

CONSTITUTION OF THE COMPUTER SCIENCE AND ENGINEERING GRADUATE STUDENT ASSOCIATION

1 October 2009

ARTICLE I: NAME

The official name of this organization is the **Computer Science and Engineering Graduate Student Association** (CSE-GSA).

ARTICLE II: PURPOSE

The purpose of this organization shall be to serve as a forum for the discussion of graduate student affairs and concerns in the Department of Computer Science and Engineering (CSE), University of Nebraska-Lincoln (UNL), and to serve as a liaison to the CSE faculty to UNL's Administration. This organization shall seek to represent fully and accurately the collective opinions and concerns of the graduate students in the Department of Computer Science and Engineering. The CSE-GSA, recognized by UNL as the CSE graduate students' central organization, shall accomplish the following functions:

- Provide information to incoming graduate students and visiting prospective graduate students about the department and student life in Lincoln.
- Build communication channels among the graduate students and the faculty.
- Introduce research interests of the members to the department through formal and informal talks and gatherings organized by the organization.
- Support activities to promote the research in the department to other communities.
- Promote a sense of ownership and community among the students and the department.

The organization is organized exclusively for, and will be operated for, one or more of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition (but only if none of its activities involve providing athletic facilities or equipment) and/or the prevention of cruelty to children or animals.

ARTICLE III: MEMBERSHIP

Section 1. All CSE graduate students are full members of the CSE-GSA.

Section 2. Non-Discrimination. CSE-GSA shall not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, race, color, religion, marital status, veterans status, national or ethnic origin, gender identity or expression, place of residence, sexual orientation, or political views.

Section 3. Non-student participation. A student organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of CSE-GSA. A non-

student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.

Section 4. Dues. The Executive Committee or members may prescribe dues with a simple majority vote of a quorum as defined in Article 5, section 5.

Section 5. Revocation. Membership may be revoked in accordance with the procedures in the parliamentary authority or adopted by the Executive Committee. Membership will be revoked by the organization under the following conditions:

- a. Withdrawal from CSE's graduate program;
- b. Completion of degree requirements and graduation from UNL;
- c. Academic misconduct, or other actions classified as misconduct in UNL's Student Code of Conduct.

Section 6. Resignation. Members may resign from CSE-GSA by providing the Executive Committee with a written notice.

ARTICLE IV: OFFICERS

Section 1. Officers of the organization shall be a President, a Vice-President, a Secretary, a Treasurer and an additional member serving as a member-at-large. The officers form the Executive Committee (EC).

Section 2. Powers and duties of the officers shall be as follows:

The president shall

- a. represent the organization and preside over its meetings;
- b. call for regular and special meetings, and general assemblies;
- c. contribute with other officers to the planning of activities;
- d. authenticate by his/her signature all the acts, orders, and proceedings of the organization;
- e. restrain the members when engaged in debate within the Robert's Rules of Order;
- f. dismiss members from meetings, after warning them, if their presence is disrupting the meeting within the rules of order;
- g. inform in advance the vice president of his/her absence from a meeting;
- h. prepare in coordination with the secretary, the agenda and date of the following meeting;
- i. sign jointly with the treasurer vouchers to withdraw money from the organization account and provide reports to the EC to justify expenditures.

The vice president shall

- a. assume the duties of the president during his/her absence or incapacitation as acting president until the president is able to resume his/her position. Otherwise, the vice president shall remain as acting president until the time of the upcoming annual elections;
- b. attend sub-committee meetings. His/her duties are to supervise the sub-committees' work and to report on a monthly basis describing the sub-committees' performance;

- c. be responsible for the inventory report once per semester and report to both the organization and the Chair of Graduate Committee of CSE about lost items;
- d. take the minutes during the absence of the secretary .

The secretary shall

- a. inform the Chair of the Graduate Committee at CSE and ASUN the names and addresses of the officers of the organization;
- b. keep accurate minutes of all meetings;
- c. make the minutes of all meetings available to all members of the association within one week from the meeting;
- d. record the attendance of all members in main association functions;
- e. submit a report to the Graduate Committee at the end of each semester summarizing all the accomplished activities of the association;
- f. send notices of meetings to all members through department managed mailing list in addition to other appropriate means of communication such as Facebook;
- g. handle all official correspondence, notification, and maintain archives and keep copies of all proposals, reports and official letters.

The treasurer shall

- a. be responsible for the receipt and disbursement of all funds of the organization;
- b. ensure that all financial transactions involving advertising, sponsorship, or other payments as well as UNL payments are available to the members of the organization;
- c. sign vouchers along with the president;
- d. ensure that all expenditures are in accordance with the approved budget;
- e. submit to CSE and the members of the organization budget report at the end of each semester; and upon request;
- f. be responsible for unaccounted expenditure.

The member-at-large shall participate in the decision-making of the EC, as well as assist in the implementation of the various activities.

