

# Constitution of the Computer Science Graduate Students' Benevolent Society (CSGSBS)

January 27, 2020

## 1 Name

The organization shall be called the "Computer Science Graduate Students' (Benevolent Society | Union)", CSGSBS or CSGSU for short. Acceptable variants of the organization's name must match this regular expression:

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``Computer Science Graduate Student(s'?|'s)? Benevolen(t|ce) (Society|Union)``
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## 2 Objectives

1. To act as a course union for the graduate students of the Department of Computer Science ("the Department") at the University of Toronto ("the University"), within the Graduate Student's Union.
2. To improve the working, academic, and social environment of graduate students in the Department of Computer Science at the University of Toronto.
3. To provide representation of our members in university processes, such as department committees and CUPE 3902/GSU meetings.
4. To inform, discuss, and act upon issues of importance to our members.
5. To coordinate events of interest to our members.

## 3 Bylaws

### 3.1 General Powers and Obligations

1. The CSGSBS has the right to represent its members in university and student affairs.
2. The CSGSBS has the right to act accordingly to achieve the objectives set out in Section 2.
3. The CSGSBS is a non-profit organization and must act accordingly. All funds generated by the society must be used towards the objectives enumerated in Section 2.

### 3.2 Membership

All full and part-time graduate students of the Department of Computer Science are members of the CSGSBS. Only said graduate students may be members of the CSGSBS. We will herein use "CSGSBS member" and "CS graduate student" interchangeably.

### **3.3 Executive Council**

1. The governing body of the club shall be known as the CSGSBS Executive Council. This body has the power to represent all CSGSBS members and to pass resolutions affecting any aspect of the society.
2. All executives must be members of the CSGSBS.
3. The CSGSBS Exec shall contain the following voting positions:
  - (a) a President
  - (b) a Treasurer
  - (c) at least two Social Coordinators (not to exceed six)
  - (d) at least one GSU representative (maximum number determined by the GSU Council)
  - (e) at least one CUPE 3902 representative (maximum number determined by CUPE 3902)
  - (f) at least one Pop Master for Sandford Fleming (not to exceed two)
  - (g) at least one Pop Master for Bahen (not to exceed two)
  - (h) at least one Webmaster (not to exceed two)
4. Multiple Executive Council positions can be held by one person, except for the positions of President and Treasurer, which cannot be held by the same person. Executive Council members receive one vote per person, not one vote per position.
5. Departmental committee representatives are non-voting positions of the Executive Council. These positions should be filled by election in the Fall general meeting; if left open after the meeting then they can be appointed by the President.
6. The Executive Council may also contain other non-voting positions that are to be created or altered on an annual basis by the Executive Council. Examples of such positions include "SF popmaster", "Bahen popmaster", and "Pratt popmaster".
7. The Term of Office for positions begins on June 1st and ends on May 31st of the next year. For executives either elected in a by-election, or appointed by the Executive Council, their term begins the day afterwards, and ends the following May 31<sup>st</sup>.
8. If for any reason an executive feels they cannot fulfill their responsibilities, they should resign.
9. If an executive repeatedly neglects their duties, they can be dismissed by a unanimous vote of the other executives. Any position thus left vacant should be filled as soon as possible.

### **3.4 Determination of the Executive Council**

1. A majority of the voting positions of the Executive Council must have been voted in by a general election of the membership. Provided the majority of voting positions of the Executive Council are filled, should any positions be left vacant after the May election, these positions may be filled by appointment, by the President.
2. The President must have been elected. Should a President resign or be removed from office, a general by-election will be immediately held in-person or by online voting.

### **3.5 General Meeting**

A general meeting shall be held at least twice per year (preferably in May and September). General meetings serve as a way to discuss improving the CSGSBS, voting on constitutional changes, and general elections.

1. All members shall be encouraged to attend and vote at the general meetings.
2. The meeting must be announced to the mailing list of CS graduate students.

