# Constitution of the
# Computer Science Graduate Students Association
# at the University of Ottawa

(Formerly known as IGADI: Informatics Graduates Association des Diplômé(e)s en Informatique)

(Revised January 2011)

**Aims of the Computer Science Graduate Student Association**:

1. To represent the graduate students of Computer Science at each level of administration at the University of Ottawa.
2. To keep the graduate students of Computer Science informed of issues at the University of Ottawa.
3. To discuss problems common to the graduate students of Computer Science and to assist in taking the appropriate steps to deal with these problems.
4. To organize academic, social, and athletic activities for the graduate students of Computer Science.
5. To welcome and help new members adjust to their life as graduate students at the beginning of each academic session.

# Article I - Definitions

In this constitution:

- "Officer"refers to a member who is on the Executive Committee;
- "CSGSA"refers to the Computer Science Graduate Students' Association of the University of Ottawa;
- "Executive Committee" refers to the committee made up of the President, VP Finance, VP Communication, VP Social and the representatives of the CSGSA as referred to in Article 3.1;
- "GSAED" refers to the Graduate Students' Association des étudiant(e)s diplômé(e)s Université D'Ottawa - University of Ottawa;
- "Member" refers to any full-time or part-time student who is registered in the graduate degree program in the Department of Computer Science at the University of Ottawa;
- "OCICS"refers to the Ottawa-Carleton Institute for Computer Science;
- "CSGSA bulletin" refers to the bulletin appears on the 5th floor of SITE.

# Article II - Assembly of the Members

## 2.1 Annual General Assembly

During the month of January, the Executive Committee shall convene a general assembly of the members for the purpose of electing the President, VP Finance, VP Communication, VP Social and representative to the GSAED for the year. The term of office for those elected to these positions shall be for one year commencing January 31st. The election of the remaining representatives will be administered pursuant to Article 5.1. The Executive Committee shall issue a notice of the meeting mentioning the time and place of this general assembly and of the call for nominations. The notice could be an email notice send to the grad student list grads@ocics.uottawa.ca. The nomination could be sent by email or by attending the general assembly meeting. The quorum for this general assembly shall be 10% of the total number of students registered in a graduate degree program in the Department of Computer Science.

## 2.2 General Assembly

The Executive Committee shall call a general assembly of the members within 7 days following receipt of a written/emailed request to that effect signed/approved by at least 10 members which must specify the purpose and object of the proposed assembly. Notice of the meeting to the members shall be given no less than 3 days before the date of the meeting. The quorum for a general assembly shall be 10% of the total number of students registered in a graduate degree program in the Department of Computer Science. Minutes of the meeting are to be kept on file and posted on the graduate bulletin board/or website.

## 2.3 Conduct of Assembly Meetings

All decisions made during an assembly meeting shall be cast in the form of resolutions to be recorded in the minutes or posted on the website. The chairperson of an assembly meeting shall be chosen from among the members present at the meeting. Each member who is present at a meeting has the right to participate in the discussion and has a single vote. Voting shall be by show of hands except when electing individuals to the Executive Committee when a secret ballot shall be taken.

# Article III - Executive Committee

## 3.1 Composition of Executive Committee

The Executive Committee shall be composed of the following officers:
- (a) the President;
- (b) the VP Finance;
- (c) the VP Communication
- (d) the VP Social
- (e) External representatives:
    1. the SITE representative
    2. the Faculty Council of Engineering representative
    3. the CUPE stewards (number of positions depends on the number of TAs from Computer Science)
- (f) Members without Portfolio (up to 4 members)

## 3.2 Duties of Executive Committee

The duties of the Executive Committee are to:
- (a) manage the budget of the CSGSA;
- (b) report on its activities to the members of the CSGSA with the stipulation that the minutes of Executive Committee meetings must be kept on file and the latest minutes are to be posted on the graduate bulletin board/or website;
- (c) uphold external relations of the CSGSA ;
- (d) give proper notice and prepare agendas for assembly meetings; and
- (e) perform other functions as determined by an assembly.

## 3.3 Quorum of Executive Committee Meeting

The quorum of an Executive Committee meeting shall be three officers, one of whom must be either the President or VP Communication.

