



Article 1. Society Name

1.1. The society shall be the Computer Science Graduate Society, hereafter referred to as "The Society".

Article 2. Objects

2.1. The objectives of the Society shall be:

- 2.1.1. To promote and serve the academic, intellectual, cultural, social and recreational needs and interests of the students enrolled in the graduate programs of the Department of Computer Science at the University of Calgary hereinafter referred to as "The Department".
- 2.1.2. To represent graduate students in the Department to the Department, The Graduate Student Association of the University of Calgary, hereinafter referred to as "The GSA" and to the University of Calgary in general.
- 2.1.3. To foster an environment in which all graduate students in the Department can freely interact to share ideas and build a collective identity.

Article 3. Governance

- 3.1. The government of the Society arises from, and shall always follow, the principle of democratic rule.
- 3.2. The Society shall maintain three (3) branches of government: the Executive, the Computer Science Graduate Representative Council hereafter known as CSGRC, and the Judicial Panel.



Article 4. Bylaws

4.1. Membership Act

Eligibility for Membership

4.1.1. Any person registered in any graduate program offered by the Department shall be an Active Member.

4.1.1.1. Active Members shall pay no annual dues to the Society.

4.1.2. Active Membership in the Society shall cease:

4.1.2.1. at the end of the student's final registered year as a graduate student in the Faculty of Graduate Studies.

4.1.3. Membership in the Society is non-transferable.

Rights and Obligations of Members

4.1.4. Active Members of the Society shall have the right to:

4.1.4.1. speak to and cast one vote on each question or motion arising at any Special or Annual General Meeting of the Society;

4.1.4.2. attend, but not vote in any meetings of CSGRC;

4.1.4.3. cast one vote in all general elections and by-elections as described in the Official Elections Act;

4.1.4.4. be represented on those committees, boards, and other bodies of the Department, the GSA and the University of Calgary to which members of the Society are entitled or have been granted representation, through the Society's duly elected or appointed representatives;

4.1.4.5. stand for and hold any elected or appointed office of the Society, pursuant to the requirements of the office;

4.1.4.6. access the resources of the Society upon the appropriate request; and

4.1.4.7. participate in all Society events and programs in accordance with applicable regulations.



- 4.1.5. Active Members of the Society shall have the obligation to:
 - 4.1.5.1. observe the Objects and Bylaws of the Society and
 - 4.1.5.2. ensure that the rights of all members of the Society are upheld and not impeded.

- 4.1.6. CSGRC may confer Honorary Membership on any person deemed worthy. Nominations may be made by any Active Member and presented to CSGRC for approval at any regular or special meeting of CSGRC. Honorary Members shall not vote in General or By-Elections, in the Annual or any Special General Meeting of the Society nor be eligible to serve as a representative to CSGRC, but shall have all other rights and obligations of Active Members.

- 4.1.7. Any person who meets the following criteria shall be a Visiting Member;
 - 4.1.7.1. The person must not be considered an Active Member.
 - 4.1.7.2. The person must be registered in a graduate or thesis based undergraduate degree in another university.
 - 4.1.7.3. The person must be invited by a Department faculty member to pursue research within the Department.
 - 4.1.7.4. The person must be assigned by the Department workspace in Department facilities.
 - 4.1.7.5. The person must be nominated for Visiting Membership by at least two Active Members.
 - 4.1.7.6. The person must be approved by majority (50% + 1) vote of the Executive.

- 4.1.8. Visiting Membership nominations shall be considered by the Executive at the next regularly scheduled Executive Meeting after the receipt of a nomination letter signed by at least two Active Members.

- 4.1.9. Visiting Members shall not vote in General or By-Elections, in the Annual or any Special General Meeting of the Society nor be eligible to serve as a representative to CSGRC, but shall have all other rights and obligations of Active Members.

- 4.1.10. Visiting Membership shall lapse upon the Member completing their research and leaving the University or one (1) year after it is conferred. Should the person remain at the University of Calgary and wish to remain a Visiting Member a new letter of nomination must be submitted to the Executive.



4.2. Executive Act

4.2.1. The Executive shall:

- 4.2.1.1. act as the representatives and advocates of the Society and its policies;
- 4.2.1.2. be responsible for executing the affairs of the Society; and
- 4.2.1.3. be responsible and accountable to the members of the Society at large and CSGRC.

