

# Constitution and Bylaws of the Computer Science Graduate Student Association

Department of Computer Science, Purdue University

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**Preamble.** The Constitution and Bylaws of the Computer Science Graduate Student Association, in conjunction with any student organization-authored documentation linked herein, are considered governing documents for the organization as recognized by SAO, the Department of Computer Science, and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (formerly, “The Graduate School”). This document is loosely structured into a Constitution with “Articles”, which define the members, purpose, structure, and long-term governing principles and operation, and “Bylaws”, which detail specific rules and operational procedures to maintain order and continuity. In the event of an inconsistency, Articles supercede Bylaws. Imperatives are defined and used as follows:

- “must” (prev. “shall”, resp. “must not”): a binding, unconditional requirement (resp. prohibition),
- “will” (prev. “shall”, sim. “must”): a binding obligation or requirement toward some future action,
- “may” (resp. “may not”): an optional, non-binding suggestion or allowal (resp. binding disallowal),
- “should” (resp. “should not”): a non-binding recommendation in favor (resp. against), which may only be ignored after consideration of the utility, consequences, and other relevant circumstances.

“Therein” is defined to be content in any of the governing documents. “Herein” is defined to be content in the current Article or Bylaw with respect to relevant context or procedures defined therein. “Hereafter” defines specific definitions to be used therein, typically after its introduction.

## Article I

### Name

The name of this organization is the Computer Science Graduate Student Association (hereafter, “Graduate Student Association” or “CSGSA”). The responsibilities of leadership of the CSGSA are delegated to the Computer Science Graduate Student Board (hereafter, “GSB”, “CSGSB”, or “the board”). The organization is closely affiliated with the Department of Computer Science (hereafter, “CS department” or “the department”) at Purdue in West Lafayette (hereafter, “PWL”) and Purdue in Indianapolis (hereafter, “PIN”). Collectively, PWL and PIN are hereafter referred to as “Purdue University”, “Purdue”, or “the university”.

## Article II

### Purpose

**CSGSA Purpose.** The purpose of the CSGSA is to provide graduate students in the CS department with social, academic, and professional opportunities to improve their career and experience at Purdue and afterwards.

**GSB Purpose.** The Computer Science Graduate Student Board (GSB) serves the CSGSA by connecting and representing graduate students in the Department of Computer Science. The goals of the GSB are:

- a. to help incoming students become familiar with opportunities and activities in the department, and to keep all current students informed about opportunities and issues relevant to CS graduate students,
- b. to suggest ways of improving various university programs (Graduate and Undergraduate, primarily focusing on departmental offerings),
- c. to represent all members of the CSGSA by voicing student opinions and interests in various committees at the department and university level, and
- d. to facilitate and promote social, academic, professional, and mentorship activities, which, in part, help integrate students with peers, faculty, and industry professionals.

Members of the GSB should be interested in serving and leading the Computer Science graduate student (i.e. CSGSA) community, working with the department faculty and staff, and/or helping both their peers and the department to enhance the quality of life, advance academic research, improve instruction, and strengthen the CS community.

## Article III

### CSGSA Membership

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

All Purdue graduate students currently enrolled in the Department of Computer Science’s graduate programs in West Lafayette or Indianapolis are automatically considered members of the CSGSA. GSB membership, as well as advisors and adjunct members of CSGSA/GSB, are detailed together in [Article IV](#).

The CSGSA/GSB will not collect membership dues from any of its members.

## Article IV

### GSB Membership and Officers

**Eligibility.** Membership in the GSB is open to any member of the CSGSA. If possible, however, the President and Vice President should have at least a semester of prior experience as a GSB Officer before assuming their role, in order to ensure continuity in the organization.

**GSB Officer Terms.** Membership in the GSB is for a one (1) year term, with incoming members assuming elected positions in the beginning of May after elections have concluded.

**GSB Executive Officers.** To ensure proper management and operation of the GSB, and in accordance with SAO policies for Purdue student organizations, the GSB must fill the core officer positions of President and Treasurer. Additionally, executive officers on the board serve as the primary administrative body for the CSGSA/GSB, and as such are jointly responsible for (1) registering CSGSA and its activities, (2) deciding the agenda for GSB meetings, and (3) ensuring that the GSB achieves its core goals, purpose, and responsibilities to the benefit of the entire CSGSA (including during the summer session).

For all intents and purposes, GSB Executive Officers are considered GSB Officers herein. At the time of writing, the GSB Executive Officers include (in descending order of authority, where relevant):

- President
- Vice President
- Treasurer
- Social Activities Chair

**GSB Officers.** All CSGSA members are eligible to be nominated for a GSB officer position. The GSB officers are selected from and by the CSGSA as defined in Article V and Eligibility herein. All (and only) GSB officers share joint responsibility for accomplishing all duties, goals, and responsibilities designated to the board. As such, all (and only) GSB officers are considered voting members for the purposes of quorum in general GSB meetings. At the time of writing, additional GSB officers include:

- *Coordinators of GSB programs:*
  - Corporate Relations Coordinator
  - Diversity Coordinator
  - Mentoring Program Coordinator
  - Travel Grant Coordinator
- *Representatives:*
  - Faculty Search Committee Representative
  - Graduate Committee Representative(s)
  - Undergraduate Committee Representative (GSB)
  - Purdue Graduate Student Government Senator for CS
  - Purdue in Indianapolis Representative
- *GSB Logistical Personnel:*
  - Webmaster
  - Physical Asset Manager
- General Officer(s)

The expectations and responsibilities of each role are detailed in Bylaw [III](#).

