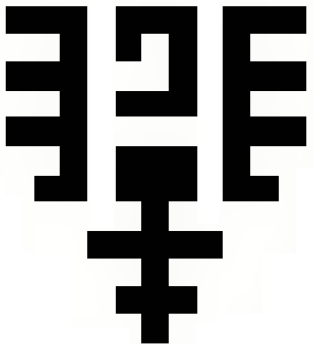
THE CONSTITUTION

OF THE



DALHOUSIE UNIVERSITY

COMPUTER SCIENCE SOCIETY

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TABLE OF CONTENTS

PREAMBLE 3

ARTICLE 1: NAME 4

ARTICLE 2: PURPOSE 5

ARTICLE 3: MEMBERSHIP 6

ARTICLE 4: REPRESENTATION AND ORGANIZATION OF THE SOCIETY 7

ARTICLE 5: DUTIES OF THE COUCIL 8

ARTICLE 6: DUTIES OF THE COUNCIL MEMBERS 9

ARTCILE 7: MEETINGS 15

ARTCILE 8: ELECTIONS 17

ARTICLE 9: IMPEACHMENT 18

ARTCILE 10: RESIGNATIONS AND VACANCIES 19

ARTICLE 11: CONSTITUTIONAL & BY-LAW AMENDEMENTS 20

ARTICLE 12: FINANCES 22

ARTICLE 13: COUNCIL TRANSITION 24

ARTICLE 14: BY-LAWS 25

PREAMBLE

This document is the official constitution of the Dalhousie University Computer Science Society. This document renders all previous Constitutions for the Society null and void.

ARTICLE 1:
NAME

A. The society will be known as the Dalhousie University Computer Science Society (known as the CSS, hereafter referred to as the “Society”).

ARTICLE 2:
PURPOSE

A. The purpose of the Society is

- **i.** to promote activities for the advancement of the interests of its members and other interested parties;
- **ii.** to co-ordinate and promote the activities of the member of the Society subject to the rules and regulations of Dalhousie University;
- **iii.** to provide a central and united voice on behalf of its members in discussions in and outside Dalhousie University, when such discussions may affect the members either directly or indirectly; and
- **iv.** to organize the money and properties granted to, or otherwise acquired by, the Society to satisfy the purpose.

ARTICLE 3:
MEMBERSHIP

A. Any student enrolled at Dalhousie University is eligible to be a member of the Society.

B. Members must pay the Society Fee to maintain their status.

C. Only members may vote and hold executive positions.

D. The following are eligible to become honorary members:

   i. any person taking a course offered by the Faculty of Computer Science for credit;

   ii. the Dean of the Dalhousie University Faculty of Computer Science;

   iii. Faculty of the Dalhousie University Faculty of Computer Science;

   iv. Alumni of the Faculty of Computer Science; and

   v. any other person(s) elected by the Society's representative council.

E. Honorary members do not have voting privileges and may not become executives in the Society.

F. The Society does not place any limits on members based on age, sex, gender identity, sexual orientation, race, place of birth, religion, language, or mental/physical disability.

ARTICLE 4:
REPRESENTATION AND ORGANIZATION OF THE SOCIETY

A. There shall be a council of students (hereafter 'the Council'), which shall consist of the administrative positions (hereafter 'the Executive') and elected or appointed representatives.

B. The Executive will be made up of 5 officers. Each member can only hold one Executive position at a time. In order of ascension, these officers are:
   i. President
   ii. Vice President Internal
   iii. Vice President External
   iv. Treasurer
   v. Secretary

C. The Council shall consist of
   i. The Executive
   ii. Graduate Representative
   iii. Women in Technology Representative
   iv. Undergraduate Computer Science Representative
   v. Undergraduate Informatics Representative
   vi. Co-op Representative
   vii. Social Representative
   viii. Athletic Representative
   ix. Member-At-Large
   x. Chair (Non-Voting)
   xi. Faculty Representative (Non-Voting)
   xii. Bar Manager (Non-Voting)
   xiii. Transition Officer (Non-Voting)
   xiv. Society Desk Manager (Non-Voting)

ARTICLE 5:
DUTIES OF THE COUCIL

A. Subject to the by-laws, the Council may appoint and delegate to committees such powers and duties as may be deemed necessary or desirable. The Council may also make rules and regulations relating to the performance of its functions and the exercise of its powers.

B. The Council may introduce, amend, or repeal any by–law in accordance with this constitution.

C. The Council may delegate responsibilities and duties to Council members, including at least the applicable duties in Article 6. This delegation shall not limit the oversight of Council, as expressed in Article 5(D).

