Constitution of the Computing Students’ Association
Preamble

This Constitution shall be recognized to be the highest document on all matters of policy and conduct concerning the Computing Students' Association and its members. All other documents of
the Association, such as policy statements and rules of order, shall be subject to interpretation in a manner which is consistent with this Constitution.

This Constitution shall be interpreted in a manner consistent with the Canadian Charter of Rights and Freedoms and the United Nations Declaration of Human Rights.

The Computing Students' Association and its representatives shall adhere to the Queen's Code of Conduct.

The Computing Students' Association and its representatives shall act in a manner which is dignified and shall provide leadership in environmental sustainability, inclusiveness without regards to race, religion, sex, gender, social background or other criterion.

The Computing Students' Association and its representatives shall act in an accountable manner and be accessible to all of its membership.

The Computing Students' Association is an equal opportunity employer.

The Computing Students’ Association acknowledges that Queen’s University and thus the Association is situated on traditional Anishinaabe and Haudenosaunee territory.
1. **The Association**
   1. The Association shall be the “Computing Students’ Association”, hereafter referred to as COMPSA.
   2. The objectives of the Association shall be:
      a. To represent members within the University and externally by working to further the best interests of the members of COMPSA, giving particular concern to representation on issues related to education;
      b. To provide services and activities to members, as well as to act in a facilitating role for services and activities, where appropriate;
      c. 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).
   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.

2. **The Membership**
   1. Members of the Association shall be Members at large, Supplementary Members, and Honourary Members.
   2. Members at large shall include:
      a. All students who are registered in the undergraduate years of a Bachelor of Computing program and who have paid the full slate of mandatory student fees of the AMS, ASUS and COMPSA.
   3. Supplementary members shall include:
      a. Students taking two or more School of Computing courses (for a total of 6.0 Arts and Science units) in an academic session as defined by the Office of the University Registrar who choose to pay COMPSA fees in addition to the fees of ASUS and the AMS
   4. Honourary Members
      a. Shall include staff, faculty members, or graduate students of the School of Computing who have accepted an invitation, as well as Alumni Class Representatives.
      b. May receive an invitation after a majority vote from the Association’s council to issue the invitation, exempting Alumni Class Representatives.
      c. Have a membership which is deemed official upon confirmation of the invitation which shall be signed by the current President and Vice Presidents of the Association, exempting Alumni Class Representatives.
      d. Have a membership for the duration of the existence of the Association once accepted.
   5. Termination of memberships
      a. All Memberships excluding Honourary Memberships are terminated on the last day of the academic session as defined by the Office of the University Registrar for the year they are members.
3. Rights and Privileges

1. The rights and privileges of Members at large shall include the right:
   a. To vote in all of the Association’s elections and referenda.
   b. To hold positions within the Association as outlined in this constitution.
   c. To attend all General Meetings and to speak at such meetings.
   d. To make or second and vote upon any motion or amendment to this constitution at a General Meeting.
   e. To gain admission or actively participate in any event or program sponsored by the Association subject to any restrictions of the particular event or program.

2. The rights and privileges of Supplementary and Honourary Members shall include the right:
   a. To attend meetings of the Association and speak at such meetings.
   b. To make or second motions that are put forth at such meetings.
   c. To gain admission or actively participate in any event or program sponsored by the Association subject to any restrictions of the particular event or program.

4. Student Fees

1. The annual fee for Members at large 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.

2. Supplementary members shall pay their student fee directly to the Association, which shall keep a record of all such paid members.

3. Honourary Members are exempt from this fee.

4. 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.

5. The Council Positions

1. Council shall be comprised of the following entities:
   a. The Executive
   b. The Representatives
   c. The Directors
   d. Such other persons as may be appointed by the President and approved by a two-thirds (2/3) majority vote at a general assembly

2. The Association’s Executive shall consist of the following elected positions:
   a. One President who must be in their third or fourth year during their term
   b. Two Vice Presidents; Operations and Student Affairs

3. The Representative Positions on council shall be elected positions, and will be:
   a. Up to Four Year Representatives
      i. First Year Representative
      ii. Up to three Upper Year Representatives (with a maximum of one per year)

4. The following Director positions shall be filled by hiring in accordance with COMPSA Hiring Policy. The hiring shall be done by the incoming Executive (see section 10.3). Directors are subject to ratification by Assembly:
a. Directors:
   i. One Academics Director
   ii. One Events Director
   iii. One Equity Director
   iv. One Governance Director
   v. One Marketing Director
   vi. One Professional Development Director
5. No member shall concurrently hold more than one position on Council.
6. Members on Arts and Science Academic Probation shall not be permitted to hold COMPSA Council positions.

