

Article 1.0 – The Association

- 1.1 The Association shall be the “Computing Students’ Association”, hereinafter referred as to COMPSA.
- 1.2 The objectives of the Association shall be:
 - 1.2.1 To maintain and improve communication between the members and the governing bodies of the university.
 - 1.2.2 To organize and promote diverse events for the members.
 - 1.2.3 To promote a working liaison between the members and the School of Computing, the Arts and Science Undergraduate Society of Queen’s University (ASUS) and the Alma Mater Society (AMS).
 - 1.2.4 To promote interest in Queen’s University, the Faculty of Arts and Science, and the School of Computing.
- 1.3 The Association is a member of both the Alma Mater Society and the Arts and Science Undergraduate Society of Queen’s University, and recognizes the preeminence of those organizations and their constitutions.

Article 2.0 – The Membership

- 2.1 Members of the Association shall be Ordinary Members, Supplementary Members, or Honourary Members.
 - 2.1.1 Ordinary Members shall include:

All students who are registered in the undergraduate years of a Bachelor of Computing program and who have paid student fees of the AMS, ASUS and COMPSA.
 - 2.1.2 Supplementary members shall include:

Students taking two or more School of Computing courses (for a total of 1.0 credits) who choose to pay COMPSA fees in addition to the fees of ASUS and the AMS.
 - 2.1.3 Honourary Members
 - i. Shall include staff, faculty members, or graduate students of the School Computing who have accepted an invitation.
 - ii. May receive an invitation after a majority vote from the Association’s executive to issue the invitation.
 - iv. Have a membership which is deemed official upon confirmation of the invitation which shall be signed by (current?) the President and the Vice-President of the Association.
 - v. Have a membership for the duration of the existence of the Association once accepted.
- 2.2 Termination of memberships
 - 2.2.1 All Ordinary and Supplementary Memberships are terminated on the last day of the Winter academic term in that academic year.

Article 3.0 – Rights and Privileges

- 3.1 The rights and privileges of Ordinary Members shall include the right:
 - i. To vote in all of the Association’s elections and referenda.
 - ii. To hold positions within the Association as outlined in this constitution.
 - iii. To attend all General Meetings and Academic Council speak at such meetings.
 - iv. To make or second and vote upon any motion or amendment to this constitution at a General Meeting.
 - v. To gain admission or actively participate in any of the Association’s sponsored event or program subject to any restrictions of the particular event or program.
- 3.2 The rights and privileges of Supplementary and Honourary Members shall include the right:
 - i. To attend meetings of the Association and speak at such meetings.
 - ii. To make or second motions that are put forth at such meetings.
 - iii. To gain admission or actively participate in any of the Association’s sponsored event or program subject to any restrictions of the particular event or program.

Article 4.0 – Student Fees

- 4.1 The annual fee for ordinary members will be collected and included in the student fees for the year. This fee shall be paid by every member of the Association to aid in accomplishing Association objectives.
- 4.2 Supplementary members shall pay their student fee directly to the Association, which shall keep a record of all such paid members.
- 4.3 Honorary Members are exempt from this fee.
- 4.4 The Finance Commissioner shall ensure that the monies collected go into the bank account of the Association.
- 4.5 Any change in the annual fee must be brought forth in a referendum of the Association’s members with a successful vote of fifty percent plus one vote.

Article 5.0 – The Executive Positions

- 5.1. The following positions of the Association’s executive shall be elected positions:
- 5.1.1. One President who must be in their third or fourth year during their term
 - 5.1.2. One Vice-President
 - 5.1.3. One COMPSA Rep to the AMS (only when AMS constitution grants a third seat/vote to COMPSA)
- 5.2. The following positions of the Association’s executive shall be filled by hiring in accordance with ASUS Hiring Policy (we need some other guidelines for hiring, such as the elections precede the hiring):
- 5.1.3. One Internal Affairs Commissioner
 - 5.1.4. One Finance Commissioner
 - 5.1.6. One Sports Commissioner
 - 5.1.8. Two Social Affairs Commissioners
 - 5.1.9. One Academic Affairs Commissioner
 - 5.1.10. One Marketing Commissioner

Article X – Council Positions

- 5.1. The following positions of the Association’s Council shall be elected positions:
- 5.1.12. Three Program Representatives
 - i. One Biomedical Computing Representative
 - ii. One Software Design and Computing Representative
 - iii. One Cognitive Science Representative
 - 5.1.5. Four Year Representatives
 - i. One representative for First Year students
 - ii. One representative for Second Year students
 - iii. One representative for Third Year students
 - iv. One representative for Fourth Year students