The Elected Officers of the Society

4.2.2. The Executive shall consist of the following officers:

- 4.2.2.1. The President;
- 4.2.2.2. The Vice-President Academic;
- 4.2.2.3. The Vice-President Communications;
- 4.2.2.4. The Vice-President External;
- 4.2.2.5. The Vice-President Finance;
- 4.2.2.6. The Vice-President Internal;
- 4.2.2.7. The Vice-President Social.

Appointed Officers of the Society

4.2.3. The Executive may appoint one or more Active Members to serve as a Director-At-Large, a non-voting Executive Office with limited purview and term.

4.2.4. Should any elected or acclaimed Executive Office fall empty, other officers shall fulfill the duties of the office until such time that the vacancy is filled.

Eligibility and Roles of the Elected Officers

4.2.5. The Office of President shall be open to any Active Member who has been an Active Member for at least six months prior to their nomination and intends to remain an Active Member until the end of their term in office.



4.2.6. The President shall:

- 4.2.6.1. act as the Chief Executive Officer of the Society;
- 4.2.6.2. enforce due observations of the Objects, Bylaws, and Policies of the Society and undertake all presidential duties described therein;
- 4.2.6.3. provide the direction for all the Society's policies;
- 4.2.6.4. not vote in meetings of the Executive except to break a tie;
- 4.2.6.5. set the agenda for all Executive meetings;
- 4.2.6.6. chair all meetings of the Executive, in the event of the President's absence, the President shall appoint a replacement from the Elected Officers of the Society prior to the absence;
- 4.2.6.7. ensure that representatives of the Society attend all relevant committee, council or other bodies where the members of the Society should be represented;
- 4.2.6.8. sit as an ex-officio member of all Executive committees; and
- 4.2.6.9. be responsible for all official communications of the Society.

4.2.7. The Office of Vice-President Academic shall be open to any Active Member who intends to remain an Active Member until the end of their term in office.

4.2.8. The Vice-President Academic shall:

- 4.2.8.1. serve as the liaison with the department on all academic matters, particularly matters of research and teaching;
- 4.2.8.2. provide the direction for the Society's academic policies.
- 4.2.8.3. ensure that all members of the Society have access to workshops and seminars that enhance their research and teaching skills;
- 4.2.8.4. be responsible for organizing all academic events presented by the Society; and
- 4.2.8.5. co-ordinate and organize any volunteers sitting on academic committees on behalf of the Society, in consultation with the President.

4.2.9. The office of Vice-President Communications shall be open to any Active Member who intends to remain an Active Member until the end of their term in office.

4.2.10. The Vice-President Communications shall:

- 4.2.10.1. administer all day-to-day communications of the Society;
- 4.2.10.2. ensure that minutes from all Executive Meetings are recorded, archived and distributed appropriately;
- 4.2.10.3. ensure that the minutes from all CSGRC Meetings are recorded, archived and distributed appropriately, in consultation with the vice-president internal and the Speaker of CSGRC;



- 4.2.10.4. ensure that the minutes from all Annual or Special General Meetings are recorded, archived and distributed appropriately, in consultation with the vice-president internal and the Speaker of CSGRC ; and
- 4.2.10.5. maintain the communications resources of the Society, including, but not limited to the website, any e-mail services, and any electronic calendars.

- 4.2.11. The Office of Vice-President External shall be open to any Active Member who intends to remain an Active Member until the end of their term in office.

- 4.2.12. The Vice-President External shall:
 - 4.2.12.1. be responsible for ensuring that the Society is represented to the GSA, the Faculty of Graduate Studies, and the University of Calgary in general; and
 - 4.2.12.2. organize the Society's representatives to the Graduate Representative Committee of the GSA, in consultation with the Executive, as per the Graduate Student Association Act

- 4.2.13. The Office of Vice-President Finance shall be open to any Active Member who intends to remain an Active Member until the end of their term in office.

- 4.2.14. The Vice-President Finance shall:
 - 4.2.14.1. be responsible for monitoring the finances of the Society and reporting the status of such to the Executive and CSGRC;
 - 4.2.14.2. be responsible for drafting the Society's budget each year, in consultation with the Executive;
 - 4.2.14.3. obtain funding for the society from all available funding sources, in consultation with the Executive; and
 - 4.2.14.4. be responsible for all fundraising initiatives for the Society.

