

# **CISTers Constitution**

Last modification: October 06, 2008

## **1. Name of Organization**

CISTers

## **2. Objectives of the Organization**

To promote the interests of all students, particularly women, enrolled in the Computing and Information Science (CIS) program at the University of Guelph;

To undertake projects and events of interest to the students in the program, particularly women, for the benefit of both the students and the program;

To outreach to women in the field of Computer Science;

To recruit females to the field of Computer Science and to promote the CIS department at the University of Guelph;

To raise the morale and participation of the students in the program, particularly women;

To play an active role in the Computer Science community; and

To be a resource to all students enrolled in the CIS program, particularly women.

## **3. Relationship with the Department of Computing and Information Science (CIS) at the University of Guelph**

The CIS Department may provide funding including but not limited to a specified budget to CISTers each school year;

The CIS Department may provide sponsorship in the form of funding for special projects. This will be handled on a case-by-case basis; and

The CIS Department manages CISTers finance accounts with the assistance of Vice-President Finance.

## **4. Membership**

All students enrolled in the CIS program at the University of Guelph are welcome as

members of CISTers;

University of Guelph, CIS faculty and staff are welcome and encouraged to be involved with CISTers;

Alumni of the CIS program are welcome as members of CISTers;

Community members are welcome as members;

Only the executive will hold voting privileges pertaining to the organization;

No membership fee will be levied; and

A member may be permanently removed from CISTers by a 2/3 majority vote of the executive:

Two weeks' notice must be provided of the motion to remove the member in question;

The member in question will be given the opportunity to defend their membership rights at a specified time; and

The member in question can appeal the removal once a semester.

The list of members is maintained through the CISTers list-serv.

## **5. Organization Structure**

The elected executive positions will consist of: a President, Vice-President Academic, Vice-President Finance, Vice-President Social, Vice-President Public Relations, Undergraduate Representatives for each year of study, and Graduate Representative. All other members of CISTers are considered non-voting members;

The executive must be comprised of University of Guelph students currently enrolled in the Computing and Information Science program; and

U of G CIS Liaison will assist with the outreach to high school students as well as act as a liaison with CISTers.

## **6. Meetings**

Meetings will be held at least once a month, during the University of Guelph course schedule;

A 2/3 majority of the executive will be considered as quorum;

Meetings are open to any members of the organization but only the executive members may

vote; and

Proxy votes will not be allowed at any meetings.

## **7. Roles of the Executive**

### **The executive:**

Is responsible for planning and implementing activities, projects, and events; this including preparing funding applications in order to fund said activities and projects;

Can appoint any full-time student enrolled in the program to a non-executive position on the CISTers;

The President and all Vice-Presidents will hold office hours for one hour each week;

Vice-President Academic will maintain the schedule of office hours; and

The schedule will be posted in the CISTers office.

### **The President:**

Will call and chair all CISTers meetings, as well as make sure all meeting minutes are typed out and made available on the CISTers website;

Will act as a liaison between the CIS department and CISTers, as well as between the CIS faculty and staff and CISTers, and is responsible for advising the U of G CIS Liaison of any changes in the executive or signing officers; and

Will review all CISTers communications (posters, mass email, etc).

### **The Vice-President Academic:**

Will chair all CISTers meetings in absence of the President;

Will take meeting minutes during all CISTers meetings;

When chairing meeting, will appoint another executive to take meeting minutes;

Is responsible for informing all CISTers members of academic issues that arise in the Computing and Information Science department;

Will work closely with other student organizations to co-ordinate academic events;

Is responsible for yearly constitutional review;

Will assist the President, or any of the other Vice-Presidents with projects of a mass magnitude;

Maintain a schedule of executive office hours in the CISTers office; and

In the absence of webmaster, the Vice-President Academic will assume this position.

**The Vice-President Finance:**

Will chair all CISTers meetings in absence of the President and Vice-President Academic;

Is responsible to CISTers for all funds acquired through grants, sponsorship, events and or fundraising activities;

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 re-imbursed. Receipts are mandatory.

Will provide a current and updated budget to CISTers during the first CISTers meeting of each semester, or upon request.

