



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Computer Science Undergraduate Council

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Computer Science Undergraduate Council (CSUG) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The purpose of this organization is to promote collaboration and a sense of community among not only the students of the Computer Science department, but also members of the University at large. The council will focus on issues that relate the field of Computer Science, specifically, including social and academic concerns

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Any student who regularly attends 20% of CSUG or CSUG-sponsored events is eligible to be an active member. All students with a declared or intended major in Computer Science are considered active members as well.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as two-thirds ($\frac{2}{3}$)

of the active membership plus one or more active officer(s).

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President
 - a. Any active member of CSUG is eligible for election. Previous members of CSUG's Executive Board are preferred for the position of President in the event of election.
- B. Vice President
 - a. Any active member of CSUG is eligible for election. It may be filled by a current member of the Executive Board. The Vice President must have experience on the Executive Board, unless no one is qualified.
- C. Event Planning Chair
 - a. Any active member of CSUG is eligible for election.
- D. Business Manager
 - a. Any active member of CSUG is eligible for election.
- E. Internal Communication Chair
 - a. Any active member of CSUG is eligible for election.
- F. First Year Representative
 - a. A first year member of CSUG is eligible for election. This position will be elected in the first three months of a new academic school year.
- G. Tutoring Chair
 - a. Any current member of CSUG is eligible for election.
- H. Social Media Chair
 - a. Any active member of CSUG is eligible for election.
- I. RocLab Chair
 - a. A previous member of RocLab is eligible for election, unless no one else is qualified.
- J. DandyHacks Chair
 - a. A previous member of the DandyHacks organizing team is eligible for election, unless no one else is qualified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this group.

- E. The President shall preside over the meetings and shall maintain organization within the group, communicate with other officers and delegate duties to maintain a functioning group that fulfills the purposes set forth above.
- F. The Vice President shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this group, Senators, and all members of the Students' Association. Also, the Vice President shall take roll call at all meetings, tally votes, keep an accurate list of group members and maintain meeting minutes.
- G. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions.
- H. The Event Planning Chair is responsible for the logistics behind all events organized by CSUG. This includes filling the event proposal, event registration and event reflection forms. It also includes planning ahead the events organized throughout a semester and collaborating with other organizations if needed.
- I. The Internal Communication Chair's main duties involve the planning and publicity of CSUG events, both social and academic in nature. The Internal Communication Chair is responsible for notifying members about upcoming events as well as getting feedback about events. They are also responsible for collaborating with the Business Manager in order to provide refreshments at events.
- J. The First Year Representative's main duties is to communicate first-year's problems and feedback to the CSUG e-board and also promote CSUG activities to the first-year student body. This is also an apprentice role for the representative.
- K. The Tutoring Chair is responsible for maintaining the tutoring service that CSUG provides. The tutoring chair selects the tutors, makes the schedule for the semester and maintains the service through the semester.
- L. Social Media Chair is responsible for maintaining the social media presence of CSUG and collaborate with other student organizations. They will also help the event manager design and distribute poster advertisements.
- M. The RocLab Chair is responsible for maintaining the teams under the affiliate of CSUG. This affiliate has a goal of promoting general members to work on projects decided by the affiliate. The affiliate plans to add more of a supervision role to help manage projects better and the RocLab Chair needs to lead this and maintain communication with the rest of CSUG.
- N. The DandyHacks Chair is responsible for building and leading the organizing team that organizes CSUG's annual hackathon, DandyHacks.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure – There will be an open nomination process for all executive board positions and the nominations must be accepted by the nominated party to be included in the election process. Any general member can vote during the election and the party who receives the majority of the vote will win the particular position. The role of the President, Vice-President, Business Manager, Event Planning Chair, Tutoring Chair, RocLab chair, First-Year representative, DandyHacks Chair and International Communications Chair are eligible for election.
- B. Term of Office – Terms for each position will be one full academic year. There are no

term limits.

- C. Timing of Elections – Elections for all positions, except for First year representative and DandyHacks chair, will occur towards the end of the Spring semester each year, at least two weeks before the end of classes. For the First-Year representative, the elections will occur in the month of October during the Fall semester. The elections for DandyHacks chair will occur towards the end of Fall semester, at least two weeks before the end of classes.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Computer Science Undergraduate Council (CSUG) of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Computer Science Undergraduate Council (CSUG). Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Computer Science Undergraduate Council (CSUG) abides by the nondiscrimination policy of the University of Rochester.



4/4/2023

Signature of Confirmation

Date

Samuel Frank

President, Computer Science Undergraduate Council



4/10/2023

Signature of Approval

Date

Evan Ji

Chair, Student Organization Administration & Review Committee