3. Quorum for general meetings shall be 5% of current active membership of the CSGSBS (graduate students who are not on leave). If 5% of the current active membership is less than 15, then 15 members are needed for quorum, provided membership exceeds or is equal to 15 members.
4. The President, with a minimum of one-week notice, can call general meetings.
5. At the beginning of every General Meeting, a member of the Executive Council must inform members where they can access the current version of the Constitution.
6. Members are able to attend general meetings through video conferencing.

## 4 Code of Procedure

### 4.1 Executive Duties

1. General duties of all executives are:
  - (a) All executives shall be familiar with the constitution and must uphold it.
  - (b) All executives must act impartially of their own interests when deciding what is in the best interest of CS graduate students.
  - (c) All executives should perform their responsibilities to the best of their ability.
2. The additional duties of the President will be:
  - (a) To be the spokesperson for the CSGSBS and to represent CSGSBS to the Department.
  - (b) To ensure that all voting positions on the Executive Council are filled.
  - (c) To ensure graduate students are fully represented on the maximum possible number of Department committees.
  - (d) To initiate, organise, and chair meetings of the Executive Council.
  - (e) To supervise all the other executives and make sure they are fulfilling their duties.
  - (f) To ensure that executive tasks are delegated appropriately within the Executive Council.
  - (g) To have shared signing authority over all the CSGSBS bank accounts.
  - (h) To ensure that the website has a current version of the constitution and list of executives.
  - (i) To ensure the smooth operation of the CSGSBS.
  - (j) To call and organize general meetings and electronic votes.
  - (k) To ensure their successor has access to the source materials for the constitution.
  - (l) To present a President's Report to the membership in May, updating the membership on the activities of the CSGSBS and the committees on which our representatives have been sitting.
  - (m) To serve as one of the graduate student representatives at faculty meetings.
3. The additional duties of the Treasurer will be:
  - (a) To hold shared signing authority on all CSGSBS financial accounts
  - (b) To create an annual budget, based on input from the Executive Council and the general membership
  - (c) To present a financial statement for the CSGSBS to be presented in an Executive meeting in the September of each year. These financial statements will include a summary of the past year's finances and a budget for the rest of the academic year.
  - (d) To make sure all the 'books are kept balanced' and that spending is under control.
  - (e) To document all CSGSBS expenditures and revenue, current and historical.
  - (f) To maintain the long-term financial stability of the CSGSBS.

- (g) To ensure their successor has access to all documented expenditures, revenue, financial statements, and budgets.
4. The additional duties of the Social Coordinators shall be:
    - (a) To organise social events, open and advertised to all CSGSBS members.
    - (b) Social Coordinators may have specialized positions, such as Cookiemaster or Pubmaster.
  5. The additional duties of the GSU Representatives are:
    - (a) To attend GSU Council meetings and report upon the issues of interest to the members which arise at these meetings.
    - (b) To impartially represent the best interests of CS graduate students.
    - (c) To act as a liaison between individual members and the GSU, mainly for the purpose of advising students with respect to GSU activities (such as the student health/drug plan).
    - (d) To, when appropriate, solicit feedback from the membership on the GSU Council's activities.
    - (e) To arrange for and carry out the transfer of operating funds (i.e. the head grant) from the GSU to the CSGSBS.
  6. The additional duties of the CUPE Representatives are:
    - (a) To attend CUPE 3902 Steward Council meetings and report upon the issues of interest to the members which arise at these meetings.
    - (b) To impartially represent the best interests of CS graduate students.
    - (c) To act as a liaison between individual members and CUPE 3902, mainly for the purpose of advising students with respect to bargaining, the current collective bargaining agreement, and grievance processes.
    - (d) To inform CS graduate students of union activities that are important and relevant to CS graduate students.
    - (e) To, when appropriate, solicit feedback from the membership on the union's activities.
  7. The additional duties of the Departmental Committee Representatives are:
    - (a) To attend the meetings of the departmental committee to which they have been assigned.
    - (b) To keep up to date with the activities of their committee.
    - (c) To impartially represent the best interests of CS graduate students.
    - (d) To inform CS graduate students of committee activities that are important and relevant to CS graduate students.
    - (e) To, when appropriate, solicit feedback from the membership on their committee's current activities.
  8. The additional duties of the Pop Masters are:
    - (a) To keep the pop machines in stock.
    - (b) To count the money made from the selling of pop and pass it on for deposit to the treasurer or the president.
  9. The additional duties of the Webmaster are:
    - (a) To update the website's event information and executive members.
    - (b) To make sure the website is aesthetically pleasing and professional.