**The Vice-President Social:**

Will chair all CISTers meetings in the absence of the President, Vice-President Academic, and Vice-President Finance;

Is responsible for making make all necessary arrangements for upcoming social events;

Is responsible for maintaining a calendar of events for the member on Facebook, the CISTers website, and in the CISTers office.

**The Vice-President Public Relations**

Will represent CISTers to all groups external to the University;

Will be responsible for organizing photo shoot and photography at all CISTers events;

Will be responsible for advertising materials and will be responsible for all newsletters published;

Will be responsible for correspondence with sponsors and future sponsors; and

Assist the liaison with recruiting high school students.

**Undergraduate and Graduate Representatives:**

Are responsible for informing CISTers about any issues that arise from students, particularly women, in their year or program of study;

Will faithfully represent all students, particularly women, in the organization; and

Will act as liaison between CISTers and the students, particularly women, in their year or

program of study.

## **8. Elections and Election Procedures**

All members of the organization who are currently enrolled as a student in CIS department, are eligible to stand for election;

Elections for all positions, except the First-Year Undergraduate Representative, will be held prior to the winter final exam period of each school year;

The bi-election for the First-Year Undergraduate Representative, will be held prior to the last Friday in September;

Executive nominations must be opened once a year no later than two weeks before the winter final exam period;

Members standing for election shall only stand for one position;

Members wishing stand for the position of President must have previously served one term on the CISters executive;

All members of the organization may cast one vote each for each position voted upon;

Winners of the election will take office on May 1st of that same year;

First-Year Undergraduate Representative will be elected in a bi-election to take place in September;

Elected First-Year Undergraduate Representative will take office immediately;

Adequate notice informing all students of the election procedures will be given before the first week of March;

With respect to this article, the Chief Returning Officer of a vote conducted under this act is:

The person so-named in the body of Society law under which that vote is required, otherwise

The chair of a meeting at which that vote takes place, otherwise

The President.

Chief Returning Officer Responsibilities:

Must remain impartial and unbiased to all candidates;

Cannot promote any candidate;

Cannot vote in the election;

Will run the election according to the procedures as outlined by the previous executive;

Will tally all the votes and publicly release the results to all members; and

Will submit a report with the election results and any recommendations for changes to the election procedures.

Each completed ballot shall list a number of ranked options. Each option shall be one of the following:

One of the proposals or candidates under question;

An abstention; or

An objection

The Chief Returning Officer may declare that any ballot which does not indicate one option shall be disregarded. Such a declaration must be made before any ballot is accepted from a voter.

Proxy votes will not be accepted;

The result of a vote shall be found as follows:

If objections holds more votes than collectively for all other options for a given position, the result of the vote shall be “Objection of the majority”;

If the condition in a. is not met, the candidate with the highest votes for a position will become the newly elected executive member for that position;

In the case of a tie, the Chief Returning Officer will have the deciding vote.

Results must be counted in a way which is repeatable in case of a dispute for the duration of 1 week after the election results have been released. Ballots must not be destroyed or rendered unreadable, maintained;

All executive members may be re-elected into the same position and serve for a maximum of two years as such;

The newly elected executive shall appoint members of the organization to the executive for positions that remain vacant after the election date with a 2/3 majority vote;

Should an executive member resign from their position, or should an executive member be removed, the executive will appoint a new executive member with a 2/3 majority vote; and

In the case that the President resigns the Vice-President Academic will assume role as President.

## **9. Removal from Office**

An executive member can be removed from office only for serious offenses, or a persistence of minor offenses, including but not limited to:

Deliberate or negligent mishandling of CISTers funds;

Deliberate misrepresentation of the objectives of the organization;

Deliberate misrepresentation of the members' interests within the organization;

Deliberate or negligent actions that result in damage to the integrity of the organization, the program, or the university;

Significant negligence of their position as stated in this constitution; and/or

Deliberate or unintentional harassment of any members, or event participants.

Anyone can create a petition to document neglectful and / or inappropriate behavior. Impeachment proceedings may be started by a petition signed by 2/3 of the organization's members, or by a majority vote of the executive;

All offenses must be documented.

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

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**

Amendments to the constitution must be approved by at least 2/3 of the executive;

Amendments may be suggested by any member of the executive; and

A constitution review will be conducted once each year (May – April).