Section 3. Election of Officers

- a. To qualify for officership, one must be a full member of the CSE-GSA, have been enrolled in CSE's graduate program for at least one semester prior to being nominated for officership, and must not have missed more than 25% of the meetings of the organization in the prior year without a valid reason.
- b. Nominations will be by voice, with at least one member seconding the nomination. If no member seconds the nomination, the nomination will be null. Nominees have the right to reject their nomination by another person, or to withdraw their nomination at any time before voting takes place.
- c. Election will be held in the presence of the faculty adviser, by written secret ballot, with all votes being tallied by the faculty adviser or the replacement. The nominee for each office having the most votes will be considered the elected officer for that position. In case of a tie, re-vote until the tie is broken.

- d. Quorum of fifty percent (50%) of all members is required for the first scheduled date for the elections. In case the quorum is not present, a second election is scheduled not later than two weeks with no quorum requirements. The date of the election will be announced at least one weeks in advance.
- e. The term of office for each elected position shall be one academic year, from Fall semester to Fall semester. Elections for the next year's officers should be held at the end of each spring semester. No term limits are herein imposed.
- f. A resigning officer should notify of his/her resignation at least two weeks before his/her departure, and should be responsible for transferring the responsibilities to the newly elected officer.
- g. Should vacancies occur before the completion of a term of office, they will be filled by special election, with the procedures for nomination and election being the same as those followed each spring semester for the election of officers (Article IV, Section 3).

Section 4. Removal from Office. An officer may be removed from office by a two-thirds majority vote by those present and voting, provided that the Secretary/Treasurer notify the membership at least three days before the vote. Impeachment proceedings will be brought against an officer for the following reasons:

- a. Unauthorized appropriation of or misuse of CSE-GSA funds for purposes not approved by the officers or members of the organization.
- b. Repeated failure to perform the duties of officership and failure to improve performance of duties if complaints are registered against the officer.
- c. Engagement in misconduct as outlined in UNL's Student Code of Conduct, which results in disciplinary action by CSE or UNL.

ARTICLE V: ASSEMBLY MEETINGS

Section 1. All meetings are open to all members of the organization. Members outside the organization may be invited to the meeting or request permission to attend the meeting. The permission to members outside the organization is granted by the executive committee.

Section 2. Regular Meetings. Regular meetings shall be at the call of the acting President, provided one week's notice is given to the membership.

Section 3. Annual Meetings. The last regular meeting of the academic year shall be the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 4. Special Meetings. Special meetings may be called by the president, the Executive Committee or the written request of five members. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least three days' notice shall be given.

Section 5. Quorum. Twenty percent (20%) of members shall constitute a quorum.

Section 6. The agenda for the meeting should be approved by the acting president.

Section 7. Disputes over any matter included in the agenda and discussed in the meeting should be resolved by simple majority vote of the quorum unless otherwise specified.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Composition. The officers shall constitute the Executive Committee.

Section 2. Regular meetings. Regular meetings of the Executive Committee shall be at the call of the president, provided notice is given to the committee. Special meetings of the Executive Committee shall be at the call of the president or shall be called at the written request of one member of the Executive Committee.

Section 3. Quorum. Three members of the executive committee shall constitute a quorum.

Section 4. All decisions must be approved by simple majority vote within the executive committee.

Section 5. Executive committee meetings are open to all members of the organization. The acting president has the right to grant or not to grant to non-executive-committee members the right to speak. Non-executive-committee members do not have the right to vote.

ARTICLE VII: COMMITTEES

Such Committees, standing or special, shall be created as CSE-GSA or the Executive Committee shall from time to time deem necessary to carry on the work of CSE-GSA. The President shall approve members of all committees. The Vice President shall be an ex officio member of all committees.

ARTICLE VIII: FACULTY ADVISORS

CSE-GSA shall have one Primary Advisor, which must be a regular Academic faculty member of CSE at the University of Nebraska-Lincoln, and may have any number of secondary advisers, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska. Only the Primary Advisor may approve expenditures of funds. Only the Primary Advisor or his/her designated replacement may tally the election votes. The Primary Advisor must be approved by the members with simple majority vote, and by the Chair of the Graduate Committee.

ARTICLE IX: FINANCE

CSE-GSA shall operate according to the rules and guidelines of a non-profit entity. No part of the organization's net earnings will inure to the benefit of individuals. The CSE-GSA must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. The CSE-GSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.

The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate in any extend in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the CSE-GSA shall not carry on any other activities not permitted to be carried on by an organization except Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source.

ARTICLE X: PROCESS FOR DISSOLUTION

Upon the dissolution of the CSE-GSA the officers and advisors shall after paying or making provisions for the payment of all liabilities of the CSE-GSA, dispose of all the assets of CSE-GSA exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organizations(s), as determined by the Office of Vice Chancellor of Student Affairs.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern CSE-GSA in all cases to which they are applicable and in which they are not inconsistent with the constitution and any special rules of order CSE-GSA may adopt.

ARTICLE XII: AMENDMENTS

This constitution may be amended by a two-thirds vote of the CSE-GSA members provided that the amendment has been submitted in writing at a prior regular meeting. In case the two thirds were not present in the first scheduled meeting, the constitution may be amended by two-thirds of the quorum present in a second meeting scheduled no later than two weeks from the first scheduled meeting. All amendments must be approved by ASUN.

ARTICLE XIII: EFFECTIVE DATE

This constitution shall go into effect August 20, 2009.

ARTICLE XIII: EXECUTIVE APPROVAL

President _____ Date _____

Treasurer _____ Date _____