Additional temporary positions may be created and filled based on the needs of the department and the board. Temporary positions must be considered non-voting board members. At the end of the year, a vote should be held to decide if such position(s) will be made permanent in the constitution.

**CSGSA/GSB Advisors and Adjunct Members.** Adjunct members may not vote or hold office in the organization. Adjunct members may, however, hold a courtesy appointment as a non-voting board member.

At the time of writing, adjunct members of the CSGSA include:

- Faculty/staff Advisor(s)
- Undergraduate Committee Representative (USB)

At the time of writing, adjunct members of the GSB include:

- All adjunct members of the CSGSA
- All non-officer GSB committee members

In accordance with SAO policies for Purdue student organizations, at least one (1) Purdue faculty or staff member must serve as an advisor for the CSGSA. In particular, the CSGSA and GSB must be advised by at least two (2) faculty members in the Purdue Department of Computer Science, who must assist in reviewing Travel Grants. However, any number of Purdue faculty or staff may serve as advisors.

The faculty/staff advisor(s) should be nominated and requested by the Executive Officers to confirm their position immediately following the end of regular elections. The CS department and/or outgoing Executive Officers may assist in finding a suitable faculty/staff advisor for the CSGSA/GSB. The term for the advisor should be a minimum of a one (1) year commitment in order to ensure continuity in the organization. The faculty advisors should be rotated out at least every two (2) years to prevent undue burden (as the faculty advisors assist with travel grant approvals in accordance with the Travel Grant Guidelines referenced in Bylaws [III](#) and [IV](#)).

## Article V

### Elections and Voting

The GSB must hold elections to select members of the next year's board. This process consists of three (3) steps. First, an information session is to be held to inform the CSGSA about the officer roles available on the GSB. Second, a nomination period is given to allow the CSGSA to nominate candidates. Third, the elections are held and the CSGSA votes for the new board. Only non-adjunct CSGSA members are eligible for nomination for and election to a GSB Officer position.

The regular election process should take no more than four (4) weeks, and must be completed no later than the end of April. All newly elected officers of the board (hereafter, "incoming board") typically replace the current officers (hereafter, "outgoing board") at the end of the Spring semester (usually in May).

The GSB election process must be presided over by (in order of preference) a willing, outgoing GSB officer not seeking any incoming officer role in the current election, a CSGSA/GSB advisor, or other willing non-candidate CSGSA member (hereafter, "Election Coordinator"). The Election Coordinator should be selected and confirmed by the board during a regularly scheduled general GSB meeting before April, and must be announced to all GSB officers before the nomination period can proceed. The Election Coordinator is responsible for actively ensuring the integrity and fairness of GSB elections by confirming nominated candidates, counting CSGSA ballots, and preserving the secrecy of ballots from all other parties as detailed herein.

**Information Session.** The GSB must host an information session about the board. This includes information about the functions of the GSB, what roles are available, the function of these roles, and any other information deemed important by the current GSB. This information **MUST** be made available to all members of the CSGSA. After the information session is held (and the Election Coordinator is confirmed), the nomination period may begin, and should be held soon afterward.

**Nominations.** The Election Coordinator must provide a mechanism to allow the CSGSA to nominate new GSB members. Any CSGSA member may participate and nominate themselves or other members to any of the available GSB roles. The duration of the nomination period should be at least seven (7) days to ensure that there is sufficient time for nominations. At the end of the nomination period, the Election Coordinator must contact all the nominees to inform them of their nomination and confirm if they intended to run for these position(s). The nominees must be given at least one (1) business day to confirm their nomination. Once all nominees have been confirmed (hereafter, “candidates”), the Election Coordinator must compile a list of candidates for each role.

To proceed to elections, there must be a minimum of one (1) candidate for each of the President and Treasurer roles. The Election Coordinator should verify (through whatever means they deem appropriate, upon advisement from the outgoing President and Vice President) that any candidate for the position of President and Vice President has at least one (1) semester of prior experience as a GSB officer before confirming their candidacy.

**Regular Elections.** The Election Coordinator must hold elections to allow all non-adjunct members of the CSGSA to vote for the new GSB. All voting **MUST** be done via instant runoff, ranked choice voting (i.e. “IRV”/“RCV”) with a secret ballot. The GSB must include all candidates for each position on the ballot. Every candidate must be allowed to include a one (1) paragraph description of why they are qualified for the role. If a candidate runs uncontested, that position must be confirmed by a CSGSA vote of confidence. The voting period must last for at least seven (7) days. If a position is unfilled upon conclusion of the regular election procedures, or the CSGSA votes in no confidence, default to the vacancy procedures outlined herein.

**Confirming the Election.** When the voting period has concluded, the Election Coordinator must count the ballots using the mechanism described above and compile and share the results with the outgoing GSB and incoming President before the summer session starts.

