



**COMPUTER SCIENCE STUDENT ASSOCIATION**  
**ASSOCIATION DES ÉTUDIANTS EN INFORMATIQUE**

# Computer Science Student Association Constitution

Original Language: English

Last Ratified on

June 3, 2024

## Preamble

We, the Computer Science Student Association (CSSA) of the University of Ottawa, provide by this Constitution an organization dedicated to the pursuit of obtaining and managing resources for all members of the undergraduate Computer Science community at the University of Ottawa. We are also dedicated to providing social programming, academic services and employment resource opportunities to all our members. We are dedicated to fostering a sense of community among students, professors, and members of the computer science department through these events and services.

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## Article I - Definitions

1. The below terms used in this Constitution will have the following meanings:
  - (i) the abbreviation *UOSU* shall refer to the *University of Ottawa Students' Union*;
  - (ii) the abbreviation *CSSA* shall refer to the *Computer Science Student Association*;
  - (iii) Student shall refer to any undergraduate student enrolled in the University of Ottawa for part-time or full-time studies;
  - (iv) EECS member shall refer to any part-time or full-time student currently registered in any class offered by the University of Ottawa in the School of Electrical Engineering and Computer Science;
  - (v) Member shall refer to any member of the Computer Science Student Association as defined in Article VI, §1;
  - (vi) Executive shall refer to the voting members of the Computer Science Student Association Executive Committee;
  - (vii) the abbreviation VP shall refer to Vice-President; and
  - (viii) Director shall refer to the non-voting members of the Computer Science Student Association Executive Committee;
  - (ix) Sub-Association shall refer to a formally constituted organization comprised of students, operating under the hierarchical authority of the Computer Science Student Association, as defined in Article XIII.

## Article II - Name of the Association

1. This association shall be known in French as the *Association des étudiant(e)s en informatique* and in English as the *Computer Science Student Association* and may also be referred to as the *AÉI* or *CSSA*, respectively.

## Article III - Statement of Purpose

1. By virtue of this constitution, the CSSA is the decision-making and representative body for the undergraduate students of the Department of Computer Science of the University of Ottawa.

## Article IV - Offices

1. The offices of the CSSA shall be located at:  
SITE room 4076  
800 King Edward  
Ottawa, Ontario  
K1N 6N5

## Article V - Official Languages

1. The official languages of the CSSA shall be English and French
2. All documents and publications released by the CSSA shall be available in all the official languages. Documents and publications released by the CSSA shall include:
  - (i) This constitution; and
  - (ii) All advertisements and promotions made by, or in conjunction with, the CSSA.

All other CSSA documents and publications shall be translated at the request of any CSSA member.

3. All translations of a document written in the official languages shall be equally authoritative. In the event of a conflict between translations, the original document shall be authoritative.
4. All documents released by the CSSA shall indicate their original language. In the case of advertisements and promotional materials, an indication may be made as a note alongside the master copy of the promotional material in question. The Vice-President Communications shall leave themselves available to inform any students of said materials' original language should they be asked.

5. To be considered proficient in all the official languages of the CSSA, a student must satisfy one of the following requirements:
  - (i) The student has taken at least one-third ( $\frac{1}{3}$ ) of their courses in each of the official languages of the CSSA;
  - (ii) The student presents a certificate from the University of Ottawa's Official Languages and Bilingualism Institute (OLBI) or other governmental certificate that indicates that the candidate is fluent in the official languages of the CSSA; or
  - (iii) The student demonstrates native-level proficiency in all official languages of the CSSA as determined by an appropriate assessment or examination.

## Article VI - Membership of the Association

1. The CSSA shall have four levels of membership:
  - (i) Members, which consist of all undergraduate students registered at the Department of Computer Science at the University of Ottawa for part-time or full-time studies in a Major or Specialization program, have voting rights in referendums and elections;
  - (ii) Executive members, as defined in Article VII, §1 have voting rights in Executive meetings, referendums, and elections;
  - (iii) Director members, who are Members appointed to positions enacted by a vote of the Executive members for a given term. All Executive rules and regulation, except those relating to voting power, shall apply to Director members;
  - (iv) Junior Vice-Presidents, who are first year members of the CSSA elected by the Executive subject to an application process proposed by the Executive. The Junior Vice-Presidents shall discuss with an Associated Member of the Executive what the role will entail for their term. The role includes but is not limited to: Assisting with initiatives under the umbrella of their associated member of the Executive, Attending CSSA Executive Meetings on a regular basis with other Junior Vice-Presidents of the CSSA to ensure they work together to represent first year students in Computer Science at the University of Ottawa.

