

Computer Science Student Council Constitution at The University of Texas at El Paso (UTEP)

Overview

The Computer Science Student Council (CSSC) represents and advocates the interests of Computer Science students. The Council serves to facilitate communication and collaboration between the students, CS organizations, faculty, and staff. This constitution outlines the structure, responsibilities, and procedures of the Student Council.

Mission Statement

Provide computer science students with a centralized representative body that empowers and advocates for students. The Council seeks to enhance the student's academic journey by fostering a positive and supportive community.

Vision

The Council strives to create a strong community academically and professionally by:

- Providing students with resources and opportunities to voice their needs.
- Developing non-technical skills such as leadership, team building, and advocacy.
- Facilitating professional relationships between the industry and the department.
- Providing a safe space for students and student organizations

ARTICLE I- MEMBERSHIP

The council has no membership dues and all computer science students may attend and participate in the Council's town halls and activities.

SECTION 1. FAILURE TO MEET OFFICER REQUIREMENTS – Any officer who has not met the requirements stated in Article II will have their position withdrawn immediately.

SECTION 2. REMOVAL BY MAJORITY VOTE – An officer may have their position involuntarily withdrawn by a two-thirds vote of the Leads.

SUBSECTION 1. ADVANCED NOTICE – Officers to be voted upon for removal must be notified of the voting at least one week in advance of the start of the voting period. All voting officers must be sent notification at least 72 hours in advance of the start of the voting period.

SECTION 3. VOLUNTARY WITHDRAWAL – Any officer may choose to withdraw from the Council.

SECTION 4. REPLACEMENT OF OFFICERS - In the event of an officer's withdrawal or removal, if there is more than a month left in the current term, the runner up in the election receives an offer, if they reject, the offer will be passed on to the next runner up, and so on. In

case a Representative is removed within one month until the end of the term, the advocate lead will take over their role. If a Lead is removed, the council leads will host an emergency meeting and election to fill the position.

Non-Discrimination Policy: In accordance with the UTEP Student Organization Handbook, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

ARTICLE II- ROLES AND RESPONSIBILITIES

SECTION 1: Council Leads

In order to be considered for a Council lead role, the candidate should have attended a minimum of two town halls during the semester and it is highly recommended for candidates to have leadership experience. The Council Leads are as follows:

1. Program Lead

- Lead townhalls and organize agenda
- Check in on other roles
- Point of contact for Salamah
- Appoint temporary lead in case of absence
- Create End of Semester/Annual Report
 - To include issues addressed, continued problems, meetings

2. Public Media Lead

- Collaborate with the CS Tech team and the Student Engagement Coord. to communicate the Council announcements and blog on the CS website.
- Designs and prints flyers/posters for town hall meetings.
- Manages social media platforms (e.g. Instagram)

3. Advocate Lead

- The council lead's direct point of contact for the representatives.
- Create communication pathways between the representatives and the student body
- Encourage student engagement in the town halls through the Representatives
- Ensures that there is representation in the Board of Representatives for all class levels (Freshmen, Sophomores, Juniors, Seniors, and Graduates).

- Oversees the affairs of the Lower Board Representatives and addresses concerns
4. Faculty Lead
- Facilitate communication with CS faculty regarding students' experiences.
 - Attend designated faculty meetings.
 - Spotlight faculty research areas
5. Archives Lead
- Document meetings and town halls and organize notes and archives.
 - Vet and investigate students' input.
 - Create surveys for data collection to analyze feedback from students.
 - Manage the anonymous suggestion box.

SECTION 2: REPRESENTATIVES

The purpose of a representative is to serve as a liaison between students and their classification and program. Representatives must be enrolled in the CS program and be taking a minimum of one CS course that is part of the CS curriculum for the term in which they are serving. Representatives will serve for a semester and they are eligible for re-election. A representative should be elected for each of the following classifications and programs: Freshmen, Sophomores, Juniors, Seniors, MSCS, MSDIS, MSSwE, and Ph.D. Their responsibilities will include:

- Ask students for feedback and recommendations to improve the program
- Inform students about the council
- Encourage student engagement with the council
- Reports to the Advocate Lead

ARTICLE III- MEETINGS

SECTION 1: External Meetings

External meetings are town halls which will be held at least once a month or three times per semester. These will be public forums where students can voice their feedback.

SECTION 2: Internal Meetings

Meetings will be held at least bi-weekly to create a plan of action for town halls and discuss students' feedback.

ARTICLE IV- ELECTIONS

- Elections for the Leads shall be held annually during the end of the Spring semester.
- Leads shall be able to serve for at least two semesters (Fall and Spring).
- All students in the CS program are eligible to run for any open position.

- Elections for Representatives shall be held at the beginning every semester.
- The candidates are limited to running for only two positions and doing campaigns through the Council media and town hall.
- Campaigning outside of the Council media and the town hall will make the candidate ineligible for election.
- All students in the CS program are eligible to vote for a representative.

ARTICLE V- AMENDMENTS

Any proposed amendments should be presented during the internal meetings and will be voted on by leads and representatives. Changes will be made if the majority of the council agrees with the proposed amendment.

Calendar
Sept 6/7 First meeting