- 4.2.15. The Office of Vice-President Internal shall be open to any Active Member who intends to remain an Active Member until the end of their term in office.

- 4.2.16. The Vice-President Internal shall:
 - 4.2.16.1. be responsible for the Society's communications with the Department and the Computer Science Undergraduate Society, in consultation with the President and the Vice-President Communications;
 - 4.2.16.2. serve as the Executive's Government Relations Officer. This shall include scheduling and setting the agenda for CSGRC with the Speaker of CSGRC, in consultation with the Executive; and



- 4.2.16.3. organize the Society's representatives on any committee, council or other body of the Department where graduate students need to be represented, in consultation with the president.
- 4.2.17. The Office of Vice-President Social shall be open to any Active Member who intends to remain an Active Member until the end of their term in office.
- 4.2.18. The Vice-President Social shall:
 - 4.2.18.1. be responsible for organizing all social events presented by the Society.
 - 4.2.18.2. be responsible for promoting social interaction between Active Members.
 - 4.2.18.3. be responsible for coordinating with the other Executive Officers to ensure that all of the Society's events have the necessary and appropriate refreshments.

Executive Resignation

- 4.2.19. Any officer of the Executive may resign at any time by submitting a letter of resignation to the Speaker of CSGRC.
 - 4.2.19.1. The Resignation shall take effect immediately upon receipt of the letter by the Speaker.
 - 4.2.19.2. An Executive Officer must resign from office upon the termination of their registration at the University of Calgary.

Succession

- 4.2.20. The Order of Succession is as follows:
 - 4.2.20.1. The Vice-President Internal;
 - 4.2.20.2. The Vice-President Academic;
 - 4.2.20.3. The Vice-President Social;
 - 4.2.20.4. The Vice-President External;
 - 4.2.20.5. The Vice-President Communications;
 - 4.2.20.6. The Vice-President Finance;
- 4.2.21. Should the President or Acting President die, be removed from office or resign, or should the office be vacant for any reason, the duties of the President shall fall to the next Elected Officer in the order of succession who is eligible. That Officer shall assume the office of Acting President until such time that the office of President is no longer vacant. The Acting President shall retain their original office as well.

4.3. The Computer Science Graduate Representative Committee Act



Authority

- 4.3.1. Except where the Objects and Bylaws have authoritative prescience CSGRC shall have the authority to resolve all business of the Society.
- 4.3.2. The CSGRC shall have the authority to enforce appropriate behaviour by all representatives of the Society. If it is deemed necessary by CSGRC, a representative may be removed from their office by a minimum two-thirds (2/3) majority vote at a meeting of CSGRC where at least half (50%) of CSGRC members are present.

Composition

- 4.3.3. The CSGRC shall consist of the Executive, the Representatives and the Speaker of CSGRC.
- 4.3.4. The Representatives will consist of Active Members selected from each Research Group as determined by the Department and the Chief Returning Officer of the Society.
 - 4.3.4.1. Each Research Group shall select their Representatives according to their own methods, within the requirements of the Bylaws of the Society.
 - 4.3.4.2. Each Research Group shall nominate a number of Representatives according to the following table:

Number of Active Members in the Research Group	Number of CSGRC Representatives
1-10	1
11-20	2
21-30	3
31+	4

- 4.3.4.3. Each Representative shall communicate their nomination to the Speaker of CSGRC within five (5) working days of their nomination by their Research Group and at least fifteen (15) working days prior to the first meeting of CSGRC in the academic year.
 - 4.3.4.4. The Speaker of CSGRC shall confirm all appropriate nominations within five (5) working days of their receipt and at least then (10) working days prior to the first meeting of CSGRC in the academic year.
 - 4.3.4.5. No member of the Executive may serve as a Representative.



4.3.5. The term of office of each Representative shall be one academic year.

4.3.6. If a Representative is unable to attend a meeting of CSGRC, the Representative shall have the power to appoint an official Alternate from Active Members in their Research Group.

4.3.6.1. The Representative shall inform the Speaker of CSGRC two (2) working days prior to the CSGRC that the Representative will be unable to attend.

