

## UACS Constitution

### 1. NAME AND PURPOSE OF THE ORGANIZATION

#### 1.1 Official Name

The official name of the organization is the "Undergraduate Association of Computing Science", and is abbreviated U.A.C.S. or UACS.

#### 1.2 Purpose

The purpose of UACS is to promote an environment for the interaction of computing science students with other computing science students and with other relevant parties. UACS shall engage in activities relating to social, academic, and professional interests. UACS will be the undergraduate student group for the Department of Computing Science.

#### 1.3 Conduct

Unless otherwise stated all rules and regulations will follow Robert's Rules of Order.

#### 1.4 Organization

UACS consists of an executive council and a student body. The executive council is made up of a ten (10) member executive core and up to four (4) advisors. The student body consists of all full members of UACS as defined in section 2.1.

#### 1.5 Meetings

Weekly executive council meetings are to be held as per section 5.5. General meetings may be called at any time at the request of at least ten percent (10%) of the full members of UACS or by the consensus of the executive council. The executive council shall give a minimum of seven (7) days public notice prior to each general meeting. Both the weekly executive meetings and the general meetings are open to all members of UACS, however executive meetings may move in camera if deemed necessary by the executive core.

The Annual General Meeting (AGM) will be held after the executive council election and is to take place no later than the fourth (4th) week of March. A minimum of twenty one (21) days public notice must be given to the student body prior to the AGM. The AGM can be held at the same time as the weekly executive council meeting.

#### 1.6 Compliance

The student group operates at the University of Alberta, subject to University of Alberta policies and procedures. This group will comply with the Students' Union's bylaws and policies. This group will also comply with all local, provincial, and federal laws and procedures.

## 2. MEMBERSHIP

### 2.1 Membership Eligibility

To be eligible for a membership with UACS, one must be a student enrolled in an undergraduate program at the University of Alberta.

To qualify as a FULL member of UACS with all voting privileges, one must be an undergraduate student who is taking a minimum of one (1) computing science course in the scholastic year or is registered in a computing science program. Any other undergraduate students at the University of Alberta who wish to be a part of UACS will be considered ASSOCIATE members. Associate members do not have voting privileges.

### 2.2 Membership Dues

UACS reserves the right to charge membership dues. Additional fees may be charged for services rendered by UACS.

### 2.3 Membership Duration

UACS membership remains as long as the requirements are met. See section 2.1 for membership definition.

### 2.4 Membership Suspension

A membership may be suspended by the unanimous consent of the core executive. A suspended member cannot rejoin UACS until one (1) year has passed since suspension of that member and provided that they have paid any arrears in full. Any full member who becomes ineligible for full membership at any time during the year will have their full membership status revoked immediately. Such persons will have the option of becoming associate members according to associate membership rules and can regain full membership when eligible.

### 2.5 Membership Standing

A member is in good standing unless otherwise noted. A member is in bad standing if they have clearly and purposefully worked against UACS' stated purpose and objectives. All members in bad standing will be given written notice of this fact by the executive council and will be given three (3) weeks from the receipt of this notice to propose an alternate measure to amend the member's participation. If a member in bad standing fails to communicate with the executive

committee within that time, their membership privileges will be revoked until the next academic year.

### 3. AMENDMENT TO THE CONSTITUTION

#### 3.1 Presentation of Proposal

A proposal for amendment of the constitution must be formally presented in writing to the executive council. The proposal must be approved by a majority vote of the core executive before being presented to the full members for ratification.

#### 3.2 Full Member Vote on Proposal

The executive council must provide the full members a minimum of seven (7) days public notice of intent to vote on the proposal. A minimum of ten percent (10%) of the full members must cast their vote regarding the proposed amendment of the constitution. Voting is to take place in an anonymous manner.

#### 3.3 Ratification and Adoption

A proposed amendment to the constitution must be ratified by a minimum of sixty percent (60%) of the voters to become law. If passed, the amendment will be legally adopted twenty four (24) hours after the close of voting.

### 4. BYLAWS

#### 4.1 Definition of Bylaws

Bylaws of UACS are defined as rulings which are passed by the core executive and which remain in effect until deleted. A bylaw may not contradict any article of the constitution of UACS.

#### 4.2 Presentation of Proposal

Any core executive member can make a proposal for establishment or amendment of a bylaw. The proposal must be formally presented in writing at an executive meeting.

#### 4.3 Ratification and Adoption

Ratification of the proposed establishment or amendment of a bylaw requires the majority vote of core executive members. If passed, the proposed bylaw must be formally presented in writing at an executive meeting and notification must be given to the student body seven (7) days prior to its adoption.

#### 4.4 Removal of a Bylaw

Removal or modification of a bylaw is to take place as set out by sections 4.1 & 4.3 for addition of a bylaw.

