

CASA Constitution

Article I: Scope and Definition

1. The name of the union shall be the 'Cognitive Science and Artificial Intelligence Student Association', abbreviated as 'CASA'. A 'member' is any person who is a member of CASA, as outlined in Article III. The 'E.C.' is CASA's Executive Committee, as outlined in Article IV.
2. The Arts & Science Students' Union shall be referred to as 'ASSU'. In the case of conflicts between the ASSU Constitution and the CASA Constitution, the ASSU Constitution takes precedence.
3. The Cognitive Science Program of the University of Toronto shall be referred to as 'the Program'.
4. The duration for which the E.C., is in office shall be referred to as the 'term'.

Article II: Purposes

1. The purposes of CASA shall be as follows:
 - a. To act as a representative and liaison body for its members in dealing with the Program and with the larger university community;
 - b. To arrange for dissemination of information related to Cognitive Science.
 - c. To provide an open forum for both students and faculty to discuss topics of mutual concern and to foster, through academic and social exchange, an increased level of community consciousness within the Program;
 - d. To host events on the current status of research in Cognitive Science and its associated disciplines.

Article III: Membership

1. Members of CASA shall consist of:
 - a. Students enrolled full-time in Arts and Science and the University of Toronto or ASSU fee-paying members, and
 - b. Either be enrolled in a POST from the Program, or taking at least a 0.5 credits of courses offered by the Program.
2. Members have the right to:
 - a. Run for election for the E.C.
 - b. Request for the E.C. to call a general meeting for some issue. Unless the request is considered unreasonable, the E.C. shall call a general meeting to occur within four (4) weeks of the request during the fall and winter semesters.
 - c. Propose amendments to this constitution.
 - d. Vote at general meetings.

Article IV: Executive

1. Any person shall run for a position on the E.C. provided they satisfy the membership requirements of CASA during the time they will hold the position.

2. The E.C. shall include at least the Co-Presidents, the Secretary, and the Treasurer. If those positions are vacant at any point, they shall be filled as soon as possible by the process described in Article VI.
3. The E.C. shall consist of the at least five (5) of the following roles:
 - a. The two (2) Co-Presidents shall:
 - i. Be responsible for and oversee the activities of CASA and of the E.C.
 - ii. Divide the responsibilities of club Presidents, including those of ASSU, Ulife, the UC Lit, and the UTSU between them.
 - iii. Be signing officers for CASA's bank account.
 - b. The Treasurer shall:
 - i. Prepare a yearly budget in cooperation with the rest of the E.C.
 - ii. Keep track of the funds in CASA's budget.
 - iii. Keep records of all of CASA's receipts and expenses.
 - iv. Write cheques or otherwise refund members for purchases made for CASA activities.
 - v. Be a signing officer for CASA's bank account.
 - c. The Secretary shall:
 - i. Maintain CASA's library and documents.
 - ii. Take minutes at general and executive meetings.
 - iii. Manage internal communications with the E.C.
 - iv. Manage the office, including ensuring the office is kept clean and office hours are being held.
 - d. The Communications Director shall:
 - i. Manage CASA's email account, including:
 1. Checking for incoming mail on a regular basis.
 2. Responding to any emails that come into the account.
 3. Sending out announcements through the CASA mailing list.
 4. Creating advertisements through social media.
 - ii. Oversee CASA's social media and website.
 - iii. Be responsible for class announcements.
 - iv. Oversee all aspects of promotion through duties 1-3, including posters.
 - e. The Events Coordinator shall:
 - i. Be responsible for the organization of events, including:
 1. Booking rooms.
 2. Provide food and beverage where funding is allocated for such.
 - ii. Oversee the events, or, ensuring that another member of the E.C. is overseeing the events.
 - iii. Be responsible for managing the filming, editing, and upload of CASA-hosted academic seminars.
 - f. The Conference Coordinator shall:
 - i. Be the main organizer for UTism, as described in Article VII, in terms in which it is held.
 - ii. Be the main organizer for any other conferences held by CASA.