## Article VII - Executive of the Association

1. The Executive shall consist of Members elected as specified in Article XII to the positions of:
  - (i) President, who shall be responsible for chairing the executive meetings of the CSSA, authorizing and co-signing all cheques certified by the CSSA, attending meetings of the Presidents' Roundtable of the UOSU, representing the CSSA at departmental meetings and communicating with the Director for the Faculty of Engineering of the UOSU, acting as a liaison between the CSSA and university services, and managing the mandate of Junior VP's. Additionally, the President must have previously held an executive position within the CSSA for a full term as defined in Article VII, §2 ;
  - (ii) Vice-President Executive Affairs, who shall be responsible for supporting all other executive members of the CSSA in their duties and projects, and replying to any general emails addressed to [exec@cssa-aei.ca](mailto:exec@cssa-aei.ca) and ensure that the appropriate Executive is properly CC'd in the response;
  - (iii) Vice-President Social Affairs, who shall be responsible for the organization of 101 Week and other social events of the CSSA, and attending meetings of the Social Roundtable of the UOSU;
  - (iv) Vice-President External Affairs, who shall be responsible for attending meetings of the University Affairs Round table of the UOSU, organizing the CSSA Winter Career Fair and other professional activities, and acting as a liaison between the CSSA and external entities;
  - (v) Vice-President Internal Affairs, who shall be responsible for the operation of all in-office services provided by the CSSA, keeping the offices of the CSSA in a clean and orderly state, ensuring that all documents pertaining to CSSA business are led in a manner that is accessible to all members of the CSSA with need to know, and ensuring that the CSSA office is stocked with necessary office supplies and snacks;
  - (vi) Vice-President Financial Affairs, who shall be responsible for preparing an annual budget for the CSSA as defined in Article X, preparing and presenting semester financial reports, attending the Money Roundtable meetings of the UOSU, completing and submitting all audits as required by the UOSU, co-signing all cheques made by the CSSA, and supervising all financial transactions of the CSSA;
  - (vii) Vice-President Communications, who shall be responsible for preparing the agenda for all meetings of the CSSA, recording the minutes of meetings of the Executive, notifying all members of the CSSA of meetings, making publicly available all minutes, translating any content released by the CSSA into all official languages,



ensuring the basic maintenance and oversight of the CSSA Community Discord server, and who shall be fluent in all official languages and who shall meet the language requirements as defined in Article V, §5;

- (viii) Vice-President Information Technology, who shall be responsible for maintaining, managing, and assisting in the regular use of all information technology infrastructure owned or operated by the CSSA;
- (ix) Vice-President Academic Affairs, who shall be responsible for attending meetings of the EECS council, organizing academic activities of the CSSA, and acting as a liaison between the CSSA and the University for academic issues and complaints;
- (x) Vice-President Philanthropic, who shall be responsible for attending meetings of the Philanthropic Roundtable of the UOSU, organizing philanthropic activities of the CSSA, and ensuring the CSSA's participation in charitable campaigns on campus;
- (xi) Vice-President Equity, who shall be responsible for promoting a focus on equity with an intersectional lens within the CSSA, promoting equity internally and externally as it relates to the CSSA, promoting dialogue and collaboration with equity groups on and off campus, helping to educate all Members on issues of equity, act as liaison for marginalized Members, attending meetings of the Equity Roundtable of the UOSU, and working with Executive members to ensure that CSSA events are as inclusive, accessible, and sustainable as possible; and
- (xii) Vice-President Logistics, who shall be responsible for the organization, acquisition, and transport of all the equipment and materials required to run 101 Week, maintaining accurate inventory numbers of merchandise, keeping record of all CSSA property both in and out of the CSSA office, determining the Executive's office hours, and assisting the Vice-President Financial Affairs with audits as much as deemed necessary;

While not an official responsibility, the Vice-President Executive Affairs is expected to create all graphics and social media posts for the CSSA. In the event that the Vice-President Executive Affairs is unable to do so, any other member of the Executive may take this responsibility. In the event that no member of the Executive is able to take this responsibility, a Director of Design may be appointed.