**The Election Coordinator **MUST** validate that ballots are never double-counted, and that all ballots are submitted by a currently recognized non-adjunct member of the CSGSA. All invalidated ballots **MUST** be discarded. The Election Coordinator **MUST** keep all identifying information in the ballots secret.**

Elections may not conclude (and incoming GSB officers may not assume elected positions) until all officers are confirmed. In the event that an election results in a tie, the current board must break the tie as follows:

- a. The GSB must hold an emergency meeting to resolve the tie and confirm the incoming officer. At least one (1) day of notice must be given to all officers and relevant candidates. This should be held during a regularly-scheduled general GSB meeting but must happen before the end of the semester when possible, and must be presided over by the Election Coordinator or, if impossible, the highest authority outgoing executive officer who is not a candidate in the election will be the acting Election Coordinator (hereafter, “presiding member”).
  - (i) Tie resolution **MUST NOT** proceed unless quorum is met and the Election Coordinator is present.
  - (ii) This meeting **MUST** be a closed session as outlined in Article [VI](#).
- b. Each candidate in attendance must be given exactly two (2) minutes to present to the board on why they are an ideal candidate for their role.
- c. After a candidate’s presentation, the outgoing GSB officer in that position may ask at most one (1) question of the incoming candidate. If the outgoing officer is absent, vacant, or the same member

as the candidate, the President will be granted the right to a question instead. If the candidate for President is the outgoing President, then the Vice President will be granted the right to ask a question instead. The candidate will be given exactly one (1) minute to provide a response or rebuttal.

- d. After all candidates for that role have presented and responded to questions, the candidates must leave the room; if the candidate has GSB voting privileges, the presiding member should privately confirm their vote beforehand. The remaining attendees must be given at least five (5) minutes and at most ten (10) minutes to discuss and debate the viability of each candidate for that role.
- e. After discussions, the board proceeds with a plurality vote via secret ballot to confirm the elected officer. In the event that both the CSGSA and GSB votes tie, the presiding member resolves the tie.
- f. The presiding member must compile and confirm the results of the board vote, after which they invite the candidates back into the meeting and announce the results. At most one (1) re-count is allowed.

Once all officers have been confirmed and compiled, the Election Coordinator must announce the new board to all members of the CSGSA.

**Special Elections.** If the procedures defined herein call for a CSGSA election outside of the regular election cycle (hereafter, “special election”), elections must proceed as defined above with the following exceptions:

- a. In addition to the Election Coordinator being a non-candidate in the election, the Election Coordinator **MUST NOT** also serve as a temporary successor to any GSB officer position being elected.
- b. The information session may be omitted or may be included in the call for nominations.
- c. Any reason provided for the special election must be kept brief and remain neutral to *all* parties.
  - Explicitly, any reason mentioned must **NOT** include, e.g., both positive and negative reasons for or against someone in an attempt at neutrality. All language therein must be neutral.
- d. If the GSB reasonably anticipates vacancies in multiple officer roles, the special election should be held concurrently for all officer roles to avoid CSGSA “election fatigue.”
- e. The nomination period and voting period must each last for at least four (4) days (instead of the default).
- f. If a position is left vacant outside of the usual academic session (e.g., after regular elections), the GSB must default to the vacancy and succession policies detailed herein to select a temporary successor.

**Impeachment.** Any GSB Officer may decide to press impeachment charges against a GSB member negligent in fulfilling their duties. Actions considered grounds for impeachment from GSB include:

- a. preventing members from performing their appointed duties,
- b. performing acts detrimental to the GSB, CSGSA, the Department of Computer Science, or the student body at Purdue, and
- c. absence from over one-half (1/2) of the member meetings in a given semester (excepting Advisors).

The GSB Officer pressing impeachment charges must inform the President in writing unless they are so accused; otherwise, if the accused is the President, they must inform the next highest authority executive officer or, if none, the CSGSA/GSB’s Computer Science advisor (hereafter, “Impeachment Coordinator”) in writing. They must specify which of the grounds for impeachment they believe has been committed.

The Impeachment Coordinator must provide at least two (2) days of notice to reasonably inform the accused member and the GSB about the time, location, and grounds for the impeachment vote prior to the hearing. Following this notice period, the hearing must occur at the next regularly-scheduled general GSB meeting. The Impeachment Coordinator is responsible for presiding over the impeachment hearing.

If the accused is present, they must be given reasonably sufficient time—at least five (5) minutes—to defend their actions, with opportunity for questions and rebuttal prior to the impeachment vote. The Impeachment

Coordinator should remain impartial when presiding over impeachment hearing discussions, but nevertheless retains the right to contribute to the discussion (and vote, if a voting GSB member) during the impeachment hearing. Following the discussion and rebuttal period, an impeachment vote must be held by a two-thirds (2/3) vote of present board members during a meeting with quorum. If the accused is a voting GSB member, they must retain the right to vote during their impeachment hearing.

If (and only if) an impeachment vote passes in strict accordance with the procedures herein, the GSB must—and should as soon as possible—rescind all duties, access, responsibilities, and other powers conferred by the impeached GSB member’s position. Following impeachment, this position becomes vacant, and must be filled in accordance with the vacancy and succession procedures detailed herein.

Impeachment must not rescind a GSB member from any rights conferred by CSGSA membership therein. In particular, this includes the ability for them to immediately (assuming they meet the attendance criteria detailed in Bylaw [III](#)) become a General Officer.