4.3.6.2. For the period the official Alternate replaces the Representative, the Alternate shall assume the right to cast the Representative's vote on each matter or question brought before CSGRC.

Voting

4.3.7. Each Representative shall have the right to cast one (1) vote on each matter or question brought before CSGRC.

Representative Resignation

4.3.8. A Representative shall have the right to resign at any time by submitting a letter of resignation to the Speaker of CSGRC.

4.3.8.1. The resignation shall take effect immediately on the Speaker's receipt of the letter.

Representative Duties

4.3.9. The duties of a Representative are:

4.3.9.1. to attend CSGRC and represent all Active Members in their Research Group;

4.3.9.2. to disseminate information from the Executive and CSGRC to all Active Members in their Research Group; and

4.3.9.3. to consult with the Active Members in their Research Group on all issue brought forward in CSGRC, any Annual or Special General Meeting and any Referendum.

4.4. Meetings of the CSGRC Act

Rules of Order

4.4.1. All meetings of the CSGRC shall be run in general accordance with Robert's Rules of Order, unless overruled by the Society's Bylaws, or by resolution of CSGRC.



4.4.2. A minimum two-thirds (2/3) vote by all present CSGRC members shall be required to pass a resolution modifying the rules of order for the duration of that meeting.

Speaker of CSGRC

4.4.3. The Speaker of the CSGRC, hereinafter referred to as the Speaker, shall chair all meetings of the CSGRC.

4.4.4. The Speaker shall be elected by CSGRC at the body's first meeting after the General Election each year.

4.4.5. The Speaker must be an Active Member of the Society.

4.4.6. In the event of the absence of the Speaker, the CSGRC shall appoint a Speaker *pro tem* by majority vote for the duration of that meeting.

4.4.7. The Speaker shall cast no vote in CSGRC except to resolve a tie vote of CSGRC.

4.4.8. The Speaker shall not be counted in determining quorum.

4.4.9. The Speaker may resign at any time by submitting a letter of resignation to the President.

4.4.9.1. At the first meeting of CSGRC after the resignation of the Speaker a Speaker *pro tem* shall be elected for the duration of that meeting. Additionally during that meeting the body shall elect a new Speaker.

4.4.10. The Speaker's resignation shall take effect immediately upon receipt of the letter of resignation by the President.

4.4.11. The Speaker's duties shall be:

4.4.11.1. to maintain order at all meetings of the CSGRC;

4.4.11.2. to ensure that all issues raised at CSGRC are resolved in a fair and timely manner and;

4.4.11.3. to ensure the rights of each member of the CSGRC are respected.

Attendance

4.4.12. All Active Members of the Society may attend CSGRC meetings and participate in discussion provided:

4.4.12.1. Only CSGRC Members may vote in any CSGRC meeting;



4.4.12.2. The CSGRC may resolve by majority vote to discuss any matter *in camera*.

4.4.13. Quorum for CSGRC meetings shall be satisfied by the attendance of at least one Representative or Alternate from fifty percent of the Research Groups with registered Representatives.

Meeting Notice

4.4.14. The Vice-President Internal and the Speaker of CSGRC shall ensure that notice of all CSGRC meetings and agendas is given by appropriate means to all CSGRC members not less than five (5) working days prior to the meeting.

Meeting Schedule

4.4.15. CSGRC shall meet at least once during the months of June, October, November, December, February, March and April.

4.4.16. By majority vote the Executive may call additional meetings of CSGRC at any time provided appropriate notice is given.

Rescinding Motions

4.4.17. A motion passed at a meeting of the CSGRC may be rescinded as per Robert's Rules of Order or by Referendum.

4.5. Judicial Panel Act

Authority

4.5.1. Decisions of the Judicial Panel shall be binding and supersede decisions of the Executive and CSGRC. The Judicial Panel is granted authority by the Objects of the Society and is responsible to CSGRC.

4.5.2. The Judicial Panel shall have the authority to arbitrate all disputes of the Articles, Objects, Bylaws, or Policies of the Society.

Composition

4.5.3. The Judicial Panel shall consist of five (5) Active Members selected by lottery.

4.5.3.1. The lottery shall be conducted by the Speaker of CSGRC during the first meeting of CSGRC after the General Election.

4.5.3.2. Any Active Member may refuse to serve on the Judicial Panel and if so another Active Member shall be drawn by lottery to replace them.



