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
Committee By-Laws of The Australian National University Computer Science Students’ Association

* 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
Committee By-Laws of The Australian National University Computer Science Students’ Association

- 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