## **4.2 General Elections**

1. Each May, a general election shall be held at a date determined by the Executive Council.
2. Additional general elections (a.k.a. general by-elections) may be held throughout the year to fill empty voting positions, and are subject to the same policies.
3. Nominations shall open at least one week before the beginning of elections.
4. Before voting begins, the Executive Council must provide a medium for the willing candidates to address the CSGSBS membership.
5. Candidates must be members in order to run, and the Executive Council must provide a formal process for candidates to be nominated.
6. Approval Voting is to be used as the voting system.
7. Candidates are allowed to campaign in any “reasonable” manner they please. Any gross violations of “reasonable manner” can result in the termination of the candidacy by a unanimous vote of the Executive Council.
8. Elections held at a General Meeting may proceed by using show-of-hand voting.
9. Candidates must be ordered alphabetically by name on official documents such as ballots, or when their names are announced during in-person voting.
10. Uncontested candidates are to be voted upon in a “yes or no” fashion.
11. For contested positions, voters may select “none of the above” rather than voting for a candidate or multiple candidates.
12. If “none of the above” (contested position) or “no” (uncontested position) receive the most votes, the position must be filled through a by-election or by appointment, as appropriate.
13. If quorum is not reached in the May General Meeting, the election may be done electronically. If done electronically, 10% of the membership must vote to have online quorum.
14. Ballots shall only be counted once the polls have closed, and shall be counted by two members of the Executive Council and any volunteer scrutineers. If an incumbent is a candidate, they shall be disallowed from counting votes for their position.
15. Members elected in the May election shall assume their position on June 1st. For general by-elections filling in empty positions, the winner shall assume their office on the following day.

## **4.3 Website**

1. The constitution in its active form must be posted online on the CSGSBS’s website, available for members to view at any time.
2. A current list of executives and their positions (voting and non-voting) must also be posted on the CSGSBS’s website, along with contact information that is available to members at any time.

## **4.4 Constitutional Amendments**

1. Amendments to the constitution must be passed either at a general meeting, with 75% support, or by online poll. An electronic vote must have 15% of the general membership vote, with 75% approval.
2. The proposed amendments must be posted to the graduate student mailing list at least one week before the general meeting. In the case of an electronic vote, the amendments must be posted, and there must be at least one week for members to vote.

## 4.5 Budget

1. At the beginning of every academic year (September), a budget must be passed. The budget must be either at a general meeting, with 50% support, or by online poll. An electronic vote must have 15% of the general membership vote, with 50% approval.
2. The proposed budget must be posted to the graduate student mailing list at least one week before the general meeting. In the case of an electronic vote, the budget must be posted, and there must be at least one week for members to vote.
3. The fiscal year of the CSGSBS is the academic year of the University of Toronto (September to August).
4. By default, the maximum spending that can be budgeted for any year is  $C - L - S$ , where  $C$  is the amount of cash available in all bank accounts,  $L$  is the sum of any outstanding liabilities such as uncashed cheques, and  $S$  is the amount spent in the previous year. If the limit is calculated as being less than the projected expenses for the year, the maximum spending that can be budgeted can then be the sum of:
  - 10% of the initial funds in all accounts
  - precisely known sources of income for the new year
  - 105% of the previous year's income from imprecisely known sources of income for the new year
5. For CSGSBS funds to be used for food or a social event, the event must be open and advertised to all CSGSBS members.

## 4.6 Liability

The CSGSBS shall assume no liability for any direct or indirect actions of individual members of the CSGSBS.