

Bylaws of the Computer Science Graduate Student Association

College of William and Mary

22 August 1988

1 Name

This organization shall be known as the Computer Science Graduate Student Association (CSGSA), hereafter known as the 'Association'.

2 Purpose

The purpose of the Association is threefold:

- to establish an official communication channel for Computer Science Graduate Students to voice ideas and concerns to the faculty and administration;
- to act as a communication medium for disseminating information within the Computer Science Graduate Student body;
- and, generally, to improve the academic and social environments available to all Computer Science Graduate Students.

3 Membership

Membership in the Association is open to all computer science graduate students. All members in the Association will be voting members. These rights can not be revoked.

4 Officers

There will be a President, Vice-President, and Secretary, and Treasurer of the Association. Their duties and obligations are as follows:

President The President will be responsible for calling and presiding over meetings of the general Association. It will be the President's duty to act as a liaison to the faculty and administration of the department and college. In the event that the President cannot attend a particular meeting it will be his duty to appoint a representative to go in his/her stead. The President will automatically become the Computer Science Department's representative to the Graduate Student Association.

Vice-President The Vice-President shall have the responsibility of presiding over meetings in the absence of the President. It will be the Vice-President's duty to coordinate any committees created by the association, except the Executive Committee.

Secretary The Secretary will be responsible for keeping all administrative records of the Association. These records will include but not be limited to:

- Minutes of all general Association meetings;
- Addresses (both U.S. Mail and electronic, if possible) of all members;
- Association Website

Treasurer The Treasurer shall have responsibility of all financial records of the Association.

In the event that the Association has funds to spend, then it will be the Treasurer's responsibility to establish and/or maintain a checking account from which these funds will be disbursed. The only officers allowed access to a checking account shall be the President, Vice President, and the Treasurer. Expenditure of any funds must be authorized by 2 of the 3 officers allowed access to the account.

The rank of these officers will be President, Vice-President, Treasurer, and Secretary, respectively.

It is highly recommended that all officers be able to server the duration of their term, with at least one officer available to preside over Association matters during the inter-semester months (June-August & December). In the event that no officers will be available during these months, the Association will have the power to elect interim officers.

5 Elections

5.1 Election of Officers

Election of officers will be held once each year at the January meeting of the Association. The current presiding officer will open the floor, at which time nominations will be accepted for one position at a time. The presiding officer will then close the floor to nominations and allow any discussion of the candidates. Following the discussion a closed ballot will be taken and the winner will be decided by a simple majority of members present. In the event that no candidate receives a simple majority, then a run-off election will be held between the top two candidates. The winner of each position will assume his/her office on February 1.

5.2 Election of Representatives to External Standing Committees

The Association will have the power to elect all representatives of the Computer Science Graduate Students to all standing committees external to the Association. Election of representatives will be held once each year at the September meeting of the Association. Representatives will be elected using the same procedures as specified in the section **Election of Officers**.

5.3 Terms of Office

The term of office for all positions will be 1 year. There is no limitation on the number of terms a particular person may serve.

5.4 Replacement of Officers or Representatives

In the event that an Officer or Representative fails to carry out the full term of his/her office the remaining officer of highest rank shall call for a special election. A special meeting of the Association may be called, at the discretion of the ranking officer, to facilitate this election. Otherwise, the election will be held at the next regularly scheduled Association meeting. The election procedure will be the same as that outlined in the section **Election of Officers**.

In the event that no *remaining officer of highest rank* exists, the Chairman of the department will have the authority to appoint a President *pro tem* to execute the elections.

5.5 Impeachment

If, at any time, a member of the Association feels that an officer or representative (hereafter referred to as 'officer') is not fulfilling his duties, that member may initiate impeachment proceedings against the officer in question. The accusing member must present, in writing, the nature of the impeachment to the officers of the Association at least 15 days prior to the Association meeting in which removal of the officer will be considered. A copy of the document specifying the impeachment must be placed on the Association Bulletin Board for public display at least 1 week prior to the impeachment meeting. At the discretion of the officer in question, the ballot may be either open or closed.

The highest ranking officer, excluding the one being impeached, will preside over the impeachment proceedings. These proceedings will take place at the next regularly scheduled meeting of the Association. At this time the member bringing the charges will present his/her case to the Association. Once the charges have been levied, the officer in question will be allowed to respond to those charges. Once the officer in question relinquishes the floor, the presiding officer will bring the issue of removal to a vote. A 3/4 majority of those attending will be necessary for removing the officer in question.

In the event the officer is removed from office, then the presiding officer will immediately begin filling the vacant positions as outlined in the section **Replacement of Officers**.

6 Committees

6.1 Standing Committees

There will be 2 standing committees of the Association: The Executive Committee and the Publication Committee. Standing Committees will only be created by amendment to these Bylaws.

6.1.1 Executive Committee

The Executive Committee will consist of the President, Vice-President, Secretary, and Treasurer, and all Representatives to External Standing Committees. The purpose of this committee is to keep the President and Vice-President informed of current issues and to facilitate the dissemination of timely information. The Executive Committee shall meet at least twice a semester and will be chaired by the President. Meetings of the Executive Committee may not be closed.

6.1.2 Publication Committee

The Publication Committee will be charged with publishing the Association's newsletter and will be chaired by the Vice-President of the Association. The committee will meet at least once a month prior to the regular meeting of the Association. It will be the responsibility of the committee chair to report on the progress of the committee at all regular meetings of the Association. Meetings of the Publication Committee may not be closed.

6.2 Ad Hoc Committees

The President will have the power to form ad hoc committees as he/she deems necessary. The President will also designate an Association member to chair the created committee.

7 Meetings

The Association will meet a minimum of once a month during the academic year and at least twice during the Summer months of June-August. Meetings will be conducted according to Robert's Rules of Order, except when it is in conflict with these bylaws.

8 Dues

There will be no dues required of members. All funds will come from voluntary donations and grants from Association members or the College and its representatives.

9 Amendments

All proposed amendments to these bylaws must be submitted at the December meeting of the Association. The Secretary will then be responsible for posting a copy of the proposed amendments on the Association Bulletin Board at least 1 week prior to the January meeting. A 3/4 majority of those attending the January meeting is required to pass an amendment.

10 Ratification

These bylaws will take effect immediately upon a 3/4 majority vote of those eligible members present on the 22 August 1988. Officers will be elected according the procedure specified by these bylaws and their term of office will be from 22 August 1988 until 1 February 1989.