

Constitution of “Computer Science Student Community”

1. Name

The official name of this recognized campus group is “Computer Science Student Community”

The acronym or abbreviation of this group is: CSSC

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

The Computer Science Student Community (CSSC) was originally established in 2020 as an extension of the MCS department, but since 2023, it has become an independent club under the MCS department. Taking its roots from the Hacklab, CSSC’s main objective is to support students’ academic and professional needs throughout their university career all while providing space and opportunity for community growth. The CSSC also acts as a central hub for computer science students to seek guidance, advice, and support.

**Note: The purpose for your club must include the overall mission, vision, goals, and the direction of your group. In addition to this, please elaborate further on how you are going to achieve the above. Will it be through seminars, workshops, outreach, advocacy, etc. It’s important to talk about the how, the medium, and the “product” of your group. (Delete this paragraph when submitting the final copy).*

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

The group is open to non-U of T members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address through this form: [link to form](#) .

The membership fee will be \$0 per year.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

4. Executive List and Duties

The executive committee shall be comprised of **five (5)** appointed officers. These include Executive Director, Vice-Executive Director, Director of Technology, Director of Operations, and Finance Officer

The Executive Director shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Finance Officer for financial purposes
- Preside over board meetings as well as general meetings

- Ensure transition of office to the future Executives

Additional responsibilities may include:

The Vice-Executive Director shall:

- Assume duties of the President in his/her absence
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

Additional responsibilities may include:

The Director of Operation shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- Consistently brainstorm ideas and vision (short-term and long-term) for CSSC
- Define success metrics for the operations team
- Take ideas and put them into action (create a plan for execution) - the most important part of this role
- Ensure an initiative's planning and execution are smooth
- Lead marketing and logistic teams to plan and execute successful events and initiatives
- Work with logistics officers to create plans for events
- Create documentation for planning events, budgeting events, and retros of events.
- Train/prepare and support the logistic team to assist in planning collaborative Hexagon events (O-Week, The Show, Hack-the-Case)
- Support the events team in coordinating and launching CSSC initiatives
- e.g., Ask Jack
- Create a marketing plan, theme, and uniform way how to and where to market
- Aid in creating a year-end document

The Director of Technology Shall:

- Define success metrics for technology team
- Consistently brainstorm ideas and vision (short-term and long-term) for CSSC
- CSSC Website (Course Manager, Website Migration, Overseeing and contributing to website development, etc.)
- Technical Events/Partnerships (Technical Interview Questions, DSC Technical Interview Collabs)
- Website Tech Resources
- Curate technical resources on the CSSC website to make them available to students.
- Other event setup (i.e. Helping with tech related stuff during the Winter Welcome, Discord setup, etc.)

- Supporting tech initiatives of/with other Hexagon groups.
- Aid in creating year-end document

The Finance Officer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

- Capture meeting minutes during CSSC meetings.
- Create budget for the academic year
- Ensure the organization stays within planned budget throughout the year
- Interface with Hexagon leaders to seek additional funding from the CS department
- Work with the Executive Directors to ensure all financial records are accurate and up-to-date
- Communicate state of finances with Executive Directors monthly.
- Manage and keep track of expenses and reimbursements
- Assist the Executive Directors in daily activities, such as scheduling meetings, sending emails, etc.
- Attend weekly meetings with the Executive Directors.

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The UTM MCS Department oversees the executive selection process. Executive appointments are internal within the UTM MCS Department and CSSC.

All nominated candidates are selected through suggestions of current CSSC team at the end of April. After new team is selected, the current team will oversee the transition process to ensure a smooth transition.

6. Finances

The Finance Officer shall keep records of all fundings and expenses. The Finance Officer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

b) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, etc) within two (2) weeks of its approval by general members.