D. The Council as a whole may hold a vote to overrule any executive or committee decision.

E. The Council must ensure that the Society begins the ratification process by May 1st of each calendar year, as recommended by the DSU, and ensure the Society is ratified no later than August 1st of that year.

ARTICLE 6:
DUTIES OF THE COUNCIL MEMBERS

A. The duties of each executive officer are as follows:

i. President

a. Represent the Society as the head of the Executive.

b. Ensure the representation to all external organizations.

c. Fulfill the position of Chair:

1. in the absence of a Chair member during general Council meetings;
2. during Executive meetings; and
3. in the absence of a Chair member during annual general meetings.

d. Be responsible for overseeing all operations of the Society.

e. Sit as an ex-officio member of all committees of the Society.

f. Maintain a file of the minutes to all the committees of which they are a part, and to pass this file, a summary of the contents of this file to the appointed transition officer at the end of the current year.

g. Delegate his or her duties where appropriate or necessary.

ii. Vice President Internal

a. Act as a liaison between the Faculty of Computer Science and Society membership.

b. Sit on the Dean's Executive, the Faculty Council, and at least one other Faculty of Computer Science committee as the student representative for Computer Science.

c. Organize student representation at all other Faculty of Computer Science committees.

d. Deal with all internal issues faced by the Society including courses, faculty and curriculum.

e. Act as chair for general Council meetings in the absence of the Chair and the President.

f. Delegate his or her duties where appropriate or necessary.

iii. Vice President External

a. Act as a liaison with community agencies in all Society dealings.
b. Deal with all external Society issues including non-campus activities, and community service.
c. Attend Dalhousie Student Union meetings and represent the Society on appropriate Dalhousie Student Union committees.
d. Attend Dalhousie Senate meetings and represent the Society on appropriate Dalhousie Senate related Committees.
e. Facilitate ratification for the Society and adhere to Article 5(E).
f. Act as chair for general Council meetings in the absence of the Chair, President and Vice President Internal.
g. Delegate his or her duties where appropriate or necessary.

iv. Treasurer

a. Manage all of the financial accounts of the Society.
b. Prepare financial statements for the Society.
c. Maintain monthly bank reconciliation, two weeks after receipts are dated and signed.
d. Maintain accurate records of all receipts and expenditures of the Society.
e. Prepare a report every semester showing the financial position of Council.
f. Prepare a file at the end of the year summarizing the past year, to be given to the transition officer. This file should consist of:
    1. a report of all revenues and expenditures for the previous year;
    2. a report of the financial position of the Society;
    3. a proposed budget for the next year;
    4. an outline of the accounting procedures used in the Society; and
    5. guidance for the incoming treasurer on how best to handle the accounts of the Society.
g. Ensure that the books are audited by the Dalhousie Student Union Vice President (Finance).
h. Report revenue for all events organized by Council in coordination with the organizer of the event.

i. Co-ordinate with the Faculty all issues regarding the wages of staff at the Society desk.
j. Chair a meeting of the Executive to estimate the budget each newly elected Council in accordance with the guidelines set forth in Article 12 of this Constitution.
k. The Council shall meet at least once per semester to make available to its members the following:
    1. a detailed summary of the financial statements for the preceding semester, audited at least internally
    2. a detailed budget of the Council and the committees under its jurisdiction for the current year. This budget must be presented within first month of each newly elected Council.

v. Secretary
a. Record the minutes at Council and Executive meetings.
b. Distribute the minutes to members before or at the next meeting.
c. Prepare all correspondence on behalf of the Society on the recommendations of the Executive or Council.
d. Advertise vacant positions to the Society whenever such positions are open.
e. Co-ordinate all publicity on behalf of Council.

B. The duty of other Council members are as follows:

i. Graduate Representative

a. *In the case of no Computer Science Graduate Society:*

1. Attend Faculty meetings on behalf of all graduate students in the Faculty and inform them of the proceedings after each meeting.
2. Appoint acting representatives to the meetings in his or her absence.

b. *In the case of a Computer Science Graduate Society:*

1. Act as a liaison between undergraduate and graduate societies.

c. Keep the graduates of the Faculty of Computer Science informed of the issues discussed during the Council meetings.

d. Make known to the Council any complaints, comments, suggestions, or ideas that the students they represent may have.

e. Encourage class morale and participation in social events.

ii. Women in Technology Representative

a. *In the case of no Women in Technology Society:*

1. Appoint acting representatives to the meetings in their absence.

b. *In the case of a Women in Technology Society:*

1. Act as a liaison between the Women in Technology Society and the Computer Science Society.

c. Make known to the Council any complaints, comments, suggestions, or ideas that the students they represent may have.

d. Encourage class morale and participation in social events.

