

Constitution and Bylaws of the Computer Science Graduate Student Association

Department of Computer Science, Purdue University

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Article I

Name

The name of this organization is the Computer Science Graduate Student Association, henceforth referred to as "Graduate Student Association" and "CSGSA". The responsibilities of leadership of the CSGSA are delegated to the Computer Science Graduate Student Board, henceforth referred to as "the GSB", or "the board".

Article II

Purpose

The purpose of the CSGSA is to provide graduate students in Computer Science with social, academic, and professional opportunities to improve their career at Purdue and afterwards.

The Computer Science Graduate Student Board (GSB) is a link between the graduate students and the department and within the graduate students in the Department of Computer Science. The goals of the GSB are:

- a. to help incoming students become familiar with the activities in the department,
- b. to suggest ways of improving the various programs (Graduate and Undergraduate) offered by the department,
- c. to voice student opinions in various committees, and
- d. to promote social activities to help integrate students and faculty.

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 University Computer Science Graduate Students are members of the CSGSA. Adjunct membership is open to any Purdue University faculty or staff members. Adjunct members have all rights and privileges therein; however, they may not vote or hold office. The GSB is advised by a faculty and/or staff member of the Purdue Department of Computer Science.

There shall be no membership dues.

Article IV

GSB and GSB Officers

Membership in the GSB is open to any member of the CSGSA.

Members of the GSB should be interested in issues related to the discipline of computer science, working with the department faculty and staff, and improving course curricula for their peers. The purpose of the GSB is to ensure that the interests of all members of the CSGSA are represented. Membership in the GSB is for a one-year term, at the end of which each position is re-elected.

The GSB may decide to press impeachment charges against a GSB member negligent in fulfilling appointed 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

c. absence from half of the member meetings in a given semester

Any member of the GSB may request an impeachment vote. They must specify which of the grounds for impeachment they believe has been committed. The vote for removal shall occur at the next regularly-scheduled meeting of the GSB. If the accused is present, they will be given time to defend their actions. If the board decides that a member should be asked to leave, they may do so by two-thirds of member votes attending a meeting with a quorum. Should an officer leave, by impeachment or otherwise, the GSB will nominate a new officer to fill this position, and to be confirmed by the CSGSA with a majority of respondents.

To ensure proper management and operation of the GSB, the core officers are the President and Treasurer. All CSGSA members are eligible for nominations to that officer position, and elections to additional officers positions may be performed if necessary. At the time of writing, additional officers include:

- Vice President
- Graduate Committee Representative(s)
- Undergraduate Committee Representative
- Social Activities Coordinator
- Diversity Coordinator
- Mentoring Program Coordinator
- Travel Grant Coordinator
- Graduate Student Senate Representative
- Faculty Search Committee Representative
- Corporate Relations Coordinator
- Webmaster
- Board Member

Additional temporary positions may be created and filled based on the needs of the department and the board. At the end of the year, a vote should be held to decide if the position(s) are to be made permanent in the constitution.

All faculty/staff advisors hold adjunct membership on the GSB. The term for the advisor should stay a minimum of a one-year commitment in order to ensure continuity in the organization. The GSB officers are selected from and by the CSGSA as defined in Article V.

Article V

Elections and Voting

The GSB shall hold elections to select members of the next year's board. This process consists of three steps. First, an information session is to be held to inform the CSGSA about the member 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.

This process should take no more than three weeks, and is to be completed no later than the end of April. All newly elected officers of the board replace the current officers at the end of the Spring semester (usually in May).

Information Session. The GSB shall host an information session about the board. This includes information about what are 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, the nomination period can begin.

Nominations. The GSB shall provide a mechanism to allow the CSGSA to nominate new GSB members. All CSGSA members can participate and nominate themselves or other members to any of the available GSB roles. The duration of the nomination period should be at least 7 days to ensure that there is sufficient time for nominations. At the end of the nomination period, the GSB shall contact all the nominees to inform them of their nomination and confirm if they intended to run for this position. Once all nominees have been contacted, the GSB shall compile a list of candidates for each role. To proceed to elections, there must be a minimum of one candidate for both the President and Treasurer roles.

Elections. The GSB shall hold elections to allow all members of the CSGSA to vote for the new GSB. All voting is to be done via instant run off, rank choice voting with a secret ballot. The GSB shall publish a list of candidates for each position. If a candidate runs uncontested, that position is filled without voting. The voting period shall last for at least 7 days. When the voting period has concluded, the GSB shall give the results to the CSGSA academic advisor to compile the results. Once compiled, the GSB will announce the new board to all members of the CSGSA.