Article 6.0 – Descriptions of the Executive and Council Positions

- 6.1 The Executive shall, subject to the directions given to them by majority vote at any meeting called and constituted, have full control and management of the business affairs of the Association.
- 6.2 Executive members are expected to attend all Executive and General meetings and report on their activities. Council members are expected to attend all general meetings.
- 6.3 President:
- 6.3.1 Shall represent only the majority opinion of the Executive.
 - 6.3.2 Shall represent the Association on AMS Assembly.(OTHER COMMITTEES?)
 - 6.3.3 Shall attend Faculty Board meetings.
 - 6.3.4 Shall, along with the Vice-President, meet with the directors of the School of Computing on a regular basis.
 - 6.3.9 Shall attend meetings of the Promotions, Retirement and Tenureship Committee for the School of Computing.
 - 6.3.4 Shall ensure the duties of other members of the executive are being fulfilled.

6.3.5 Shall chair Executive and General meetings in accordance with “Bourinot’s Rules of Order.” This privilege can be transferred to another Executive member if deemed appropriate.

6.3.6 Shall represent the Association at social and ceremonial events.

6.3.7 Shall keep track of incoming correspondents to Association’s email address, answer them, or forward them to the proper member of the executive with promptness.

6.3.8 Shall co-sign any cheques with the Finance Commissioner made in the name of the Association.

6.4 Vice-President:

6.4.1 Shall act as chair of the Association’s meetings in the President’s absence.

6.4.2 Shall sit on the Appointments Committee for the School of Computing.

6.4.3 Shall attend the School of Computing school meetings.

6.4.4 Shall attend meetings by the Resources Committee.

6.4.10 Shall represent the Association on AMS Assembly with the President when AMS Constitution grants a second voting seat.

6.4.6 Shall represent the Association at ASUS Assembly.

6.4.7 Shall represent the Association to ASUS

6.4.7.1 Shall be a COMPSA representative at ASUS Assembly, or delegate a proxy, and voice the opinion of the Executive.

6.4.7.2 Shall report back to the Executive on the activities of ASUS

6.4.7.3 Shall maintain a professional and proactive relationship with ASUS

6.4.8 Shall, along with the President, meet with the directors of the School of Computing on a regular basis.

6.4.5 Shall attend all meetings unless given permission by the President for missing the meetings.

6.4.9 Shall ensure the responsible execution of Computing Orientation Week

6.5 Internal Affairs Commissioner

6.5.1 Shall keep all records of the Association, excluding financial records.

6.5.2 Shall prepare the agendas, keep minutes, record all votes, and keep attendance for all of the Association’s General and Executive meetings.

6.5.3 Shall distribute the meeting minutes to all members of the Executive (electronic or paper copy) and post a copy on the Association’s website.

6.5.4 Shall keep a hardcopy of all minutes, to be archived in COMPSA office at the completion of his/her term.

6.5.5 Shall be responsible for ensuring that the constitution is current and available by the fourth week of the Fall academic term, and shall form a committee to revise it if necessary.

6.5.6 Shall organize the meeting locations of all General and Executive meetings, and notify the appropriate members of these meetings.

6.5.7 Shall maintain and regularly update the Association’s web space. A separate Web Commissioner may be appointed by the Executive if deemed necessary by the Executive.

6.5.8 Shall run and organize the Association’s elections as the Chief Electoral Officers, along with the appointed Chief Returning Officer. This includes distribution of nomination forms, verification of candidacy, creation of ballots, and notification of nomination and electoral periods to ordinary members of the Association. If this poses a conflict of interest, the Executive shall appoint another member of the Association to assume said responsibilities.

6.6 Finance Commissioner

6.6.1 Shall be responsible for the finances of the Association.

6.6.2 Shall receive and account for all monies belonging to the Association and submit all required financial reports except in the case of monies handled for Orientation Week.

6.6.3 Shall obtain student fees from the AMS.

6.6.4 Shall keep balanced books.

6.6.5 Shall co-sign any cheques with the President made in the name of the Association.

6.6.6 Shall administer money request forms to all people requesting funds from the Association.

- 6.6.7 Shall be responsible for depositing funds into the Bank Account.
- 6.6.8 Shall formulate a budget by the end of September.
- 6.6.9 Shall present financial report at the last General meeting of each term.
- 6.6.10 Shall be responsible for the organizing Cover Your Crest.
- 6.6.11 Shall be responsible for organizing the graduating class photo shoot.
- 6.6.12 The Finance Commissioner will be responsible for organizing jacket sales with ASUS Services and for arranging sales of Computing Latin and discipline bars.

