Constitution of the University of Toronto
Computer Science Student Union

The 2012-2013 CSSU Executive Council

Revised: Sept 19, 2012
1 Introduction

1.1 Preamble
This document will serve as an agreement between undergraduate students in the Computer Science community at the University of Toronto St. George Campus, and the Computer Science Student Union (CSSU). It is the goal of this document to provide the foundation for a well-ordered and productive student government.

1.2 Membership
Membership in the Computer Science Student Union is granted to any undergraduate student that is enrolled in a Computer Science Program of Study, or in a CSC-labeled course in the Faculty of Arts and Science, provided such students are also:
Full-time undergraduate students, OR
Part-time Arts and Science students who pay the Arts and Science Student Union (ASSU) fee,
where "full-time" and "part-time" are defined by the current Faculty of Arts and Science Calendar.

1.3 Disputes
Any disputes regarding the interpretation of this document will be resolved by the ASSU. The ASSU's
decision will be considered final in all matters.

2 Council Positions

2.1 General Duties and Requirements
Each Council member should expect to commit 3 hours per week to their position. Each position will also
require at least 2 hours served in the CSSU office per week. Council members will also be expected to
attend regular Council meetings or provide the President with at least 12 hours advance notice of
absence.

Each Council member must be a CSSU member as defined in 1.2 "Membership". Only students enrolled
in St. George campus programs are eligible for positions. Each Council member must be enrolled as a
full-time student in the Faculty of Arts and Science during both Fall and Spring semesters of their term in
office.

Each Council member must have access to email and check it regularly. All official internal
correspondence will be carried out through email.

2.2 Executive Council
The Executive Council shall be comprised of the President, Vice-President, and the Treasurer. Only
Executive Council members will have the authority to sign on behalf of the organization. At least two thirds
of the Executive Council must sign any official document on behalf of the organization. Any decision on
matters of expenditure or property of the organization must be approved by a two-thirds majority of the
Executive Council, except where otherwise specified by this document.

All Executive Council positions are chosen by an annual election.

2.2.1 President
The President will be responsible for the governance of the organization as a whole.
The President shall have authority over all space and materials assigned or donated to the organization.
The President shall have the authority to assign a reasonable set of tasks to any Council member.
The President will be responsible for preparing and presenting all budget documents.
The President will be responsible for calling Council meetings, and for selecting a Council member to
chair them.
The President will, along with the Internal Liaison, attend all required meetings of the Arts and Science
Students' Union.
The President will be responsible for organizing the nomination and distribution of the annual CSSU
Teaching Awards.

2.2.2 Vice-President
The Vice-President will assist the President in administrative matters.
The Vice-President will take minutes at Council meetings.
The Vice-President will supervise and monitor implementation of Presidential directives.

2.2.3 Treasurer

The Treasurer will be responsible for the keeping of the organization’s funds.
The Treasurer will be responsible for dispersing and receiving of funds.
The Treasurer must keep a record of all transactions, especially the retention of physical receipts on behalf of the organization.
The Treasurer shall, upon request, provide details regarding the current financial state of the organization to the President.

2.3 General Council

The General Council consists of all CSSU Council members that were not elected. Once elected, the Executive Council must announce the availability of General Council positions at least via the official communication channels, and solicit applications from the CSSU membership. Any applicant may be appointed to any General Council position provided that the majority of the Executive Council agrees to the appointment.

Below is the list of duties for each role. This section comprises a complete list of available General Council positions.

2.3.1 External Liaison

The External Liaison shall be responsible for establishing and maintaining communication with any body external to the University.
The External Liaison shall, at the request of an Executive Council member, communicate with an external body, and obtain and/or transmit specified information.
The External Liaison shall be responsible for regularly checking the CSSU e-mail account and office voice mail, and forwarding pertinent information to other Council members.

2.3.2 Internal Liaison

The Internal Liaison shall be responsible for establishing and maintaining communication with any body within the University. This position will primarily require communication with other Student Governments.
The Internal Liaison should be willing to familiarize himself/herself with the workings of the Arts and Science Students’ Union and University of Toronto Students’ Union.
The Internal Liaison must also attend internal Student Governmental meet- ings where requested by the President. In particular, the Internal Liaison will be responsible for attending all required meetings of the Arts and Science Students’ Union.
The Internal Liaison will oversee the distribution, summarization and subsequent return of all Course Evaluation forms for CSC-labelled courses to the appropriate representative of the Arts and Science Students’ Union.