Article VI

Meetings and Events

The GSB should meet once per week during both the Fall and Spring semesters. The President has the responsibility of coordinating with the GSB to find a regular meeting time that is best for its members. Order at the meeting shall be established by the President. Should the President be absent, the authority moves to the Vice President, the Treasurer, or another member appointed by the President. The Vice-President will take minutes of the meetings.

All motions require a quorum as defined in [Quorum](#). A motion passes with a strict majority of present board members. All meetings are open to CSGSA members, faculty, and staff in the Department of Computer Science. Others may join a meeting after notifying the President or the highest officer in attendance, should the President be absent. 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.

Article VII

Committees

The GSB may form committees for performing specific tasks. The list of committees that should be formed on a regular basis currently consists of:

Constitution Committee. This committee reviews the constitution and, after collecting feedback from other members of the board, revises it based on the current experience. It is recommended that this committee is formed on a biannual basis. Constitution Committee last formed: 04/07/2020.

Article VIII

Amendments

Amendments to the constitution shall be approved by a strict majority of votes of all of the board members at a meeting with quorum. Proposed amendments must be shared with all members at the prior GSB meeting. 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 approval by the Office of Student Activities and Organizations.

Bylaw I Quorum

At least two thirds of voting board members must be present to achieve quorum.

Bylaw II Substitutions

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

Bylaw III Officers and Duties

President. Primary contact person for the board. The President is responsible for coordinating communication and activities between board members.

Treasurer. Maintains accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.

Vice President. Secondary contact person. The Vice President is responsible for assisting the President in their duties and is expected to assume duties of the President in the absence of the President. The Vice President also takes the minutes of board meetings.

Graduate Committee Representative. Represents CSGSA in any committee relevant to computer science graduate students, and provides input and opinions that might influence them. The Graduate Committee Representative is responsible for conveying information discussed at committees to the members of the board.

Undergraduate Committee Representatives. There shall be at most 2 Undergraduate Committee Representatives, including at most 1 graduate student from the GSA and 1 undergraduate student from the Computer Science Undergraduate Student Board (USB). The graduate member shall be decided via a vote of GSA members. The undergraduate student member shall be appointed by the USB through whatever means they deem appropriate.

The graduate student member shall participate in USB committee meetings as a graduate student representative, and provides input and opinions that might influence decisions made by the Undergraduate Committee. The graduate student member is responsible for conveying important ideas discussed at USB committee meetings to the members of the GSB.

The undergraduate student member is allowed participate in GSB meetings as a non-voting party of the GSB. Both members are responsible for conveying discussion to their respective parent organizations (graduate student member reports to the GSB; undergraduate student member reports to the USB).

Social Activities Coordinator. Responsible for creating and promoting social activities designed to help integrate students and faculty. The Social Activities Coordinator position may be shared by more than one person.

Travel Grant Coordinator. Responsible for managing the CSGSA Travel Grant Program (see https://www.cs.purdue.edu/gsa/travel_grant.html for information). Responsibilities include providing confirmation that a travel grant application has been submitted, and convening with a committee of at least one other CSGSA Board member and two faculty members, including the CSGSA Faculty Advisor, to make a decision on the awarding of a travel grant.

PGSG Senator for CS. Responsible for representing the Computer Science Department in the Graduate Student Senate and conveying ideas discussed and decisions made in the Senate to board members and

graduate students in the department.

Faculty Search Committee Representative. Assists the department in the faculty search process by attending faculty candidate talks, meeting faculty candidates and encourages graduate student participation in the evaluation process.

Corporate Relations Coordinator. Responsible for maintaining current and establishing new relations with corporations, and for organizing professional activities beneficial to graduate students in the department.

Webmaster. Responsible for maintaining the GSB web pages and updating them in a timely manner.

Board Member. Performs various tasks designated by the board. Each member will be equally responsible for accomplishing the goals of the board.

Diversity Coordinator. Organizes events geared towards promoting diversity of cultures and backgrounds in the CS department. May work closely with CS dept staff and faculty to ensure the dept is promoting diversity in graduate admissions and faculty hiring.

Mentoring Coordinator. Oversees the GSB Mentoring Program. Refer to the Mentoring Guideline.

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.

13 April, 2020

Date of Adoption

Date of Recognition

Signature of President

Office of Student Activities and Organizations

Signature of Advisor

CONSTITUTION HISTORY

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 22, 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.