2. Members of the Executive shall be elected, as defined in Article XII, to serve a one (1) year mandate beginning on May 1<sup>st</sup> and ending on April 30<sup>th</sup> of the following year. In the event that a Member of the Executive is elected as a result of a by-election or an Executive position is held by a Director, their mandate shall nonetheless end on April 30<sup>th</sup> of the following year.

3. A minimum of two (2) Junior Vice-Presidents shall be appointed through a hiring process consisting of an application, an interview, and whatever else the associated Executive deems necessary. This hiring process must occur between September 15<sup>th</sup> and October 31<sup>st</sup>. In the event that a by-election occurs in the same period of time, the hiring process must occur after the by-election is resolved and Executive members elected during the by-election are not permitted to appoint a Junior VP. Junior VP's shall serve a mandate that begins when they are hired and ends on April 30<sup>th</sup> of the following year.
4. No member of the Executive shall hold more than one Executive position simultaneously.
5. Each Member of the Executive must hold office hours for three (3) hours per week during fall and winter terms. Office hours shall be made publicly available. In the event that holding office hours would be unreasonably inconvenient, an Executive member may have fewer than three (3) hours of office hours per week.
6. A member of the Executive may resign from their position, provided that:
  - (i) Fourteen (14) days written notice is given to the Executive; and
  - (ii) The notice includes the reason for resignation.
7. Prior to the end of their term, all departing members of the Executive must:
  - (i) Pay any outstanding debts to the CSSA;
  - (ii) Return all property of the CSSA and of the University of Ottawa that may have been loaned during the member's term;
  - (iii) Provide a transition letter to the Executive, the contents of which shall outline the basic responsibilities and day-to-day of the Executive's role in the CSSA, personal experience in the position, advice on how to succeed in the position, and anything else the Executive would like to provide; and
  - (iv) Perform any additional pre-transition duties to ensure a smooth transition.
8. If, for any reason, a vacancy opens in the Executive, the remaining Executive shall either:
  - (i) Delegate the duties and responsibilities of the vacant position to other members of the Executive; or
  - (ii) Appoint a student to the vacant position to serve as Director until an election or by-election is held, as defined in Article XII.

In the event that the President position is vacant, the remaining Executive shall appoint a current Member of the Executive as Interim President, and the newly vacant position

shall be filled as dictated above. All Presidential rules and regulations as defined in Article VII, §1 shall apply to the Interim President.

## Article VIII - Meetings of the Executive

1. The Executive shall hold at least one (1) meeting per month.
2. Meetings and meeting times shall be made publicly available, and all CSSA members shall be allowed to participate provided they do not hinder the productivity of the meeting.
3. A meeting of the Executive may be called by any Executive member, provided that all Executive members are given forty-eight (48) hours written notice. Should the meeting be conducted over a medium other than in-person, the notice must indicate the medium to be used and any information required to access the medium.
4. The President shall chair all meetings of the CSSA unless unable to attend. If such is the case, the President shall appoint another Executive member as chair. The appointee's voting rights shall be changed to adhere to the President's as defined in Article IX, §3 for the duration of the meeting for which the Executive member was appointed.
5. An agenda for each meeting shall be delivered to all members of the Executive in writing at least forty-eight (48) hours before the start of the meeting.
6. Minutes shall be prepared following every meeting of the Executive, and shall be made publicly available within thirty (30) days.
7. Meetings shall usually be conducted in person, but may also be conducted over any medium that:
  - (i) Is reasonably accessible to all Members of the CSSA;
  - (ii) Provides near real-time communication;
  - (iii) Provides acceptable audio quality; and
  - (iv) Does not otherwise hinder the efficiency or effectiveness of the meeting.