**Vacancy and Succession.** Should an officer position remain unfilled or leave, by impeachment or otherwise (hereafter, “vacant”), the GSB and/or CSGSA must fill this position with a new officer as follows.

If the President role becomes vacant, the Vice President is expected to temporarily assume those duties; for any other GSB Officer role, the President should appoint a willing, non-adjunct CSGSA/GSB member to assume those duties (hereafter, “temporary successor”).

If the temporary successor is a current GSB Officer, they retain their current role in the GSB as well. If the President decides to leave a non-executive officer role vacant, the board jointly assumes that role’s duties and responsibilities until it is filled.

In addition, and regardless of the temporary successor selection, the GSB must select a permanent member to assume the duties of the vacant GSB Officer position (hereafter, “permanent successor”) as follows.

If, over the course of four (4) active weeks (as defined in Article [VI](#)), either the President or both the Vice President and Treasurer roles become vacant, the GSB must hold a CSGSA special election to confirm *all* roles left vacant during this time. Temporary successors may be nominated in the special election.

If any other Officer role becomes vacant, the temporary successor nominated and appointed by the President must be confirmed as a permanent successor by a GSB majority confidence vote in the next regularly-scheduled general GSB meeting with quorum. Notably, if a temporary successor is appointed in the summer session (e.g., vacancy after elections), the GSB vote for the permanent successor must occur in the first meeting with quorum in the Fall. In any case, if the vote is in no confidence, the President should consult with the GSB to appoint another temporary successor, to be confirmed by subsequent GSB confidence vote.

Once a permanent successor is selected for the formerly vacant Officer role, the temporary successor must immediately transfer to them all access, duties and responsibilities of that Officer role. A successor’s term lasts until the end of the original Officer term, regardless of when the Officer role was filled. If a GSB Officer is selected as a permanent successor, they should vacate their formerly held Officer role; any vacancy due to permanent successor selection should not trigger a new CSGSA special election, where relevant.

## Article VI

### Meetings and Events

**General GSB Meetings.** The GSB should hold a meeting for all GSB members (herein, “general GSB meeting”) once per week during both the Fall and Spring semesters (herein, “active week”). The President has the responsibility of coordinating with the GSB to find a regular meeting time that is best for its members. The President should preside over all general GSB meetings. Should the President be absent, the authority to preside over meetings (in order of preference) moves to the the next Executive Officer in order of authority, or else another member appointed by the President to preside at the meeting. The Vice President, or else another member appointed by the President, should take minutes of the meetings.



**Open vs. Closed Sessions.** By default, all general GSB meetings are open to CSGSA members, faculty, and staff in the Department of Computer Science, including adjunct members (hereafter, “open session”). During an open session, others may join a meeting by the approval of the President.

However, the GSB may restrict the meeting to only GSB Officers via a formal motion; others must be asked to leave the meeting room, and may only join following GSB approval via formal motion (hereafter, “closed session”). During a closed session, meeting minutes should not contain any names, roles, or attendance of specific GSB members. GSB members may not discuss or distribute the agenda, minutes, or attendees of a closed session unless the board subsequently passes a formal motion to openly release its minutes. The formal motion to enter a closed session, however, must remain open. Furthermore, the minutes associated with a closed session must be documented internally to the GSB for future reference.

**Attendance.** GSB Officers should attend general GSB meetings for at least three-fourths (3/4) of active weeks, noting the rules on scheduling meeting times detailed herein. Likewise, GSB committee members should attend committee meetings for at least three-fourths (3/4) of active weeks.

A GSB member who attends any general GSB meeting necessarily satisfies attendance requirements for that active week. Attendance must not be considered for a given active week until a meeting has occurred. If a non-emergency meeting should occur at an unreasonable time (e.g. university holiday or recess) or multiple times per week, such meetings must not require attendance and should not expect quorum.

**Excused Absence.** In some cases, a GSB Officer may have their absence from a meeting approved without any consequences (hereafter, “excused absence”). Excused absences must be requested to the President or Vice President prior to the meeting, and should occur at least twenty-four (24) hours in advance if possible. Excused absences MUST NOT count against any attendance requirements or expectations. Common reasons considered grounds for excusing an absence include: (a) class conflicts which GSB meeting scheduling makes unavoidable, (b) research or TA meeting conflicts which meeting scheduling makes unavoidable, or (c) health or personal factors where attendance may impact the safety and/or well-being of themselves or others. Any reasons other than those listed herein may be excused by the discretion of the President.

Additionally, if the meeting being excused is a quorum meeting, the request for excused absence MUST be approved or denied before asking the Officer about recusal (see Bylaw [I](#)). Even if the absence is denied, the Officer must still be asked about recusal.

**Events.** Events organized by the Graduate Student Board normally target graduate students in the Department of Computer Science, but may be open to others as well in fulfillment of the CSGSA/GSB’s purpose (see Article [II](#)). Core CSGSA events which should be hosted *at least* annually by the GSB, include:

- CS Graduate Town Hall
- GSB Mentoring Program Event
- GSB Introduction and Election Information Session(s)
- CS Grad Friendsgiving Event
- CS (Prospective) Grad Student Game Night
- CS Grad Orientation Week Picnic (and/or Game Night)
- At least 1 Grad and Faculty combined event

See also Bylaw [V](#) for a brief description of the organization and purpose of each event.