6.7 Year Representatives

- 6.7.1 Shall be in communication with the Academic Affairs Commissioner relating views of their classmates on all academic issues.
- 6.7.2 Shall be responsible for relating relevant academic information to their respective years.
- 6.7.3 Shall attend all meetings of the Academic Affairs Council and represent the academic interests of their respective years unless given permission for absence by the Academic Affairs Commissioner.

6.8 Sports Commissioner

- 6.8.1 Shall inform all Members of upcoming BEWS, WIC, and BEWIC sports leagues and tournaments.
- 6.8.2 Shall coordinate the table and attend meetings for the intramural sign-up days.
- 6.8.3 Shall organize the sport teams and submit team lists by the deadlines.
- 6.8.4 Shall choose managers for the teams, and ensure that the responsibilities as a team manager are fulfilled.
- 6.8.5 Shall organize the WIC events, the BEWS events and the BEWIC events.

6.10 Social Affairs Commissioners

- 6.10.1 Shall plan and organize all social events that are not covered by the duties of other members of the Executive.
- 6.10.2 Shall be responsible for
 - i. Welcome Back Barbeque
 - ii. Weekly Coffee with Profs
 - iii. Holiday Wine and Cheese
 - iv. Annual LAN Party
 - v. End of Year Party in conjunction with the School of Computing
 - vi. End of Year Computing Banquet
- 6.10.3 Shall organize at least one function per term on campus other than those already specified in 6.10.2.
- 6.10.4 Shall be responsible for organizing the dinner prior to the formal for the graduating class or for delegating a Member to handle this event.
- 6.10.5 Shall deliver all money raised at social events to the Finance Commissioner.

6.11 Academic Affairs Commissioner

- 6.11.1 Shall be a liaison between the Association and Career Services and provide students with information about their services.
- 6.11.2 Shall be in charge of assembling the tutor listing.
- 6.11.3 Shall be in charge of getting a Class Representative from each undergraduate class in each term.
- 6.11.X Shall be responsible for distributing USAT evaluations through the Class Representatives.
- 6.11.4 Shall be responsible for ensuring that undergraduate student representation is provided at recruiting fairs and information sessions, including, but not limited to, the Ontario Universities Fair (in Toronto), the Fall Preview (at Queen's), and the March Break Open House (at Queen's).
- 6.11.5 Shall be responsible for organizing and chairing the Academic Affairs Council to discuss academic matters relevant to the Association's members.
- 6.11.6. Shall attend meetings by the Undergraduate Committee of the School of Computing.

6.12 Marketing Commissioner

- 6.12.1 Shall be responsible for promoting all of the Association's events with the appropriate media.
- 6.12.2 Shall be responsible for designing and ordering the Associations' merchandise
- 6.12.3 Shall be responsible for organizing sales of old and new Association merchandise and delivering all monies collected to the Finance Commissioner
- 6.12.4 Shall be responsible for creating promotional material for all COMPSA events in cooperation with the event coordinator(s)
- 6.12.5 Shall be responsible for organizing the annual repainting of the School of Computing crest.
- 6.12.6 Shall coordinate with the Finance Commissioner to ensure that all financial objectives of the Association are considered in above duties.

6.14 Program Representatives

- 6.14.1 Shall represent the opinions and voice the requirements of the students of their representative programs.
- 6.14.2 Shall act as liaisons if a program has specific needs such as a particular seminar, conference, or specific program event.
- 6.14.3 Shall organize at least one social event in the academic year for students in their respective programs by coordinating with the Social Affairs Commissioners.
- 6.14.4 Shall attend all meetings of the Computing Academic Affairs Caucus and represent the academic interests of their respective programs unless given permission for absence by the Academic Affairs Commissioner.

Article 7.0 – The Executive

7.1 The Executive shall be responsible for promoting the objectives and interests of the Association by directing the activities of the Association in a manner deemed appropriate by its members.

7.2 Duties of the Executive are not limited by the description outlined in Article 6.0.

7.3 Any member of the Executive who has failed to fulfill their duties may be removed according to the following procedure:

7.3.1 Ordinary Members may submit a written request for removal, that has been signed by 25 Ordinary Members. This request will be presented to the Internal Affairs Commissioner or the President, who will present the matter to the Executive. A general meeting will be called within seven days, at which, a two-thirds majority of ballots cast shall remove the member.

7.3.2 Hired/appointed members of the Executive may be removed by the executive, with a two-thirds majority vote in favour of removing the member. Such a vote should include all member of the Executive.

