

University of Massachusetts Lowell Student Club/Organization Constitution Guidelines

All student organizations that desire club status to acquire a club room, funding or GSA recognition must have an approved constitution. The following information must be included in all proposed club constitutions. All text not within brackets must be included verbatim.

- All clubs must have and maintain a minimum of ten (10) full-time graduate student members to be recognized by the GSA
- Along with a copy of the proposed club constitution, a club must submit a list of potential members of the club, complete with birth month and day, and major.
- Any professional clubs with exclusive membership may be recognized as "on file". This does not allow for GSA funding except under special circumstances.

Constitution Guide

I. Name.

A. The official name of this club shall be "Computer Science Graduate Student Organization" (CSGSO).

II. Purpose

The purpose of the CSGSO is to provide social and professional development activities for the students of the Computer Science department, including an emphasis on issues related to women in Computer Science.

III. Membership

A. Membership in this club shall be open to all graduate University of Massachusetts Lowell students, regardless of age, sex, race, religion, color, creed, national origin, and handicap or veteran status. A "voting" member must attend at least one meeting per semester.

B. Other members of the University community, including undergraduate students and faculty, may be affiliated with the club as voting members but may not serve as officers in a graduate student organization.

IV. Quorum Requirements

A minimum of four members of the CSGSO is required to conduct business, including running an official meeting. Members in this instance include both voting and non-voting members.

V. Election of Officers

A. The CSGSO offices are voluntary. A person may nominate him/herself for a position. If there is more than one nomination for a position, then the CSGSO members will vote on a secret ballot. The position will be given to the person with the majority of the votes (not necessarily 51%). The offices are president, vice president, secretary, treasurer, senator, and an alternate senator. Each office is held for one academic year. Elections will be held at the last meeting of the spring semester. If an officer graduates in December, a special election will be held to fill the position for the remainder of the academic year.

B. Notification of all club elections should be posted at least three days in advance in the University newspaper and/or UML Today. The time and place must be clearly stated in the

notification.

VI. Executive Board

A. President

The president will act as the coordinator of the CSGSO and as public relations to the UMass Lowell community. The president will be responsible for creating a semester meeting schedule and maintaining the Google calendar. The president will be responsible for recruiting and organizing guest speakers (including, but not limited to, parking).

The president will be responsible for room reservations for official events. The president will be responsible for organizing fundraisers and community outreach events. The president will be responsible for disseminating any scholarship information, academic workshops, etc. to the CSGSO. The president will be responsible for coordinating the elections for the upcoming year.

B. Vice-President

The vice-president will be responsible for coordinating a booth for the Home Day in the fall and for University Day in the spring. The vice-president will be responsible for hosting an information table at the UMass Lowell's Open House events. The vice-president will be responsible for providing appropriate food and beverages (non-alcoholic) at official CSGSO events.

C. Treasurer

The treasurer will be responsible for the accounting. The treasurer will keep a log of the CSGSO's monetary activities, grouped by semester. The treasurer will be responsible for reimbursements (including, but not limited to, food and supplies). The treasurer will be responsible for the monetary transactions regarding any fundraising.

D. Secretary

The secretary will be responsible for the online persona of the CSGSO group. The secretary will maintain the web page and the mailing list. The secretary will keep a record of each official club event and send mail to the mailing list about what occurred at the event. The secretary will be responsible for advertising the meetings (once at the beginning of the semester, and prior to each meeting) via email to the mailing list (csgso@weblab.cs.uml.edu), msgs@cs.uml.edu, and UML Today (announcements@uml.edu), and also using posters around campus. The secretary will be responsible for advertising fundraisers.

E. GSA Senate Representatives

The senator and alternate senator will act as liaisons between the Graduate Student Association and the CSGSO.

VII. Committees/Subcommittees

A. The CSGSO will have one permanent committee, the Women in Computer Science Committee, informally known as the WiCS Committee. The WiCS Committee will consist of the Chair as well as at least two additional members.

B. Purpose: The WiCS committee wants to share our collective experiences with new women computer science students and provide a forum for existing students for issues related to women in Computer Science. Topics of interest include mentoring, recruitment of new

students, retention of first year students, and guest lectures by prominent women in industry and academia.

C. The WiCS Committee will be responsible for coordinating events of interest to women in the Computer Science Department, including outreach activities and events with other women in science, technology, engineering, and math (STEM) groups within and beyond UMass Lowell at both the university and professional levels.

D. Temporary committees may be created at the discretion of the organization and must consist of at least three (3) members.

VIII. Meetings

A. Meetings will be held a minimum of three times per semester. Each meeting will start with a summary of the previous meeting (given by the secretary) and a summary of the CSGSO monetary usage (given by the treasurer).

B. Notification of all club meetings should be posted at least three (3) days in advance of the meeting in the University newspaper and/or UML Today.

IX. Club Advisor

A. An advisor shall be chosen from the University of Massachusetts Lowell faculty or staff. The advisor must be employed full time by the University.

X. Amendments

The Club Constitution may be amended by two-thirds (2/3) of the voting members. Any voting member may propose an amendment that will then be voted on at the following general meeting, after which an accepted amendment must be filed with the GSA.

XI. Impeachment of Officers

A. Vote to Impeach and Bring to Trial:

At any time, any club member may call for a vote of impeachment of club officers. If the vote is greater than 30% of the voting body of the club, the said officer shall be brought to trial. At such time a committee shall be set up to investigate the charges against the said officer. Charges for impeachment may include acknowledgement deviation from the constitution and its policies.

B. Trial Procedures:

The Trial Committee selected to investigate the charges shall be impartial and give all views of its investigation to the club at the trial, after which a vote for impeachment shall be taken.

C. Vote to Convict:

The vote to convict for impeachment must be two-thirds (2/3) of the voting membership of the club at a meeting with the vote for impeachment on the agenda. If a two-thirds (2/3) vote for impeachment is not achieved, the impeachment fails and the said officer is released from all charges.

D. The impeachment process may be overseen by the S.G.A. if so decided during the Vote to Impeach and Bring to Trial (Article XI, Section A).

XII. Bylaws

Bylaws may be proposed by any member of the club and require a two-thirds (2/3) vote of the total voting members of the club to take effect. The membership of the club must be notified in advance of the pending bylaw change.

XIII. Hazing Policies

All clubs shall follow Chapter 269 of the General Laws, Section 17, 18, and 19. This act prohibits the act of hazing; no club shall haze in any way.

XIV. Governing Policies

The University Student Conduct Code and Judicial Process shall govern all clubs.

XV. Power of Restriction

The power to restrict a club's funding or representative event is to be held by the GSA Senate. All decisions are to be made after thorough investigation by an appointed committee with cooperation from the GSA.

XVI. Ratification of the Constitution

- A. After this Constitution has been revised, it must be approved by at least a 2/3 vote of all voting members of the organization.
- B. It must then be approved by the GSA.
- C. It will finally be approved by the GSA Senate, and the Constitution takes effect.
- D. This Constitution must be resubmitted with the club's registration form every year. Failure to do so will result in the status of "inactive" for the organization.