



CiSters Constitution

1. Name of Organization

- i. CiSters

2. Objectives of the Organization

- i. To promote the interests of all students, particularly women, enrolled in the Computer Science program at the University of Guelph;
- ii. To undertake projects and events of interest to the students, particularly women, in the program;
- iii. To raise the morale and participation of the students, particularly women, in the program;
- iv. To be a resource to all students, particularly women, enrolled in the CS program;
- v. To outreach to women in the field of Computer Science;
- vi. To recruit females to the field of Computer Science and to promote the School of CS at the University of Guelph;
- vii. To be an active participant in the Computer Science community; and
- viii. To provide role models and mentorship to females in the field of Computer Science or considering Computer Science

3. Relationship with the School of Computer Science (CS) at the University of Guelph

- i. The School of Computer Science manages CiSters finance accounts with the assistance of the Vice-President Finance.

4. Membership

- i. All female students enrolled either part time or full time in the graduate and undergraduate program in Computer Science at the University of Guelph are automatically members of CiSters;
- ii. An individual who wishes to become a member may do so if a motion is passed with a 2/3 majority vote of the members including 50% of the executive;
- iii. No membership fee will be levied; and
- iv. A member may be permanently removed from CiSters by a 2/3 majority vote of the executive and representatives:
 - a. Two weeks' notice must be provided of the motion to remove the member in question;

- b. The member in question will be given the opportunity to defend their membership status at the specified time;
- c. The member in question can appeal the removal once a semester; and
- d. The member in question must provide two weeks notice of their appeal to CiSters.

5. Organization Structure

- i. The elected executive positions will consist of: a President, Vice-President Academic, Vice-President Finance, Vice-President Social and Vice-President Public Relations;
- ii. The appointed representatives will consist of: Undergraduate Representatives for each year of study, a Graduate Representative and a Webmaster; and
- iii. The executive and representatives must be comprised of CiSters members.

6. Meetings

- i. Meetings will be held at least once a month during the University of Guelph course schedule in the fall and winter semesters;
- ii. A 2/3 majority of the executive and representatives will be considered as quorum; and
- iii. Proxy votes will not be allowed at any meetings.

7. Roles of the Executive

- i. The executive is responsible for planning and carrying out activities, projects, and events. This includes preparing funding applications in order to fund said activities and projects;
- ii. Can appoint by a majority vote any member to a representative position on the CiSters council;
- iii. The President:
 - a. Will call and chair all CiSters meetings;
 - b. Will act as a liaison between the School of Computer Science and CiSters, as well as between the CS faculty and staff and CiSters, and is responsible for advising the U of G CS Liaison of any changes in the executive or signing officers; and
 - c. Will review all public CiSters communications (posters, mass email, etc).
- iv. The Vice-President Academic:
 - a. Will chair all CiSters meetings in absence of the President;
 - b. Will take meeting minutes during all CiSters meetings;
 - c. When chairing meetings, will appoint another executive to take meeting minutes.
 - d. Is responsible for informing all CiSters members of academic issues that arise in the School of Computer Science.
 - e. Is responsible for a yearly constitutional review;
 - f. Is responsible for communicating expectations set out in the constitution with CiSters members, executive and representatives;