iii. Undergraduate Representatives (Computer Science & Informatics)

a. Keep the undergraduates of the Faculty of Computer Science informed of the issues discussed during the Council meetings.

b. Make known to the Council any complaints, comments, suggestions, or ideas that the students they represent may have.

c. Encourage class morale and participation in social events.

d. Ensure alternate representation of their class in their absence.

e. Attend functions that the Council may be involved in.

iv. Social Representative

a. Plan and execute Society social events.
b. Work to increase class morale and participation in the Society events.
c. Attempt to offer social events in collaboration with other Societies.
d. Give the Council reports on events at meetings.
e. Work with the treasurer to report on revenue of social events they organize.
f. Collaborate on events with other Council members.

v. Athletic Representative
   a. Represent the Society at all Athletic Council meetings.
   b. Plan and execute Society athletic events.
   c. Ensure maximum participation in athletic events in general.
   d. Collaborate on events with other Council members.

vi. Co-op Representative
   a. Act as a liaison between students and the co-op office; and to attend co-op meetings to which students are invited.

vii. Transition Officer
   a. Transition between Councils and provide guidance for the new Council.
   b. Collect reports outlined in Article 13, End of Year Reports and possessions of the Society from the previous Council.
   c. Deliver all collected reports and possessions of the Society to the new Council.

viii. Member-at-Large
   a. Represent the Faculty of Computer Science as a whole; and
   b. Act on the direction of the Council.

ix. Faculty Representative
   a. Attend Council meetings, as required to provide guidance and input to Council.
   b. Help transition between consecutive Councils by providing guidance to the incoming Council as to what has been done by the outgoing Council.

x. Chair

a. Giving notice of and preparing an agenda for all general Council meetings and AGMs (referred together as “meetings” in this section), as specified in Article 7(C)(i) and Article 7(C)(iii).
b. Book a room to hold the general Council meetings and AGMs.
c. Possess thorough knowledge of the Constitution and Robert’s Rules.
d. Chair meetings in accordance to the Constitution and Robert’s Rules.
e. Ensure meetings are conducted in a timely and efficient manner.
f. Ensure fair representation of all members during meetings.

C. Duties for other positions may be outlined in the by-laws.

D. The duties for all Council Members are as follows:

i. Attend Council meetings.
ii. Submit an End of the Year Report, as outlined in Article 13 summarizing their activities and progress on Council along with any Council assets they may hold, to the transition officer prior to April 30th.

ARTCILE 7:
MEETINGS

A. Meetings follow Robert's Rule.

B. There will be three types of meetings:
   i. General Council meetings;
   ii. Executive meetings; and
   iii. Annual general meetings (AGM)

C. The regulations for each type of meeting are as follows:
   i. General Council meeting
      a. Members must receive advance notice of a general Council meeting no less than 48 (forty-eight) hours prior to the meeting. The Chair shall give this notice including an agenda and a list of all motions to be voted.
      b. Quorum for General Council meetings shall be 50% of the Executive and 50% of all Council members (including the Executive).
      c. General Council meetings will be held once every 2 weeks when possible.
      d. If more than 25% of the members sign a petition, the Council shall meet.
      e. Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.
      f. Voting on motions must go before voting Council members.
      g. A majority vote is needed to pass a motion (a majority signifying 50%+1 of all members in attendance).
   ii. Executive meeting
      a. Advance notice of no less than 24 hours must be given to Executive members prior to the meeting.
      b. Quorum for executive meetings shall be 3/5 of the executive.
      c. Executive meetings shall be used at the discretion of the executive to ensure the smooth operation of the Society.
      d. All members of the Society are permitted to join in Executive meetings, though notice of the meeting need not be given.

e. Any motions must be voted on by the general membership, and as such motions cannot be passed during Executive meetings.

iii. Annual general meeting (AGM)

a. Members must be given notice of an AGM no less than 7 days prior to the meeting. The Chair is responsible for giving such notice.

b. Quorum for an AGM shall be 50% + 1 of the Executive along with 1% of the general membership (including the executive and excluding honorary members).

c. The President must call an AGM at least once per year.

d. Any additional AGM's may be called at the request of all Executive, or at the request of a member of the general membership with a petition for an AGM signed by 25 Society members.

e. Voting on motions must go before the general membership.

f. Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.

g. A majority vote is needed to pass a motion.

ARTCILE 8:
ELECTIONS

A. Society will hold Council elections every year. The elections process will begin no earlier than February 1st an end no later than March 31st. The elections timeline will adhere to the DSU Elections Timeline when possible. Elections must follow the elections regulations outlined in By-Law (H).