6. Duties of Council Positions
1. The Council 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.
2. Council members are expected to attend all Council and General meetings and report on their activities.
3. Each Council Member shall present to General Assembly, by the first General Assembly meeting in October, a general statement outlining their objectives for the upcoming year and providing an indication of the proposed means of achieving these objectives.
4. Each Council Member must submit a budget to the Vice President Operations for the upcoming academic year no later than August 1st.
5. Council 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.
6. Duties of Council are not limited by the description outlined in Article 6.0.
7. Any Council Member who has failed to fulfill their duties may be removed by a 2/3 Majority vote at a General Assembly called expressly for that purpose, provided proper notice is given.
8. Any elected position may be removed only at a special general assembly expressly called for that purpose with regular notification periods as per article 8 or through a referendum.
9. Council has the power to strike committees to report on any matter of interest to the Association.
10. Council members are expected to strike committees and create positions as they see fit to assist in the planning and execution of the Association’s events; but such decisions must achieve a simple majority approval at a Council meeting.
11. For meetings excluding COMPSA General Assembly, any council member may act as proxy for another member, with preference given to elected members.

1. President:
   a. Shall act only in the best interests of the association.
   b. Shall seek to explore new opportunities that benefit the Association.
   c. Shall be responsible for the hiring and supervision of the following roles:
      i. One (1) Executive Intern
d. Shall attend and represent the Association at:
   i. AMS Assembly and other AMS Assembly committees as appropriate.
   ii. Arts and Science Faculty Board
   iii. School of Computing Council
   iv. School of Computing Undergraduate Committee
   v. AMS Presidents’ Caucus
   vi. ASUS President’s Caucus
   vii. AMS Academic Caucus

e. Shall attend and represent the Association at regular meetings with:
   i. The Director and Manager of the School of Computing
   ii. The Graduate Computing Society President

f. Shall keep track of incoming correspondence to the Association’s email address, answer them, or forward them to the proper member of the Executive Council with promptness.

g. Shall co-sign any cheques with the Vice President Operations made in the name of the Association.

h. Shall ensure the duties of the Year Representatives are being fulfilled as outlined in this document.

i. Shall introduce and promote the Association to incoming students during Orientation Week.

j. Shall represent the Association at social and ceremonial events.

k. Shall oversee Computing Orientation Week as outlined in the Orientation Policy Manual,
   i. Shall hold regular meetings with the Orientation Chair to discuss updates and provide guidance where possible.
   ii. Shall regularly report on orientation updates to the Association

l. May regularly delegate any of the above responsibilities with the approval of a 2/3 majority vote at a General Assembly and occasionally without such approval.

2. Vice President Operations:

   a. Shall aim to expand portfolio of teams and conferences that COMPSA offers to include more relevant and interesting opportunities.

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

   c. Shall be responsible for the hiring and supervision of the following roles:
      i. One (1) Executive Intern

   d. Shall attend and represent the Association at:
      i. School of Computing Council
      ii. Interfaculty Human Resources Caucus
      iii. School of Computing Resources Committee

   e. Shall ensure the duties of the Governance, Human Resources, and Marketing Directors are being fulfilled as outlined in this document.

   f. Shall ensure the Treasurer fulfills all responsibilities as outlined below
      i. Shall be responsible for the monitoring and allocation of all finances for the association.
ii. Shall ensure that any money received by the Association is documented.

iii. Shall keep balanced books.

iv. Shall keep the following documents in the Association’s financial electronic account to be shared with the President and Vice President Operations:
   - Transactions of the cash boxes and bank account.
   - Outstanding cash flow

v. Shall file all receipts, invoices, and other financial documents in a clear and accountable manner in the COMPSA office.

vi. Shall assist the Vice President Operations in formulating a budget, to be distributed to the Executive and Directors by August 31st.

vii. Shall present a budget with the Vice President Operations to Assembly for approval by no later than the second General Assembly of each term.

viii. Shall present a complete financial report at the last General meeting of each term of the year.

ix. Shall perform a weekly inventory of all merchandise purchased prior to, during, and after periods when merchandise is sold.

x. Shall keep a record of all items sold in the interest of maintaining the financial stability of the Association.

g. Shall oversee and support all COMPSA associated teams

h. Shall oversee the finances Computing Orientation Week as outlined in the Orientation Policy Manual
   i. Shall hold regular meetings with the Orientation Chair and Finance Coordinator of Orientation Committee to discuss updates and provide guidance where possible,
   
   ii. Shall aim towards Orientation Week Committee's financial independence from the association,

   i. Shall act as Deputy Speaker of the Association's General Assemblies, adhering to policies outlined in Section IX, in the event that a Deputy Speaker is not selected through the process outlined in Section IX.

j. May regularly delegate any of the above responsibilities with the approval of a 2/3 majority vote at a General Assembly and occasionally without such approval.

