

The Constitution of the Department of Computer Science Graduate Student Organization

As amended February 2005

Article I. The name of this organization shall be the Department of Computer Science Graduate Student Organization.

Article II. The purpose of this organization is to foster communication between graduate students and the faculty for the benefit of the department and its members.

Article III. Membership

Section 1. The membership of this club shall be open to any student in good standing enrolled in a graduate degree program of the Department of Computer Science at Iowa State University.

Section 2. All those meeting the requirement set forth in Section 1 shall automatically be considered a member of this organization unless such person should request that they not be considered a member.

Section 3. All those meeting the requirements set forth in Sections 1 and 2 shall be considered members and shall have the right to vote and run for office.

Section 4. The Advisory Committee shall prepare an annual budget for submission to the Graduate and Professional Student Senate (GPSS). That organization will allocate funds to meet the reasonable expenses of the Computer Science Graduate Student Organization. All other expenses shall be submitted in a budget to the Department of Computer Science for support (this second budget shall refer to the expenses covered by the GPSS for the information of the Department).

Article IV. Officers

Section 1. The officers of this organization shall be an Advisory Committee, including a President, a Secretary, a Treasurer, and a number of Graduate and Professional Student Senate Representatives to fill the seats available to the Department of Computer Science. Candidates for office shall be members of the club.

Section 2. Elections

- a. The election process will begin at the first meeting of the spring semester by selecting an Elections Czar with a majority vote of the Graduate Advisory Committee. The elections czar should be a person not running for a position in GAC during the election.
- b. Candidates must be able to hold an office position for Fall and Spring semesters of the following year.
- c. Election Procedure:

- a. Nominations shall be accepted when specified by the Elections Czar through any communication method specified by the Czar.
 - b. Election will be by secret ballot (except wherein anonymity is impossible such as in e-mail ballots).
 - c. Voting may be done through any communication method specified by the officers.
 - d. Each member in good standing may vote for a number of Advisory Committee nominees not to exceed the number of offices specified in Section 1. Each nominee shall receive no more than one vote from each voter.
 - e. The Elections Czar will track who voted in the election in order to verify no one is double-voting.
 - f. The election may be overturned and a reelection called for if a 2/3 majority of the current Advisory Council officers vote not to validate the election results. In this case, a new Elections Czar shall be selected and this procedure repeated.
- d. The nominees receiving the greatest number of votes in the election shall be elected to the Advisory Committee.

Section 3. The elected members of the Advisory Committee shall appoint, from their number, members to fill each of the offices specified in Section 1.

Section 4. The Advisory Committee may appoint additional members to the Advisory Committee to meet organizational needs.

Section 5. Duties of Officers

- a. The President shall organize Advisory Committee meetings, arrange meetings, draw up meeting agendas, reserve meeting rooms, preside at all meetings, and approve and arrange special committees.
- b. The Secretary shall be responsible for the record of all club and officer meetings, giving notice of the time and place of meetings, posting the meeting minutes, and taking attendance records.
- c. The Treasurer shall keep financial records and submit to the club a written financial report as appropriate. Disbursements shall be over the signature of the treasurer and the faculty advisor in accordance with the University regulations.
- d. The Graduate and Professional Student Senate (GPSS) Representatives shall attend all GPSS meetings and report on the proceedings of these meetings to this organization. If these persons cannot attend one of their meetings, they must find another member in good standing to attend in their place.

Article V. Meetings

Section 1. The meetings of the club shall be held at the beginning of each month unless otherwise decided by the Advisory Committee.

Section 2. Meetings may be called by any two members of the advisory committee or upon request of five members in good standing. The purpose of the meetings must be stated in the call and meetings must be called at least 2 days in advance of the meeting time.

Section 3. A meeting of not less than four members, of which at least two shall be Advisory Committee members, shall constitute a quorum to transact business.

Section 4. All Advisory Committee members must be at all meetings unless prior notice has been given to another officer.

Article VI. Vacancies in Elected Positions

Section 1. Impeachment proceeding may be brought against any Advisory Committee member by petition which must be signed by no fewer than eight members in good standing, two of which must be members of the Advisory Committee. The motion for impeachment must be presented at least two weeks prior to a vote on the issue. The Advisory Committee member in question must be given adequate time to defend his or her actions. The motion may be passed by a 2/3-majority vote of members present and must be approved by the acting club advisor.

Section 2. Any vacancy in one of the offices named in Article IV, Section 1, shall be filled by a current member of the Advisory Committee. If Advisory Committee membership falls below the number needed to fill the named offices than the positions must be filled by special election. Election proceedings must follow those outlined in Article IV, Section 2, Subsections c,e,f, and g. If the vacancy is in the presidential position, the Secretary shall be acting President until the position is filled.

Article VII. Amendment

This constitution may be amended at any meeting by a 2/3 vote of those present. Amendments must be presented in writing to the general membership at a regular or special meeting of the club at least two weeks prior to voting upon such amendments.

Article VIII. Ratification

The provisions for ratification of this constitution shall be the same as those outlined for amendments in Article VII.