ARTICLE 9:
IMPEACHMENT

A. No member of the executive may be recalled without just cause, or in any manner not specified in this constitution.

B. Just cause is defined by this constitution as:

   i. Failing to attend 4 consecutive executive or general Council meetings.

   ii. Failing to fulfill the majority their mandates as dictated by this constitution, within reasonable limits, and without reasonable excuse.

   iii. Conduct likely to result de-ratification of the Society, or conduct likely to bring the Society into disrepute.

   iv. In the case of the President, failing to submit a request for Ratification before November 1st of the year of their Presidency without reasonable excuse.

   v. Other gross misconduct.

C. Any member may put forth a motion to impeach provided they have a petition signed by 25 Society members, and this petition can also serve to request an AGM as directed by Article 7.

D. Motion to impeach must be put to the general membership

E. If the Council deems a member is eligible for recall with just cause, an AGM will be scheduled in which the general membership may vote to motion the impeachment. Specific notice must be given to all members of a motion to impeach 48 hours prior to the AGM.

F. A vote to impeach an executive member can only be brought forth at an AGM. Specific notice must be given to all members of a motion to impeach 48 hours prior to the AGM.

G. At least 48 hours' advance notice of a motion to impeach must be given to the member up for impeachment, and that member must have the ability to speak in their defense before the vote is taken.

H. A vote of 75% +1 of the general membership is required to impeach an Executive member. Voting will be conducted by secret ballot.

ARTCILE 10:
RESIGNATIONS AND VACANCIES

A. All resignations of Council members shall be made in writing, addressed to the president, and submitted at the next regular meeting of Council for action therein. In the case of the president's resignation, the letter shall be addressed to the vice president internal.

B. Should an elected position not be filled during the initial elections, the position is to be filled by the newly elected Council. A secret ballot vote is to be held at the next Council meeting. This elected member has the same rights and responsibilities as if they had been elected in the initial elections.

C. Should a vacancy occur in the Executive the runner up in the elections will be appointed, provided they received more votes than the "None of the above" option. If no one is available for the position, the Council shall as soon as reasonably possible appoint an elections officer for the sole purpose of overseeing a by-election. Council shall open a nomination period of not less than two (2) days, followed by an optional day of campaigning, and, finally, one (1) day of voting. Voting shall in all other respects conform as nearly as is reasonably possible to Article 8.

ARTICLE 11:
CONSTITUTIONAL & BY-LAW AMENDEMENTS

A. In the event that the Society cannot be ratified as a result of the content of this constitution, the current Executive have the ability to make such changes as are deemed necessary by the Vice President (Internal) of the Dalhousie Student Union. These changes become official upon ratification.
    i. If any member of the Society wishes to contest the changes, they may do so at the next AGM, or petition the President to call one as per Article 7.

B. With the exception of circumstances in Article 11(A), amendments to this constitution are subject to the following regulations:
    i. All members are entitled to vote on amendments to the constitution
    ii. Text of the amendment must be posted in prominent places for 7 days before the referendum.
    iii. A 2/3 vote is required to pass a motion to amend the constitution.
    iv. Any constitutional amendments must be submitted to the Society Review Committee of the Dalhousie Student Union for approval.
    v. Amendments to the constitution can only be made at an AGM or by online vote.
    vi. A vote at an AGM will follow these regulations:
        a. Motions to amend the Constitution must be presented to the Vice-President Internal of the Society no less than one-week before the AGM at which the constitution will be amended.
        b. Voting will be conducted via a show of hands at an AGM, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.
    vii. An online vote will follow these regulations:
        a. Motions to amend the Constitution by online ballot must be presented to the Vice-President Internal of the Society no less than one-week before the voting period.
        b. Online votes shall be done via secret ballot using a method that authenticates the general membership.
        c. The vote shall be open for a minimum of 7 days.

d. A vote is only valid if more than 1% of the general membership cast a ballot.

viii. The by-laws following this constitution may be amended or revised by the Council. Any such amendment requires a vote of not less than 75 percent of the members of the Council.

ARTICLE 12:
FINANCES

A. The Council is responsible for all money and property granted to or otherwise obtained by the Council.

B. All Council funds are to be handled primarily by the president and treasurer. The president, treasurer and vice president external are to have joint signing authority for all Council accounts. In the event of one of these positions not being filled, the vice president internal or secretary shall be allowed to hold signing authority until such time as the vacant positions are filled.

C. All Council cheques shall require the signature of at least two signing authorities. No signing authority shall count towards the number of signatures on a cheque for themselves.

D. Funds handled by the Council include:

   i. all Council bank accounts;

   ii. an emergency fund for unanticipated expenses; and

   iii. a fund for student aid, or to partially fund student attendance to conferences, or to fund equipment purchases

E. No less than twenty-five (25) percent of the estimated total annual budget shall be set aside for emergency, conference and equipment funding. This money may not be accessed without a Council vote and the reasons for accessing these funds shall be reviewed by an appointed committee.

