



# Constitution for the Computing Students' Hub (2026-2027)

## Article I: Name & Objectives

**Section A:** The name of the organization herein constituted shall be “The **Computing Students’ Hub**” abbreviated by “**CSHub**”.

**Section B:** The purpose of the club shall be to serve, represent, and promote undergraduate students in the programs of study: Computer Science, Computer Security, Digital Media, Computer Engineering, and Software Engineering in the Lassonde School of Engineering at York University by providing services to students; encouraging cooperation and communication between students; increasing awareness of computer science in general to the outside community; by representing students to the Faculty and the University; and by providing students with the means to help them accomplish their goals both within and without the University.

The club will be operated for educational and scientific purposes in furtherance of:

- Promoting increased knowledge of computer science and its applications,
- Promoting a greater interest in computer science and its applications,
- Providing a means of communication between persons having an interest in computer science.
- Promoting innovation and entrepreneurship.
- Encouraging members to participate in events that are dedicated to the field of computer science and contributing to open-source projects within the club.

## Article II: Interpretation

CSHub shall make all determinations and interpretations with due regard to accepted rules of procedure, e.g. Roberts’s Rules of Order, etc. The speaker or Chair of the meeting is generally subject to an appeal from the meeting members and regarded as the primary source of interpretation of the Constitution.



## **Article III: Membership**

### **3.1 Membership criteria**

- The club is open to all students enrolled in any degree program at York University.
- There is no membership fee.
- There exist three different levels of membership which are General membership, Executive Membership, and Alumni Membership.

#### **3.1.1 General Membership**

Any member who affiliates with the club whether formally (through YUConnect), or informally (through other social media outlets), must be a full-time or part-time student enrolled in a program in the current academic year. Members are entitled to:

- Vote in elections.
- Run for every position in elections except for President.
- Participate in general meetings.
- Participate in any activities sponsored by the club.

#### **3.1.2 Executive Membership**

The offered executive positions at the Computing Students' Hub are:

- President
- VP Financial Director
- VP of External Affairs
- Social Director
- Events Director
- Technical Director
- Chief Returning Officer
- First Year representatives
- General Executives
- Hackathon Organizer

The offered executive positions for the CSHub Hackathon (CTRL HACK DEL) are

- Tech Team
  - Frontend Developers



- Backend Developer
- Logistics Team
  - Operations Executive
  - Vendors and Providers Executive
- Finance and Marketing Team
  - Finance Director
  - Marketing Directors
- Design Team
  - UI/UX Designers
- Photographers

The positions offered for the Student Support Application Development Council (SSADC) are:

- Chairperson
- Vice-Chairperson
- Project Leaders

A member which holds a position on the executive council must be a full-time or part-time student enrolled in a program in the current academic year and is entitled to:

- Vote in elections.
- Run for any position in elections.
- Participate in all general and executive meetings.
- Participate in and organize all activities sponsored by the club.
- Dedicate a significant amount of time to the club.
- Play a role in making any decision.

### **3.1.3 Alumni Membership**

An Alumni Member of the Computing Students' Hub is one who:

- Has previously held a position as a general member or executive member and
- Has graduated from a program at York University.

Alumni Members are entitled to:

- Participate in all general meetings.
- Participate in all executive meetings (only if they have served as an executive in the past and are invited by an executive to join an executive meeting).
- Participate in and organize any activities sponsored by the club.



## Article IV: Quorum

A quorum of members for voting purposes shall be reached when more than **60%** of the general members are present, including at least 2 executive members.

## Article V: Executive Roles and Duties

### 5.1 Executive Composition

The Executive Council of the club shall be composed of over 24 positions:

- Two (2) Co-Presidents.
- Two (2) Event Directors.
- One (1) VP Finance.
- Two (2) Social Directors.
- One (1) Chief Returning Officer.
- One (1) Technical Director.
- Two (2) First Year Representatives.
- One (1) VP External .
- Three (3) General Executive.
- One (1) VP of Academic.
- One (1) or more Hackathon Lead Organizers.
- One (1) or more SSADC Chairperson.
- One (1) or more SSADC Vice Chairperson.
- One (1) or more Project Lead(s).
- Three (3) Community Engagement Leads.
- Two (2) Developers

### 5.2 Duties of the General Executive Members

- Attend mandatory meetings every week with their designated team.
- Attend a mandatory constitution revision meeting yearly.
- Represent and support the club positively at all times.
- Each executive member will have a term length of one academic year, starting from the beginning of the Fall semester till the end of the Summer semester of the following year.

### 5.3 President

- The position is limited to two individuals who previously served a full term as an executive member (Summer Term till Winter term).
- Positions must be limited to two students in a major in Lassonde School of Engineering from the EECS Department which includes Computer Science, Computer Security, Digital



Media, Electrical Engineering, Computer Engineering, and Software Engineering.

- Act as the main representative of the club.
- Be familiar with the financial procedures.
- Ensure that all executive members of the club are acting accordingly and fulfilling their responsibilities and duties.
- Working with affiliated organizations on behalf of the club.
- Working with sub-organizations that are partnered with the club.
- Work with new executives to ensure a smooth and seamless transition from one term to the next.
- Oversee and be aware of all activities and procedures taking place within the club.