## Article VII

### Committees

The GSB may form committees for performing specific tasks. The GSB allows any member of the CSGSA to serve on any committee, unless otherwise noted. Committee member roles are considered to be adjunct and non-voting in general GSB meetings. However, GSB officers who are also considered committee members (including but not limited to the Social Activities Chair) retain their right to vote through their officer role.

The GSB committee's chair (or, if absent, as appointed) should preside over all committee meetings. Formal motions and quorum during committee meetings are consistent as therein, where board voting members in committee meetings are the committee members recognized by the chair or GSB. The committee chair is responsible for relaying ideas discussed and decisions made to the board at general GSB meetings.

The list of committees that should be formed on a regular basis currently consists of the following:

**Constitution Committee.** This committee reviews the constitution and, after collecting feedback from other members of the board, revises it based on current experiences of the CSGSA/GSB. An Executive Officer should serve as chair, and membership should include tenured GSB officers. This committee should be formed on a biannual basis in the Spring. Constitution Committee last formed: 2024-08-26 to 2025-03-03.

**Social Activities Committee.** This committee is responsible for creating, organizing, and promoting all social activities and events run by the board to help integrate students and faculty. It is chaired by the Social Activities Chair and is comprised of the Social Activities Chair and Social Activities Coordinator(s). If this committee is not formed, the GSB jointly assumes responsibility for promoting social activities in partial fulfillment of the GSB's purpose. Social Activities Committee last formed: 2024-11-11 to present.

**Purdue in Indianapolis (PIN) Committee.** This committee facilitates all advocacy, representation, and other support for CS graduate students working or studying at the Purdue in Indianapolis (PIN) campus. The PIN Committee is chaired by the PIN Representative, and should include PIN-affiliated students in the CSGSA. If this committee is not formed, the GSB jointly assumes responsibility for representing PIN students in fulfillment of the GSB's purpose. PIN Committee last formed: 2023-08-28 to 2024-05-03.

## Article VIII

### Amendments

Amendments to the constitution or bylaws must be approved by a two-thirds (2/3) majority of the board members at a meeting with quorum. Proposed amendments must be shared with *all* members at least one (1) active week in advance of the amendment vote. Prior to voting on the amendment, GSB members must be given time during meetings to discuss the proposed amendments.

All amendments to the constitution and bylaws are subject to the approval of the Office of Student Activities and Organizations. Amendments MAY NOT take effect until they have been approved by the Office of Student Activities and Organizations ("SAO").

## Article IX

### Dissolution

Since CSGSA is an academic and professional student organization of which all Purdue CS graduate students are a part of, and for which the GSB serves as its representative body, **the CSGSA/GSB must not voluntarily dissolve under any circumstance.**

If any CSGSA/GSB core officers are left vacant, consult the vacancy, succession, and election procedures in Article [V](#). If all CSGSA/GSB advisors are left vacant, consult the advisor selection procedures in Article [IV](#).

## Bylaw I

### Formal Motions and Quorum

**Quorum.** At least one-half ( $1/2$ ) of voting board members must be present to achieve quorum at a given meeting. All GSB member vote counts must exactly correspond with counts toward quorum. Each GSB officer member counts for at most a single vote and count toward quorum, even if multiple voting officer roles are held. Vacant GSB officer positions must not count toward quorum.

**Formal Motions.** All formal motions require a quorum of board members present. Unless otherwise stated therein, a formal motion passes with a “(strict) majority” of over one-half ( $> 1/2$ ) of present board members voting in favor. A “super majority” vote passes with over two-thirds ( $> 2/3$ ) voting in favor. Any ties on votes during GSB meetings must be resolved by the decision of the currently presiding GSB Officer in the meeting (e.g. President or Election Coordinator, where relevant).

In order to give time for General Officers and other incoming members of the GSB to become established in their role, there should be no formal motions or meetings requiring quorum until at least four (4) active weeks into the semester. Notably, many GSB discussions and decisions during GSB meetings should be resolvable without requiring a formal motion, except those required by the governing documents therein.

**Recusal of Voting Privileges.** GSB members should be given the option to temporarily exclude themselves from the quorum count (hereafter, “recusal”). If a voting GSB member recuses themselves, then the number of voting members of the board is decremented by one (1) when deciding if quorum is met.

The decision on excused or unexcused absences must be decided before recusal is asked. The officer must be provided a clear explanation of recusal, for example: “Would you like to recuse yourself from the quorum count if you are absent at the next meeting? Recusal would make it easier for the board to meet attendance requirements for making formal decisions in your absence. For example, if  $6/11$  people are required to be present to meet  $\geq 1/2$  quorum, your recusal would reduce the requirement to  $5/10$  (where your recusal is accounted for in the denominator).”

**Abstaining from Votes.** An “abstain” vote must count neither for nor against a given formal motion. For example, if 9 members are present at a meeting with quorum, 2 members abstaining reduces the threshold to pass a majority vote from  $> \lfloor 9/2 \rfloor = 4$  to  $> \lfloor 7/2 \rfloor = 3$ . Unlike recusal, a member who abstains may still be present and must still count toward quorum. Abstention can occur in any of the following ways:

- a. A voting member abstains if present for quorum but temporarily absent when voting (see below).
- b. A voting member has the right to explicitly abstain from a vote or formal motion for *any* reason. However, abstentions should be invoked sparingly; broadly, abstaining is strongly encouraged when an member’s vote would cause an unresolvable conflict of interest/duties or other ethical dilemma, and strongly discouraged when invoked out of disinterest or protest in holding a vote.