3. Vice President Student Affairs:

   a. Shall ensure that the duties of the Academics, Equity, Events, and Professional Development Directors are being fulfilled as outlined in this document.

   b. Shall be responsible for the hiring and supervision of the following roles:
      i. One (1) Executive Intern

   c. Shall create an Alumni Class spreadsheet in the COMPSA online document database for the current graduating year Alumni Class Representatives to use for their class contact information.

   d. Shall provide each graduating class with their own spreadsheet using the Graduating Class Contacts Spreadsheet found in the Documents Manual.
e. Shall ensure Alumni Class Representatives are elected by the end of the year.
f. Shall update the Alumni Class Representatives Spreadsheets in the COMPSA online document database with the contact information of the elected Representatives.
g. Shall provide the list of Alumni Class Representatives and their contact information to the Queen’s Student Alumni Association for future contact and use.
h. Shall attend and represent the Association at:
   i. AMS Assembly and other AMS Assembly committees as appropriate.
   ii. ASUS Assembly and other ASUS Assembly committees as appropriate
   iii. School of Computing Council
   iv. School of Computing Renewal, Tenureship and Promotions Committee
   v. School of Computing Appointments Committee
   vi. School of Computing Undergraduate Committee
   vii. Information Services and Technology Student Advisory Committee
i. Shall, along with the President, meet with the Director and School Manager of the School of Computing on a regular basis.
j. Shall act as the First Officer of the Association, filling in for the President in their absence, and taking an overall supervisory role over the non-executive members of council.
k. Shall act as Speaker of General Assemblies, adhering to policies outlined in Article 10, in the event that a Speaker is not selected through the process outlined in Article 9.
l. Shall act as Deputy Speaker of Council Meetings adhering to policies outlined in Article 10.
m. Shall seek out, evaluate, and promote to students in COMPSA the resources provided by the Alma Mater Society.
n. May regularly delegate any of the above responsibilities with the approval of a 2/3 majority vote at a General Assembly and occasionally without such approval.

4. Year Representatives:
   a. Shall work to maintain communication with all students.
   b. Shall be responsible for communicating academic and social event information to all students along with the Marketing Director and Academic Affairs Director.
   c. Shall encourage students of their year to rely on academic support systems available to them.
   d. Shall act in the best interest of their respective year during their term as representative.
   e. First Year Representative:
      i. Shall be a Member at large of COMPSA enrolled in their first year of studies.
      ii. Shall be responsible for the organization and execution of Cover Your Crest.
      iii. Shall represent the Association on the Agnes Benedickson Tri-Colour Award Committee
f. Upper Year Representative(s) (Up to a maximum of three, with at most one from 2nd, 3rd, or 4th year respectively):
   i. Shall inform students of the Queen’s University Internship Program, including relevant information sessions and deadlines.
   ii. Shall be responsible for organizing the graduating class photo shoot.
   iii. Shall liaise with students currently away from the School on internship.
   iv. Shall represent the Association on ThankQ, the Graduating Class Gift Program

5. Marketing Director:
   a. Shall be responsible for promoting all of the Association’s events and services with the appropriate media.
   b. Shall look into new ways of promoting the Association and its events and services.
   c. Shall coordinate with the Vice President Operations to ensure that all financial objectives of the Association are considered in above duties.
   d. Shall attend and represent the Association at the School of Computing Marketing Committee to improve our reach to prospective students.
   e. Shall be responsible for the hiring, and supervision of the following roles:
      i. Social Media Coordinator:
         1. Shall ensure that both the COMPSA Twitter, Facebook and other social media accounts are up to date and active throughout the year.
      ii. Merchandise Coordinator:
         1. Shall be responsible for ordering the Associations’ merchandise, including:
            a. Annual Program Wear Merchandise
            b. Council wear
         2. Shall be responsible for organizing sales of old and new Association merchandise and delivering all monies collected to the Vice President Operations along with an itemized list detailing what was sold.
         3. Shall be responsible for ensuring that sales of Computing Latin and discipline bars, and iButtons continue at The Campus Bookstore.
      iii. Design Coordinator:
         1. Shall oversee the two graphic designers and ensure that designs comply with the Association’s Visual Identity Standards
         2. Shall work with the Merchandise Coordinator to design merchandise
      iv. Two (2) Graphic Designers:
         1. Shall be responsible for designing all promotional material for the Association’s events and services
      v. Webmaster:
         1. Shall be responsible for maintaining and updating the website at least twice a week
         2. Shall work with other Council members to ensure all information is posted
vi. Photographers:
   1. Shall take photos at events hosted by COMPSA
   2. Shall be responsible for the editing and submitting them to the Marketing Director to be uploaded.

f. Shall attend and represent the Association at the School of Computing Marketing Committee to improve our reach to prospective students.

6. Events Director:
   a. Shall deliver all money raised at social events to the Vice President Operations with a report describing costs associated with the event and income generated.
   b. Shall be responsible for the hiring, and the supervision of the following roles:
      i. Formal Convenor
         1. Shall be responsible for the planning, and execution of:
            a. Fall Semi Formal
            b. End of Year Computing Banquet
      ii. Two (2) Social Coordinators
          1. Shall be responsible for the planning, and execution of:
             a. Coffee With Profs
             b. Trivia Nights
             c. Games Nights
             d. Frost Week
      iii. Two (2) Logistic Coordinators
          1. Shall be responsible planning and executing events with other COMPSA departments as needed including, but not limited to, all social events not covered by the duties of other members of the Council