7.3.3 At any meeting that is called for the removal of an Executive member, that member is allowed to speak on the matter that is being presented.

7.4 Should any elected member of the Executive resign, or leave office before November 1st, a by-election will be held. If, after this date, the member is unable to hold office their responsibilities will be divided among the remaining members. If the President is no longer able to hold office after this date, the Vice-President will take the responsibilities of the President.

7.5 No member shall concurrently hold more than one position on the Executive.

7.6 Members on Arts and Science Academic Probation shall not be permitted to hold COMPSA Executive positions.

7.7 The Executive has the power to strike committees to report on any matter of interest to the Association.

7.8 Executive members are expected to strike committees as they see fit to assist in the planning and execution of the Association's events.

Article 8.0 – Meetings

- 8.1 The Association shall hold biweekly meetings General meetings
- 8.1.1 All Members shall be informed of General meetings at least 48 hours in advance
 - 8.1.2 Executive and Council must attend all General meetings unless given permission by the president to miss such meetings
 - 8.1.3 Quorum for a general meeting shall be 15 members
 - 8.1.4 Members not able to attend may assign a proxy in writing to the Internal Affairs Commissioner before the vote is held.
- 8.2 The Academic Council shall hold meetings when need arises, as determined by the Academic Affairs Commissioner
- 8.2.1 Year Representatives, Program Representatives, and Class Representatives shall be informed of Academic Council meetings at least one week in advance.
 - 8.2.2 Year Representatives and Program Representatives are expected to attend Academic Council.
 - 8.2.3 Academic Council meetings are open to all members
 - 8.2.4 Class Representatives will be responsible for informing their respective classes of Academic council meetings.
- 8.3 The Executive shall hold biweekly meetings
- 8.3.1 Executive members shall be informed of executive meetings at least 48 hours in advance
 - 8.3.2 Executive members must attend all General meetings unless given permission by the president to miss such meetings
 - 8.3.3 Quorum at executive meetings shall be half of the total executive plus one. If half of all members is not a whole number, the next highest whole number shall constitute quorum. Proxy votes will not be accepted.
- 8.4 Special General Meetings may be called at any time. Discussion shall be limited to new business. Constitution and by-laws may not be changed at these meetings.

Article 9.0 – Voting at meetings

- 9.1 Quorum must be present for any vote to be accepted as legitimate and binding. (see article 8)
- 9.2 The following members shall have a vote at any Executive meeting:
- i. President
 - ii. Vice-President
 - iii. Internal Affairs Commissioner
 - iv. Finance Commissioner
 - v. Sports Commissioner
 - vi. Social Affairs Commissioners (two votes, one per member)
 - vii. Academic Affairs Commissioner
 - viii. Marketing Commissioner
- 9.3 The President's vote shall not be revealed except in the event of a tie.
- 9.4 Voting at General Meetings
- i. Any ordinary member shall have the right to vote at any general meeting of the Association. Such votes must be cast in person. Voting on issues relating to specific individuals, shall normally be by secret ballot, while voting on policy changes shall be by a show of hands.
- 9.5 Majority Vote
- i. All motions, amendments, resolutions and decisions of the Association shall be decided upon and subject to half plus one of those members present and eligible to vote at all meetings unless specified otherwise.
 - ii. Any changes to the Constitution must be passed with a two-thirds plus one majority of those members present and eligible to vote.

Article 10.0 – Nominations and Elections of Officers

- 10.1 Nominations
- 10.1.1 Nominations shall be submitted in writing to the Internal Affairs Commissioner no later than 4:00 P.M. on the day determined by the Association's Executive, and such nominations will be posted before noon of the following day.

10.1.2 Each submitted nomination shall be accompanied by twenty-five members' signatures and shall also contain a written verification of the nominee's intent to stand for election.

10.1.3 Each nominee shall be given the opportunity to speak to the members at a meeting called for this purpose at some date during the week prior to elections.

10.1.4 Each nominee shall be allowed to make their intent known to stand for office via the use of posters. These posters will number no more than 20 for each candidate which must be stamped by the Internal Affairs Commissioner. These posters will be no larger than sixteen by twenty inches in size and shall be removed by 8:00 P.M. on the day prior to the election.

10.2 Elections

10.2.X Elections for President, Vice-President, AMS Representative, and Program Representatives for the upcoming academic year shall take place at least two weeks prior to the beginning of the examination period of the Winter academic term. Elections for Year Representatives as well as any vacant elected positions for the current academic year shall take place by the fourth week of the Fall academic term.