If a voting member permanently leaves the meeting, the presiding officer must re-count quorum as soon as reasonable to ensure that members do not inadvertently abstain and that the meeting maintains quorum.

**Parliamentary Authority.** In the event of a procedural ambiguity or unresolved situation not already defined therein (including but not limited to formal motion types, and disciplinary procedures such as censure or suspension), the governing procedures defined therein will default to the governing procedures detailed in the current version of Robert’s Rules of Order, Newly Revised (RONR).

## Bylaw II

### Substitutions

Proxies and substitutes for votes at GSB meetings are not allowed.

## Bylaw III

### GSB Members, Officers and Duties

All GSB members listed are officers unless noted therein. The responsibilities for each role are as follows:

**President.** Responsible for (a) setting goals and priorities for the board in collaboration with the other executive officers, (b) serving as the primary point of contact and official spokesperson for the board, (c) coordinating communication and activities between all board members, including presiding over meetings, mediating conflict, and providing guidance as necessary, (d) fulfilling responsibilities of any temporarily or permanently vacant role, (e) providing oversight and accountability and upholding ethical behavior for all board operations, and (f) with the assistance of the Executive Officers, ensuring compliance with the governing documents of the CSGSA/GSB.

**Vice President.** Responsible for (a) serving as the secondary point of contact for the board, (b) assisting the President in their duties, with the expectation to assume duties of the President in their absence, (c) taking the minutes and attendance at general board meetings, and (d) organizing and preserving a knowledge base of internal documentation for the GSB, including but not limited to GSB meeting minutes, reports, BoilerLink records, and position-specific information, with the assistance of the Executive Officers.

**Treasurer.** Responsible to maintain and keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations (BOSO). The Treasurer is also responsible for (a) in collaboration with the Executive Officers, creating and drafting the upcoming year's operating budget for the GSB's review before the end of each academic year, coordinating with relevant officers to account for planned social and professional events, (b) oversee regular financial planning and recording of GSB activities, and ensuring the GSB operates within budget, and (c) compiling the Annual Reports (internal and external, see Bylaw IV), with the assistance of the Executive Officers.

**Graduate Committee Representative.** Responsible for (a) representing CSGSA in any committee relevant to computer science graduate students, providing input and opinions that might influence them, and (b) conveying non-confidential information discussed at committees to the members of the board (which is allowed to happen as the first priority of this position is to represent, not report). At the time of writing, the Graduate Committee Representative is involved in the CS Graduate Committee and the Graduate Curriculum and Academic Policy (GCAP) board for the College of Science.

**Undergraduate Committee Representatives.** There must be at most 2 Undergraduate Committee Representatives, including at most 1 graduate student GSB Officer and at most 1 undergraduate student from the Computer Science Undergraduate Student Board (hereafter, "USB"). The USB member should be selected through whatever means the USB deems appropriate (see the CS USB Constitution for more information). The USB member is allowed to attend general GSB meetings as a non-voting, adjunct member of the GSB.

The graduate (resp. undergraduate) student Undergraduate Committee Representative is responsible for (a) participating in general USB (resp. GSB) meetings as a student representative, (b) conveying important ideas and concerns discussed between the GSB and USB, especially those that require undergraduate-graduate student collaboration or those which affect all CS students, and (c) providing input and opinions that might influence decisions made by the GSB and/or the USB.

**Social Activities Chair.** Responsible for creating, organizing, and promoting social activities designed to help integrate students and faculty. The Social Activities Chair presides over the Social Committee (if active), and may delegate tasks to Social Activities Coordinator(s) as needed.

**Social Activities Coordinator.** Responsible for assisting the Social Activities Chair in creating, organizing, and promoting social activities designed to help integrate students and faculty as a member of the Social Activities Committee. Social Activities Coordinator is not a GSB officer position, and thus is a non-voting

board member in general GSB meetings. However, there is no limit to how many CSGSA members can hold the Social Activities Coordinator role simultaneously, and this role may be jointly held with any other GSB Officer role. This position may be gained via regular participation in the Social Activities Committee (as recognized by the chair or GSB).

**Travel Grant Coordinator.** Responsible for managing the CSGSA Travel Grant Program (see the Travel Grant Guidelines at [https://www.cs.purdue.edu/gsa/travel\\_grants.html](https://www.cs.purdue.edu/gsa/travel_grants.html) for more information), which includes (a) providing confirmation that a travel grant application has been submitted, (b) convening with a committee of at least one (1) other GSB member and two (2) faculty members, including the CS faculty advisor, to make a decision on the awarding of a travel grant, and (c) coordinating a yearly review with the CS administration, faculty advisors, and at least one (1) Executive Officer.

**PGSG Senator for CS.** Responsible for (a) representing the CS Department in the Purdue Graduate Student Government (PGSG) Senate, (b) conveying the ideas and concerns discussed and decisions made between the PGSG Senate and the CSGSA/GSB, and (c) participating in at least one PGSG team or committee. See the PGSG Constitution and Bylaws for more information.