7. Internal Affairs Director:
   a. Shall keep all records of the Association, excluding financial records.
   b. Shall ensure that Operations Manuals are being maintained throughout the year.
   c. Shall ensure that council members complete Event and Service Report Forms, detailing the what, how, why, things that went well, things that did not go well, and suggestions for improvement, and ensure that they are archived for future reference.
   d. 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.
   e. Shall organize the use of meeting locations of all General and Council meetings provided that sufficient notice is provided by the Speaker.
   f. Shall oversee hiring, including proper treatment of volunteers, ensuring a fair and transparent hiring process, and volunteer feedback and dismissal.
   g. If any applicant to a hired position has concerns with the hiring process, the Internal Affairs Director will be responsible for addressing the concerns in an appropriate manner.
   h. Shall be responsible for the hiring, and the supervision of the following roles:
i. Talent Acquisition Manager
   1. Shall be responsible for increasing interest and engagement in COMPSA positions, and engage in targeted marketing strategies to increase the number of applicants to positions.
   2. Shall ensure the transparency

ii. Volunteer Coordinator
   1. Shall ensure that the Association is benefitting its volunteers, including through organizing volunteer appreciation events.

iii. Chief Electoral Officer
   1. Shall run and organize the Association’s elections. This includes distribution of nomination forms, verification of candidacy, the creation of ballots, handling of any infractions incurred during the elections and notification of nomination and electoral periods to Members at large of the Association.
   2. May not run for an elected in the same academic year as holding this position.

iv. Scribe
   1. Keep minutes
   2. Record all votes

v. Constitution and Policy Officer
   1. Shall review the Constitution and Policy manual and ensure they are up to date.
   2. Shall work to improve the Constitution and Policy manual with the Governance Director.
   3. The Constitution and Policy Office is encouraged to use the following as a resource:
      a. AMS Constitution and Policy Manuals
      b. ASUS Constitution and Policy Manuals
      c. Any other faculty societies’ Constitution and Policy Manuals
      d. COMPSA General Assembly and COMPSA Council meeting minutes
   i. Shall post the General Assembly minutes on the Association’s website no later than one week after the General Assembly.
   j. Shall post all General Assembly Agendas no later than 48 hours before the General assembly.
   k. Shall ensure that the agenda and minutes for Council Meetings are distributed to the council in a timely manner.

8. Equity Director
   a. Shall promote equity education within COMPSA and the student body, including but not limited to:
      i. Organizing Positive Space training for all COMPSA members
   b. Shall ensure that equity, diversity and inclusion is always taken into consideration
   c. Shall handle all feedback concerning COMPSA.
d. Shall organize the applications and distributions for COMPSA grants

e. Shall attend and represent the Association at AMS Equity Caucus

f. Shall be responsible for the hiring, and the supervision of the following roles:
   i. Mental Health Coordinator
   ii. Equity Relations Liaison
      1. Shall monitor equity ideas and concerns amongst the student body, as well as relationships between COMPSA and other equity organizations on campus.
      2. Shall make sure equity, diversity and inclusion is being taken into consideration during events and other projects helmed by COMPSA.
      3. Shall run monthly equity discussions lead by an individual well versed on the topic of the discussion.
      4. Shall strive to stimulate equity discussion amongst the computing student
      5. Shall increase awareness of other equity events and issues on campus

9. Academic Affairs Director:

a. Shall attend and represent the association as a non-voting member at the following Meetings:
   i. AMS Academic Caucus
   ii. School of Computing Undergraduate Committee
   iii. Arts and Science Faculty Board

b. Shall support the School of Computing in it’s recruitment process by working with the following programs:
   i. AMS High School Liaison Committee (Municipal Affairs Commission)

c. Shall be responsible for volunteer recruitment and coordination for any recruiting activities COMPSA is involved in, including but not limited to:
   i. Queen’s University Fall Preview
   ii. Queen’s University March Break Open House
   iii. The Ontario University Fair

d. Shall be responsible for the Academic advocacy of students within the School of Computing. As part of this duty, the Academics Director is encouraged to conduct reviews of the existing plans offered in Computing, with student consultation, and alongside the President and Vice President, Student Affairs will present these suggestions to the School of Computing Undergraduate Committee. Shall be responsible for the hiring, and the supervision of the following roles:
   i. Two (2) Tutorial Coordinators
      1. Shall be responsible for organizing Group Tutorials for the Association as needed. These will often occur upon request by students, or prior to midterms, tests, and exams for first year Computing courses.
      2. Shall organize workshops to benefit first-year Computing students with regards to their transition to university
   ii. Mentorship Coordinator
1. Shall be responsible for hiring, training and supervision of mentors for incoming students.
2. Shall handle any and all complaints regarding mentors and suggestions for the mentorship program.

   iii. Course Feedback Coordinator
   i. Shall be responsible for liaising with the Undergraduate Program Assistant in the School of Computing to coordinate the Class Representative and USAT Evaluation Program

   e. Shall be responsible for volunteer recruitment and coordination for any recruiting activities COMPSA is involved in, including but not limited to
   i. Queen’s University Fall Preview
   ii. Queen’s University March Break Open House
   iii. The Ontario University Fair

10. Professional Development Director:

   a. Shall work to increase professional development opportunities and employment prospects for Computing students.
   b. Shall be responsible for the hiring, and the supervision of the following roles:
      i. Recruitment Coordinator
      1. Shall liaise with companies and organizations to bring them to campus, and assist with arranging workshops or events for them.
      ii. Startup Coordinator
      1. Shall liaise with clubs on campus associated with startup culture.
      2. Shall promote existing startup opportunities to Computing students.
      iii. Resource Coordinator:
      1. Shall collect and distribute resources associated with post-undergraduate opportunities for Undergraduate students in Computing.

