THE

CONSTITUTION

OF THE

COMPUTER SCIENCE SOCIETY

Draft Constitution

10th August, 2016

Computer Science Society

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Computer Science Society

1. NAME

1.1. The name of the club shall be "the **Computer Science Society Cave Hill Campus"**, sometimes referred to as **"CSS"**.

2. PURPOSE

2.1. The CSS shall be operated exclusively for non-malicious educational purposes.

3. OBJECTIVES

3.1. The objectives of the CSS shall be as follows:

3.1.1. To create a bridge between the theoretical knowledge acquired from the study of Information Technology (IT) and the practical experience required in the workplace.

3.1.2. To develop vital soft skills of its members. Soft skills, in the scope of IT, include but are not limited to, communication, teamwork and innovation.

3.1.3. To increase students' interest in IT and encourage them to be more engaged.

3.1.4. To improve camaraderie among members of the CSS.

3.1.5. To provide an environment that encourages members to express their ideas.

3.1.6. Providing an environment that allows members to network with each other and professionals within the IT field.

3.1.7. Allowing members to be involved in real world IT projects.

4. MEMBERSHIP

4.1. The CSS shall not refuse membership, oppose the election of officers or discriminate in any way against an individual or group of individuals based on their race, sex, religion, age, nationality, ethnic origin, sexual orientation, educational background, disability or political persuasion.

4.2. Membership of the Computer Science Society shall be open to both undergraduate and graduate students attending the University of the West Indies (UWI) Cave Hill Campus. However, this comes with a few caveats.

4.2.1. Any student from preliminary year to final year of any faculty may be a member of the Computer Science Society provided they show some interest in and aptitude for computer science and information technology.

4.2.2. It is preferable, but not mandatory that a member be majoring or minoring in either computer science or information technology.

4.2.3. Students seeking membership shall sign a registration form. The registration form comprises of the student's name, preferred email address and may an option that they may provide their telephone number at their discretion. The registration form shall also comprise of *Terms and Conditions* each student shall read, as stated in Section 4.2.4. Upon reading the *Terms and Conditions* and providing their contact information, the student shall provide their signature after which an executive member will cosign to authorize acceptance.

4.2.4. Terms and Conditions

4.2.4.1. As part of a vibrant club, CSS shall promote club activities and celebrate member achievements. This may involve Facebook or Instagram posts as well as articles on the website. By signing the *Registration Form*, a member shall give their permission to publish their name, image or video of them across the various media of the club. If, on specific events, members do not wish to have their name, image, or video of themselves used they shall inform an executive member at that event and/or remove themselves from the path of the photographer.

4.2.4.2. Member participation is encouraged to ensure that student interests and student career goals drive CSS to facilitate the student's personal development. This includes, but not limited to:

- o Providing feedback on club activities
- o Engaging in club activities
- o Attend as many sessions as possible.

4.3. Members shall have either of the following statuses in relation to their membership:

4.3.1. Full Membership

4.3.1.1. Full membership is exclusive to students who are accepted in accordance with the requirements stated in Section 4.2. Full members shall have access to all features offered by the CSS.

4.3.2. Affiliate Membership

4.3.2.1. Affiliate membership is applicable to past members of the CSS after they have completed their studies at the University of the West Indies. These members shall have limitations placed on the features available to them. The limitations are as follows

4.3.2.1.1. Affiliate members cannot hold executive positions with the CSS nor take part in voting during elections

4.3.2.1.2. Affiliate members do not qualify for student-only events, for example field trips, and would therefore have to arrange cost and attendance to the event on their own.

4.3.3. Any content containing a member of the CSS shall only be used in a non-malicious manner.

4.3.4. Members may forbid this right by presenting a written letter to the Secretary of the society negating consent.

4.4. Suspension of Members

4.4.1. Members shall be suspended from the CSS if they:

4.4.1.1. Violate any rules enforced by The University of the West Indies at Cave Hill Campus.

4.4.1.2. Violate any rules enforced by The Campus IT Services.

4.4.1.3. Perform any actions with malicious intent towards CSS or any of its members.

4.4.1.4. Perform any actions with malicious intent while representing the CSS.

4.4.2. If any member(s) violates Section 4.5.1 with evidence (video, audio or witnesses), the member must be given notice of a hearing with the executive committee within two (2) weeks.

