

Computer Science Department Graduate Student Group Charter

Article I: NAME.

Computer Science Department Graduate Student Group (CSGSG)

Article II: PURPOSE.

The CSGSG serves as the assembly of all graduate students in the Department of Computer Science at the University of Virginia. This document is to serve as the Computer Science Department's recognition of this body, and its agency and influence in a variety of departmental matters. In the interest of fostering a culture which celebrates high-quality, innovative and collaborative research, the goals of this charter are:

1. To establish areas in which the faculty seek student input so they can serve the student body's interest and well-being
2. To formally identify the extent of the rights of the student body to participate in departmental operations
3. To set up a continuing succession of student leadership
4. To assign responsibilities of this leadership in maintaining the Graduate Student community and faculty-student dialogue

Article III: MEMBERSHIP.

All graduate students, Master's and PhD, within the department of computer science or in the computer engineering program are automatically members of the CSGSG.

Article IV: OFFICERS.

The officers will further be referred to as the Computer Science Graduate Student Group Steering Committee (CSGSGSC). The CSGSGSC must consist of at least three elected officers. Additional officers may either be elected by a CSGSG vote, or appointed by the CSGSGSC if all roles and responsibilities, as well as diversity requirements are met. Any current member of the CSGSG is eligible to be an officer.

In the event that fewer than 3 CSGSGSC officers are serving, interim CSGSGSC officers may be appointed by agreement between the Department Chair and Ombudsperson to assume GSG responsibilities and organize an election.

Diversity Requirement

The CSGSGSC must include at least one male and one female representative and at least one international and one domestic student representative. (A representative might fill more than one of these categories.) To qualify as an international student representative, that student must have received either their secondary education or bachelor's degree from a school abroad, and must have been a non-

United States citizen prior to enrollment as a graduate student in the Department of Computer Science at the University of Virginia (i.e., the international student representative may still qualify if she/he obtains citizenship while a student).

Roles and Responsibilities

There is to be no hierarchy of roles; all members of the CSGSGSC have equal say in decision making. At least one CSGSGSC officer should be assigned responsibility for each of the following duties:

1. Documentation
 - a. Take notes at all CSGSGSC meetings
 - b. Attend and take notes at all CS Faculty meetings, excepting those meetings wholly on topics outside the purview of the CSGSGSC, as identified by the Department Chair
 - c. Accumulate all relevant GSG documentation, including but not limited to:
 - i. Notes from Graduate Engineering Student Council (GESC), Graduate program committee, town hall meetings, and faculty meetings
 - ii. The Computer Science Graduate Student Handbook
 - iii. The Computer Engineering Graduate Student Handbook
 - iv. Financial Receipts and other documentation of expenditures
 - v. Any other materials relating to the planning or execution of CSGSG events
2. Graduate Engineering Student Council (GESC) Representation
 - a. Attend GESC meetings
 - b. Record notes on GESC meetings, delivered to Documentarian (that officer responsible for item 1 in this list)
 - c. Report to the CSGSGSC all salient information relating to GESC
3. Representation in graduate-level diversity organizations, such as GradSWE, NSBE, SHPE, etc.
 - a. Attend the meetings of each organization
 - b. Record notes on the meetings, delivered to Documentarian (that officer responsible for item 1 in this list)
 - c. Report to the CSGSGSC all salient information relating to the organization
4. Computer Science Department Graduate Program Committee Representation
 - a. Attend Graduate Program Committee meetings
 - b. Advocate graduate student interest in meetings
 - c. Record notes on meetings, delivered to Documentarian (that officer responsible for item 1 in this list)
 - d. Communicate with CSGSGSC with regard to issues brought up in said meetings
5. Computer Science Department Space and Infrastructure Committee Representation
 - a. Attend Space and Infrastructure Committee meetings
 - b. Advocate graduate student interest in said meetings
 - c. Record notes on meetings, delivered to Documentarian (that officer responsible for item 1 in this list)
 - d. Communicate with CSGSGSC with regard to issues brought up in meetings
6. Computer Science Department Diversity Committee Representation
 - a. Attend Diversity Committee meetings
 - b. Advocate graduate student interest in said meetings
 - c. Record notes on said meetings, delivered to Documentarian (that officer responsible for

- item 1 in this list)
 - d. Communicate with CSGSGSC with regard to issues brought up in said meetings
- 7. Computer Science Department Computer Systems Committee Representation
 - a. Attend Computer Systems Committee meetings
 - b. Advocate graduate student interest in meetings
 - c. Record notes on said meetings, delivered to Documentarian (that officer responsible for item 1 in this list)
 - d. Communicate with CSGSGSC with regard to issues brought up in meetings
- 8. Communication
 - a. Act as liaison between CSGSG body and CSGSGSC officers.
 - b. Give periodic announcements to the CSGSG body of CSGSG events or other relevant information
 - c. Probe, as needed, for CSGSG body feedback by:
 - i. Email query
 - ii. Poll
 - iii. Election
 - iv. Town Hall
- 9. Task Distribution
 - a. Fairly distribute responsibility for any duties not explicitly covered by one of the above rolls. These should include, but are not limited to:
 - i. Graduate Student Orientation
 - ii. Prospective Student Visitation
 - iii. Research Environment Enrichment Programs
 - iv. Community Building Events

Article V: ELECTIONS.