2.3.3 Social Director

The Social Director shall be responsible for planning and promoting social events on behalf of the organization. A minimum of three social events must be planned in each of the Fall and Spring semesters. The Social Director shall be responsible for directly notifying the Webmaster of upcoming events so that they may be adequately advertised on the organization’s website.

2.3.4 First Year Liaison

The First Year Liaison will be responsible for advising first year students, and aiding in their transition to University life.
The First Year Liaison will plan and promote a minimum of two annual social events (likely a barbecue in the fall and a brunch in the winter) targeted towards First Year Students.

The First Year Liaison will plan and promote an informative seminar early in the academic year targeted to First Year Students.

The First Year Liaison will hold a minimum of one weekly office hour for the purpose of addressing the concerns of First Year Students, in addition to the two office hours required under 2.1, “General Duties and Requirements”.

2.3.5 Office Administrator
The Office Administrator will be responsible for keeping the office tidy and orderly, including the area of the office reserved for term work drop-off and pickup.

The Office Administrator will be responsible for maintaining the stockpile of snacks and drinks, and replenishing products on the shelf when necessary.

The Office Administrator must have regular access to a motor vehicle, possess a valid driver’s license, and given 48 hours notice, must be able to drive an Executive Council member to a reasonable location for Council business. The Office Administrator should be reimbursed for fuel costs.

2.3.6 Software Consultant
The Software Consultant will be responsible for maintaining the software on the office computers.

The Software Consultant must be exceptionally skilled with the Operating System(s) used in the CDF labs.

The Software Consultant must plan and promote a minimum of one informative seminar per semester related to the usage of laboratory computers.

The Software Consultant will be responsible for installing and maintaining modern software within the CSSU’s CDF account as requested by community members or the President.

2.3.7 Webmaster
The Webmaster will be responsible for creating and maintaining a complete web site on behalf the organization. The web site will contain the organization’s contact information and a copy of this document, along with other content as determined by the Executive Council.

The Webmaster will consult with the President early in the academic year as to the status and goals of this year’s CSSU web site.

The Webmaster will, given 24 hours notice, post official announcements to the CSSU web site.

The Webmaster will coordinate with the President and the Social Director for the purpose of publicizing social events.

2.3.8 Other Positions
The Executive Council may define other positions on an ad-hoc basis. The requirements for such a position must be communicated in writing to the person who holds this position.

3 Elections

3.1 Eligibility

3.1.1 Voter Eligibility
Voting privileges shall be awarded to all CSSU members as defined in 1.2, “Membership”. Each eligible voter will receive exactly one vote per issue.
3.1.2 Candidate Eligibility
Any candidate in any election must meet the requirements specified in 1.2, “Membership”.

3.2 Election Classes

3.2.1 Annual Election
An annual election must be held near the end of every Spring semester to determine replacements for the upcoming academic year. The election date will be set at the discretion of the current President, however it must be within four weeks of the conclusion of the Spring semester. The election may not be held during the final week of classes.

3.2.2 By-Election
A by-election will be held when necessary to determine a candidate for a vacant position. The date will be set by the President (or the Vice-President, should the Presidential position be vacant).

3.3 Chief Returning Officer (CRO)
The CRO shall be nominated by the President and appointed by unanimous approval of the existing Executive Council to oversee election proceedings. The CRO shall, at his discretion, with the authority of the President, appoint Council members to aid in the elections. Neither the CRO nor any appointed aides may be candidates in the upcoming election.

The CRO will have discretionary powers to interpret and execute the defined election protocols as outlined in chapter 3 of this document.

The CRO will have the authority to disqualify any candidate disobeying election protocol.

Once appointed, the CRO may only be replaced after a formal request issued by two-thirds of the current Executive Council members.

3.4 Calling of Election
Upon deciding on an appropriate date and successful nomination of a CRO, the President shall publicly declare the election process to have begun. The President should ensure through reasonable means that the community is aware of when and where the election itself is occurring, and confirm the identity of the CRO. This includes, at a minimum, notification through the official CSSU communications channel. The election must take place no earlier than two weeks after the announcement to the official communication channel.