4.4.3. Any suspended member(s) of the CSS have the right to appeal to the CSS advisors within one (1) month.

5. OFFICERS OF CSS

5.1. The Executive Committee of the CSS shall be:

5.1.1. President

The position of President shall be held by a student member. The role shall include working with advisers to set goals and learning objectives for the group, soliciting membership, motivation and leading small teams to accomplish objectives. The

President shall also function as a Systems Administrator and shall be responsible for assisting in the management of CSS resources.

The President is the primary contact for the student organization and the "external spokesperson" of the group who regularly interacts with other organizations and University officials. He or she is the liaison between the student organization, the faculty advisor and other University or community contacts. The responsibilities of this position include but are not limited to the following tasks:

i. Presides over meetings of the organization.

ii. Calls special meetings of the organization.

iii. Oversees society's event planning.

iv. Facilitates executive committee meetings.

v. Submits all required documents and paperwork to the Guild of Students and other relevant UWI offices as required.

vi. Appoints committee chair person and members.

vii. Maintains contact with society's Faculty Advisors.

viii. Maintains contact with society's alumni, affiliated university departments or community partners, and other (inter)national organizations.

ix. Represents the organization to the University and public as the official spokesperson of the society.

x. Serves as a secondary signatory on financial accounts.

xi. Assists all executive committee, remains fair and impartial during organization decision making processes.

xii. Provides follow-up to organizational task.

xiii. Provide encouragement and motivation to fellow officers and organization members.

xiv. Mentors successors and assists with transitioning into the role.

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5.1.2. Vice President

This position shall be held by a student member whose role shall be to assist the President in the implementation of his/her duties. The VP shall also act as interim President in the event that the President is not available to perform his/her duties.

The Vice President is the secondary student contact for the student organization and regularly interacts with other student organizations and University officials. The Vice President is the "Right Hand" of the President and must be ready to assume the position of President in the event the current President is unable to do so. Or at the very least, fill in for the President if he/she is away. The responsibilities of this position include but are not limited to the following task:

i.   Be familiar with agenda planning for Society and Board meetings.

ii.   Help plan the agenda for Board meetings, giving particular attention to plans and actions of a particular group of committees.

iii. Assist the President with oversight of event planning.

iv.   Learn the general duties of all society officers and committees in order to substitute as may be required.

v.   Act as a sounding board for the President, listen to ideas and plans and advice where necessary.

vi.   Be familiar with the President's duties so you can assist where necessary.

vii. Coordinate weekly meetings, introduce programs / presenters.

viii. Preside over meetings in the absence of the president.

ix.   Mentors successors and assists them with transitioning into the role.

x.   Following up club administrative functions e.g. ensuring secretary has mailed and communicated all relevant correspondence such as minutes, monthly reports, meetings, etc.

xi.   Gather material for and help edit society correspondence.

xii. Overseeing the production and dissemination of the society's newsletter.

5.1.2.1. As Counselor to the Committee

    i.   Understands the society's organization structure and the responsibilities and procedures for each of the Committees.

    ii.   Ensures the Committees are staffed, have the necessary materials, are aware of pertinent information and function in the proper manner.

    iii.   Makes sure Committee Chairs are well prepared for Committee meetings.

    iv.   Provides behind-the-scenes guidance to the Committees.

    v.   Meets with the Committees; when necessary, gives needed assistance.

    vi.   Notes ability of Committee members and provides recommendations for possible future executive members.