7. General Assemblies

1. The Association shall hold at least ten General Assembly meetings throughout the Fall-Winter academic term.
   a. All Members shall be informed of General meetings at least 48 hours in advance.
   b. Council members must attend all General meetings unless given permission by the president to miss such meetings
   c. Any COMPSA member may act as a proxy for another council member with permission from the executive.

2. 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.

3. All General Assemblies have a time limit of two (2) hours from the time they are called to order. If a motion to extend is passed, the time limit will be extended by a specified amount of time.
4. Attendees of Assembly will fall into one of the following categories:
   i. The Speaker
   ii. COMPSA Council
   iii. Voting Members
   iv. Non Members

5. Outline of a General Assembly
   a. An Assembly will typically follow this outline:
      i. Meeting Called to Order
      ii. Approval of the Agenda
      iii. Approval of the Previous Meeting’s Minutes
      iv. Guest Speakers if present
      v. Speakers Business
      vi. Reports, given in a logical order
      vii. Statements By Members
      viii. Question Period
      ix. Business Arising from the Minutes, if applicable
      x. New Business
      xi. Discussion Period
      xii. Meeting Adjourned
   b. Changes to the agenda are allowed to be made during the Approval of the Agenda Section, as well as during the meeting at any time, as long as the change receives the approval of Assembly.
   c. Adjournment of the Assembly does not require a motion, and occurs upon the arrival at the end of the agenda, or if the time limit is reached and there are no successful motions to extend.

6. Voting at General Assemblies
   a. Any Member at large shall have the right to vote at any general meeting of the Association. Such votes must be cast in person.
   b. Voting on issues relating to specific individuals shall be by secret ballot, while Voting on policy changes shall be by a show of hands unless a secret ballot is specifically requested. Any COMPSA member may request a secret ballot before a vote.
   c. 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.
   d. Any changes to the Constitution or ratifications must be passed with a two-thirds plus one majority of those members present and eligible to vote.
   e. The Speaker’s vote shall not be revealed except in the event of a tie.
   f. The minimum amount of voters for a any vote to be legitimate and binding for a General Assembly shall be 10 members.

7. During Closed Session, the only persons to be permitted are:
   a. Council Members
   b. Speaker
8. **Council Meetings**

1. The Council shall hold council meetings as required to carry out regular business.
2. Council members shall be informed of council meetings at least 48 hours in advance.
3. There will be no limit on the time allotted to a Council Meeting.
4. Council members must attend all meetings of Council unless given permission by the President to miss such meetings.
5. The Speaker of Council Meetings will be the President, who will adhere to policies outlined in Article X.
6. The Deputy Speaker of Council Meetings will be the Vice President Student Affairs who will adhere to policies outlined in Article X.
7. Voting at Council Meetings
   a. Any member of Council shall have the right to vote at any Council Meeting. Such votes must be cast in person. Voting on issues relating to specific individuals, shall normally be by secret ballot, while other votes shall be by a show of hands unless a secret ballot is specifically requested.
   b. Minimum number of members present for any voting to be legitimate and binding at council meetings shall be two-thirds (2/3) of the total council, excluding the President. If this is not a whole number, the next highest whole number shall be used instead. Proxy votes will not be accepted.
   c. All decisions made by the Council shall require two-thirds (2/3) approval of all members present. When this number is not a whole number, the next highest whole number shall be used.
   d. The Speaker’s vote shall not be revealed except in the event of a tie.

9. **General Assembly and Council Meeting Procedure**

1. In the Speaker’s absence, the Deputy Speaker will fill the role of Speaker in ensuring that all attendees of Assembly or Council Meetings maintain order and decorum at all times.
2. The Speaker of Assembly is responsible for ensuring that all attendees of Assembly or Council Meetings maintain order and decorum at all times.
3. Chairing of Assemblies and Council Meetings
   a. The Speaker, or Deputy Speaker when necessary, will chair the Assembly meeting in accordance with “Bourinot’s Rules of Order.”
      i. The President will Chair Council Meetings following the same rules.
   b. The Speaker, or Deputy Speaker when necessary, will have final say in all rulings, and therefore, the interpretation of the aforementioned rules is up to them. This being said, it is always an option to Challenge the Chair.
      ii. The President will have final say in all rulings at Council Meetings, but may also be overruled by Challenging the Chair.
c. The Speaker will work closely with the Governance Director to ensure that all rules and procedures are adhered to at all times.