3.5 Nomination Period
To become a candidate for an elected position, one must declare, to the CRO, their intent to run, in a manner to be determined by the CRO. The CRO must also receive no less than 25 nominations for candidacy by the end of the Nomination Period. Nominations may only be made by eligible voters, as laid out in 3.1.1, “Voter Eligibility”. Details of this process shall be determined by the CRO and made publicly available in advance of the nomination period. The CRO may not nominate any candidate.

The nomination period must last at least 5 complete business days. During the nomination period, no candidate may engage in campaigning.

In the event that only exactly one individual is nominated for a position, he/she does not run in an election, but immediately wins the position. He or she assumes her position after the election as specified in 3.10.4 “Transfer of Authority”.
3.6 Campaign Period

After the nomination period has ended, the candidates may campaign up to and excluding the Voting Period.

Campaign rules will be determined by the CRO and made known in advance of the campaign period. The campaign period must last at least 5 complete business days.

3.7 Voting Period

The Voting Period must begin and end within the same business day, and must last at least 6 hours.

The CRO will select a Voting Area, which must be reserved exclusively for election matters during the Voting Period.

Each candidate may choose to submit one 8.5” × 11” advertisement to be displayed within the Voting Area, placed at the CRO’s discretion. There must be a secluded area within the Voting Area for each voter to privately complete his/her ballot.

No candidate may attempt to communicate with voters entering or within the Voting Area. A candidate may enter the Voting Area only to complete his/her ballot, and must leave immediately afterwards. At the CRO’s discretion, a candidate may be barred from the Voting Area for the duration of the Voting Period.

Any volunteers managing the voting area must be provided with a list of advance voters who have already submitted their advance vote. They must refuse to allow anyone on the list to vote.

3.8 Resolution of Missing Positions

In the event that nobody is nominated for a position, or in the event that a tie results from the final tally of votes, a by-election must be held for the empty position (and any other empty positions) either immediately, if time permits as judged by the CRO, or else during the first month of the next school year (in the Fall semester).

3.9 Advance Voting

Any eligible voter may choose to vote in advance of the voting period. The CRO must provide Advance Voting forms on the CSSU website before the nomination period begins. The Advance Voting forms must be identical to the ballots that will be used in the election. Instructions on how to fill out the ballots must also be provided on the website.

A voter wishing to cast an advance ballot must provide a completed Advance Voting form to the CRO no less than 48 hours prior to the Voting Period, at which point he/she will be given a ballot.

The voter must return the ballot to the CRO before the conclusion of the Voting Period, folded inside a completely unmarked, sealed, white (#10) letter envelope (any breach of this protocol may result in the ballot being declared spoiled, at the discretion of the CRO). The CRO should make available his/her contact information for the purpose of coordinating these transactions. Once the envelope is handed to the CRO, the voter is marked down as an advance voter, and may not amend his or her vote, and may not vote in person.

The CRO must keep all advance ballots in his possession until tabulation takes place. No advance ballot envelope may be opened until tabulation takes place as outlined in 3.10.1, “Tabulation”.

The CRO must verify that all persons casting advance ballots are eligible voters as defined in 3.1.1, “Voter Eligibility”.

3.10 Ballots

Each ballot will contain a list of positions and for each a list of candidates. The candidates will be ordered from top to bottom, sorted in alphabetical order.

In the event that there is only one candidate for a position, a Yes/No choice must be provided.
A ballot's vote on a position is considered invalid under the following conditions:

- More than one choice for the position is selected, or
- Both “Yes” and “No” are indicated for the position, for a position with only one candidate running, or
- A marking has been made but it is unclear what choice is being indicated, or
- No mark has been made for the position.

A ballot is not considered spoiled if a vote on a position is invalid. An invalid vote shall be considered to indicate abstinence from a vote on a particular issue. The number of invalid votes for each position should be reported along with the tally of votes for candidates.

A vote for a position may be considered invalid at the CRO’s discretion. In addition, an entire ballot may be considered spoiled at the CRO’s discretion. Spoiled ballots will be discarded from the counting process entirely.

3.10.1 Collecting Votes

Voters must register their names, student numbers, and CDF IDs at a booth run by CSSU volunteers not running for any position. The CSSU must verify that voters are CSSU members to the best of their ability, and must exclude anyone who already submitted an advance ballot.

