

Cougar Computer Science Constitution

Article I – Name

Section 1: The name of this organization will be Cougar Computer Science (abbreviated CougarCS).

Article II – Purpose

Section 1: We will provide recruitment sessions to our members with companies offering internships and/or full time jobs related to computer science.

Section 2: We will provide workshops to tutor/teach all University of Houston students with basic software engineering/programming languages' concepts.

Section 3: We will help computer science students by providing a network of peers and an environment to build quality and lasting relationships.

Section 4: We will provide computer science students with career and personal development advice and contacts through professional and social events.

Section 5: We will provide computer science students with support and assistance to members who struggle academically or who need career guidance.

Article III – Membership

Section 1: In order to be a member, you must be:

- Currently enrolled part-time or full-time at the University of Houston or any of its subsidiaries.
- Either a paid member, or a recipient of free membership by means of merit decided by club committee leaders.

Section 2: There will be no discrimination of members on race, handicap, age, gender, creed, religion, political persuasion, sexual orientation, or national origin in determining acceptance to this organization.

Section 3: Membership benefits entail exclusive ability to vote in club elections, eligibility to attend all events at no cost, and priority entrance to all events.

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Section 4: CougarCS Membership may be revoked by a majority vote of all CougarCS officers when an individual has displayed flagrant disregard for the bylaws or reputation of the organization.

Section 5: Member Removal for Misconduct: Members who violate UH's Anti-Hazing or Non-Discrimination policies may be removed by a two-thirds officer vote or directly by the Faculty Advisor if urgent. Complaints must be submitted in writing. Removed members are ineligible to rejoin without advisor approval and officer majority.

Article IV – Officers

Section 1: At minimum, the officer team will consist of the Executive Board of Officers.

Section 2: The Executive Board of Officers will be composed of the First Chair, Second Chair, and Financial Chair, hereinafter referred to as executive officers.

Section 3: Executive officers may create and appoint additional non-executive officer positions with the unanimous approval of the Executive Board.

Section 4: Every officer will contribute at least three hours a week to tasks related to the business of CougarCS. Officers must be available to respond to communications within 48 hours.

Section 5: Every executive officer is required to complete RSO requirements defined by the University of Houston Center for Student Involvement.

Section 6: Officers must be enrolled in at least 3 hours at the University of Houston or its subsidiaries.

Section 7: Term of Office for each officer will be two regular academic semesters. No person shall hold the same position for more than two years.

Section 8: If an executive officer is unable to complete a full term of office, a special mid-term election will be held as defined by Article V Section 8. In the case of an unexpected vacancy of the First Chair, the Second Chair will succeed the First Chair, and the Financial Chair may succeed the Second Chair.

Section 9: Officers must report the financial status of CougarCS at the end of each regular academic semester to all members.

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Section 10: Guidelines for Officer Removal. In the event that an officer, hereinafter referred to as the offending officer, is viewed as neglectful or irresponsible in upholding their described duties, officers may report the offending officer to the Club Faculty Advisor. If two or more officers report the offending officer, the Club Faculty Advisor must hold a special general officer meeting to hear arguments from all parties. The Club Faculty Advisor will have 48 hours to make a decision on whether or not to remove the offending officer.

Section 11: At the end of term, each officer is required to hold an orientation meeting with their nearest successor to detail duties, responsibilities, and relevant advice.

Section 12: Basic descriptions of the officers are listed as follows:

First Chair

- Carry out the mission statement of CougarCS
- Set expectations and example of the core values of CougarCS
- Create semester budget proposal
- Call and preside over officer and general meetings
- Serve as the official spokesperson for CougarCS
- Attend and represent CougarCS at faculty meetings when invited
- Delegate any excess organizational demands as deemed suitable
- Maintain status as ACM Chapter and RSO
- Must be a Computer Science major
- Must have been an officer in the past academic year

Second Chair

- Work with First Chair to plan and pursue the marketing goals of the organization
- Oversee CougarCS Marketing and Activities Directors
- Organize CougarCS and partner events on calendar and communicate events with team
- Communicate with the university and department about CougarCS events
- Keep Google Calendar and marketing strategy organized and up to date
- Manage GetInvolved and communicate with RSO about upcoming events
- Make room reservations for in-person CougarCS events and meetings
- Must major or minor in College of Natural Sciences and Mathematics

Financial Chair

- Internal organization of CougarCS Officer Team
- Manage all financial communication between Computer Science Department
- File paperwork for reimbursements and refunds for CougarCS events
- Manage CougarCS banking, maintain financial records, create invoices ad hoc

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- Collect sponsorship checks and deposit them into bank account
- Maintain valid financial status per UH Computer Science Department & CSI
- Fill out ACM Fiscal Tax Forms
- Organize and take meeting notes for CougarCS officer meetings
- Must major or minor in College of Natural Sciences and Mathematics

Section 13: Officer Removal for Policy Violations: Any officer found violating UH's Anti-Hazing or Non-Discrimination policies may be removed upon written complaint signed by two officers and submitted to the Faculty Advisor. The advisor will review and may suspend the officer during the investigation. If a violation is confirmed, removal is immediate and permanent, without a vote.

Article V – Elections

Section 1: CougarCS will hold an annual general-body democratic Officer Election to appoint its Executive Board of Officers. Non-executive officers will be appointed by a majority vote of current officers.

Section 2: Only students who meet the requirements defined by Article IV Section 6 may run for office.

Section 3: Only students who meet the requirements defined by Article III Section 1 may vote in general-body elections.

Section 4: Members will be notified at least two weeks prior to the start date of the elections by email. The contents of the email will include a list of all available positions, the duties and requirements for each position, the logistics and details of the election, and a method by which students may apply to run.

Section 5: During the Elections and before voting begins, executive candidates will be required to give a speech and/or presentation followed by a Q/A session. These speeches will be made accessible to all members.

Section 6: Officer Elections must take place at least two weeks before the last day of the academic semester as defined by the University of Houston.

Section 7: Executive officers will create and manage the Election Ballot. If all executive officers are running in the election, then the ballot will be managed by any non-running officer. If none of the above are available, then the ballot will be managed by an Alumni or Club Faculty Advisor.

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Section 8: In the event of vacant positions during a non-election semester, a special mid-term election will be held in accordance with Sections 1-7.

Section 9: In the case of events outside of human control affecting the feasibility of an election as defined in Sections 1-7, executive officer appointments may take place.

Article VI – Meetings

Section 1: We will hold one general meeting at the beginning of each semester to inform students of goals and objectives, benefits of membership, and activities planned for the semester.

Section 2: We will collaborate with companies to hold recruitment, networking, and informational sessions for students to learn about employment opportunities and gain industry insight.

Section 3: We will hold social events to connect students with each other.

Section 4: We will create and hold educational workshops to train members on Computer Science concepts, interview preparation, and important technologies.

Article VII – Amendment of the Constitution

Section 1: The Constitution may be amended at any time with unanimous officer approval and two-thirds majority member approval.

Section 2: An executive officer must notify all members via email. The contents of the email must include a summary of all amendments, as well as a copy of the current and proposed constitutions. Members will have at least one week to vote and voice concerns.

Section 3: The interpretation of the Constitution and officer duties is at the discretion of the current officer team.

Section 4: If any Section of this document violates the University of Houston's Policies or any public policy, that Section will be rendered void.

Article VIII – Additional Clauses

Anti-Hazing Clause:

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Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the [University of Houston Student Handbook](#).

Non-Discrimination Clause:

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation, gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.