#### 5.4 Social Director

- The position is limited to two individuals.
- Encourage members to become more involved in the club community through the means of online resources.
- Keep social channels including but not limited to X (formerly Twitter), Instagram, LinkedIn, Reddit and Discord up to date and active.
- In charge of replying to any messages from other persons on social media channels including but not limited to all the social platforms mentioned above.
- Responsible for taking quality event photos, post-processing them, and publishing them on CSHub's social channels.
- Designs and sees to the printing of all posters/banners needed for the club.
- Collaborate with all other executive members to design to the needs of the club.
- Have a good understanding of UI/UX.
- Should be comfortable with design software including **Adobe Photoshop, Adobe Illustrator, MS Paint, Figma** or equivalent.
- Must follow the workflow for Social Media.

#### 5.5 Events Director

- Position is limited to two individuals.
- Organize and facilitate external and internal events and/or activities for the club.
- Organize and allocate resources such as booking rooms, snacks, drinks, and other supplies.
- Collaborate with all other executive members to prepare for events.
- Must be an effective communicator.
- Must follow the workflow for the events and logistics.



## 5.6 VP of External Affairs

- The position is open to 1 (one) individual.
- Take care of logistics for events.
- Creates and schedules meetings per collaborative event between 2 external organizations/clubs.
- Collaborate with **VP Events** for every event.
- Needs to meet with and keep up to date with faculty members (Lassonde, Bethune, YFS, etc.)
- Needs to be aware of whom to contact for different club needs.
- Collaborate with other clubs and organizations at York University or other Universities.

## 5.7 VP Finance

- Position limited to 1 (one) individual.
- Keep accurate and complete records of the finances of the club.
- Keep accurate and complete records of the finances of the sub-organizations (SSADC).
- Prepare a budget, an opening financial report, and a closing financial report for the club for each term and present them to the executive members.
- Have signing authority.
- Ask for club funding from other organizations (YFS, ENGSOC ).
- Present up-to-date financial reports at each executive meeting.
- Actively seek additional sources of funding for the club.
- Maintain an accounting ledger and record all club transactions/reimbursements.
- Check the accuracy and consistency of the previous term's financial records at the beginning of each term.
- Host Finance meetings before any event that requires financial aid and discuss spending the club budget on events if necessary.

## 5.8 Technical Director

- Position is limited to two individuals.
- Oversee and manage the repair, upgrade, and maintenance of the club's software in conjunction with other executive members, and arrange for the necessary technologies to be available and accessible at the club's events and services.
- Encourage students to design and develop innovative new technologies and projects and actively showcase their works within the club's infrastructure.
- Responsible for CSHUB's and SSADC's Github and maintaining all the projects.
- Have a good understanding of algorithms, data structures, OOP (Object Oriented



Programming), and functional programming.

- Comfortable programming in at least one general-purpose programming language (eg. Java, Python, C, C++, etc.)
- Responsible for CSHUB's official domain ([www.cshub.tech](http://www.cshub.tech)) renewal.
- Responsible for SSADC's official domain ([www.yorku.dev](http://www.yorku.dev)) renewal.
- Responsible for hosting CSHUB's official website ([www.cshub.tech](http://www.cshub.tech)); Github pages are preferred but not limited to it.
- Assign developers for hardware and software-based to allow contributions to CSHub and SSADC projects (More on Article XIV).

### 5.9 First-Year Representative

- The position is open to 2 (two) individuals. Said individuals **must be in 1st year**. Additionally, both must be enrolled in **Computer Science, Computer Security, Data Science, Computer Engineering, Software Engineering, Mechatronics Engineering, Electrical Engineering or Digital Media**.
- Attend weekly meetings based on their teams.
- Attend and moderate general meetings/events.
- Be up-to-date in communication with club members and executives.
- Assist in organizing and liaising club events.
- Support other executive members in handling club business.
- Support other executive members in their tasks when they require assistance.
- Shall represent CSHub (as an ambassador or liaison) between CSHub and first-year students.
- Shall inform students from all years enrolled in CSHub about relevant opportunities and events in CSHub, York University, Bethune, and Lassonde.
- Assist first-year students in the transition from high school (or a different university program) to University life.
- Assist in events pertaining to first-year students at CSHub.

### 5.10 Chief Returning Officer

- Is responsible for counting votes in the election and ensuring a smooth transition between executive members.
- Is responsible for being the Ombudsperson of the club in charge of any conflict of interest if the current president is absent or unable to deal with the situation.

### 5.11 VP Academic

- Developing and implementing academic programs, workshops, and events for the club's members.



- Collaborating with other student organizations, academic departments, and industry partners to organize academic events and competitions.
- Supporting members in academic pursuits, such as research projects, coursework, and career development.
- Facilitating peer-to-peer learning opportunities, such as study groups and mentoring programs.
- Collecting and analyzing feedback from members to improve academic offerings and ensure that the club's activities align with members' interests and needs.
- Encouraging members to participate in academic conferences and competitions, and providing support for travel and registration expenses.
- Maintaining and updating the club's website and social media accounts with information about academic activities and opportunities.