10. COMPSA Speaker

1. The COMPSA Speaker shall be selected following the procedure outlined in Article 9.7.
2. In addition to their duties as the Chair of General Assemblies, the COMPSA Speaker shall be responsible for:
   a. Preparing the agenda
   b. Keeping attendance for all of the Association’s General and Council meetings
3. In addition to their duties as the Chair of General Assemblies, the COMPSA Speaker shall be responsible for the Judicial branches of the Association.
4. In the event that there is a question of interpretation of COMPSA Constitution or Policy, the Speaker shall be responsible for the final interpretation.
5. When an issue of Conflict of Interest arises surrounding a member of any Hiring Committee, the Speaker shall be responsible for making a decision on the matter.
6. Selection of a Speaker for General Assembly
   a. Selections will normally occur at the last General Assembly of the Term, which acts as a transitional Assembly for the newly elected council.
   b. During Speaker’s Business, the retiring Speaker will first entertain nominations for the new Speaker.
   c. Any member of the Association not on the incoming COMPSA Council may be nominated for Speaker.
   d. Upon receiving all nominations, all candidates will have the opportunity to address the members of Assembly, as well as to respond to questions from members.
   e. After Assembly is satisfied with the questions it has asked, the candidates will be allowed to close.
   f. Candidates will be asked to leave the room while a vote occurs.
   g. Voting will occur by Secret Ballot, and all members present must vote, either for a candidate, or abstain by submitting a blank ballot.
   h. In the event where there is only one candidate, no vote needs to occur, and the Motion to have that member as the Speaker will be taken as a vote of Confidence.
   i. Once the votes have been tallied, the candidates will be called back into the room, and results will be announced.
   j. A Motion will then have to pass approving this person as Speaker for the upcoming academic year.
   k. In the event that there are no successful nominees to the position of speaker, this process may be repeated at the first General Assembly of the term, with the Vice President Student Affairs acting as interim Speaker, allowing first year students the opportunity to become Speaker.
   l. At this time, members of COMPSA Council are allowed to be considered for the role of Speaker.
   m. If after this second attempt, there are no successful nominees, the Vice President Student Affairs of COMPSA will become the Speaker for the year.
7. Selection of a Deputy Speaker for General Assembly
a. This process will be identical to the process for selecting a Speaker, except the following differences:
b. The first attempt will be made at the First General Assembly of the academic year.
c. All members of COMPSA may be nominated as Deputy Speaker, and the President is excluded from the list of possible candidates.
d. Just as with the initial attempt, the second attempt, if needed will be held at the second General Assembly of the year.
e. If after this second attempt, there are no successful nominees, the Vice President Operations of COMPSA will become the Deputy Speaker for the year.

8. If for any reason the Speaker or Deputy Speaker wishes to step down from their position, they must provide notice of resignation to Assembly Members at the Assembly prior to their last General Assembly.

9. In the event that either the Speaker or Deputy Speaker positions become vacant throughout the year, the process for selecting them may be repeated at the required time.

10. The Speaker is encouraged to liaise with, and use as a resource:
   a. The ASUS Judicial Committee

11. In the event that the Speaker chooses to run in the Executive Election, their judicial duties shall be taken on by the Deputy Speaker. Should the Speaker be successful in their bid for election, the Deputy Speaker shall continue fulfilling these duties for the remainder of their term.

11. Nominations and Elections of Officers

   1. Nominations
      a. Nominations shall be submitted in writing to the Chief Electoral Officer no later than 4:00 P.M. on the day determined by the Association’s Council, and such nominations will be posted before noon of the following day.
      b. Each submitted nomination shall be accompanied by fifty members’ signatures and shall also contain a written verification of the nominee’s intent to stand for election. Nominees on exchange or internship may forward 15 emails of support to the Chief Electoral Officer in lieu of fifty signatures.
      c. 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.
      d. 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 Chief Electoral Officer. These posters will be no larger than sixteen by twenty inches in size.
      e. All campaign materials and events, whether they be physical, electronic, or in the form of a personal appearance must be approved by the Chief Electoral Officer.
      f. All campaign materials must be removed, and all campaigning must cease, by 8:00 P.M. one day prior to that of the election with the exception of campaign websites.
      g. If deemed necessary by the Chief Electoral Officer these election guidelines may be amended to deal with situations previously not discussed in these guidelines under the condition that all candidates are immediately informed.
2. Elections
   a. Elections for President, Vice Presidents, Upper Year Representative for the upcoming academic year, shall take place sufficiently early that these members will be able to fulfill their responsibilities as per section 6.12 and no later than four weeks prior to the beginning of the examination period of the Winter academic term. Elections for First Year Representatives as well as any vacant elected positions, with the exception of Upper Year Representatives, which will then be left vacant for the current academic year shall take place by the fourth week of the Fall academic term.

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

   i. In the case of a vote of confidence (one person running for a position unopposed) that member must achieve a number of votes of confidence exceeding the total of votes against and spoiled ballots.

   c. If the Chief Electoral Officer is standing for election, then the Governance Director shall assume the responsibilities of the Chief Electoral Officer. The Chief Returning Officer will be appointed by the new Chief Electoral Officer. The election of these Officers must take place one meeting before the nomination period.

   d. The Scrutineer, who shall be appointed by the Chief Electoral Officer, 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.

