



# The Australian National University Computer Science Students' Association

## Committee By-Laws

Adopted at the Ordinary General Meeting on 8 August 2013  
(effective from the Annual General Meeting on 29 August 2013)

All members of the Committee shall have the following duties:

- Attending committee meetings and participating in committee discussions
- Assisting in the maintenance of the N102 Common Room
- Assisting with the organisation and execution of events
- Promoting the CSSA to students
- Promoting CSSA events to members and students
- Collecting feedback on the CSSA and the Research School of Computer Science from members
- Assisting with other duties as required by the Committee

The Committee shall have the following positions:

- **President**
  - Eligible to nominate: all full members
  - Eligible to vote: all full members
  - Duties:
    - \* Trustee position - responsible under ANUSA regulations for general oversight
    - \* Chairing meetings
    - \* Providing leadership and direction for the CSSA
    - \* Overseeing the general management of the CSSA

- \* Overseeing organisation and management of events
  - \* Liaising with the University, ANUSA and other organisations
  - \* Ensuring compliance with ANUSA regulations
  - \* Presenting the annual report at the AGM
- **Vice-President**
    - Eligible to nominate: all full members
    - Eligible to vote: all full members
    - Duties:
      - \* Assisting the President in their duties
- **Secretary**
    - Eligible to nominate: all full members
    - Eligible to vote: all full members
    - Duties:
      - \* Trustee position - responsible under ANUSA regulations for general oversight
      - \* Ensuring safe custody of CSSA records
      - \* Keeping minutes of CSSA meetings
      - \* Assisting other trustees with ensuring compliance and handling paperwork
      - \* Maintaining membership rolls and other records
      - \* Handling correspondence
- **Treasurer**
    - Eligible to nominate: all full members
    - Eligible to vote: all full members
    - Duties:
      - \* Trustee position - responsible under ANUSA regulations for general oversight
      - \* Maintaining financial records, including receipts, statements, balance sheets, etc.
      - \* Managing bank accounts
      - \* Receiving payments, issuing invoices and processing reimbursements
      - \* Handling other financial matters, including estimates and quotes for various expenses
      - \* Assisting with ANUSA and Australian Taxation Office paperwork
      - \* Presenting the statement of accounts at the AGM
- **General Representatives (5 positions)**
    - Eligible to nominate: all members (including associate members)
    - Eligible to vote: all full members
    - Duties:
      - \* Assisting in the general operations of the CSSA
      - \* Taking responsibility for additional portfolios as allocated by the Committee
- **International Representative**

- Eligible to nominate: all members (including associate members)
- Eligible to vote: all full members
- Duties:
  - \* Representing the views of international students on the Committee
  - \* Assisting the Committee in actively engaging and advocating for international students
  - \* Organising events aimed at international students
  - \* Fulfilling the duties of a General Representative

● **Postgraduate Representative**

- Eligible to nominate: all members who are postgraduate students
- Eligible to vote: all full members
- Duties:
  - \* Representing the views of postgraduate students on the Committee
  - \* Assisting the Committee in actively engaging and advocating for postgraduate students
  - \* Organising events aimed at postgraduate students
  - \* Fulfilling the duties of a General Representative