



# 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)  
(Amended at the Ordinary General Meeting on 31 March 2016)

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# **1 General Position Details**

## **1.1 Duties for All Committee Positions**

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

## **1.2 Behavioural Standards**

All members of the Committee have the following behavioural expectations:

- To complete all duties outlined in the CSSA by-laws to the benefit of the CSSA community
- Uphold to all official documents governing the CSSA
- Respect others in a professional way
- To actively participate in fulfilling the job required by the position you were elected into
- Behave in a transparent and honest manner
- Behave legally, professionally and ethically in all interactions involving the CSSA.
- To adhere and enforce to the code of conduct
- To attend all meetings relevant to the position being held, with exceptions to valid apologies being handed in at least 48 hours before the scheduled start of the meeting.

## **1.3 Code of Conduct**

The behavioural expectations of all individuals which interact with CSSA shall be as set out in the Code of Conduct, in addition to the rules and regulations set down by the current CSSA committee.

## **2 Meetings**

### **2.1 Committee Meetings**

Quorum for a Committee Meeting is the next whole number above half of current committee size.

- Meetings of the committee must be thoroughly minuted.
- Minutes of a committee meeting must be published by the CSSA within a fortnight of their acceptance.
- If a motion to pass a meetings minutes does not pass within 30 days of the meeting being held, the draft minutes must be published until such a time as the accepted variant is passed.
- If a portion of the meeting is considered sensitive or is of a personal nature not suitable for publishing, the committee may omit the section from the public minutes so long as it remains minuted in a second, confidential copy.

### **2.2 Executive Meetings**

A meeting of the Executive is to be held at least once during each teaching period of the academic year, when and where the Executive sees fit.

The quorum for a meeting of the Executive is the next whole number above half the number of members of the current Executive.

## **3 Financial Regulations**

- Executive Members have the power to spend on discretionary purchases of up to \$100 in a single transaction for items which are required by the CSSA.
- Funding for items for which it is expected that reimbursement or other funding will be requested from GAC require the approval of at least two Executive members, regardless of the funding size.
- Funding for items above \$100 require the approval of at least the next whole number above half of the committee.

## **4 Nomination and Voting Eligibility**

The table below summarises the eligibility for members to both nominate and vote in an election for vacant positions on the Computer Science Students' Association committee. Each committee position has different eligibility requirements based off an individuals membership status of the association, as per defined in the constitution.

<b>Position</b>	<b>Nomination Eligibility</b>	<b>Voting Eligibility</b>
President	Full Member	Full Member
Vice-President	Full Member	Full Member
Secretary	Full Member	Full Member
Treasurer	Full Member	Full Member
General Representative	All Members	Full Member
International Representative	All Members	Full Member
Postgraduate Representative	All Members	Full Member

## **5 Position Specific Duties**

The Committee shall have the following positions:

### **5.1 President & Vice President**

The President and Vice President of CSSA are considered trustee positions which means under ANUSA regulations they are responsible for general oversight of the association. It is both the President and the Vice Presidents job to:

- Providing leadership and direction for the CSSA and the committee
- Overseeing the general management of the CSSA and the committee
- Set up and maintain structures of the CSSA to allow for the long term planning for the association
- Overseeing organisation and management of all events managed by CSSA
- Liaising with the University, ANUSA and other organisations
- Ensuring compliance with ANUSA regulations

Additionally it is the President's job to complete the following, and for the Vice President to help out when required:

- Chairing committee meetings
- Presenting a President's report at OGM and AGMs.

Together the President and the Vice President will work towards achieving these jobs in a way that works for the pairing.

### **5.2 Secretary**

The Secretary of CSSA is considered a trustee position which means under ANUSA regulations they are responsible for general oversight of the association. It is the Secretary's job to:

- Ensuring safe custody of CSSA records
- Ensuring that minutes of CSSA meetings of an appropriate quality are kept

- Assisting other trustees with ensuring compliance and handling paperwork
- Maintaining membership rolls and other records
- Handling correspondence
- Chairing General Meetings of the CSSA

### **5.3 Treasurer**

The Treasurer of CSSA is considered a trustee position which means under ANUSA regulations they are responsible for general oversight of the association. It is the treasurers job to:

- Creating and maintaining a budget and financial plan with a detailed breakdown of records
- Maintaining financial records, including receipts, statements, balance sheets, etc.
- Managing bank accounts
- Receiving payments, issuing invoices and processing reimbursements
- Claiming reimbursement and seeking grants from ANUSA and GAC
- Handling other financial matters, including estimates and quotes for various expenses
- Assisting with ANUSA and Australian Taxation Office paperwork
- Maintaining the PayPal account
- Presenting the statement of accounts at the AGM

### **5.4 General Representatives (5 positions)**

Duties:

- Assisting in the general operations of the CSSA
- Taking responsibility for additional portfolios as allocated by the Committee
- General Representatives will fill the portfolios described in Section 6

### **5.5 International Representative**

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

## **5.6 Postgraduate Representative**

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

## **6 Portfolio Descriptions**

### **6.1 Common Room**

Duties:

- Maintain and update the CRO subcommittee Policy documentation.
- Maintaining and updating code of conduct
- Keep common room in order by working with other committee members and CROs to maintain a safe and friendly environment and so that all members of the community are treated reasonably.
- Manage, support and assist CROs to complete their jobs
- Organise and facilitate the cleaning of the common room and supplies to do so
- Manage feedback and complaints from common areas

### **6.2 Communication**

Duties:

- Compiling and sending out newsletters to CSSA general members
- Creating and maintaining event posters for all CSSA events
- Maintaining the CSSA website, including making sure information is up-to-date

### **6.3 Education**

Duties:

- Organise and oversee study events for courses
- Coordinate with the school, course convenors, lecturers and tutors for core computer science courses to make study events successful

### **6.4 Industry**

Duties:

- To seek and organise sponsorship for the CSSA
- To organise, run and document a careers fair for members
- Are responsible for all job offers and recruitment opportunities that are forwarded to the CSSA.
- Build, foster and maintain relationships with industry contacts

## **6.5 Co-curricular Education**

Duties:

- Organise, run and record industry and educational events run by the CSSA
- Work with Industry to organise tech talks and workshops
- Create, maintain and run workshops that can be reused in later years
- Facilitate member-based projects and presentations

## **6.6 Social**

Duties:

- To organise, run and record all social events run by the CSSA
- To work with general representatives to help coordinate all social events
- To make sure that every event has a venue, approval and advertisement