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

   f. 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.

   g. 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.

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

   i. All campaigning must cease by 12:00 AM and all campaign materials must be removed by 8:00 P.M one day prior to that of the voting period with the exception of campaign websites.

   j. During the election period, any member of council running for election must:

      a. Take a leave of absence during the election period.

      b. Forward all incoming emails to their respective supervisor, Vice President Student Affairs, Vice President of Operations.

      c. Designate their tasks to general volunteers.

3. Election Rules
a. All candidates must abide by the following campaign rules:
   i. The following forms of campaigning are expressly allowed by the association in an election:
      1. Posters, limited in number to forty (40), and no larger than tabloid size (11” x 17”/27.9cm x 43.2cm)
      2. Banners, limited in number to two (2), where a banner is defined as anything larger than a poster
      3. Campaign websites
      4. Social Media pages, accounts, posts, including pictures and text, etc.
      5. Distributable promotion merchandise (buttons, leaflets, pens, etc.)

   ii. Candidates may not spend more than one-hundred (100) dollars on their campaign, and must submit receipts to the CEO for all expenses incurred during the campaign.

   iii. During the Campaign Period, a debate will be held, usually in conjunction with a General Assembly, where the candidates will be provided time to explain their platform, and answer questions from the membership.

   iv. Campaigning, if done in class, requires the approval of the instructor. The CRO may request proof of the approval at any time during the Election Period. The proof may be in the form of prior written permission or a follow-up note from the instructor.

   v. All campaign materials, regardless of form (physical, electronic, etc.) must be approved by the CEO or CRO prior to use.
      1. Materials not specifically mentioned above as approved campaign materials may be approved by the CEO and CRO at their discretion, provided that type of material is approved for all candidates in the current election requesting approval.

b. Failure to abide by any rules outlined in 11.3.a will result in a 24 hour blackout period where the candidate will not be allowed to campaign. 3 breaches of election rules will result in a disqualification of a candidate and overturn their election result.

c. Failure to abide by the following rules will instantly disqualify a candidate and overturn their election result:
   i. Campaigning outside the campaigning period
   ii. Slanderous statements in any campaigning
   iii. Using resources that not all candidates have access to such as access to a Facebook

d. The elections team will be responsible for investigating and giving out punishments. The governance director has the final word on all election matters.

e. All complaints about the election process should be forwarded to the governance director.

f. All complaints must be submitted within 48 hours after the results of the election have been released.

4. Hiring
a. Hiring shall be done in accordance with COMPSA Hiring Policy, under direction of the incoming Executive.

12. Finances

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.
2. Transfer of signing authority to the incoming President and the Vice President Operations must be scheduled prior to last academic day of the winter term.
3. The President and the Vice President Operations shall be empowered to act as signing officers and are authorized to pay all proper accounts incurred by the ordinary business of the Association.
   a. In the event the President is unavailable to co-sign a cheque in a timely manner, the Vice President Operations may co-sign any cheques as necessary.
4. 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 has been given to them by the President.
5. The Vice President Operations 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 Council meetings, if requested at least 24 hours in advance.
6. The Vice President Operations shall maintain an additional key to the cash box, capable of being signed out by council members for use in events. The President and the Vice President Operations shall maintain records of all such council members signing out the key and ensure its return upon the event's conclusion.
7. The following online records are to be maintained:
   a. Transactions of the cash box and bank account
   b. Outstanding cash flow
8. All year end surplus funds shall be contributed to a separate bank account to be accessed only when the association runs a year end deficit, in order to balance the budget. The Association shall aim to maintain an account balance of roughly 1/10th of the Association’s budget.
9. In the event that the Association runs three consecutive years of fiscal surpluses, the Association shall examine its sources of external income (School of Computing Funding, Student Fees, etc.), and aim to reduce them wherever possible.

13. Constitution

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 Council shall be empowered to take action upon such a situation only by the following procedure:
   a. The Executive shall collaboratively determine a proposition on how to proceed with the situation.
   b. The proposition shall adhere to both the ASUS Constitution, and the AMS Constitution
   c. A member of the Executive will bring forth this proposed procedure to the next General Assembly, where the proposition must receive a 2/3 majority vote.
i. Any council member who is directly involved in the situation will abstain from the vote
d. Such a decision upon a single matter is relevant only to that particular situation.

Decisions of this type are not precedents.

2. The Speaker shall act as the Judicial branch of the organization and their interpretation of this constitution shall be the official ruling interpretation.

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 General Meeting. 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 must occur at an Annual Meeting or a General Meeting. Changes to the Constitution shall be made by the end of March and a minimum of two constitutional review meetings shall be held prior.

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

i. Any change of the constitution must provide the public with untamperable access to the original and modified constitution as well as a document outlining each change (addition, removal, modification).

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.

6. All housekeeping changes that do not alter the spirit of the document may be entered as a matter of course by the Governance Director.