- 4.5.3.3. Members of the Judicial Panel shall serve for a period of one year. They may extend their term for twenty-five (25) working days where necessary.
- 4.5.4. Any member of the Judicial Panel may resign by submitting a letter of resignation to the Speaker of CSGRC.
 - 4.5.4.1. The Resignation shall take effect immediately upon receipt of the letter by the Speaker.
 - 4.5.4.2. When a member of the Judicial Panel resigns the Speaker shall hold a lottery to replace them at the next meeting of CSGRC.

Removal from Office

- 4.5.5. A member of the Judicial Panel may be removed from Office by a two-thirds (2/3) majority vote of CSGRC.

Raising Disputes

- 4.5.6. Any Active Member of the Society may raise a dispute regarding the Objects, Bylaws, or to Society policies or practices by communicating to the Executive or to the Speaker of CSGRC, in writing, the nature of the dispute, clearly stating which provisions of the Objects or Bylaws and/or which Society policies and/or practices are relevant.

Dispute Resolution

- 4.5.7. Within five (5) working days of the receipt of the written statement of dispute the Executive or the Speaker of CSGRC shall inform the members of the Judicial Panel who shall:
 - 4.5.7.1. meet to elect, by majority, a Chair who will oversee the Judicial Panel for all matters related to this dispute, within in five (5) working days of the dispute being raised.
 - 4.5.7.2. the Chair shall communicate to all Active Members of the Society their contact information to ensure that all Active Members shall have direct access to the Panel on the matter of the dispute raised.
 - 4.5.7.3. communicate where appropriate to all individuals or bodies involved in the dispute and shall request acknowledgement in writing of this communication.
 - 4.5.7.4. meet, within fifteen (15) working days with all parties, or their representatives, involved in the dispute, either individually or together. All representatives must be Active Members of the Society.
 - 4.5.7.5. meet as necessary to produce a ruling no more than twenty-five (25) working days after the initial dispute is raised.
- 4.5.8. The ruling must be communicated to the Executive and the Chair of CSGRC. CSGRC shall ensure that all orders of the ruling are carried out.



- 4.5.9. Rulings of the Judicial Panel must be measured with reflection to the severity of the issue under consideration and may include the following actions:
 - 4.5.9.1. suspension of an executive policy which is ruled to contravene the By-Laws or Objects of the Society.
 - 4.5.9.2. suspension of a By-Law of the Society which is ruled to contravene the Objects of the Society.
 - 4.5.9.3. removal of a candidate from a general or by-election.
 - 4.5.9.4. removal from office of an Executive Officer or a CSGRC Representative.
 - 4.5.9.5. suspension for a set period of time of any of an Active Member's rights in the society.
 - 4.5.9.6. suspension for a set period of time of a person's Active Membership.
 - 4.5.9.7. permanent revocation of an Active, Honorary or Visiting Membership.
- 4.5.10. The Judicial Panel shall also hear appeals of any ruling by the Executive or CSGRC that affect an Active Member's membership or position within the Executive or CSGRC. All rulings of the Judicial Panel shall be final.
- 4.5.11. The Judicial Panel shall have the right to access any documentation maintained by the Society and to demand the appearance of any Active Member of the Society.
- 4.5.12. Quorum for meetings of the Judicial Panel shall be satisfied by the attendance of three (3) members of the Judicial Panel.
- 4.5.13. All meetings of the Judicial Panel shall be *in-camera*

4.6. General Meetings Act

Annual General Meetings

- 4.6.1. A regular Annual General Meeting of the Society, hereinafter referred to as the AGM, must be held each year during the Winter Term of the University.
- 4.6.2. The President shall ensure that notice of the AGM is transmitted to all Active Members of the Society at least fifteen (15) working days prior to the AGM. This announcement shall include:
 - 4.6.2.1. a proposed agenda; and
 - 4.6.2.2. a description of all proposed changes to the Objects, or Bylaws.
- 4.6.3. The Business of the AGM shall include:

Computer Science Graduate Society

Bylaws



- 4.6.3.1. the reading, consideration and approval of the minutes of the previous AGM;
- 4.6.3.2. the report from the Executive on the status of the society in the previous year;
- 4.6.3.3. the consideration of amendments to the Objects of Bylaws of the Society; and
- 4.6.3.4. any business, not requiring notice, that the AGM wishes to consider.