- iii. Create at least two (2) proposals for UTism in the following term, including a topic and ten (10) possible speakers, to assist with the planning of UTism in the following terms. Provided that these proposals are created, they shall be recognized as a co-organizer of the following UTism, even if a different topic is chosen.
 - iv. Be the main organizer for Confluence. This includes:
 - 1. Forming committees to select speakers and revise presentations.
 - 2. Delegating advertising, acquiring resources for the event, and other organizational duties among the executive.
 - 3. Coordinating volunteers and other logistical support for the event.
 - g. The COG250 Representative shall:
 - i. Act as a liaison between students in COG250 and CASA and encourage student involvement in CASA.
 - ii. Give weekly announcements in COG250, organize study groups for COG250 students, help CASA organize and run at least one (1) COG250 workshop.
- 4. All executives shall:
 - a. Assist each other with their duties and delegate them when needed.
 - b. Divide among themselves their attendance at ASSU meetings along with the Co-Presidents.
 - c. Attend any other meetings related to CASA or to Cognitive Science when necessary.
 - d. Be expected to hold office hours.
- 5. CASA shall hold at least one (1) executive meeting each month during the fall and winter semesters.
- 6. Executive meetings shall be advertised to the executive at least one week in advance.
- 7. The quorum for executive meetings shall be more than half (1/2) of elected members of the E.C.
- 8. Any member of the E.C. who, without reasonable cause, misses two (2) executive meetings in a row or three (3) executive meetings during their term, shall have their position declared vacant and may be replaced.
- 9. Members of the E.C. may be removed by an affirmative vote of more than two thirds (2/3) of those present and voting at a general meeting as described in Article V.

Article V: General Meetings

- 1. CASA shall hold at least three (3) general meetings per term, excluding the summer semester, with at least one (1) in each of the fall and winter semesters while classes are in session.
- 2. General meetings shall be advertised at least two (2) weeks in advance.
- 3. Only current members of CASA may vote at general meetings, and each member shall have one (1) vote.
- 4. The quorum for a general meeting shall be four (4) members, not including members of the E.C.

5. The following business shall be decided only at a general meeting, and require an affirmative vote of more than two thirds (2/3) of those present and voting:
 - a. Amending this constitution.
 - b. Ratifying an elections officer.
 - c. Removing a sitting executive from their position.
6. All other business at a general meeting shall be decided on an affirmative vote of more than one half (1/2) of those present and voting.

Article VI: Elections

1. A term shall begin on September 1st and end on August 31st.
2. A general election for next term's E.C. shall be held towards the end of the winter session. The two (2) Co-Presidents, Secretary, Treasurer and at least one (1) other executive positions (and not the COG250 Representative) shall be up for election for a general election.
3. The general election shall be conducted according to the following procedures:
 - a. The election shall be advertised at least two (2) weeks in advance of the first day of voting. The beginning and ending of the nomination period shall be advertised at such a time.
 - b. The nomination period shall begin at least two (2) weeks in advance of the first day of voting and end no earlier than three days, not including weekends and holidays, prior to the first day of voting.
 - c. The elections shall be run by an elections officer. The elections officer shall not be a current member of the E.C., nor a member running for election for next term's E.C.
 - d. The elections officer shall be appointed by the E.C. and ratified by a vote at a general meeting of more than two thirds (2/3) of those present and voting, as described in Article V.
 - e. Members, provided that they will be a member in the following term, shall be nominated for a position upon being nominated by another member so long as the nominee agrees to be nominated.
 - f. No one shall be nominated for more than one (1) positions on the E.C.
 - g. Each candidate shall have the opportunity to submit a statement, for which all candidates will have the same word limit. The statements should be made available on the internet through CASA's website and social media and shall be made available to voters.
 - h. The voting period shall occur over at least three (3) days in which classes are in session. These dates and the times in which voting will be available shall be advertised at least one (1) week in advance of the beginning of the voting period.
 - i. The voting process shall be administered by an elections officer and at least one (1) assistant elections officer.
 - j. The voting process shall be administered by an elections officer and ratified by an affirmative vote of more than half (1/2) of the E.C. Assistant elections officers shall not be running for a position for next term's E.C.
 - k. Voting shall occur by paper ballot in the CASA office.