14. Transition

1. The Council shall be retired on the last day of the winter academic term during which they held office. At that time the incoming Council shall assume the powers vested in the offices of the Council.

2. To aid in a smooth transitioning process the incoming Executive shall be expected to attend “New Assembly” meetings held by their counterparts where applicable even when such meetings occur before the date outlined in 14.1.

3. Each Council member shall prepare a transition manual of their job and activities in office which shall be completed and submitted to the Executive by March 31st, who will pass on the manuals to the incoming Executive within 24 hours.

4. At least one transitioning session, held before the end of the outgoing council’s term and organized by the Executive, shall be held with both the outgoing and incoming councils, ensuring that:
   a. Outgoing council members shall relate their experiences on the job to the incoming council members.
   b. Incoming council is made intimately familiar with their duties as outlined in this document or any others pertaining to their portfolio.

5. Emails and documents pertaining to the dealings of a position's portfolio are to be archived in that position's COMPSA email account.

15. Spirit

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

2. The visual identity of the Association will be aligned with that of Queen’s University.
16. Awards
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 Executive. The Association’s Council will review the entries and reasons in a closed session, and determine the final recipient.
2. The Presidents’ Award will be presented to two recipients a year.
   a. One recipient will be the member of Council who the President feels has most contributed to the betterment of the University experience for COMPSA members through their dedication and initiative.
   b. One recipient may be any member of COMPSA who has demonstrated spirit and enthusiasm for everything COMPSA.
3. The Athlete of the Year Award shall be selected by a vote of Council in a closed session and shall go to a member of COMPSA who has been an active participant in COMPSA athletics.

17. Policy
1. COMPSA shall maintain Policy Manuals for its operations
2. Policy Manual(s) shall contain all relevant operational information, including but not limited to:
   a. Membership
   b. Financial Information
   c. Aim(s)
   d. Internal Policy
3. Policy manuals shall be as binding as Constitution
4. Policy Manuals may be changed with 2/3 majority vote at a general assembly

18. Alumni Class Representatives
1. Shall be selected in the following manner:
   a. Shall be present at the last General Assembly of the year, or if unable to attend shall submit a written notice of interest to the Vice President Student Affairs.
   b. A maximum of five (5) representatives will be chosen by the Association by a majority vote to be added to the Alumni Relations Committee to represent their graduating year.
2. Shall have the following duties:
   a. Make full effort to maintain an up to date contact list of alumni in their graduating year in the provided spreadsheet housed in the COMPSA online documents database.
   b. Be responsible for organizing class reunions every five years from the year of their graduation.

19. Quality Assurance
1. The Association shall aim to avoid repeating errors by maintaining institutional memory.
2. Each Council member shall maintain an Operations Manual of their job and activities in office; detailing:
   a. The reasoning behind each duty.
   b. How these duties are executed, but only insofar as practices that are sustainable and repeatable.
   c. Potential pitfalls of each duty and how to avoid them.
3. A report shall be prepared and submitted to the Governance Director for each event or service, detailing:
   a. What was done,
   b. Successes,
   c. Failures,
   d. Suggestions for improvement.
4. A survey shall be distributed to all members of the Association at the end of the year, with the intention of gathering feedback regarding the year’s operations. The results shall be reviewed by the incoming executive members and taken into consideration for the operations of the next year.

20. External Affiliation
1. COMPSA is currently affiliated with the following external bodies as Member Societies:
   a. The Alma Mater Society of Queen’s University (AMS); and
   b. The Arts and Science Undergraduate Society (ASUS).
2. The Executive shall strive to maintain good relations with all external affiliations, to maintain a strong working relationship.
3. COMPSA shall strive to utilize resources and best practices of these affiliations wherever possible, and help promote these services to its members.

21. Volunteer Appreciation
1. In an effort to show appreciation to the members of the Association who have volunteered their time to fill positions within the Association, an effort will be made to provide goods and services whenever possible.
2. As part of the budgeting process, the President and the Vice President Operations shall decide on an appropriate amount to devote to Volunteer Appreciation. This budget shall be allocated based on the discretion of the President to provide for items such as refreshments for Council Meetings, or social gatherings aimed at group cohesion.
3. Additionally, tickets to the Association’s End of the Year Banquet shall be allocated as follows:
   a. Each Executive shall receive one ticket.
   b. The Formal Coordinator shall receive one ticket.
   c. The remainder of Council shall receive a discounted price, determined prior to the event.

22. Progress Reviews
1. A mid-term progress review will be conducted for all members of Council.
2. The Executive will conduct reviews of the Director and Representative positions. This review will be a written report on progress, stating points of improvement, as well as points of achievement. These reports will be delivered no later than the end of the Fall
Term. In the event that the Executive feels the need, they may require the member of Council meet with them for an in person review.

3. The review for the Executive will be coordinated by the Internal Affairs Director. The Internal Affairs Director shall implement a method of collecting reviews from the remainder of Council, and compiling them into a single anonymous report for each Executive member. These reports will be delivered no later than the end of the Fall Term.