Queen’s Graduate Computing Society

Constitution

Prepared: January 2009

Amended: April 2009
August 2009
August 2012
July 2013
September 2013
Preamble
The Society shall be known as the Queen’s Graduate Computing Society (GCS), referred to hereafter as the Society.

Objectives
1) The objectives of the Society shall be:
   a) to represent the interests of the members to the School of Computing;
   b) to enhance the social environment within the membership and the School of Computing;
   c) to facilitate the means by which members of the Society could contribute to the School of Computing and its activities;
   d) to recognize and respect equity.

Membership
1) The membership consists of all those students who satisfy one or more of these criteria:
   a) are taking one or more graduate level courses in the School of Computing;
   b) are enrolled in a graduate or post graduate degree program in the School of Computing;
   c) are engaged in a visiting student relationship with the School of Computing;
2) Membership in the Society brings with it the following rights and privileges:
   a) the right to vote in all general elections and referenda of the Society;
   b) the privilege to participate in all events run by the Society subject to any restrictions particular to that event;
   c) the right to run as a candidate in all general elections of the Society;

Executive and Officers of the Society
1) All members of the Executive and Officers shall be collectively referred to as GCS Council, or simply Council;
2) The composition of the executive of the Society shall be fluid in nature, dependent on the number of nominees for positions within a given year. The candidates for election shall determine which composition will stand for election at the nomination meeting. The three (3) possible compositions for the Executive of the Society are as follows:
   a) A President, a Vice President Operations and a Vice President Finance;
   b) A President, and a Vice President; or
   c) Two (2) Co-Presidents
3) The Officers of the Society shall be as follows:
   a) MSc Grad Committee Officer
   b) PhD Grad Committee Officer
   c) Appointments Officer
   d) School Life Officer
   e) COMPSA Liaison Officer
   f) Two (2) SGPS Liaison Officers (one (1) MSc and one (1) PhD, when possible)
   g) Two Information Officers (Technology, Marketing)
   h) Up to four (4) Social Officers
**Duties of Council**

1) All members of Council:
   a) attend, and report on their respective duties at meetings of the Executive and Officers, to be held a minimum once a month during the fall and winter terms following Robert's Rules of Order;
   b) report any relevant information to members of the Society; and
   c) be available to the members.

2) The following duties shall be split between the members of the executive:
   a) acting as the Speaker and Deputy Speaker at GCS Council meetings;
   b) sitting as voting members of the School of Computing Council;
      i) if the executive does not contain three (3) members, the executive shall appoint one (1) Officer to fill the third voting seat
   c) acting as the Chief Electoral Officer and Chief Returning Officer in the election of Officers and the new executive following the guidelines and procedures outlined in the Society Election policy.
   d) being responsible for the finances of the organization;
   e) chairing the organizing committee for the annual Queen’s Graduate Computing Society Conference, or appointing a suitable delegate to do so.

3) MSc Grad Committee Officer
   a) shall attend meetings of the School of Computing Graduate Committee
   b) shall represent the opinions of Masters students in the school, and actively aim to improve the MSc program for the students

4) PhD Grad Committee Officer
   a) shall attend meetings of the School of Computing Graduate Committee
   b) shall represent the opinions of Doctoral students in the school, and actively aim to improve the PhD program for the students

5) Appointments Officer
   a) shall attend meetings of the School of Computing Renewal, Tenure, and Promotion Committee
   b) shall attend meetings of the School of Computing Appointments Committee

6) School Life Officer
   a) shall attend meetings of the School of Computing Resources and Space Committee
   b) shall attend meetings of the School of Computing Beautification and Environment Committee

7) COMPSA Liaison Officer
   a) shall attend meetings of the Computing Students’ Association (COMPSA)
   b) shall coordinate with members of COMPSA Council to advertise applicable events hosted by COMPSA or GCS to the other society/association

8) SGPS Liaison Officers
   a) shall attend meetings of the Society of Graduate and Professional Students (SGPS) Council
   b) shall pass along pertinent information sent to them through the SGPS Council Mailing List

9) Information Officer (Technology)
   a) shall attend meetings of the School of Computing Privacy and Ethics Committee
   b) shall be responsible for the technical operations of the Society

10) Information Officer (Marketing)
    a) shall attend meetings of the School of Computing Marketing Committee
    b) shall be responsible for marketing events, and the online presence of the Society
11) Social Officers
   a) There may be up to four (4) Social Officers
   b) shall plan and run regular social events, common categories of events are as follows: Coffee
      Breaks, Sports, Indoor Activities, Outdoor Activities
   c) the frequency and type of activities planned are to follow the requests of the members and are
      to be at the times deemed most appropriate to the schedules of the majority.