F. Each newly elected Executive is responsible for setting a budget. This budget is to be based on the most accurate registration information available for that year and should be drafted in the first month of May.

G. There should be no carryover of any deficit from one semester to the next. In the case that there is a deficit, the deficit incurred must be explained and at the least, steps shall be taken to balance the next semester's budget.

H. In situations where a deficit exists when a new Executive is entering, the previous Council shall make available all Council funds, including unspent emergency funds, to help reduce or eliminate said deficit. The previous Council Executive shall be required to defend their reasons for incurring any such deficit. In the situation where a surplus

exists at the end of a term, all remaining funds shall be passed on to the incoming Council.

I. The budget will be created each year by the Treasurer, and will be passed by the executive at an Executive meeting to the Council for approval. The Council will then motion to approve the budget at a general Council meeting.

J. See the Dalhousie Student Union's Treasurer's Handbook for proper procedures.

ARTICLE 13:
COUNCIL TRANSITION

A. End of the Year Reports are to be submitted to the transition officer via electronic mail or other reasonable method of their choosing prior to the end of their term, usually by the timeline specified by the DSU for elections. The transition officer may set an earlier deadline of their choosing, no earlier than the last meeting of the Council.

B. Non-voting Council members are exempt from composing an End of the Year Report.

C. If Council determines a report has not been submitted on time, that member shall be ineligible for reimbursement.

D. Council will decide to grant or deny an honorarium separately for each semester that a given member of Council served (Summer, Fall, Winter).

E. If a member served on Council in more than one position, they are required to submit only one report detailing their activities in each position separately.

F. If a student served in more than one position, whether consecutively, concurrently, or otherwise, they are eligible for a maximum of one honorarium per semester.

G. Upon receipt of the End of the Year Reports as required in Article 6(D), the Council shall determine whether each of the Executive, the Social Representative, and the Athletic Representative and other Council members shall receive their honorariums, the current Dalhousie Student Union fee and their Computer Science Society student fees.

H. Annual Executive Honorariums of Society Distributions are agreed upon every AGM by general membership. Maximum disbursements are as followed:

   i. President 1.7%
   ii. VPI 1.5%
   iii. VPE 1.5%
   iv. Treasurer 1.5%
   v. Secretary 1.3%

ARTICLE 14:
BY-LAWS

A. Bar Manager Position

- **i.** A Bar Manager will be hired at the first Council meeting of each school year.
- **ii.** In the event of no Bar Manager being hired, bar events will be the responsibility of the social representative until one is found.
- **iii.** A Bar Manager may be fired via a majority vote by Council following two disciplinary meetings. Disciplinary meetings will be held if the Bar Manager fails to comply with the Bar Manager Regulations Article 14 (B).
- **iv.** Any Council member acting as Bar Manager must comply with the Bar Manager Regulations Article 14(B).
- **v.** The Bar Manager may delegate the task of running bar events to willing bartenders. These bartenders will receive the Bar Manager's reimbursement for the event and must abide by the Bar Manager regulations Article 14(B).
- **vi.** Failure to comply with Bar Manager regulations will result in forfeiture of payment for the event at which regulations were violated. It will also result in a disciplinary meeting between the Bar Manager and the Executive.
- **vii.** The Bar Manager will submit a report on finances for every bar event including income, expenses and cash box totals before and after to the Society treasurer.
- **viii.** The Bar Manager will submit a report on inventory for every bar. A record of the total sales for each type of beverage must also be included.
- **ix.** The Bar Manager is expected to attend the weekly Council meetings.

B. Bar Manager Regulations

- **i.** The Bar Manager will be at a minimum of 19 years of age and must have a Safe Serve license valid in Nova Scotia.
- **ii.** The Bar manager will not steal money, alcohol, or Geek Beer supplies. Doing so is grounds for immediate dismissal.
- **iii.** The Bar Manager will neither advertise drink prices nor promote alcoholism at Society events.
- **iv.** The Bar Manager must be sober for the entirety of any bar events where their id is on the liquor license.

v. The Bar Manager will be responsible for booking any required rooms for bar events. No bar event will be held if a near-by space is booked for a formal academic purpose, such as an examination or lecture.

vi. The Bar Manger will be responsible for all equipment used during bar events. The Bar Manager is solely responsible for the rental and return of any required equipment.

vii. The Bar Manager will hire bartenders in accordance with the bartender hiring process.

viii. It shall be the responsibility of the Bar Manager to make sure that all Society property is properly secured after each event.