## Article IX - Quorum and Voting at Executive Meetings

1. Quorum for a meeting of the Executive is defined as one-half plus one ( $\frac{1}{2} + 1$ ) of currently filled positions, except for votes defined in Article IX, §5, for which the quorum is defined as three-quarters ( $\frac{3}{4}$ ) of currently filled positions.
2. Each Vice-President shall receive one (1) vote on all decisions to be made at a meeting.
3. The President shall receive a maximum of one (1) vote in the event of any or all of the following situations:
  - (i) There exists a tie between the other voting members present at a meeting; or
  - (ii) Excluding the President, there are not enough members at the meeting to form quorum.
4. A member of the Executive may, with mutual agreement between the two Executive members in question, act as a proxy for an absent Executive member at a meeting of the Executive, provided that all other Executive members are notified as such before the meeting in question. In this situation, the absent member shall be counted toward quorum, and the Executive member acting as proxy shall receive one (1) additional vote. No member of the Executive may proxy for more than one (1) absent Executive member at once.
5. The following decisions require at least a two-thirds ( $\frac{2}{3}$ ) majority vote to pass:
  - (i) Declaration of the official position of the CSSA;
  - (ii) Accepting the annual budget;
  - (iii) Approving any use of the emergency fund defined in Article X, §4;
  - (iv) Ratification of a new constitution or amendments to the constitution;
  - (v) Impeaching an Executive member as defined in Article XI; and
  - (vi) Appointing a new member to fill a vacant position.

All decisions other than those defined above require at least one-half plus one ( $\frac{1}{2} + 1$ ) of all votes to pass.

6. Any decision of the Executive may be overturned by referendum.

## Article X - Budget

1. The Executive shall not, under any circumstances, approve a budget that would place the CSSA in debt by budget end.
2. The Executive shall create and approve an annual budget no later than two (2) months after the completion of the annual election.
3. All Executive members shall submit a written budget covering all expenses related to the completion of their duties within one (1) month of their appointment or election to be used as a guideline by the Vice-President of Finance for the creation of the annual budget.
4. The annual budget shall include, but not be limited to, the following items:
  - (i) The maximum allowable amount of funds to be distributed to candidates in the next election, as defined in Article XII; and
  - (ii) An emergency fund equal to five (5) percent of all income received during the year.
5. Any funds that remain in the petty cash fund after the budget end shall be released for use in the next budget.
6. Any funds that remain in the election fund after the conclusion of the annual election shall be redistributed as decided by the Executive.
7. Any use of CSSA funds must be approved by the Executive in a meeting of the Executive, unless the amount required is less than fifty dollars (\$50). If the amount required is less than fifty dollars (\$50), a written agreement between the President and Vice-President Finance is sufficient.
8. The Executive shall prepare audits as required by Bylaw 6, Section 4 of the UOSU constitution.
9. All financial documents, including but not limited to budgets, petty cash agreements, audits and receipts shall be kept on record for a minimum of seven (7) years.

## Article XI - Impeachment

1. Notice of Impeachment is an official written statement from the Executive giving notice that the impeachment process for the Executive member to whom it is addressed is underway.
2. Any member of the Executive who, by repeated action or inaction, negatively affects the interests of the CSSA and its members may be given notice of impeachment. This includes but is not limited to:
  - (i) Willful mismanagement of any amount of the CSSA's funds;
  - (ii) Failure to carry out constitutional duties without just cause;
  - (iii) Willful misrepresentation of the CSSA;
  - (iv) Abuse of power;
  - (v) Violation of any UOSU by-laws or standing policies; and
  - (vi) Conviction upon violation of any federal or provincial law at the discretion of the Executive.
3. Any member of the Executive may be given notice of impeachment if a petition to said effect with at least fifty (50) CSSA member signatures and student numbers is presented to the Executive. Impeachments initiated in this way shall be resolved by referendum as defined in Article XV.
4. The Executive may give a member of the Executive notice of impeachment by a unanimous vote by the members of the Executive, excluding the Executive that is being given notice.
5. Any member of the Executive who has been given notice of impeachment shall have the right to defend themselves at a meeting of the Executive. If unable to attend, the aforementioned member shall appoint a student to act as proxy for the duration of the impeachment meeting.
6. Fourteen (14) days written notice must be given to all Executive members prior to an impeachment meeting.
7. A member of the Executive subject to a notice of impeachment shall be removed from the Executive and lose any privileges associated with being a member of the Executive in the event of the following:

- (i) The aforementioned member fails to appear at or to appoint a proxy for their impeachment meeting;
  - (ii) A two-thirds ( $\frac{2}{3}$ ) majority of votes at the impeachment meeting passes in support of impeaching the aforementioned member;
8. Any impeached member of the Executive shall be given a period of three (3) weeks to submit an appeal in writing. In the event that the appeal is approved, the impeached member of the Executive shall regain all privileges associated with being a member of the Executive.
9. Following the impeachment of a member of the Executive, the newly vacant position shall be filled as defined in Article VII, §8.

## Article XII - Elections

1. An election shall be held every year no earlier than March 1<sup>st</sup> and no later than March 31<sup>st</sup>. During this election, every Executive position shall be available for candidacy.
2. In the event an Executive position is vacant or is held by a Director, a by-election shall be held between September 15<sup>th</sup> and October 31<sup>st</sup>. During this by-election, only vacant Executive positions and Executive positions currently held by Directors shall be available for candidacy.
3. Prior to each election, a Chief Elections Officer shall be appointed by the outgoing Executive no later than February 15<sup>th</sup>. Any student may be appointed as Chief Elections Officer provided that the student does not present candidacy, is not an official representative of any candidates running in the election, and does not present a conflict of interest.
4. The Chief Elections Officer shall be responsible for the organization, management, and execution of the election for which they preside over. The Chief Elections Officer shall:
  - (i) Give written notice to all CSSA members at least five (5) business days before the closing of nominations. The notice must include the requirements for candidacy as defined in Article VII, §1;
  - (ii) Give written notice to all CSSA members prior to the start of the campaigning period. The notice shall include a list of all candidates;

- (iii) Chair an all-candidates meeting prior to the start of the campaigning period;
  - (iv) Fill out a ballot that will be placed in a sealed envelope before the opening of the polling station. This envelope will only be opened in the event of a tie. If two or more candidates have the same number of votes, the Chief Elections Officer's vote shall break the tie;
  - (v) Give written notice of the results of the election as soon as the results are official;
  - (vi) Reserve the right to impose the following sanctions in the event that an election regulation is violated:
    - (a) Withdrawal from the election; or
    - (b) Declare a reasonable percentage of votes in favour of a candidate invalid;
  - (vii) Act as mediator and final decision on any and all disagreements/issues.
5. Any CSSA member may be a candidate for any position defined in Article VII, §1 provided that they meet all requirements and a valid nomination form has been submitted in writing to the Chief Elections Officer by the deadline established by the Chief Elections Officer. If no CSSA members present candidacy for a position, any EECS student may be a candidate for that position subject to the same requirements as a CSSA member, excluding the CSSA membership requirement.
6. Candidates shall:
- (i) Attend the all-candidates meeting prior to the start of the campaigning period. Candidates absent from the all-candidates meeting must report to the Chief Elections Officer within two (2) business days of the meeting or have their candidacy revoked. A candidate may appoint a student to act as proxy for the duration of the meeting provided that this student is not a candidate and is not an outgoing member of the Executive;
  - (ii) Submit a written list of official representatives and volunteers to the Chief Elections Officer prior to the beginning of the campaign period. Any student other than outgoing members of the Executive and the Chief Elections Officer may be either volunteers or official representatives;
  - (iii) Be responsible for the actions of their volunteers and official representatives. As such, candidates may receive sanctions as a result of actions committed by their volunteers and/or official representations at the discretion of the Chief Elections Officer;
  - (iv) Submit a budget detailing all expenses related to the campaign to the Chief Election Officer;
  - (v) Not spend more than fifty dollars (\$50) on their campaign;