Fees
1) The Society shall charge an annual membership fee to its members to provide services and events to
   the students.
2) Increases, changes, or removal of this fee are subject to approval by a referendum of the
   membership of the society, to be conducted in accordance with society rules on referenda.

Constitution
1) Changes to the Constitution shall be proposed by the Executive to the membership by emailing the new
   version of the constitution to all Society members.
   a) If any member objects to the proposed changes, they must contact the executive within 3 working
      days with their concerns.
   b) If after 3 working days, no objections are voiced, the changes will be deemed official.
   c) If a concern is raised, the proposed changes will be brought to a vote at a general meeting of the
      membership.
2) Should any member of the Society wish to propose changes to the constitution, they may submit them
   to the Executive for distribution, and the above process will be followed.

Elections
1) Elections for the incoming executive will take place late during the summer term, no later than the
   second week of August.
2) Elections for the Officer positions will take place during the first month of the fall term, no later than the
   end of September.
3) Two (2) weeks prior to any election, the Chief Electoral Officer shall send a call for nominations, due four
   (4) days prior to the election day. Candidates may be self-nominated, or nominated by a peer.
4) If at the close of nominations, any position has only one nominee, that nominee will be acclaimed to that
   position, and a vote will not need to be held.
5) If at the close of nominations, any position has no nominees, a candidate found at a later time may be
   elected by majority vote of Council.
6) If at the close of nominations, any position has two (2) or more nominees and there are positions with no
   nominees, the Chief Electoral Officer may offer the candidates the choice to change their nomination to
   any of the vacant positions, or to remain a candidate for the contested position.
7) At the close of nominations, the decision as to the composition of the Executive, or how to proceed with
   an executive election will be made by unanimous decision of all candidates for Executive positions, with
   guidance from the outgoing Executive.
8) For any positions for which there is a contested election after the close of nominations, a three (3) day
   period will be held during which the candidates may campaign to the Society.
a) The Chief Electoral Officer and Chief Returning Officer are responsible for overseeing the campaign period, and ensuring that candidates maintain appropriate decorum in their campaigns.

9) Voting will be conducted in the manner determined by the Chief Electoral Officer and Chief Returning Officer. They shall decide to either hold an online vote, or a paper ballot vote. Implementation details shall be determined prior to the actual election by the Executive.

10) Following the close of voting, the Chief Returning Officer shall tabulate the votes, and report the results to the Society.

11) Candidates shall assume Office immediately following their successful election.

**Removal of an Executive or Officer**

1) In the event that any student feels that an Officer or Executive member is not performing their duty in a satisfactory manner, and wishes they be removed from their position, they must formally request this via email to the Society President.
   a) If the issue is with the President, the request shall be sent to another member of the Executive.

2) When a request for removal is received, the person shall be notified immediately, along with the remaining members of Council.

3) A meeting will be called, no less than 72 hours after notice has been given, to deal with the issue, allowing the Council member in question to state their case.

4) Following discussion, a vote of non-confidence will be taken by secret ballot.

5) A two-thirds (2/3) majority vote is required for a vote of non-confidence.
   a) All members of Council must vote for or against removal, or abstain from voting, aside from the Chair of the Council Meeting, whose shall only vote in the event of a tie.
   b) A two-thirds (2/3) majority shall constitute two-thirds (2/3) of the non-abstention votes being cast in favour of removal.

**Referendums**

1) If at any time a referendum is required within the Society, whether it is fee related or otherwise, it will follow the procedure outlined in this section of the Constitution.

2) The question to be posed to the Society shall be distributed by the Chief Electoral Officer one (1) week prior to the date of the referendum.

3) Members of the Society may choose to campaign for one side or the other of a referendum question.
   a) The Chief Electoral Officer and Chief Returning Officer are responsible for overseeing the campaign period, and ensuring that members maintain appropriate decorum in their campaigns.
   b) Members of the Elections team may choose to assist in campaigning for one side or the other of a referendum question, but must maintain the same level of decorum expected of all members of the Society.

4) Voting will be conducted in the manner determined by the Chief Electoral Officer and Chief Returning Officer. They shall decide to either hold an online vote, or a paper ballot vote. Implementation details shall be determined prior to the referendum by the Executive.

5) Following the close of voting, the Chief Returning Officer shall tabulate the votes, and report the results to the Society.