**Faculty Search Committee Representative.** Responsible for assisting the department in the faculty search process, which includes (a) attending faculty candidate talks, (b) meeting faculty candidates, and (c) encouraging graduate student participation in the evaluation process.

**Corporate Relations Coordinator.** Responsible for (a) establishing and maintaining board relations with corporations, and (b) organizing professional activities beneficial to graduate students in the department.

**Webmaster.** Responsible for (a) maintaining the GSB web pages and updating them in a timely manner, and (b) managing account access and other digital credentials for the board.

**Diversity Coordinator.** Responsible for (a) organizing events to promote and broaden participation from a diversity of cultures and backgrounds in the CS department, and (b) working with CS department faculty/staff to ensure the department is broadening participation in graduate admissions and faculty hiring.

**Mentoring Program Coordinator.** Responsible for designing, organizing, and overseeing the GSB Mentoring Program. Refer to the Mentoring Guidelines in the GSB Annual Report for more information.

**Purdue in Indianapolis (PIN) Representative.** Responsible for (a) representing and supporting all members of the CSGSA who are working or studying as a part of the Computer Science Department on the Purdue in Indianapolis (PIN) campus, (b) serving as chair of the PIN Committee (if active), and (c) conveying the ideas and concerns discussed by PIN-affiliated students to the board. The PIN Representative should be a PIN-affiliated student, and is considered a voting board member and GSB officer.

**Physical Asset Manager.** Responsible for (a) creating and tracking an inventory of all physical, non-perishable items and equipment owned by the GSB (including but not limited to board games, sports equipment, and cooking utensils) along with estimated cost and location, (b) managing a checkout system to allow CSGSA members to borrow or rent such assets with the assistance of the Treasurer, and (c) digitizing attendance records for CSGSA events with the assistance of the Vice President and Social Activities Chair.

**General Officer.** Responsible for assisting with any collective duties, goals, and responsibilities of the board as a voting member of the GSB. Any CSGSA members who maintain adequate attendance in general GSB meetings by the following criteria are considered General Officers (excluding other GSB Officers):

- **Initial Eligibility:**

- Starting from the fourth (4) *active week* in a semester, a CSGSA member without an Officer role must be offered the role of General Officer if they have attended at least one (1) general GSB meeting during at least three-fourths (3/4) of the last four (4) *active weeks* leading up to and including the current week (hereafter, “initial eligibility threshold”).

- **Ongoing Participation**

- To remain a General Officer, a CSGSA member should attend at least one (1) general GSB meeting during at least three-fourths (3/4) of the last eight (8) *active weeks* (hereafter, “active threshold”).
- A member whose attendance falls below the active threshold may lose their General Officer status and, if so, must be allowed to regain their status via the initial eligibility threshold (i.e. 4 weeks to gain, 8 weeks to lose).

- **General Officer Term**

- General Officer status and activity requirements will reset at the beginning of each semester.
- Members must regain the General Officer role each semester via the initial eligibility threshold.

## Bylaw IV

### Organizational Management and Transitions

**Reallocating budget items.** Any transfer of funds between budget categories requires approval by a majority vote of the Executive Officers. Any such transfers must be documented and reported at the next regularly-scheduled general meeting of the GSB.

**Amending Travel Grant Guidelines.** Any amendment of the Travel Grant Guidelines during the Fall or Spring session requires approval by a majority vote at a GSB meeting with quorum. Any such amendment must be documented and reported in the next regularly-scheduled yearly review of the Travel Grant Guidelines (with the department administration and advisors, see Travel Grant Guidelines). If the amendment occurs during the summer session, it requires temporary approval by a majority vote of the Executive Officers and Travel Grant Coordinator, and must subsequently undergo full approval by the board in the first general GSB meeting with quorum in the Fall.

**Data and Account Management.** The Vice President is responsible for tracking and compiling meeting minutes, documentation, and other institutional knowledge that is internal to the GSB. With the assistance of the Vice President, each GSB Officer should internally contribute to and update the relevant information about their role in order to assist future tenures of the board to accomplish their necessary duties.

The outgoing Webmaster and Executive Officers are jointly responsible for transferring access to board accounts, credentials, and other internal documentation to all relevant incoming members of the GSB. At minimum, the outgoing President, Treasurer, and Webmaster must ensure that the incoming President, Treasurer, and Webmaster can access all required GSB accounts and credentials, including BoilerLink.

**Officer Transitions.** The Webmaster and Vice President are jointly responsible for ensuring that the list of GSB officers for each academic year remains public and up to date on the CSGSA website and BoilerLink.

Outgoing GSB officers should remain reachable by incoming officers, via sharing contacts and/or meeting with the incoming GSB officers, to ensure continuity in the organization. Incoming GSB officers being onboarded into their position should consult with outgoing members of their position, incoming and outgoing Executive Officers, other tenured GSB members, and internal GSB documentation on their position.

**Annual Reporting.** The Executive Officers must compile an Annual Report by the end of April of each academic year to summarize the activities and achievements of the board in the support of CSGSA, and to ensure continuity in the organization.