ix. If the Bar Manager fails to properly secure any Society property after an event, their pay for that event may be reduced by the value of the property, even if nothing was stolen/lost, to a minimum of $0.00.

x. The Bar Manager may delegate a willing Bartender to be responsible for some of the Society's property being properly secured. In this case, responsibility for the property in question is shared, and each may have their pay reduced by half the value of any unsecured property, to a minimum of $0.00.

xi. If the Bar Manager delegates a Bartender to be fully responsible for an event, as per Article 5(A)(v), then that Bartender takes on all responsibility for Society property, independent of Article 5(A)(x). The acting Bar Manager may then re-delegate some responsibility, as per Article 5(A)(x).

xii. The Bar Manager may be provided with a cash float for the purchase of non-alcoholic supplies for Geek Beer, to be determined by the Council in advance of the event to be organized. All receipts for purchases made with this cash float must be submitted to Council, as well as any and all cash remaining in the float. Misuse of the cash float is grounds for immediate dismissal.

xiii. The Bar Manager may delegate a bartender or Council member to make purchases with the cash float supplied. A note shall be made as to who was delegated how much money, and all receipts and remaining cash will be collected by the Bar Manager to be submitted to Council as per article 14(B)(xii). Misuse of the cash float by bartenders or Council members is grounds for immediate dismissal, as well as grounds for disciplinary action of the Bar Manager.

xiv. Theft of supplies or money by the Bar Manager are grounds for immediate dismissal.

C. Bar Manager Wages

i. The Bar Manger will receive 25% of the net profits at each event, or $40, whichever is higher.

ii. Net profits are the total revenue for the event, less the wholesale of all alcohol sold and any additional expenses incurred by the Society as a result of the event.

iii. The Bar Manager must include any lost stock due to bottles breaking, inferior inventory, or other problems in the weekly inventory reports. The cost of lost stock will not be deducted from net profits for each event.

D. Bartenders

i. The Bar Manager will hire up to five (5) bartenders at a time.

ii. The Bar Manager will give precedence to Computer Science Society members when hiring bartenders.

iii. Bartenders who are Society members will be reimbursed the cost of a Safe Serve course, contingent that they bartend two or more Society events and the course is approved by Council.

iv. Bartenders will be paid $30 per event.

v. The Bar Manager will advertise any bartending position of the Society mailing list at least twice before filling that position.

vi. Theft of supplies or money by Bartenders is grounds for immediate dismissal.

E. Society Desk

i. Once per year, the Council shall endeavor to hire the Society Desk Manager and employees for the next semester

ii. In the event of no Society Desk Manager being hired, the Society Desk will stay closed until such time one is hired.

iii. The hiring committee will consist of one non-Council student and 2-4 Council members.

iv. All of the applicants for employment at the Society Desk must fill out the application form available on the Society's website, and may add a resume and cover letter, but will not be penalized for only filling out the form.

v. None of the applicants are to be part of the hiring committee.

vi. The hiring committee may choose to hire a Society Desk Manager to help with the hiring of its employees or they may choose to hire both Society Desk Manager and employees at the same time.

vii. The number of employees hired will be determined by the hiring committee (and optionally the Society Desk Manager, as outlined in Article 14(E)(vi), based on the number of hours available. The financial administrator of the Faculty of Computer Science can be asked for the number of hours available in the coming semester.

viii. It shall be the responsibility of the Society Desk Manager to set a work schedule for themselves and the employees.

ix. The Society Desk Manager and employees will not steal money, or any supplies. Doing so is grounds for immediate dismissal.

x. A Society Desk Manager may be fired via a majority vote by Council following two disciplinary meetings. Disciplinary meetings will be held if the Society Desk Manager fails to comply with the Society Desk by-laws (Article 14(E)).

xi. The Society Desk Manager is to order new stock for the Society Desk when needed.

xii. In the event that the Society Desk needs supplies other than those normally stocked and sold at the desk, the Society Desk Manager shall bring such need to the attention of the Council, who shall have to vote to approve such purchase before it is made.

xiii. Changes to the Society Desk price list must be approved by a full Council vote.

xiv. When any invoices come in the Society Desk Manager must deliver them to the treasurer.

xv. A cash count must be taken every day before the Society Desk opens and after it closes to ensure that there is no missing money.

xvi. A deposit of all large bills in the cash box is to be given to the treasurer so that it may be deposited in the bank, every month or whenever deemed necessary.

xvii. The Society Desk Manager is expected to attend the weekly Council meetings.

F. Voting on motions

i. Voting on motions can be done via online ballot using a method that authenticates voting members of Council. More than 50% of voting Council members must cast a ballot for the vote to be valid. The text of the motion shall be posted 72 hours before the vote. The voting period must be open for at least 72 hours. If the vote does not pass, the motion will be presented at the next Council meeting.