## 5. EXECUTIVE COUNCIL

### 5.1 Titles and Jurisdictions

The core executive consists of ten (10) elected positions with the following titles and jurisdictions:

#### a) President

- Chairing of general and tenable executive meetings.
- Direct the executive council.
- Secondary signing authority of the UACS's bank account.
- Responsible for registering the group with Student Group Services

#### b) Vice-President Finance

- Collection and remuneration of monies.
- Maintaining the cash box, ensuring there is enough change of each denomination, and if exceeding \$300, making a deposit.
- Primary signing authority of the UACS's bank account.
- Prepare and maintain a financial statement.
- Prepare and present a budget summary at executive meetings on a monthly basis.
- Take over the President's responsibilities if the President is unavailable.

#### c) Vice-President Administration (formerly Secretary)

- Management of clerical operations.
- Keep minutes of all executive meetings and maintain disclosure page.
- Update and maintain the UACS's website.
- Management and maintenance of the Computing Science Centre lockers.
- Supervise and run elections.

#### d) Vice-President Internal

- Affairs with the Department of Computing Science through attendance of committees and meetings such as but not limited to the curriculum committee, department chair selection committee, and department council meetings.
- Liaison with technical support, such as the Information Services and Technology (IST) department.
- Affairs with other University of Alberta departments through attendance of committees and meetings such as but not limited to ISSS and COSSA meetings.
- In collaboration with VP Finance, apply for grants.
- Organization and planning of Donut and Coffee Societies.

e) Vice-President External

- Required to keep an updated list of contacts for businesses, alumni, organizations, and other universities external to the University of Alberta.
- Available for attendance of meetings and committees with organizations external to the University of Alberta.
- Primary contact for events hosted by organizations external to the University of Alberta such as but not limited to coding competitions, hackathons, and science week.

f) Vice-President Social

- Organization and planning of recreational and social activities, such as but not limited to BuckABurger, CMPUT 469, and end of semester party.
- In collaboration with the Junior Representative, hosting the Computing Science Orientation and LAN Parties.
- In collaboration with VP Internal, hosting Donut and Coffee Societies.
- Create and maintain a UACS activities calendar to be made available to the student body.

g) Vice-President Sports

- Organize intramural sports activities and teams.
- Prepare and present a sports summary at executive meetings and to the student body.

h) Vice-President Publicity

- Advertisement and publication of upcoming events.
- Drafting a weekly newsletter informing the student body of upcoming events and current UACS news.
- Maintain web presence external to the UACS website, such as social media.
- Obtaining, editing, and sharing pictures and videos of UACS related events.

i) Senior Representative (formerly two (2) positions, Third and Fourth Year Representatives)

- Senior liaison between the executive council and members of the student body in their third or higher year of a Computing Science undergraduate program.
- Act as intermediary between UACS and administrators of the Industrial Internship Program.
- Organization of computing science graduation related activities and notices such as but not limited to the graduation banquet and graduation photographs and composites.
- Act as a senior assistant for the executive council.

j) Junior Representative (formerly two (2) positions, First and Second Year Representatives)

- Management and maintenance of the UACS office.
- Junior liaison between the executive council and members of the student body in their second or lower year of a Computing Science undergraduate program.
- Act as a junior assistant for the executive council.
- Prepare and organize the Computing Science orientation.

- Prepare and organize semesterly end of term LAN parties.

The Junior Representative must be registered in the third year of an undergraduate Computing Science program or earlier, and the Senior Representative must be registered in the third year of an undergraduate Computing Science program or later.

Signing authority shall be given only to the President, Vice-President Finance, and one other core executive member chosen by the other core executive members in quorum.

The executive council consists of the ten (10) core positions plus four (4) advisers appointed by the executive as set out in section 5.4.

## 5.2 Eligibility for Executive Positions

The President must be a full member of UACS who has held either an elected or appointed position on the UACS executive for at least one (1) prior term as defined in section 5.3. The position is open to all full members if this condition cannot be fulfilled.

The Vice President Finance must be a full member of UACS who has held either an elected or appointed position on the UACS executive for at least one (1) prior term as defined in section 5.3. The position is open to all full members if this condition cannot be fulfilled.

The remaining core executive positions must be filled by full members of UACS. Persons holding any of the positions outlined in section 5.1 must be full members throughout their term. Should any person holding such a position become ineligible for full membership at any time, they must resign from that position immediately and lose full membership status. They then have the option of becoming an associate member. A byelection is to be called at the next general meeting. A minimum of fourteen (14) days notice must be given to the student body. The remaining executive have the authority to appoint another full member of UACS to the position temporarily until the byelection can be held.

## 5.3 Terms of the Executive

The term of the executive shall be one (1) year in duration and shall commence on May first (1st) of the current year.

## 5.4 Executive Powers

The executive council is free to manage the affairs of UACS as long as they do not violate the constitution or bylaws of UACS and the University of Alberta or the Municipal, Provincial, or Federal laws in effect.

The executive council may appoint and dismiss a maximum of four (4) advisers who are students at large from the student body to provide support for the UACS executive and activities. The executive council cannot appoint advisers if there are vacant executive positions.

### 5.5 Executive Meetings

To ensure accountability, the executive council shall meet once per week to discuss current and upcoming UACS events and issues. These meetings may also be used to suspend memberships, pass bylaws, or appoint or dismiss advisers.