5.1.3. Secretary

The secretary shall work with the President on any administrative tasks required by the CSS. In addition, the secretary shall be responsible for the recording and distribution of the minutes for the executive committee meetings. The responsibilities of this position include but are not limited to the following task:

    i.   Obtains appropriate facilities for organization activities.

    ii.   Keeps a record of all members of the organization.

    iii.   Keeps a record of all activities of the organization.

    iv.   Prepares agendas with the President or Vice President for all meetings.

    v.   Notifies members of the meetings.

    vi.   Prepare minutes of all regular society meetings.

    vii.   Prepare organization's calendar of events.

    viii.   Keeps the organization informed of both organization and University business.

    ix.   Keeps and distributes minutes of each meeting of the organization.

    x.   Creates and distributes agendas for each meeting of the organization.

    xi.   Maintains attendance at all meetings.

    xii.   Serve as the organization's recognition and appreciation coordinator.

    xiii.   Maintains organizational records, storage, and office.

xiv. Prepares and files reports as required.

xv. Handles all official correspondence of the organization.

xvi. Collects organization mail from the advisor or wherever mail is received.

xvii. Represents organization at official functions.

xviii. Remains fair and impartial during organization decision making process.

xix. Preforms other duties as directed by the President.

xx. Mentors successors and assists them with transitioning into the role.

5.1.4. Treasurer

The responsibility of Treasurer shall be to work with the President to raise funds and manage the operating portion of the CSS budget.

The Treasurer has responsibility for the society's finances and the maintenance of its accounts. The Treasurer provides reports to the President / Vice President on the financial standing of the society and a detailed report of the society's financial status at the Annual General Meeting. The Treasurer is also responsible for communicating with the Guild of Students and the Faculty Office on financial matters including the provision of estimates for expenditure. The responsibilities of this position include but are not limited to the following task:

i. Liaise with the Guild of Students on matters of finance.

ii. Manage the society's budget.

iii. Organize fundraising and sponsorship activities as required.

iv. Maintain detailed records of income and expenditure.

v. Maintains inventory of society's property.

vi. Apply for grants from other bodies as required.

vii. Collect any monies owed to the society.

viii. Getting order forms, raising a cheque and getting petty cash from the Sports & Societies office.

ix. Serves as primary signatory on financial strengths and weaknesses of the society.

x. Report on any transitions at Committee meetings.

     xi.   Mentors successors and assists them with transitioning into the role.

5.1.5. Public Relations Officer

The PRO shall be responsible for managing the Media Group and delegating tasks to them. Management shall include, and not be limited to, ensuring the social media channels are active with accurate and engaging content. In addition, the PRO shall review any social activity made by members of the Media Group to ensure that it is of good standard. Additionally, he/she shall act as liaison between the public and the Computer Science Society.

The Public Relations Officer (PRO) is responsible for all publicity relating to the society, including: posters, leaflets, emails, texts, Internet, social media and other mediums used to advertise and promote the society's activities. The PRO should produce these in consultation with the Media Team. The Pro is also responsible for contacting members of the media and other people deemed appropriate. Students and outside organizations interested in the society contact the PRO for information or details about membership, sponsorship, meetings, events and activities etc. The responsibilities of this position include but are not limited to the following task:

    i.   Keeps student body informed of events, fundraisers, and service projects.

    ii.   Obtains approval for events.

    iii.   Responsible for marketing and communication between CSS and internal / external communities.

    iv.   Helps to maintain the CSS' branding.

    v.   Assists with the production of the society's newsletter.

    vi.   Ensure that all communication with the public is in line with the society's ethos.

    vii.   Mentors successors and assists them with transitioning into the role.

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5.2. Advisors

This role shall consist of a staff member(s) from the Faculty of Science and Technology. They shall provide the CSS executive committee and members with guidance, and technical assistance. Advisors will attend the biannual planning meeting and can sit in on any CSS executive committee meetings for the purposes of providing insight mentorship, or arbitration of internal issues between CSS executive committee and members. Advisors shall have no influence, or voting rights with regard to the election of new CSS executive members.