Special General Meetings

- 4.6.4. A Special General Meeting may be called by majority vote of the Executive, by resolution passed with majority by the CSGRC or upon the receipt by the Vice-President Internal of a petition signed by at least five percent plus one (5% + 1) of the Active Membership.
- 4.6.5. Notice of at least ten (10) working days must be given prior to a Special General Meeting being held. This notice shall include a proposed agenda for the meeting.

Orders of General Meetings

- 4.6.6. The Speaker of CSGRC shall chair all general meetings of the Society, or should the Speaker not be present, the AGM may elect a Speaker *pro tem* for the duration of the meeting.
- 4.6.7. The Quorum for all General Meetings of the Society shall be satisfied if ten percent plus one (10% + 1) of the current Active Membership is present, provided this body includes at least one Active Member from every building in which the Department maintains a Research Group.
- 4.6.8. The Vice-President Communications shall insure that the minutes of all General Meetings of the Society, are recorded, including the results of all votes, archived and distributed in the appropriate manner.

4.7. General Elections Act

Order of Elections

- 4.7.1. The Society shall organize elections each year to fill the Offices of President, Vice-President Academic, Vice-President Communications, Vice-President External, Vice-President Finance and Vice-President Social. These elections shall end no later than April 15th.

Chief Returning Officer

- 4.7.2. Every June the CSGRC shall elect a Chief Returning Officer, hereinafter referred to as the CRO.



4.7.3. The CRO shall be an active member of the Society, who shall swear to remain impartial and non-partisan regarding elections and the elections process and who shall be answerable to the Judicial Panel and the CSGRC for proper conduct of the election.

4.7.4. The CRO shall have the authority to remove any candidate from the election for violations of the elections act. The candidate must be warned in writing at least once prior to being removed.

4.7.5. All decisions of the CRO may be appealed to the Judicial Panel in accordance with section 4.6

Timeline for the General Election

4.7.6. The CRO shall announce the holding of an election at least fifteen (15) working days prior to the opening date of the election.

4.7.7. This announcement shall include the procedures for nomination and for voting and the time period for each.

Nominations

4.7.8. Nominations for all elected Executive position shall be submitted in writing to the CRO and include:

- 4.7.8.1. the candidate's name;
- 4.7.8.2. the Office the nominee would like to be candidate for;
- 4.7.8.3. the current date;
- 4.7.8.4. the candidate's signature;
- 4.7.8.5. the name and signatures of two other Active Members of the Society endorsing the candidate.

Restrictions on Nomination

4.7.9. No Active Member of the Society shall stand as nominee for more than one (1) office.

4.7.10. No Active Member of the Society shall endorse more than one (1) nominee for the same Office.

4.7.11. Nominations shall remain open for at least five (5) working days after the announcement of the election. The nomination period may be extended by the CRO if there are an insufficient number of nominations.

Campaigning



- 4.7.12. The campaign period shall run from the end of the nomination period until the first day of voting.
 - 4.7.12.1. Candidates must submit all campaign material to the CRO for approval.
 - 4.7.12.2. Candidates may not post campaign material in any physical location except those approved by the CRO.
 - 4.7.12.3. Candidates may not e-mail the Active Members of the Society in a general e-mail except as permitted by the CRO.
 - 4.7.12.4. The CRO shall organize an All Candidates Forum at least two (2) working days before the first day of voting, at which all Active Members can meet and ask questions of all Candidates.
 - 4.7.12.5. All candidates shall cease campaigning one (1) working day before the beginning of voting.

Voting

- 4.7.13. At the end of the campaign period all Active Members, except the CRO who shall not cast a vote in any election, shall have a period of at least three (3) working days to vote in the manner described in the Election Announcement.
 - 4.7.13.1. All votes received after the voting period has ended shall be considered invalid.
 - 4.7.13.2. At the end of the voting period, the ballots shall be counted by the CRO and witnessed by a neutral third party.
 - 4.7.13.3. Each candidate may appoint a scrutineer to witness the counting.
- 4.7.14. A plurality of votes shall constitute election to office in the case of all Executive offices.
- 4.7.15. In the case of a tie vote, CSGRC shall cast the deciding vote based on a fifty percent plus one (50% + 1) majority motion of that body.
- 4.7.16. A candidate shall also be elected to office by acclamation if no other nominations are made for said office.