G. The Chair is paid $50 a month.

H. Elections Policy

i. The positions open for election are the following:

a. President
b. Vice President Internal
c. Vice President External
d. Treasurer
e. Secretary
f. Graduate Representative
g. Undergraduate Computer Science Representative
h. Undergraduate Informatics Representative
i. Social Representative
j. Athletic Representative
k. Member-At-Large

ii. Every member of Society, excluding honorary members, is eligible to nominate, be nominated and vote in Society elections.

iii. In the case of a Computer Science Graduate Society, the Graduate Representative will be elected by the Computer Science Graduate Society according to their Constitution.

iv. The term for all positions is one calendar year.

v. The first Council meeting must be held no later than 14 days after the beginning of the new term period.

vi. The Elections Officer shall be responsible for overseeing elections. The Officer is appointed at least one month prior to the start of the Society elections. The Officer shall execute the upcoming election according to the Constitution and it's by-laws.

The Officer shall submit a report to Council at the end of the election period. If the report is approved by the Council, the officer is entitled to an honorarium of $80.

vii. In the failure of the past Executive to appoint an elections officer, the Faculty representative may appoint the elections officer.

viii. The elections officer may not run for or hold any voting Council position for one year following the election.

ix. The elections officer shall submit and have approved by Council a list of any campaign regulations, which they intend to use before the beginning of the elections period. The elections officer must provide to the Executive, upon request, access to the account, which they intend to use for the elections any time before the last 24 hours prior to the nominations period.

x. Nomination

   a. The nomination period shall be held for a minimum of 5 business days. The elections officer shall publish the call for nominations. To be nominated for a position, a candidate needs at least 4 nominations for that position from students with an account on a Computer Science server and who are Society members. This excludes the candidate himself or herself.

   b. The acceptance period shall be open for 2 (two) days after the nomination period. If a candidate is nominated for more than one position, then they are eligible to accept only one of the nominations. The acceptance period shall not begin until all nominees have been notified of their nomination.

xi. Campaign

   a. The campaigning period shall be held for 7 consecutive days. All campaigning will be subject to the rules established by the elections officer, as approved by Council.

xii. Elections and voting

   a. Elections shall be held for all positions where the number of nominees is greater than zero.

   b. The voting period shall be held for a minimum of 2 days.

   c. The method of voting shall adhere to Article(8).

d. The Elections Officer upon his or her appointment chooses voting method. The first choice should be via DSU elections, and secondly at a Society AGM or electronically. The Elections Officer must get the method of voting approved by Council prior to the start of the voting period.
e. Voting will verify the authenticity of all voters.
f. Voting will be done by secret ballot.
g. The DSU or the Elections Officer will count votes.
h. Election ballots shall contain the option "None of the above". In the case that only one candidate is nominated for a position, the options will be “yes”, and “no”.
i. A candidate must receive a plurality to win the position. The elections officer shall not cast a vote except in the event of a tie.
j. Should the option "None of the above" or “no” receive a plurality vote, all nominees for the position in question fail to be elected.
k. In the event that a nominee fails to be elected to a position, while they are no longer eligible for that specific position until the next general election, they may be eligible for another Council position, in the event of a by-election or as determined by the Council.
l. In the event that no candidates are elected during the election, the elections officer and transition officer will hold another election within the next 2 weeks.
m. If elections are held at an AGM and the President wishes to re-run for any position, then the Vice-President shall act as chair.
n. If elections are held at an AGM and both the President and Vice-President wish to run for any position, the members present at the AGM shall nominate and vote on a chair from the general membership.
o. Each member can hold at most one executive position at a time.

I. BBQ Manager Position
    i. Hiring and Vacancy
        a. A Barbecue Manager will be hired in March of every year for the duration of the year.

b. In case that no BBQ Manager is hired the duties of the BBQ Manager will fall on the Social Representative until one is found.
c. Any Council member acting as BBQ Manager shall comply with regulations set forth in Article 14(I) and Article 14(J).
d. A violation of regulations will result in a disciplinary meeting between the BBQ manager and at least 2 members of the Executive. Council may fire a BBQ manager via a majority vote after: (1) two disciplinary meetings or (2) as seen fit by Council.

ii. Training
a. The Society may reimburse up to four food safety certification courses per year. Candidates must provide a copy of the valid certificate they achieved to get reimbursed.

iii. Remuneration
a. The BBQ Manager or the acting BBQ Manager under Article 14(I)(i)(c) shall be awarded an honorarium of $40 per event if all regulations were met.