5.3. Media Committee

5.3.1. Media Head

The Medea Head's role is to take the lead on implementing and delivering the scope of the society's Public Relations (PR) campaigns across all of the society's communication mediums. The responsibilities of this position include but are not limited to the following task:

i. To run a high performing media team that meets all PR targets.

ii. To coordinate the implementation of PR plans and objectives liked to the strategic themes and communication objectives of the society.

iii. To ensure that news and information are communicated across the relevant communication mediums in a timely and accurate fashion.

iv. To ensure that all society functions are appropriately staffed by relevant members of the Media Committee and said functions are documented thoroughly for communication and archival purposes.

v. Ensure that digital records of events and activities are kept securely with multiple backup and storage procedures. Mentors successors and assists them with transitioning into the role.

5.3.2. Web Developer

The Web Developer is responsible for developing and creating websites and associated applications where necessary to facilitate communication web strategies of the society. The responsibilities of this position include but are not limited to the following task:

i. Collect and analyze student / public feedback on the society's website.

ii. Design and implement webpage layout and user experience (UX).

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     iii.   Design and implement backup and recovery procedures for CSS website.

     iv.   Updating the society's websites:

          a. Changes content, design functionality as necessary.

     v.   Manage member website credentials and security restrictions.

     vi.   Manage member email access and restrictions.

5.3.3. Content Designer

The Content Designer is responsible for the design and implementation of digital and print content as required for communicating the society's activities. The responsibilities of this position include but are not limited to the following task:

     i.   Design and produce weekly posters, semester newsletters

     ii.   Maintain contact lists of society members and external contacts.

     iii.   Implement and maintain a database of public contacts based on attendees to CSS events and activities.

     iv.   Collect content summary of sessions for the newsletters and communications.

     v.   Research topics of interest relating to IT and Computer Science.

     vi.   Mentors Successors and assist them with transitioning into the role.

5.3.4. Social Media Correspondent

The role of Social Media Correspondent is to be the voice of the society across its various platforms. This entails solid reporting skills and production of informative, balanced and engaging segments for the Society's social media pages. The responsibilities of this position include but are not limited to the following task:

     i.   Organize, describe, convey content and brainstorm topics of what will be shared on social media.

     ii.   Shared photos, videos, how-to, IT resources, business ideas, job opportunities, blogs, infographics, etc. via the society's social media platforms.

     iii.   Develop and maintain a list of hashtags for social media.

     iv.   Find best solution for scheduling and sharing post.

     v.   Schedule content for 3-4 weeks in advance, where possible for social media.

     vi.   Manage social media pages for the society.

> **vii.** Choose daily content and engagement of the society across social media pages.
>
> **viii.** Monitor and effectively utilize the society's social media accounts to communicate relevant news information about the society.
>
> **ix.** Respond in a timely manner to the public interactions on the various social media pages.
>
> **x.** Develop a CSS social media challenges to increase participation.
>
> **xi.** Identify opportunities or relevant information / events for the society.
>
> **xii.** Mentors successors and assist them with transitioning into the role.

5.3.5. Photographer / Videographer

The Photographer / Videographer is responsible for documenting the activities, events and functions of the society via photography or video.

> **i.** Photographing events, sessions and other activities.
>
> **ii.** Recording and editing videos.
>
> **iii.** Storing videos and photos using approved devices and storage procedures.
>
> **iv.** Mentor successors and assists them with transitioning into the role.

6. Election and Appointment of Officers

6.1. The President, Vice-President, Secretary, Treasurer and Public Relations Officer (PRO) shall be elected via secret ballot. Eligibility for nomination shall be granted to full members of CSS who has been a member for at least one (1) semester and that will be returning in the following school year and not serving a suspension.

6.2. Members for each position shall be elected during last session of the second semester of each academic year.

6.3. Members can nominate themselves for any position.

6.4. A member can be nominated for a post by an active full member of the CSS.

6.5. Each member can only serve in an executive position twice (2).

6.6. Election Procedure

6.6.1. The election procedure shall be as follows:

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6.6.1.1. The nomination period shall open the week before the election time. The opening day shall be the Monday of this week and the closing day shall be on the Friday of the said week.

