Constitution of the Computer Science Association at Houston Community College Southwest

Last updated 8/30/2023

Article I: Name

The name of this organization shall be the Computer Science Association. 'Computer Science Association' shall hereby be known as 'CSA' in the entirety constitution below.

Article II: Purpose

The purpose of the Computer Science Association is to train, prepare, and unite students for the ever-changing technological frontiers to ensure that our members are the pioneers of new technologies.

The club's members are to follow the (ISC)² Code of Ethics which states:

- Protect society, the common good, necessary public trust and confidence, and the infrastructure.

- Act honorably, honestly, justly, responsibly, and legally.

- Provide diligent and competent service to principles.

- Advance and protect the profession.

Article III: Membership

A. The Computer Science Association welcomes any HCC student interested in Computer Science as a hobby or a potential career to join. Membership is open regardless of race, class, religion, gender, age, diverse ability, or criminal background.

B. If a member should receive disciplinary action that will diminish the standing/name of the club and/or Houston Community College, he/she shall be removed following a majority vote of the officers of the club.

Article IV: Officers

A. The leadership within the club will consist of at least five officers. All positions are open to any active member willing to take on the position.

B. The officers will be elected every Fall, Spring, or Summer semester. Specific dates set will depend upon the College calendar. The newly elected officers will then work with the departing officers for the remaining academic year to ensure a smooth transition to each semester.

C. Potential officers are nominated. They can be self-nominated or must agree to the nomination if nominated by others. An election will be held, and the vote will be taken by the officers and/or organizational members to determine the selection of the respective role(s). If an officer position becomes available, another election process can occur based on majority vote from the officers. Current officers may change roles with majority vote from the officers prior to deciding to hold a club-wide election.

D. Duties

1. General Duties of All Officers

    a. To actively participate in board meetings and respond in a timely manner.

    b. To take part in the guidance of the meetings.

    c. To attend SGA meetings along with one alternating general club member.

    d. Address the concerns of the members.

    e. Participate in the advertisement and all other aspects of CSA in meetings.

  f. All board members shall be informed of all rules, procedures, and regulations set by the College Activity Board (CAB).

2. President

  a. Co-facilitate meetings with the Vice President following the Secretary's agenda.

  b. Create committees and assign members to them if there are not enough volunteers.

  c. Ensure the board members are doing their duties.

  d. Primary of contact when working with new external companies or organizations to partner or sponsor CSA events.

3. Vice President

  a. Co-facilitate meetings with the President following the Secretary's agenda.

  b. To replace the President when they are absent.

  c. Create committees and assign members to them if there are not enough volunteers.

  d. Ensure the board members are doing their duties.

  e. Primary point of contact external companies or organizations to partner or sponsor CSA events.

4. Chief Technology Officer

  a. Oversee technology strategies of organization including but not limited to:

    1. Communication channels (Teams, Email inboxes.)

    2. Virtual Events (Moderation and Testing.)

    3. Resource access control.

        4. Website development (Issue tracking, Onboarding.)

        5. Member engagement metric tracking.

5. Chief Information Officer

    a. Oversee overall IT strategies of organization including but not limited to:

        1. Communication channels (Teams, Email inboxes.)

        2. Virtual Events (Moderation and Testing.)

        3. Resource access control.

        4. Website development (Issue tracking, Onboarding.)

        5. Member engagement metric tracking.

6. Project Manager

    a. Create and schedule the agenda for meetings.

    b. Create all events including board meetings and club activities.

    c. Record and distribute the minutes to all meetings.

    d. Take attendance.

    e. Be responsible for knowing who is on what committee.

    f. Reserve the room for meetings.

    g. Plan for any food or refreshments to be consumed at meetings with the CFO.

7. Chief Financial Officer

    a. Maintain the club's finances by creating and adhering to a budget.

    b. Take an active role in the meetings and events.

    c. Create CAB proposals ensuring proper rules, regulations and procedures are being met surrounding CAB, HCC, Student Life.

    d. Announce the club's current financial situation at each meeting.

        1. The status of all current and future CAB Applications.

        2. Upcoming/submitted post-cab evaluations forms.

        3. All communication from the Student Life Coordinator, or any other faculty, or staff from Houston Community College that may affect our existing or future CAB Application(s).

        4. Submit post-cab evaluations for all approved CAB Applications.

    e. Arrange payment for any food or refreshments to be consumed at meetings.

    f. Must report all financial transactions to the president and advisors prior to & after completing a transaction.

8. Chief Marketing Officer

    a. Maintain the club's communication channels including but not limited to:

        1. Social media platforms (Instagram, LinkedIn, Facebook, Presence, Discord, Microsoft Teams.)

    b. Coordinate with the secretary for PR communication (email announcements and newsletters) and organizing meetings.

       c.   Create flyers and all graphics for all events surrounding CSA.

9. Chief Representative

       a.   Primary of contact when working with new external companies or organizations to partner or sponsor CSA events.

       b.   Act as the Admin for social media channels.

       c.   Conduct polls/surveys.

10. Chief Strategy Officer

       a.   Maintain the club's current & future vision in terms of growth, member retention, strategy, and impact.

       b.   Strategize with all other officers and improve the workflow including all areas of the club's activities.

11. General Club Members

       a.   Attend meetings and events.

       b.   Participate in the discussions.

       c.   Be responsible enough to voice their opinions, concerns, or expectations at meetings or to officers to address at meetings.

       d.   Vote in the election of officers, fill vacancies that may occur throughout the year, and any other issue requiring a vote.

E. Removal of an Officer from Office

1. If an officer should receive disciplinary action that will diminish the standing/name of the club and/or Houston Community College or not be fulfilling their officer responsibilities.

2. The adviser and other officers hold a special meeting to discuss the actions of the officer.

3. The officers will hold a secret ballot vote with majority.

4. President and the Advisors have the final decision.

Article V: Advisor(s)

A. The advisor must be a faculty or staff member at Houston Community College.

B. The advisor stays in office until they resign or are no longer fulfilling their obligations to the club.

C. The new advisor is selected by majority vote of the officers in the best interests of the club.

D. Advisors are selected and removed by majority vote of the officers in the best interests of the club.

Article VI: Meetings and Quorum

A. General meetings are held as discussed on the official calendar created by the officers. Such decisions surrounding the meeting dates, locations, and times are subject to change.

B. All board, committee, and general members must be present at all meetings.

C. Meetings can be conducted without all members present.

D. Members are expected to attend at least half of the meetings in a 3-month period to maintain the integrity and discipline of the club. Members may be suspended or banned from the club if attendance becomes a problem. This is to be determined with a majority vote from the board officers.

Article VII: Finances

The Chief Financial Officer is primarily responsible for the Computer Science Association's budget/finances.

Article VIII: Committees

    A. Committees will be formed as needed for events formulated by the club.

    B. Committee chairs and members are self-nominated or appointed by the board.

Article IX: Amendments

    A. Any member of the club may propose an amendment.

    B. The club votes as to whether this amendment is pertinent. A majority vote is needed before presentation to the advisor.

    C. Once the advisor has approved the amendment. It will be written and added to the Constitution. Before a final copy of the revised Constitution is submitted, it will be presented to the club for a final evaluation. Following a majority vote, the amendment will be official.

Article X: Ratification

This constitution, as it presently reads, becomes effective by approval of the advisor and student life coordinator.