- (vi) Keep receipts for all campaign-related expenses and submit the receipts to the Chief Elections Officer at the end the campaign period, as these expenses may be eligible for reimbursement as defined in Article XII, §12;
  - (vii) Not use the resources of the CSSA, UOSU, or the University of Ottawa for their campaign unless the resource is made available equally to all candidates;
  - (viii) Ensure all campaign material is made available in all of the official languages of the CSSA;
7. A valid nomination form shall include ten (10) signatures of CSSA members.
  8. The campaigning period shall last for at least seven (7) business days and at most ten (10) business days. The campaigning period shall not include the polling days. The campaign period cannot include fall or winter reading week.
  9. Polling shall be conducted exclusively online or in-person.
  10. Online polling shall be conducted online through the CSSA's voting system, through unique voter links sent to all members' uOttawa email addresses. In the event that the CSSA's voting system is not used, an alternative capable voting system shall be used.
  11. In-person polling shall be conducted in the CSSA office.
  12. The CSSA shall reimburse up to twenty dollars (\$20) per candidate, and up to two-hundred dollars (\$200) in aggregate. In the case that the total requested exceeds two-hundred dollars (\$200), the Chief Elections Officer shall distribute the funds to the candidates.
  13. The vote shall be made by secret ballot.
  14. All CSSA members shall be entitled to one (1) vote.
  15. Voting shall consist of candidates, abstain, and vote of no confidence. In order to be elected, a candidate must obtain the majority of votes. In the event that there is only one (1) candidate running for a position, a yes-no vote shall be held. In order to be elected, a candidate must obtain at least fifty percent plus one (50% + 1) of yes votes.
  16. Should a candidate not be elected while running unopposed, they shall not be eligible for election or appointment to the position for which the candidate ran until the next regular election.

17. Any CSSA member has two (2) working days to contest the election result after the result is made public.
18. Any student who, in the year preceding the election, has been impeached from the CSSA Executive is ineligible to present candidacy.

### Article XIII - Sub-Association Registration

10. Pursuant to the provisions outlined in the UOSU Student Groups Status Policy, the Association is empowered to bestow Sub-Association status upon associations in relation to its own constitutional guidelines.
11. Subject to the fulfillment of requisite formalities, Sub-Association status may be conferred upon any association upon the satisfactory execution of a valid Sub-Association Registration Form (Annex A) and Sub-Association Contract (Annex B), duly endorsed by the President, VP Academic, VP External, and VP Finance, in conjunction with two designated signing officers representing the prospective Sub-Association.

### Article XIV - Complaints

1. Any student may submit a formal, written complaint against a member of the Executive, or the Executive itself. If the complaint is in regards to a specific event, the complaint must be submitted within one hundred and twenty (120) days of the event.
2. The Executive must hold a meeting within seven (7) days if receiving any valid complaint. During this meeting, the Executive must decide whether to admit any wrong-doing, and if applicable, take punitive actions against Executive members named in the complaint. Punitive actions include, and are limited to:
  - (i) Impeachment;
  - (ii) Suspension from the Executive for up to thirty (30) days;
  - (iii) Submitting a formal apology; and
  - (iv) Compensation for any damages.

## Article XV - Referendums

1. Any referendum on a clearly proposed question will be called if any member of the CSSA submits a petition with signatures representing at least one-hundred (100) members or 10% of the CSSA membership, whichever is the least.
2. The Executive must hold a referendum within twenty-one (21) days of the submission of a completed petition. The referendum must be announced at least seven (7) days prior to the referendum being held.
3. A referendum must be held virtually or in-person at the discretion of the Executive. A hybrid option may be available so long as the validity of the voting process is not affected. In the case that a hybrid option is not feasible, the referendum shall be held exclusively in-person or virtually.
4. A referendum's outcome shall be determined by simple majority, and shall be resolved on the day the referendum is held. Voting shall be anonymous, unless anonymity conflicts with ensuring only CSSA members participate in the vote. Only members present at the referendum may vote.
5. In the event that a referendum does not pass, another referendum on the same topic may not be petitioned in the same academic year.