Announcement of Results

- 4.7.17. The CRO shall make public the names of the successful candidates and shall submit written reports at the earliest opportunity, including the election tallies, the number of spoiled ballots and any irregularities that may have occurred to the Vice-President Internal and the CSGRC.
- 4.7.18. Candidates may request a recount if the voting difference is less than 15% of the voting total. Recount requests must be made within 48



hours of the declaration of the official election results. There may be at most one (1) recount for each office.

Term of Office

4.7.19. Officers elected in the April Election shall take office effective May 1st and hold office until April 31st the following year.

4.8. By-Elections

Grounds for Calling By-Election

4.8.1. In the case where an Executive Office is vacant, through resignation or the officer being removed from office, a By-Election must be held.

4.8.2. A By-Election shall be called for a date no later than one (1) month after the date the office becomes vacant.

Regulations

4.8.3. By-Elections shall conform to all the regulations specified in the Elections Act.

Term

4.8.4. An officer elected by by-election shall serve a term from the date of the announcement of their election until the 31st of April.

Suspension of By-Elections

4.8.5. Should an office fall vacant less than two (2) months before the end of the Executive term, the Executive may resolve to suspend the By-Election pending the beginning of the general election.

4.9. Referenda

Grounds for Calling Referenda

4.9.1. A question shall be submitted for resolution by referendum only upon:

- 4.9.1.1. a majority resolution of CSGRC;
- 4.9.1.2. a majority resolution of a Special General Meeting; or
- 4.9.1.3. receipt by the Vice-President Internal of a petition to hold a Referendum on a question, proposed by and Active Member of the Society and signed by at least five percent plus one (5% + 1) of the Active Membership.

Scheduling A Referendum



4.9.2. Once a Referendum has been initiated, the CSRGC shall meet to determine a date for the question to be voted on.

4.9.2.1. If the Referendum was initiated by petition the date shall not be later than fifteen (15) working days before the end of the winter semester.

Regulations on Referenda

4.9.3. The CRO shall oversee all voting on Referenda and shall have the same right, obligations and responsibilities as during a general election or by-election.

4.9.4. The CRO in consultation with the Executive shall ensure that the question is clear, unambiguous and fair.

Timeline for a Referendum

4.9.5. The CRO shall announce the period of the Referendum voting no less than fifteen (15) working days before the voting is to begin.

Campaigning

4.9.6. Parties may campaign for or against the question for the period from the announcement until one (1) working day before the beginning of voting.

4.9.7. Parties campaigning must adhere to all regulations in the Elections act and all decrees of the CRO.

4.9.7.1. Failure to comply by campaign regulations may result in the party being bared from the election or ejected from the Society.

Voting

4.9.8. Voting shall take place over a period of three (3) working days.

4.9.8.1. Any votes submitted after the conclusion of the voting period shall be invalid.

4.9.9. At the end of the voting period, the ballots shall be counted by the CRO and witnessed by a neutral third party.

4.9.9.1. All interested parties may appoint a scrutineer to witness the counting.

Announcement of Results

4.9.10. The CRO shall make the results of the referendum public and shall submit written reports at the earliest opportunity, including the election



tallies, the number of spoiled ballots and any irregularities that may have occurred to the Vice-President Internal and the CSGRC.

Validity Requirements

- 4.9.11. A referendum establishing Society Objects or By-Law shall require a two-thirds (2/3) majority, with a minimum of twenty-five percent (25%) of Active Members voting.
- 4.9.12. A referendum may reverse a decision of CSGRC only by a two-thirds (2/3) majority, with a minimum of twenty-five percent (25%) of Active Members voting.
- 4.9.13. All other questions shall be resolved with at fifty-percent plus one (50% + 1) majority with a minimum of twenty-five percent (25%) of Active Members voting.

4.10. Amendments

- 4.10.1. Bylaws may be amended upon the passage of a motion in CSGRC with a majority.
- 4.10.2. Bylaws relating to the composition or role of the Judicial Panel may only be changed at Annual or Special General Meeting or by Referendum.
- 4.10.3. Articles and Objects of the Society may be amended at an Annual or Special General Meeting upon the passage of a motion with a majority.
- 4.10.4. Articles, Objects and Bylaws may be amended by referendum.