6.6.1.2. Each member interested in a position shall nominate himself/herself by indicating this to the current President in an email or any other method provided by the President during the nomination period. The nomination requires the member's university identification number, full name, primary method of contact and the desired position.

6.6.1.3. The President shall announce the names of the candidates to the Executive Committee, no later than twenty-four (24) hours after the nomination period closes.

6.6.1.4. The Secretary shall be responsible for the preparation of the ballots, which shall contain each position and the nominees for the positions. Ballots should be prepared and finalized at least one (1) day before the day of voting.

6.6.1.5. Candidates cannot campaign during the actual voting day.

6.6.1.6. The ballots shall be handed to all eligible voters. The members shall proceed to choose one nominee per position available and immediately return the ballots when they are finished.

6.6.1.7. Eligible voters shall be full members.

6.6.1.8. Voting will occur between 9am and 3:30pm.

6.6.1.9. A designated advisor will be appointed as Returning Officer.

6.6.1.10. The ballots shall be stored in a safe place by the Returning Officer until it is time to tally the results.

6.6.1.11. Tallying the votes shall not occur during the voting period.

6.6.1.12. Successful candidates shall be notified of their position via their primary contact. The results shall be made accessible to the rest of the members via a medium suitable by Returning Officer.

6.7. Termination

6.7.1. A member of the Executive Committee may resign from the committee at any time by giving written notice to the Executive Committee.

6.8. Appointment

6.8.1. The new executive committee shall be advised by the previous executive committee after exams and before the start of the following semester. This training shall involve providing information relating to the process of running the club successfully and plans to ensure the success of the club for the duration of the new board's appointment.

6.8.2. After training, the new executive committee shall be formally accepted and the previous board shall be relieved of their positions.

6.9. Should a position on the Executive Committee not be filled, the President or his designate should act in this capacity until the position has been filled.

7. Meetings

7.1. Formal meetings shall be held during the time allotted for club activities as set by the University of the West Indies, Cave Hill Campus.

7.2. An Annual General Meeting shall be held during the first week of the first semester.

7.3. Biannual planning meetings shall be held after each semester to discuss the progress of the society, and to plan the events for the oncoming semester.

7.4. Special meetings can be held outside of the official meeting time but only if all executive members are made aware of any special meetings, two days prior to the meeting date.

8. Finances

8.1. Funds/income and properties of the CSS shall be applied towards the promotion of the Objectives of the Society or the branding of the society.

8.2. No portion of the society's assets shall be transferred by way of profit to any member of the society, unless towards the repayment of out of pocket purchases for the society.

8.3. All transactions must be documented by the Treasurer.

8.4. A portion of the Society Funds must be allocated for maintenance of the society's assets.

8.5. An Annual Report and Budget shall be submitted by May 31st each year.

8.6. The Secretary/Treasurer shall make available by December 15th, a complete inventory of the property of the society, to the Treasurer of the Inter-Clubs Committee (ICC).

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9. Amendments

9.1. Amendments can be made to the constitution via the current executive committee.

9.2. The amendments must be first proposed to advisers and the entire executive committee. All parties shall be in favor of the proposed amendments before they are executed.

9.3. Any amendments shall not break any of the rules stipulated by the Guild of Students, The University of the West Indies or any other governing body related to the functioning of the CSS.

9.4. All members of the CSS shall be notified of the amendments via a suitable medium.

9.5. Core decisions affecting the Computer Science Society shall only be made when quorum is met. Quorum shall consist of at least four (4) member of the executive committee that must include the President.

10. Dissolution

10.1. In the event of dissolution of the Club, all resources shall be transferred to the Computer Science Department in the Faculty of Science and Technology

11. Use of Club Resources

11.1. All resources controlled by the CSS shall be used to in accordance with its objectives.

11.2. The members of the executive committee shall be responsible for the proper use and care of all of the Club's resources.

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COMPUTER SCIENCE SOCIETY

U.W.I. CAVE HILL CAMPUS