## Article XVI - Constitution Amendment Process

1. The procedure for amending this constitution shall be as follows:
  - (i) A written report detailing the specific amendments shall be presented at a meeting of the Executive, and the report shall be included in the minutes of the meeting;
  - (ii) Following the meeting, there shall be a minimum five (5) days and maximum fourteen (14) days reflection period during which the proposed amendments shall be publicly available;
  - (iii) Following the reflection period, a meeting of the Executive shall be held, and the proposed amendments will be voted on.
2. The date of the most recent ratification of this document shall be included at the beginning of this document.
3. All previously ratified versions of this document shall be made available upon request.

## Computer Science Student Association Sub-Association Registration Form (Annex A)

This Agreement hereby serves as a formal acknowledgement of the conferral of the status of “Sub-Association” upon the undersigned organization (“Sub-Association”) by the Computer Science Student Association (“CSSA”). This recognition is contingent upon the formal inclusion of the Sub-Association as an entity in the University of Ottawa Students’ Union’s (“UOSU”) [Club List](#) and stipulated by the [Student Groups Status Policy](#).

This Agreement is subject to the Sub-Association providing a complete list of its members (“Member List”), a representative visual identifier (“Display Image”), and a 250-word maximum description of the organization in both French and English (“Description and Mission Statement”) that shall be attached as annexures to this Agreement. The absence of these annexures will render this Agreement void and of no effect.

Additionally, the Sub-Association is obligated to duly execute a Sub-Association Contract as stipulated by the CSSA. The absence of a signed Sub-Association Contract shall render this Agreement null and void.

By signing this Agreement, the Sub-Association acknowledges and consents to the aforementioned terms and conditions. The Sub-Association also warrants that it has the authority to commit to these obligations and will be held responsible for any breaches thereof.

In witness whereof, the Sub-Association, through its authorized representative, executes this Agreement as of the date first below written.

<b>Sub-Association Name (English):</b>
<b>Sub-Association Name (French):</b>
<b>Sub-Association Email Address(es):</b>

### Sub-Association Signing Officer #1

<b>Full Name:</b>	<b>Role in Sub-Association:</b>
<b>uOttawa Email:</b>	<b>uOttawa Student Number:</b>
<b>Signature:</b>	<b>Date (yyyy-mm-dd):</b>

### Sub-Association Signing Officer #2

<b>Full Name:</b>	<b>Role in Sub-Association:</b>
<b>uOttawa Email:</b>	<b>uOttawa Student Number:</b>
<b>Signature:</b>	<b>Date (yyyy-mm-dd):</b>

### CSSA President

\_\_\_\_\_

Full Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date (yyyy-mm-dd)

### CSSA VP Academic

\_\_\_\_\_

Full Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date (yyyy-mm-dd)

## Computer Science Student Association Sub-Association Contract (Annex B)

This Agreement outlines the roles and responsibilities between the Computer Science Student Association (“CSSA”) and (the) \_\_\_\_\_ / (le/la) \_\_\_\_\_ (“Sub-Association”).

The Sub-Association shall adhere to the principles, values, and vision of the CSSA in all its activities and public representations. Any deviation from this commitment can be deemed a breach of this Agreement.

Prior to signing the Sub-Association Contract and within the Summer Term, the Sub-Association must deliver a complete list of its members (“Member List”) alongside an annual presentation, or written report, to the CSSA. The annual presentation or written report shall outline the Sub-Association’s planned activities for the upcoming year, relevant forecasted budget(s), and present a detailed roadmap for implementing these plans.

The CSSA commits to providing financial support to the Sub-Association in an amount up to a maximum of \$\_\_\_\_\_ (CAD) monthly and/or \$\_\_\_\_\_ (CAD) per term cycle (May through April), to be determined at the CSSA’s discretion. This financial support must be used in the benefit of the University of Ottawa’s (“uOttawa”) students and may be provided via reimbursement of Sub-Association expenses or direct deposit to the Sub-Association’s bank account. Additionally, the CSSA’s Vice President of Finance shall be entitled to access the Sub-Association’s budget(s) and financial statements regarding CSSA funding at any time, either through shared documents or upon request.