4.11. Financial Responsibility Act

Signing Authority

- 4.11.1. The Society shall require a minimum of two (2) signatures on any financial or legal documents relating to the Society.
- 4.11.2. Any withdrawal of funds from a Society Account shall be signed by the Vice-President Finance and countersigned by the President or the Vice-President Internal. Should the Vice-President Finance be unavailable the withdrawal of funds may be signed by the President and countersigned by the Vice-President Internal.

Reimbursement



4.11.3. The Vice-President Finance shall oversee all claims for reimbursement from the Society for any member of the Executive.

4.11.4. The Vice-President Finance shall oversee all claims for reimbursement submitted by a member of the Executive to the Department.

Reporting

4.11.5. The Vice-President Finance shall prepare a report each month on the financial status of the Society. This report shall be circulated to the Executive at the next meeting of the Executive. Once the report has been circulated to the Executive, it shall be circulated to all members of CSGRG.

4.11.6. Any Active Member of the Society shall have the right to review the financial statements of the Society within a reasonable period upon request to the Vice-President Internal.

4.12. Department of Computer Science

Representation

4.12.1. The Society shall represent the graduate students of the Department on all committees and councils of the Department and the Faculty of Science.

4.12.2. The President and the Vice-President Internal shall ensure that the Department is aware of the representative of the Society that shall be present at any such body and shall ensure that the rights of the individual shall be upheld.

Graduate Student Vote

4.12.3. On all such bodies where the Society is permitted to cast a vote, the President shall cast said vote. If the President is not present the vote shall be cast by the senior Vice-President present according to the Order of Succession or the designated representative of the Executive should no Vice-President be present.

Hiring Committee Representative

4.12.4. Prior to the commencement of any hiring process by the Department or the Faculty of Science the Executive shall appoint a Representative to the Hiring Committee, hereinafter referred to as the



Hiring Representative. This Representative shall fulfill the Department or Faculty's position for graduate students on any Hiring Committee.

- 4.12.4.1. Where possible each Committee shall have a different representative.
- 4.12.4.2. The Elected Executive Officers shall not serve as Hiring Representative except where such a role is felt not to interfere with the Officer's other duties.

4.13. Graduate Student Association

Representation

- 4.13.1. The Society recognizes the Graduate Student Association's role in representing graduate students to the University of Calgary.
- 4.13.2. The Executive shall be the Society's representation to the Graduate Student Association.
- 4.13.3. The Executive, under the President and the Vice-President External shall provide representation to all committees, councils and other bodies of the Graduate Student Association where possible.

Department Graduate Student Association

- 4.13.4. The Society shall engage in a Departmental Graduate Student Association agreement with the Graduate Student Association, provided such an agreement does not affect the autonomy of the Society and provides a benefit to the Society's Membership.

Graduate Representative Council

- 4.13.5. The Executive, under the President and the Vice-President External shall organize all representatives sitting on the Graduate Representative Council.
 - 4.13.5.1. The Executive shall insure that at least one Graduate Representative is a member of the Elected Executive.

4.14. Dissolution of the Society

- 4.14.1. Dissolution of the Society shall be proposed by the Executive to the CSGRC and only under two conditions:
 - 4.14.1.1. Where the Society is no longer financially viable and it has been determined by the Executive that financial viability will not be restored by ordinary means within a reasonable length of time;



- 4.14.1.2. Where the mission of the Society is deemed no longer viable and it has been determined by the Executive that there is no alternative mission that is appropriate.
- 4.14.2. At such time as the Executive has deemed continuance impossible under the conditions stated in s. 4.14.1.1 and/or s. 4.14.1.2, the Executive shall call a Special Meeting of the Society's Active Members to consider a Resolution to Dissolve. The Resolution to dissolve shall state:
 - 4.14.2.1. The reason for dissolution,
 - 4.14.2.2. A Plan for the distribution of remaining assets if any.
- 4.14.3. A vote of two-thirds of the Active Membership at the Special Meeting shall be required to decide the question.
- 4.14.4. All funds held by the Society on dissolution shall be distributed as decided by Special Resolution at a Special Meeting called for this purpose.