## 3.4 Meetings of the Executive Committee

A meeting can be called by the President or any other two or more officers. Notice of meetings of the Executive Committee shall be given at least 2 days in advance of the meeting. A show of hands shall be used for voting at meetings of the Executive Committee and no person shall have more than one vote. All decisions made during an Executive Committee meeting shall be cast in the form of resolutions to be recorded in the minutes. The Rules of Order for all Executive Committee meetings shall be the Summary of Morin's Procedures, Latest Edition. The President or, in

her/his absence, the VP Communication, shall preside over meetings of the Executive Committee. Each officer who is present at a meeting has the right to participate in the discussion and has a single vote.

## Article IV - Officers

### 4.1 The duties of the President:
(a) prepare the agenda for meetings of the Executive Committee and Assemblies;
(b) preside over meetings of the Executive Committee;
(c) act as the official representative of the CSGSA ; and
(d) supervise generally the affairs of the CSGSA .
(e) post the advertisements received from GSAED by mail at the CSGSA bulletin
(f) attend the GSAED monthly meetings. In case not able to attend, notify VP Communication 2 days in advance to see if he/she able to attend.

### 4.2 The duties of the VP Communication:
(a) preside over meetings of the Executive Committee if the President is unable to;
(b) ensure the proper and adequate recording of the minutes of all meetings of the Executive Committee and the Assemblies;
(c) distribute the emails announcements received from GSAED
(d) attend the GSAED monthly meetings when the president is not able to attend.

### 4.3 The duties of the VP Finance:
(a) prepare an annual budget as proposed by the Executive Committee;
(b) responsible for the collection and dispensation of monies and receipts in accordance with the financial policies of the association, including the depositing and withdrawing of monies from banks provided that cheques are co-signed by the President; and
(c) give a concise financial statement of the CSGSA at the annual general assembly.

### 4.4 The duties of the VP Social:
(a) propose and arrange CSGSA activities.
(b) maintain the communication channel between the executives and the members by exchanging any ideas or proposition to keep active rule for the CSGSA .
(c) assign duties for other executives for help in CSGSA activates and call for members volunteers when needed.

### 4.5 The duties of the other representatives (SITE, Faculty and CUPE):
(a) attend their respective meetings to represent the interests of the members of the CSGSA and to bring to the attention of the Executive Committee issues of importance;

(b) find alternate people to attend their meetings, if unable to attend and an alternate person is allowed to attend the given meeting; and

(c) perform such other function as the Executive Committee may determine.

(d) the representatives could be assigned by the executives in case of vacancy.

### 4.6 The duties of Members without Portfolio

(a) attend Council Meetings.

(b) assist with organizing social events

### 4.7 Eligibility

Any member is eligible to be a officer of the CSGSA. The President and VP Communication must be two different people. An officer may hold at most two positions on the Executive Committee only when no one else has come forward for the vacant officer position(s).

## Article V - Election and Vacancy of Officers

### 5.1 Elections

The election of the President, VP Finance, VP Communication and VP Social shall be done in accordance with Article 2.1.

The election of the remaining officers (e.1, e.2 and e.3) shall be carried out according to the by-laws of the organization that the representative will be a part of. The election for the OCICS/SITE representative are taken care of by the Department of Computer Science/SITE. The election for the Faculty Council representative is handled by the Faculty of Engineering. The election of CUPE stewards should be done in accordance with the by-laws of CUPE 2626.  The number of representatives and the terms of office for these representatives are set by the respective organizations.

### 5.2 Vacancies

In the event that the position of President, VP Finance, VP Communication or GSAED representative is vacant, then the following two actions may be taken:

(a) the Executive Committee may appoint a member to fill a vacancy, as long as there remains quorum on the Executive Committee; or

(b) if quorum has been lost on the Executive Committee, then the remaining officers of Executive Committee must call a general assembly to fill the vacancy.

## Article VI - Process of Amendment

This constitution may be amended as follows: A motion to amend this constitution must be brought to a general assembly, where this amendment shall be confirmed or rejected by two-thirds of the members present.

The members must be informed, in writing, at least three days before the general assembly of any proposed amendments to this constitution.

## Article VII - Initiation of this Constitution

This constitution will take affect as soon as the first annual general assembly is held and a motion adopting this constitution is passed.