When necessary, tenable executive meetings shall be called by the President or by the request of a minimum of four (4) executive members.

Any seven (7) core executive members constitute a quorum. A quorum of core executive members must be present to constitute a legitimate executive meeting.

All meetings shall be open to members of UACS, however proceedings may move in camera if deemed necessary by the core executive.

### 5.6 Dismissal of Executive Members

At the request of a minimum of seven and five tenths percent (7.5%) of the student body, a general meeting may be called for the purpose of dismissing a member of the elected executive council. The purpose of the meeting is to allow the student body to present its complaint and to allow the member in question to defend him or herself. A minimum of ten percent (10%) of the student body must be in attendance as defined in section 6.4, to vote. A minimum of sixty percent (60%) of those present must vote in favor of dismissal in order to dismiss the member. The student body shall be given a minimum of seven (7) days public notice of the meeting and its agenda.

### 5.7 Office Hours

Each core executive member shall hold office hours of a minimum of three (3) hours each week.

### 5.8 Remuneration

No member of UACS shall receive any remuneration for their services. With the exception of gas money which amount will be decided by the Council biannually.

## 6. ELECTIONS

### 6.1 Notice of Election

The election of the executive council shall be called by the President. The election is to take place no later than the fourth (4th) week of March. A minimum of twenty one (21) days public notice must be given to the student body prior to the election.

## 6.2 Nominations

Nominations for any of the executive positions must be received by the current executive one (1) week prior to the election.

In order for a nomination to be valid the nominee must be a full or associate member of UACS and must be accompanied by the signatures of five (5) full members of UACS. The nominee must be a full member for the entirety of the scholastic year. If running for the position of President or Vice-President Finance the nominee must also meet the guidelines stipulated in section 5.2.

If no nominees that are a full member for the entirety of the scholastic year are nominated, then this stipulation can be ignored.

## 6.3 Voting

A minimum number of voters must be in attendance for the election of executive officers. A minimum number of voters is defined as either ten percent (10%) of general membership or greater than the number of voters in the previous general election minus ten percent (10%). Voting is to take place in an anonymous manner.

## 6.4 Attendance

Full members who vote by paper are considered "in attendance" for the election. Full members who vote electronically are considered "in attendance" for the election. Candidates have the right to allow a representative to be present during the counting of ballots.

## 6.5 Result of the Vote

Each elected position on the executive council will be filled by the nominee who receives the most votes for that position. In the case of a position by acclamation, that position will be filled by the single nominee provided that nominee receives at least fifty percent (50%) of the vote plus one (1). If a position is vacant after an election the core executive can appoint a member of the student body or the responsibilities of the vacant position may be assumed by one or more of the remaining executives.

## 6.6 Appeals



A member may appeal election results within one (1) week of the announcement. The executive council will decide if the appeal is legitimate by a  $\frac{2}{3}$  majority vote. A successful appeal will require a new election to be held for the positions mentioned in the appeal.

#### 6.7 Special Circumstances

A tie will be resolved by a vote of the remaining new core executive members. If the executive is deadlocked, a byelection will take place. If any core executive position is vacated during the term, a byelection must be held within one (1) month. A core executive position can be considered vacated by the executive council if the executive has not contacted the other members of the executive council for over one (1) month. On a ballot where there is a position by acclamation, the ballot must, for those positions only, have the choices yes, no, or abstain. A spoiled ballot occurs if there is more than one candidate marked off for any one position.

#### 6.8 Election Supervision

Elections will be monitored by the VP Administration.

### 7 FINANCES

#### 7.1 Fiscal Timelines

a) UACS's fiscal year runs from May 1 to April 30. Primary signing authority will be held by the VP Finance, secondary signing authority will be held by the President, and one other executive, chosen by the President and VP Finance, shall have tertiary signing authority. The executive with tertiary signing authority must be chosen within two (2) weeks of election results.

b) The VP Finance will be responsible to make deposits every four (4) weeks, or when an amount greater than \$300 has accumulated in the cash box, whichever is sooner.

#### 7.2 Financial Documents

Bank statements and other financial documents are to be kept in a secure location for five (5) years before being shredded. Digital documents are to be kept indefinitely.

#### 7.3 Budgets

The VP Finance is responsible for creating and presenting the upcoming fiscal year's budget to the rest of the executives. The budget will require a  $\frac{2}{3}$  vote to pass.

#### 7.4 Expenses and Reimbursement

The VP Finance or President must approve all expenses under UACS's name prior to any funds changing hands. Members may be reimbursed for approved expenses by cheque (or cash on

discretion of VP Finance or President) as long as their reimbursement requests are made within two (2) weeks after the transaction.

## 8 DISSOLUTION

### 8.1 Dissolution Procedures

The group may be dissolved by an executive council  $\frac{3}{4}$  majority vote at a special general meeting convened for the purpose of which ninety (90) days notice must have been given in writing to all members. The group is automatically dissolved upon membership dropping below ten (10) full members. Upon dissolution, the Executive Council is responsible for ensuring that any remaining financial resources are donated to the Department of Computing Science or an agreed upon charity where appropriate but will not be distributed to individual members.