3.10.2 Tabulation

For each vote, a paper ballot must be placed within a sealed box.

Immediately following the end of the election period, the tabulation period begins. At this time, the advance ballot envelopes may be opened, and the ballots inside must be placed inside the sealed box. Then the box must be shuffled (i.e. shaken). Only after this may the box be unsealed, and it must be unsealed under the supervision of the CRO.

Ballot counting must be done under supervision of the CRO. Upon completion, the CRO must provide the current President with election results immediately. The current President must then make the results known publicly within 24 hours.

The CRO must keep all completed ballots until they are deemed destroyable.

3.10.3 Recount

Any candidate may demand one recount if there is less than a 10% margin of victory in his/her category. Exactly one recount must be performed if there is less than a 1% margin of victory.

The CRO must personally perform each recount.

If the tabulation changes after a recount, there must automatically be a new tabulation.

Any current Executive Council member may demand one recount in any category, for any reason, regardless of victory margin.

3.10.4 Finality of Results

After 3 complete business days of election results or the latest recount being made available publicly, no more recounts may be demanded, and the ballots must be destroyed. At this point the election results are final and the CRO is dismissed from duty.
3.10.5 Transfer of Authority

Following an annual election, the outgoing and incoming Executive Councils must arrange a meeting before the end of the first week of summer courses to transfer ownership of the primary bank account, access to assigned space, and any keys. After control of the primary bank account has been transferred to the incoming Executive Council, they are considered the current Executive Council and assigned to their respective roles. The previous Executive Council is thus dismissed from duty.

If the transfer of authority is not made by the end of the first week of summer courses, then the incoming Executive Council is still considered to be the current Executive Council, and must make its best effort to gain control over all CSSU resources.

Following a complete by-election the winning candidate is immediately considered instated.

3.10.6 Scrutinization of Process

Each candidate may choose appoint a Scrutineer to oversee election proceedings on his/her behalf. The candidate must inform the CRO 24 hours before the election period as to his/her choice of Scrutineer, and provide contact information. The Scrutineer may be present in the Voting Area and during tabulation and any recounts.

Should a Scrutineer observe any error or misconduct which will result in corruption of the democratic process, he/she must immediately make known the specifics of the complaint to the Arts and Science Students’ Union. Should a Scrutineer be acting in an obstructive manner to the election procedures he/she may be barred from the Voting Area at the CRO's discretion. The CRO should immediately inform a member of the current Executive Council, as well as immediately inform the represented candidate that a new Scrutineer will be required. Tabulation must halt until a new Scrutineer is found, or until an hour has passed since the Scrutineer was removed. If multiple successive Scrutineers are barred from the Voting Area, then the CRO may, at his/her discretion, remove the candidate from the election, or remove the candidate's right to a Scrutineer.

No candidate in the current election may function as a Scrutineer. Neither the CRO nor any appointed aide to the CRO may serve as a Scrutineer. A single Scrutineer may serve multiple candidates.

4 Impeachment and Replacement

4.1 Resignation

Any Council member is free to resign his/her position at any time. A resignation will be considered official when the President is notified in writing by the resigning party. If the President is resigning, the Vice-President must be notified in writing.

4.2 Just Cause for Impeachment

Should any Council member fail to meet the duties or requirements of his/her position, abuse his/her position for personal reasons, or otherwise fail to act in good faith, he/she should be recommended for impeachment by some member of either the community or one of the Councils. Should one Executive Council member agree with the impeachment recommendation, impeachment proceedings will begin.

4.3 Impeachment Proceedings

The President (or Vice-President, if the President is being considered for impeachment) will notify the individual that he/she is being considered for impeachment, and explain the reasoning. A meeting will be set between the individual and the Executive Council at a reasonable time during which the individual will be questioned. After the Executive's questioning is complete a vote will be taken in private as to whether the proceedings will continue.

Should the individual fail to attend the meeting or refuse to compromise on a meeting schedule, the Executives may vote summarily. If an Executive Council member is being considered for impeachment,
he/she will be allowed to vote in the proceedings.

Should at least two-thirds of the Executive Council present at the meeting agree to impeachment, and the individual is not a member of the Executive Council, (i.e. an appointed member of the Council) then the individual is considered impeached and dismissed from his or her position immediately.