Should the Sub-Association cancel an event for which the CSSA has already provided funding, the Sub-Association must return the unspent portion of these funds to the CSSA within fourteen (14) days of the cancellation. If the CSSA provides sufficient justification that the Sub-Association’s event(s) do(es) not meet the CSSA’s quality standards, particularly if the Sub-Association failed to uphold financial transparency or deliberately misrepresented the scope of an event, the CSSA may revoke funding for the rest of the term cycle (May through April) and/or demand that the Sub-Association return previously distributed funds.

Every calendar month, at least one authorized representative of the Sub-Association (“Sub-Association Executive”), preferably the Vice President of Finance or a similar position within the organization, shall attend a scheduled CSSA meeting (“Monthly Meeting”). The precise date for the Monthly Meeting will be communicated by the CSSA’s Vice President of Academic Affairs (“VP Academic”) with at least fourteen (14) days notice. At any such meeting, the attending Sub-Association Executive shall provide a comprehensive outline of the Sub-Association’s planned uOttawa events, projected expenses, and may request reimbursements for the previous month and/or funding for the following month(s). If the Sub-Association has no such updates, they may be excused from the Monthly Meeting, provided they notify the CSSA’s VP Academic at least twenty-four (24) hours in advance.

In addition to financial support, the CSSA commits to advertising the Sub-Association to external sponsors through the creation of a Sub-Association-specific sponsorship add-on package (“Sub-Association Add-On Package”), marketed alongside the CSSA 101 Week Sponsorship Package. The Sub-Association Add-On Package shall be tailored to the Sub-Association’s niche and made in collaboration between the Sub-Association and the CSSA’s Vice President of External Affairs (“VP External”). All proceeds earned through the Sub-Association Add-On Package shall be distributed to the Sub-Association in addition to the previously agreed-upon financial support, through either the reimbursement of Sub-Association expenses or direct deposit to the Sub-Association’s bank account. The Sub-Association is responsible for upholding all commitments made to external entities through the purchase of the Sub-Association Add-On Package; should the Sub-Association fail to meet these obligations, the CSSA reserves the right to revoke the Sub-Association’s funding for the rest of the term cycle (May through April) and/or terminate this Agreement. In the event that the Sub-Association wishes to opt out of creating a Sub-Association Add-On Package, they must provide written notice of its decision to the CSSA’s VP

External during the Summer Term. Upon receipt of such notice, the CSSA shall be absolved of any responsibility related to the Sub-Association Add-On Package and its associated financial support.

Both the CSSA and Sub-Association shall not disclose, disseminate, or use any information acquired as part of this Agreement for any purpose other than those expressly stipulated and necessary to fulfill obligations under this Agreement.

Any disputes arising from this Agreement shall be resolved through the following three-step process: (i) initial negotiation between the CSSA and the Sub-Association, (ii) mediation by a neutral third party, mutually selected by the CSSA and the Sub-Association, and, if unresolved, (iii) the matter shall be escalated to the University of Ottawa Students' Union ("UOSU") for a final decision.

Either the CSSA or the Sub-Association may choose to terminate this Agreement at their discretion. The termination shall take effect fourteen (14) days from its communication.

By signing this Agreement, the undersigned acknowledge and agree to these terms until the end of the term cycle (May through April). Failure to comply with these terms may result in the termination of this Agreement and associated benefits.

**Sub-Association Signing Officer #1**

<b>Full Name:</b>	<b>Role in Sub-Association:</b>
<b>uOttawa Email:</b>	<b>uOttawa Student Number:</b>
<b>Signature:</b>	<b>Date (yyyy-mm-dd):</b>

**Sub-Association Signing Officer #2**

<b>Full Name:</b>	<b>Role in Sub-Association:</b>
<b>uOttawa Email:</b>	<b>uOttawa Student Number:</b>
<b>Signature:</b>	<b>Date (yyyy-mm-dd):</b>

**CSSA President**

\_\_\_\_\_

*Full Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (yyyy-mm-dd)*

**CSSA VP Academic**

\_\_\_\_\_

*Full Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (yyyy-mm-dd)*

**CSSA VP External**

\_\_\_\_\_

*Full Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (yyyy-mm-dd)*

**CSSA VP Finance**

\_\_\_\_\_

*Full Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (yyyy-mm-dd)*