receipt of a petition of 10 members of the CSUS **as prescribed under Article 24.** ~~The petition must contain the words, "We, the undersigned, request a General Assembly of the CSUS".~~

25 electoral officer

1. The Chief Returning Officer (CRO) shall be responsible for all aspects of the administration of CSUS elections and referenda according to the Electoral bylaws of the CSUS.
2. The CRO may not be a candidate in any Society election; if they wish to be a candidate for any elected Society position, the CRO shall resign from the position. The Executive Council shall then elect a new CRO **by a 2/3 majority vote.** ~~subject to Article 29.~~
3. The CRO may be removed from office for dereliction of duties as specified in Article 27.

26 referenda

1. A Referendum may be initiated by a resolution of the Executive Council or a petition signed by at least **ten percent (10%)** ~~twenty percent (20%)~~ of the members of the Society. The requirements for impeachment are described in Article 27.
2. Notice of the referendum question, voting location and voting hours must be posted no less than **five (5) teaching days** ~~six (6) school days~~ before the vote is to take place. ~~All notices must be posted in a highly public area, especially areas frequented by CS students.~~
3. The referendum shall be held according to the Electoral bylaws and procedures stipulated in Part **III** (Elections) of the constitution of the CSUS.
4. The Referendum shall be considered valid only if a minimum of **twenty percent (20%) or 100** ~~ten percent (10%)~~ of the CSUS members vote.
5. A simple majority is required to pass a referendum, except in the case of constitutional amendments, as stated in Article 33.
6. The result of a Referendum shall be binding on the Society and take precedence over decisions of the Executive Council and the General Assembly.

27 impeachment

1. A member of the Executive Council may be removed by way of referendum initiated by either:
 - a. two-thirds (2/3) majority vote of the Executive Council;
 - b. a petition signed by **ten percent (10%)** ~~100~~ members of the CSUS.
2. The CRO may be relieved of their duties by a two-thirds (2/3) vote of the Executive Council.

Part III

Elections

28 eligible voters, procedures and candidates

1. All undergraduate students recognized as being in a program offered by the SOCS **and enrolled in the Faculty of Arts, the Faculty of Science or the Faculty of Arts & Science** at the start time of an **election** ~~a ballot~~ are considered to be eligible voters.
2. The Chief Returning Officer may not be a candidate in any election of the CSUS.
3. Elections for all elected members of the Executive Council shall be held between March 1st and March 31st, **except in the case of a vacancy as outlined in Article 29.**
4. The elections shall be held according to the Bylaws of the CSUS.

29 filling of vacancies

In the event of a vacancy of an elected position on the Executive Council, the Executive Council shall instruct the CRO to hold a by-election according to the Electoral bylaws of the CSUS.

30 terms of office

1. The terms of office for all members of the Executive Council shall begin on May 1st and end on April 30th of the following year.

31 order of succession

1. For the purpose of continuity, in the case of prolonged absence, illness, resignation, impeachment or death of an executive, the following options are available:
 - (a) Another executive may assume the duties;
 - (b) A by-election subject to the Election By-laws **in the case that the absent executive was elected**
 - (c) **Appointment, in the case that the absent executive was appointed**
2. In the event of prolonged absence or illness, resignation, impeachment or death of the President of the CSUS, the order of succession shall be as **enumerated by Article 8.1, followed by the representatives in order of date of appointment.**

follows:

- a. ~~Vice president External~~
- b. ~~Vice president Internal~~
- e. ~~Vice president Administration~~
- d. ~~Vice president Academic~~
- e. ~~Vice president Finance~~
- f. ~~Vice president Events~~
- g. ~~Vice president Communications~~
- h. ~~Vice president Science~~
- i. ~~Vice president Arts~~

~~The representatives in order of date of appointment~~

3. By definition, a person is incapacitated when **they he/she** are no longer able to perform their duties as specified in the Constitution of the CSUS, and are unable to continue their mandate.
4. ~~The C.R.O is listed,~~ In the event none of the members of the Executive Council are able to assume the office of President, the CRO shall be the acting President until such time as an election or by-election is held to fill all vacancies as prescribed by the Constitution of the CSUS and Electorate Bylaws.

Part IV

The Constitution

32 superseding clause

This Constitution supersedes and repeals all previous Constitutions of the CSUS.

33 constitutional amendments

1. The Constitution of the society may only be amended by a referendum in accordance to Article **26** with a majority of two-thirds (2/3) of the members voting in favour.
2. All amendments of the constitution must be approved by the SUS and AUS in accordance with their procedures for amendments.

~~_____ 34 coming into force
The constitution shall come into force March 3, 2016~~