Should at least two-thirds of the Executive Council present at the meeting agree to impeachment, and the individual is a member of the Executive Council, then a general meeting must be announced as soon as possible, with impeachment on the agenda. A vote will be held during the general meeting, and if two thirds of the membership vote to impeach, the individual is considered impeached and dismissed from his or her position immediately.

4.4 Replacements

4.4.1 Executive Council Replacements

Executive Council members must be replaced by means of a by-election, the procedure for which is laid out in 3.2.2, “By-Election”, or by a vote of the general membership at a General Meeting (as set forth in 5.1, “General Meeting”). If a position on the Executive Council is to be filled by means of a vote of the general membership at a General Meeting, notice of this must accompany the two weeks advance notice of a general meeting outlined in 5.1.1, “Notice”.

4.4.2 General Council Replacements

Should any General Council position become vacant, a replacement will be chosen in the manner of selection for an appointed position.

4.4.3 Interim Positions

If a council position's duties require someone to hold the position immediately, then the President may appoint an interim council member. If there is no President, then the Vice President may do this, and if there is no Vice President, then the Treasurer may do this.

An interim council member has all the duties of the position, but must step down immediately when a replacement is chosen by one of the above processes.

5 Miscellaneous

5.1 General Meeting

At least one General Meeting must be held per academic semester, while classes are in session, for each of the Fall and Spring semesters. Any Executive Council member may (unilaterally) call a General Meeting.

5.1.1 Notice

Two weeks advance notice must be given to the student body before the date of a General Meeting. The meeting shall be chaired by the member of the Executive Council who called the meeting.

5.1.2 Protocol

The protocol for General Meetings is as defined in the constitution of the Arts and Science Students’ Union.

5.1.3 Quorum

The quorum at all General Meetings shall be 20 members or 20% of the general membership, whichever is less.
5.1.4 **Motions**

Any matter of policy may be put forth to a vote of the general membership at a General Meeting.

If a motion regarding the impeachment or replacement of a Council member is to be put forth at a General Meeting, notice of this must accompany the two weeks advance notice outlined in 5.1.1, “Notice”.

5.2 **Amendments**

Changes to this document shall only be permitted by a two thirds supermajority of the general membership in attendance at a General Meeting (as defined in 5.1, “General Meeting”), and in accordance with the regulations of the Arts and Science Students’ Union.

An amendment may only be discussed at a General Meeting if it is announced on the agenda, and with unanimous consent among Executive Council members.

5.3 **Official Channel of Communication**

The official channel of communication for the purpose of CSSU announcements to the student body shall be the Computer Science Student Union section of the Computer Science Community online bulletin boards. Specific announcements will be mirrored as appropriate on the CSSU web site, the CSSU office bulletin board and elsewhere.

5.4 **Official Language of Communication**

The organization adopts English, the University of Toronto’s language of instruction, as its official language.

All official and unofficial communications on behalf of the organization, including but not limited to its constitution, website, advertisements, notices, and campaign materials on behalf of individuals running in a CSSU election, shall be written entirely and exclusively in English.

5.5 **Exclusion Rule**

No candidate may run for more than one position during a given election.

No individual may hold more than one Council position simultaneously. An individual may run in a by-election while currently holding a Council position, however he/she must resign the previously held position before the vote takes place. The previously held position will subsequently be filled in accordance with the procedures laid out in 4.4, “Replacements”.

5.6 **Term of Office**

Upon the new Executive Council being instated, all previous General Council positions are dismissed. The newly elected General Council positions are automatically assigned, and appointed positions remain vacant until a nominee is confirmed.

6 **Meta**

6.1 **Publishing**

This document must be linked to from the front page of the CSSU webpage.
6.2 Preservation

This document is written in a form of source code that is processed to produce a readable document. Example source forms are Microsoft Word .doc files, LaTeX, and reStructuredText. It is the responsibility of the CSSU to preserve the existence of the source code so that future CSSUs may modify the constitution.

It is permitted to change the formatting of the source code, or the language the source code is written in, as long as the text and section labeling is unchanged.

6.3 License

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http://creativecommons.org/publicdomain/zero/1.0/

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In the case of medical or personal emergency, the individual is expected to provide appropriate notice to the Executive Council no later than 24 hours after the intended meeting date.