1. **Voting Eligibility:** Any member of the CSGSG may vote on members of the CSGSGSC
2. **Candidate Nomination:** Any member of the CSGSG is eligible for nomination to CSGSGSC, provided he/she receives at least one nomination from either a member of the CSGSG (may be the nominee her/himself) or faculty from the Department of Computer Science. If that member accepts nomination, she/he will be placed on the ballot.
3. **Election Process:** All CSGSGSC positions are to be re-elected annually, during the last 30 days of every Fall Semester. Nominations must be submitted no less than two weeks before the election. Votes must be submitted by the final day of classes in the Fall semester. The elected officers will begin service before the start of the Spring Semester.
4. **Removal:** Any officer in violation of the CSGSG's purpose or charter, or who is found in dereliction of duties, may be removed from office by the following process:
 - a. A written request by at least three members of the CSGSG body, or by the Computer Science Department Chair or Ombudsperson, must be submitted to the whole of the CSGSGSC and faculty.
 - b. Written notification will then be submitted to the subject of the request, containing details of the complaint. The officer will have one week to respond to complaints in writing to the CSGSGSC and faculty.
 - c. The officer will be removed by either unanimous decision of all other members of the

CSGSGSC, or by majority vote of the faculty.

Article VI: MEETINGS.

The CSGSGSC is expected to, once per semester, organize a town hall to report on their service to the CSGSG, give information about notable departmental changes, and seek feedback from the CSGSG.

One member of the CSGSGSC is to be identified as an ex-officio member of the Graduate Program Committee, and is expected to attend each meeting.

One member of the CSGSGSC is to be identified as an ex-officio member of the Space and Infrastructure Committee, and is expected to attend each meeting.

One member of the CSGSGSC is to be identified as an ex-officio member of the Diversity Committee, and is expected to attend each meeting.

One member of the CSGSGSC is to be identified as an ex-officio member of the Computer Systems Committee, and is expected to attend each meeting.

One member of the CSGSGSC is to be identified as GESC representative, and is expected to attend each meeting.

One member of the CSGSGSC is to be identified as representative for each diversity organization, such as, GradSWE, NSBE, SHPE, etc. or the council can appoint a graduate student from the department to be a representative for the same. The representative is expected to attend each meeting.

At least one (and preferably several) member(s) of the CSGSGSC should attend each faculty meeting.

One member of the CSGSGSC must attend any other committees for which the Department Chair requests GSG participation.

Article VII. Purview Over Departmental Matters.

The CSGSG, by way of the CSGSGSC, will have input in all departmental decision making relating to:

1. Graduate student social events/community building,
2. Research-environment enrichment programs,
3. Advisor matching procedures,
4. Faculty-student dialogue,
5. Student performance evaluation processes,
6. Student grievance procedures,
7. Graduate student orientation,
8. Student support,
9. Student leadership selection,
10. Space allocation (lounge, desks, conference rooms),
11. Open house,

12. GESC,
13. Department Computing Systems,
14. Student Stipend,
15. Degree Requirements,
16. PhD Qualification examination,
17. Department Ombudsperson role,
18. Funding of CSGSG activities.

One CSGSGSC officer will be invited (and expected) to attend any meeting which relates to any of the above topics. This includes permanent invitations to:

1. Faculty Meetings (excepting those announced as faculty-only meetings)
2. Meetings of the Graduate Program Committee

Article IX. Funding of CSGSG Activities.

The CSGSG will be given a budget by the department to support the execution of its purpose, which may be adjusted from time to time as enrollment, funds, and needs change.

Article X. ADVISOR.

The Computer Science Faculty Ombudsperson is to serve an advisory role to the CSGSGSC as needed.

The CSGSGSC will appoint an advisor with input of the faculty.

Article XI. RATIFICATION AND AMENDMENTS.

This charter will be ratified by a simple majority of cast votes in a CSGSG referendum, and a simple majority vote of the faculty.

Ratifying any proposed amendments to this charter requires a simple majority of cast votes in a CSGSG referendum, and a simple majority vote of the faculty.