The public/external Annual Report should include a brief summary of the following, which will be posted on BoilerLink as visible to the entire CSGSA:

- a. Significant efforts to broaden CS community participation, especially those focused on faculty-student interactions, inter-departmental collaborations, prospective or incoming students, and/or underrepresented populations in the field of CS,
- b. Significant changes in organizational structure, including but not limited to a summary of constitutional amendments and temporary positions and/or committees formed,
- c. Significant efforts to represent and advocate for CSGSA graduate students, including but not limited to committee actions, Town Hall summaries, and discussions with the Computer Science Department,
- d. Large or otherwise significant events, activities, or expenditures organized by the GSB (should not include specific budget amounts for any of these),
- e. The currently implemented mentoring program guidelines for that year, and
- f. The currently implemented Travel Grant Guidelines for that year.

The private/internal Annual Report should include a detailed summary of the following, which will be posted on BoilerLink as visible to all relevant GSB officers (including but not limited to the President):

- a. More detailed descriptions and documentation of the above, if available,
- b. A collection of GSB general (open *and* closed) and committee meeting agendas and minutes,
- c. A collection of any applications or reports submitted by the GSB to other organizations,
- d. A updated copy of the “How to run your positions: rules and advice” guidelines for each GSB Officer,
- e. An itemized budget of the prior summer and academic year with estimated funding utilization,
- f. A proposed, GSB approved operating budget for the upcoming summer and academic year, and
- g. Any other relevant documents or digital artifacts from the current year, at the discretion of the Executive Officers.

The board should present and showcase relevant public and/or private items in the Annual Report (by the Executive Officers’ discretion) to the Computer Science Department by the end of each academic year.

## Bylaw V

### Annual Events

**CS Graduate Town Hall.** An event open to all CSGSA members which is designed to answer questions, address concerns, and/or solicit feedback from graduate students in and about the Computer Science (CS) department. By the GSB’s discretion, Town Halls may be either open or closed to Purdue and CS faculty, staff, and administration, and may be held either in-person or virtually. In any case, however, the GSB is responsible for relaying unanswered questions and concerns between the CS department and the CSGSA.

At the time of writing, the GSB organizes two (2) per semester: a closed GSB ↔ CSGSA graduate student town hall and a GSB ↔ CS administration town hall in order to: (a) allow grad students a safe environment to discuss the department without any department faculty or staff listening, (b) allow the GSB to answer common questions that graduate students have, and (c) allow the GSB to optimize discussions with the CS administration around the most relevant issues of the graduate student body.

The town halls are usually held during the social hour time in order to encourage participation.

**GSB Mentoring Program Event.** Any event organized by the Mentoring Program (aka “Mentor-Mentee Program”) Coordinator which connects senior MS/PhD students (“mentors”) with junior MS/PhD students (“mentees”) in the CS department, and allows mentees to seek advice and community.



*The rest of the recommended annual events, as listed in Article [VI](#), will be codified in short.*

**Remaining Annual Events.** The GSB introduction and election information session(s) are normally held during a CS social hour in order to inform as many graduate students as possible about the GSB. The Friendsgiving event is a Thanksgiving holiday event held for many students who stay on campus instead of traveling home, and is regularly held on the Wednesday before Thanksgiving. The prospective grad student game night should be held during the prospective PhD visit day, and should include current grad students. The orientation week picnic should include faculty and all current and new graduate students, and should occur with the support of the department.

The Signatures of the President and Advisor, the date of adoption, and spaces for the date of University recognition and signature of the Office of Student Activities and Organizations appear at the end of the Constitution and are required before final recognition.

12/5/2024

12/5/2024

Date of Adoption

DocuSigned by:  
*Ethan Dickey*  
30788A4A2B0D4B2...

Date of Recognition

Signed by:  
*Caleb Tyler Wears*  
3E4F9A173280474...

Signature of President

Signed by:  
*Amber Stanley*  
1F79193C8F934F1...

Office of Student Activities and Organizations

Signature of Advisor

## CONSTITUTION HISTORY

**December 2nd, 2024.** Significant revisions made to (a) represent graduate students at Purdue in Indianapolis (PIN), (b) clarify election and impeachment procedures, (c) clarify GSB officer types and responsibilities (including renaming of the Executive Officers), (d) create vacancy and succession procedures, (e) create reporting and transition procedures, (f) create 2 new officer positions: Physical Asset Manager and PIN Representative, (g) add procedures to appoint and clarify voting privileges of General Officers (prev. "Board Member"), (h) clarify attendance expectations, excused absence, and recusal procedures, (i) reduce quorum to 1/2, and (j) default to Robert's Rules for formalities.

**November 11th, 2024.** Concluded semi-formal discussions to gather GSB feedback about amendments.

**September 16th, 2024.** Formally voted to recognize PIN and Social Activities as regular GSB committees.

**August 26th, 2024.** Constitution Committee formed, following administrative delays since March 2024.

**April 12th, 2022.** Fixing error from April 2020 revision, where we forgot to include the position of Travel Grant Coordinator in the revised Constitution.

**March 28th, 2022.** Revision to require elections conclude by the end of April. Additionally updated "Undergraduate Committee Representative" to include an additional undergraduate student representative sent to the GSB by the Computer Science Undergraduate Student Board.

**June 22nd, 2020.** Revision of suggested edits given by SAO.

**April, 2020.** Significant revisions made to the Constitution due to lack of revisions since April 2005. Revisions to Constitution submitted for approval.

**March, 2020.** Constitution Committee formed.

**April, 2005.** Noted revision in previous Constitution.

**2002.** Constitution created.