iv. Duties
a. At the start of his or her term, the BBQ manager shall:
1. check to make sure all equipment is in working order,
2. submit a written proposal to Council if equipment needs to be purchased,
3. submit a written proposal for planned BBQ event dates, predicted expenditures, revenue and funding; request Council's written pre-approval to cover supply purchasing throughout the year,
4. complete risk management forms for all events and submit for approval by the DSU,
5. apply for temporary food licenses for all events,
6. and book an appropriate venue for all events.
b. Two weeks prior to an event, the BBQ manager shall:
1. check the propane to make sure that it is full,
2. check beverage and food supplies as well as expiry dates,
3. keep track and document inventory,
4. obtain a float for the cash box and for the purchase of supplies,

5. purchase the required supplies,
6. and advertise the event.

c. Prior to the event, the BBQ manager shall:
    1. advertise the event,
    2. setup equipment,
    3. check to make sure equipment is in working order,
    4. chill beverages as required,
    5. preheat the barbecue.

d. During the event, the BBQ manager shall:
    1. operate the cash box,
    2. serve food and beverages.

e. After the event, the BBQ manager shall:
    1. check to make sure the propane valve is closed,
    2. clean all equipment,
    3. document sales, including sale items as well as total revenue, write an inventory report,
    4. deposit revenue in a secure place,
    5. dispose of perishables,
    6. store food supplies appropriately,
    7. store equipment.

f. The BBQ manager may delegate duties to other council members or volunteers, as deemed appropriate, if this delegation does not breach regulations set forth in Article 14(I) and Article 14(J).

J. BBQ Regulations

i. Food Handling Safety

a. All participants assisting at BBQ events must properly adhere to safe food handling practices and regulations set forth by the Nova Scotia Department of Agriculture.

b. Special attention must be made for cross contamination of food allergens such as gluten (wheat products), nuts, etc. Food labels and ingredient information must be readily available at the request of a customer.

c. There shall always be a person holding a valid certification in Food Safety Handling present before, during and after a BBQ event.
d. Expired or bad products shall be disposed of immediately. They shall not be sold, or given away to the public.

ii. Handling the barbecue
a. Propane must be handled with care, as it is a highly flammable gas.
b. The propane valve must be shut off when the BBQ is not in operation.
c. The lid must be open when the BBQ is being ignited.
d. Place the BBQ a safe distance away from any buildings so that smoke doesn't enter these buildings.

iii. Handling the cash box
a. The BBQ manager is responsible for the cash box that is provided for BBQ events, as well as the funds that are in it.
b. The manager shall not steal money, beverages or supplies.
c. The manager should make sure that the money is stored in a safe location, under the direction of the Treasurer, when an event is not taking place.

iv. Other Responsibilities
a. The BBQ manager will be responsible for all equipment used during events. The BBQ manager is solely responsible for the rental and return of any required equipment.
b. It shall be the responsibility of the BBQ Manager to make sure that all Society property is properly secured after each event.
c. If the BBQ manager fails to properly secure any Society property after an event, their pay for that event may be reduced by the value of the property, even if nothing was stolen/lost, to a minimum of $0.00.
d. The BBQ manager must include any lost stock due to inferior inventory, or other problems in the inventory reports. The cost of lost stock will not be deducted from net profits for each event.

K. Reimbursement for travel expenses
i. The Society may reimburse the cost of travelling for the gathering of supplies under the following conditions:

a. Up to four supply trips will be reimbursed per month.
b. The Society will make every attempt to gather supplies for all events and services in one trip. This includes supplies for Geek Beers, BBQs, the Society Desk and other events.

ii. A travel expense claim form must be returned to the Treasurer for approval.

iii. The rate of reimbursement will be the following:
a. Up to $50 per round trip with a taxi receipt.
b. Up to $50 per round trip at a rate of 54 cents per kilometer.

L. Annual Costco Membership

i. The Society may purchase a yearly Costco Business membership. The membership must be registered to the Dalhousie University Computer Science Society.

M. Constituent Societies

i. Constituent Societies reside under the Society

ii. To become a Constituent Society under the Society, the following conditions must be met:
a. All executive of the Society and 50%+1 of the council agrees to take a constituent under the Society.
b. All executive of the proposed Constituent Society and 50%+1 of their council agrees to act under the Society.

iii. All Constituent Societies and the Society must abide by the following rules:
a. Audits of the Constituent Society must be delivered to the Society 2 weeks before the audits are due for the Society.
b. The Constituent Society must have an acting member taking part on the council of the Society as a representative of the Constituent Society.
c. Constituent Societies have the right to request funding for particular events or needs to the Society. Decisions for these proposals will follow the standard motion.