10.2.1 In the elections of members of the Executive, the candidate with the highest number of votes shall be determined by an official officer.

10.2.2 If the Internal Affairs Commissioner is standing for election, then the Executive shall elect another Chief Electoral Officer. The Chief Returning Officer will be elected by the Executive. The election of these Officers must be take place one meeting before the nomination period.

10.2.3 The Chief Electoral Officer, who shall have the power to appoint the scrutineer, shall cast his/her ballots twenty-four hours before the election begins. This ballot shall be kept by the Executive, and in the event of a tie, this ballot shall represent the deciding vote. If the tie breaking ballot is not needed, the ballot will be destroyed without the ballot being revealed.

10.2.4 The Chief Electoral Officer shall predetermine and advertise the hours available for members to cast their ballots.

10.2.5 Any member who cannot vote at the times appointed by the Chief Electoral Officer shall be allowed at any time within the forty-eight hours previous to the opening of the poll to vote, deposit their ballot in a sealed envelope, and hand the envelope to the Chief Electoral Officer, who shall have it recorded with the normal ballots.

10.2.6 If within twenty-four hours after the results of the election have been declared, ten electors present to the Chief Electoral Officer a written and signed request for a recount of the ballots cast for any or all officers, the necessary arrangements shall be made for such a recount.

10.2.7 Members may not vote for any Year Representatives other than their own respective Year Representative(s).

10.2.8 Members may not vote for any Program Representatives other than their own respective Program Representative(s).

10.3 Hiring

10.3.1 Hiring shall be done in accordance with ASUS Hiring Policy (refer to ASUS Constitution), under direction of the incoming President and Vice President.

Article 11.0 – Finances

11.1 A general bank account shall exist in the name of the Association at a chartered Canadian Bank and all monies received shall be deposited therein.

11.2 Transfer of signing authority to the incoming President and the Finance Commissioner must be carried out by the last day of the winter academic term.

11.4 The President and the Finance Commissioner shall be empowered to act as signing officers and are authorized to pay all proper accounts incurred by the ordinary business of the Association.

11.5 No members are empowered to make purchases in the name of the Association or in any other way financially obligate the Association until such permission in writing has been given to them by the President.

11.6 The Finance Commissioner shall be required to present a report concerning the current financial situation of the Association at all properly constituted meetings, whether they be General, or Executive meetings, if requested at least 24 hours in advance

Article 13.0 – Constitution

13.1 If in the event that an unusual or extraordinary situation should arise during the course of the Association's administrative year for which this constitution does not provide guidance, then the Executive shall be empowered to take action upon such a situation only by a unanimous vote of the entire Executive. Such a decision upon a single matter is relevant only to that particular situation. Decisions of this type are not precedents.

13.2 The President and the Vice-President of the Association shall act as Judicial Commissioners and their interpretation of this constitution shall be the official ruling interpretation.

13.3 Unless otherwise stated in this Constitution, any part, section, subsection or paragraph of this Constitution may only be amended following one reading held at a separate meeting of the Executive. A notice of motion will occur the meeting prior to the first reading of the motion. Any Ordinary Member of the Association holds a vote on any Constitutional amendment.

Amendments may also occur at an Annual Meeting or a General Meeting. Changes to the constitution shall be made by the end of February and a minimum of two constitutional review meetings shall be held.

13.4 Amendments to the Constitution shall be passed by a two-thirds majority vote at two consecutive General meetings.

13.5 Until such amendment is given effect, this Constitution shall remain in force and be binding upon the Association as regards any party acting on the faith thereof.

13.6 All housekeeping changes that do not alter the spirit of the document may be entered as a matter of course by the Internal Affairs Commissioner.

Article 14.0 – Transition

14.1 The Executive shall be retired on the last day of the winter academic term during which they held office. At that time the Executive-Elect shall assume the powers vested in the offices of the Executive.

14.2 Each Executive member shall prepare a transition manual of their job and activities during their time in office prior to the May 31st immediately following the installation of the new Executive.

Article 15.0 – Spirit

15.1 The predominant colours of the Association shall be gold and dark purple.

15.2 The visual identity of the Association will be aligned with that of Queen's University.

Article 16.0 – Awards

16.1 The Howard Staveley Teaching Award will be presented at the End of Term Party to a professor for their teaching excellence. Students may nominate a professor via e-mail. Notification of this award will be sent over e-mail at least twice per year, once at the end of the fall term, and once at the end of the winter term, by the Academic Affairs Commissioner. The Association's Executive will review the entries and reasons, and determine the final recipient.