- g. Will assist the President, or any of the other Vice-Presidents with projects of mass magnitude; and
 - h. In the absence of a webmaster, the Vice-President Academic will assume this position.
- v. The Vice-President Finance:
- a. Will chair all CiSters meetings in the absence of the President and Vice-President Academic;
 - b. Is responsible to CiSters for all funds acquired through grants, sponsorship, events and or fundraising initiatives;
 - c. Is responsible to CiSters for tracking all monetary transactions by him/herself or any elected or appointed members of CiSters, and ensuring that all transactions are reimbursed:
 - 1. Receipts are mandatory.
 - d. Will provide a current and updated budget of past expenses and prospective expenses to CiSters during the first CiSters meeting of each semester, or upon request; and
 - e. Will research funding and scholarships and will make CiSters members aware of them in a timely fashion.
- vi. The Vice-President Social:
- a. Will chair all CiSters meetings in the absence of the President, Vice-President Academic, and Vice-President Finance;
 - b. Is responsible for making all necessary arrangements and advertising for upcoming social events;
 - c. Will direct the advertising initiatives of the representatives;
 - d. Will organize Diversity Night on behalf of CiSters;
 - e. Will run at least two events each fall and winter semester, not including Diversity Night;
 - f. Will organize and man CiSters booth activities; and
 - g. Is responsible for maintaining a calendar of events for the members on Facebook, the CiSters website, and in the CiSters office.
- vii. The Vice-President Public Relations:
- a. Will represent CiSters to all groups external to the University;
 - b. Will be responsible for organizing photography at all CiSters events, and making event photographs available to the President and Webmaster;
 - c. Will be responsible for advertising materials, including but not limited to a semesterly newsletter; and
 - d. Will be responsible for correspondence with sponsors and future sponsors.
- viii. Undergraduate and Graduate Representatives:
- a. Are responsible for informing CiSters about any issues that arise from students, particularly women, in their year or program of study;
 - b. Are responsible for making their respective groups aware of CiSters events;
 - c. Will faithfully represent all students, particularly women, in the organization; and

- d. Will act as liaison between CiSters and the students, particularly women, in their year or program of study.
- ix. Webmaster:
 - a. Will update the website;
 - b. Will maintain documentation for upkeep and maintenance of the website;
 - c. Will post minutes from the meetings;
 - d. Will post events and information;
 - e. Will maintain domain registration; and
 - f. Will post changes submitted by the executive.

8. Elections and Election Procedures

- i. All members of the organization are eligible to stand for election;
- ii. Elections for all positions will be held prior to the winter final exam period of each school year;
- iii. Bi-elections will be held as needed;
- iv. Executive nominations must be opened once a year no later than two weeks before the election;
- v. All members of the organization may cast one vote each for each executive position voted upon;
- vi. Winners of the election will take office on May 1st of that same year;
- vii. With respect to this article, the Chief Returning Officer of a vote conducted under this act is:
 - a. A member of CiSters selected by a majority of the executive.
- viii. Chief Returning Officer Responsibilities:
 - a. May not run in the election;
 - b. Must remain impartial and unbiased towards all candidates;
 - c. Cannot promote any candidate;
 - d. Cannot vote in the election; and
 - e. Will tally all the votes and publicly release the results to all members.
- ix. Each completed ballot shall list a number of ranked options. Each option shall be one of the following:
 - a. One of the proposals or candidates under question;
 - b. An abstention; or
 - c. None of the above.
- x. Each candidate has the option of selecting a CiSters member to observe the tallying of the votes by the Chief Returning Officer on their behalf;
- xi. Spoiled ballots shall be discarded; and
- xii. The result of a vote shall be found as follows:

- a. Abstentions shall not be counted;
- b. If “None of the above” holds the most votes the position will remain empty;
- c. If the condition in b. is not met, the candidate with the highest votes for a position will become the newly elected executive member for that position;
- d. In the case of a tie, the Chief Returning Officer will have the deciding vote.

9. Removal from Office

- i. An executive or representative member can be removed from office only for serious offenses, or a persistence of minor offenses, including but not limited to:
 - a. Deliberate or negligent mishandling of CiSters funds;
 - b. Deliberate misrepresentation of the objectives of the organization;
 - c. Deliberate misrepresentation of the members’ interests within the organization;
 - d. Deliberate or negligent actions that result in damage to the integrity of the organization, the program, or the university;
 - e. Significant negligence of their position as stated in this constitution; and/or
 - f. Deliberate or unintentional harassment of any members, or event participants.
- ii. Anyone can create a petition to document neglectful and / or inappropriate behavior;
- iii. Impeachment proceedings may be started by a majority vote of the executive and the representatives;
 - a. All offenses must be documented.
- iv. The executive must vote on the member in question, with a 2/3 majority of the executive present, and a majority approval for impeachment; and
- v. One week’s notice must be given prior to the impeachment proceedings detailing where and when the proceedings will occur.

10. Amendments to the Constitution

- i. Amendments to the constitution must be approved by a majority of the members;
- ii. Amendments may be suggested by any member; and
- iii. A constitution review will be conducted once each year (May – April).