### **5.12 Community Engagement Leads**

- Host gatherings and meetups weekly/biweekly for community members on campus.
- Report to the Events Director and/or Presidents of CS Hub about the turnout of weekly/biweekly meetings.
- Participate in Community Engagement Meetings with the Events Committee of the club to discuss potential gathering ideas and finalize dates.
- Represent and support the club positively at all times.
- Each community engagement lead will have a term length of one academic year, starting from the beginning of the Fall semester till the end of the Summer semester of the following year.

### **5.13 Developers**

- Coordinate with the Technical Director to develop internal projects such as the website and other internal applications.
- Participate in technical meetings on code review, design changes and provide ideas for future features/implementation.
- Have a good understanding of algorithms, data structures, OOP (Object Oriented Programming), and functional programming.
- Comfortable programming in at least one general-purpose programming language (eg. Java, Python, C, C++, etc.)
- Debug/resolve new incidents with documentation on solutions.
- Create and maintain documentation for website architecture and features.



## **Article V: Meetings Requirements and Procedures**

### **6.1 General Meetings**

- The meeting is open to every individual within the organization including members, non-members and Executives of the club.

### **6.2 Executive Meetings**

- The meeting is open to only Executive members of the council.
- Attendance is mandatory.
- During the Fall term and Winter terms, meetings shall be held no less than once every month.
- During the Summer term, meetings shall be held no less than once every month.
- Except in the case of emergency or exceptional circumstances, notice must be provided at least 24 hours in advance of any meeting.
- An executive cannot miss more than 2 executive meetings in a row. The consequence shall be revoking voting rights for certain executive members as they failed to join executive meetings.

### **6.3 Conduction of Meetings**

- Meetings will be conducted according to Robert's Rules of Order for managing and guideline of meetings.

## **Article VII: Elections**

### **7.1 Election Structure**

- Elections must be held at least once a year.
- The Election process applies to the following positions:



- President(s).
- Community Engagement.
- General Executives .
- At least one week's notice shall be given before the election.
- Dates of application, campaigning, and voting period must be specified.
- Elections should be done at the end of the winter term (the last week of March).
- **The Chief Returning Officer (CRO)** is a non-voting member of the organization and reports directly to the executive council or **President(s)**. The **CRO** is responsible for all aspects of elections and referenda, from establishing voting procedures to ruling on election matters like infractions. The CRO should understand the Constitution and election by-laws of the organization.
- The CRO is appointed one month before elections will occur.
- CRO will either be a general member of the club or not affiliated with the club.
- The CRO :
  - Should be an upstanding member of society.
  - Is familiar with CSHUB, the club, administrative structure, and the mission
- If the CRO is unavailable, previous terms' **Presidents shall take on the duties of CRO.**

## 7.2 Election Application Period

- All roles and responsibilities must be publicly listed.
- All exceptions to roles must be publicly listed.
- Candidates can campaign for up to 1 position and can only fill **one** position.
- All candidates must submit a short description of themselves.
- All candidates must be a member of the club through the YUConnect Portal.

## 7.3 Election Campaigning Period

- An open (open to everyone) election meeting must be held before opening voting.
- Candidates must be allowed to present themselves at the meeting.

## 7.4 Election Voting Period

- Voters can only submit one ballot and this ballot will be anonymous.
- Voters must have the option to abstain from voting for each role.
- Voting must occur online and must be available for at least 48 hours.
- A person shall be considered elected if they receive a plurality of votes cast by members of the club.
- A person shall be considered acclaimed if they run unopposed during the election unless they are restricted from running.



## 7.5 Application Process

- Application Process applies to the following positions:
  - Technical Directors
  - Social Directors
  - Events Directors
  - External Directors
  - First Year Representatives
  - VP Academic
  - VP Finance
  - VP External
  - Hackathon Organizer(s)
  - Developers
  
- All roles and responsibilities must be publicly listed.
- At least one week's notice shall be given before the election.
- Dates of application period and interview period must be specified.

### 7.5.1 Position Announcements

When a position becomes available, the organization shall announce the opening to its members and the university community through appropriate channels, such as the organization's website, social media platforms, and email notifications.

### 7.5.2 Application Submission

Interested individuals shall submit applications for open positions within the specified application period. Applications may require submission of a resume, course-schedule or other relevant documents as determined by the organization.

### 7.5.3 Review Committee

The organization shall appoint a Selection Committee responsible for reviewing and evaluating applications received for open positions. The Selection Committee may include members of the executive council and/or Presidents of the club.

### 7.5.4 Evaluation Criteria:

The Selection Committee shall establish clear and transparent criteria for evaluating applications. Criteria may include qualifications, experience, skills, and alignment with the organization's goals



and values.

### **7.5.5 Interviews**

The Selection Committee may conduct interviews with shortlisted candidates to assess their suitability for the position.

### **7.5.6 Decision and Notification**

The Selection Committee shall make decisions regarding the hiring of individuals for open positions via the official CSHub email (yorkcshub@gmail.com). Decisions may be made by consensus or majority vote within the Selection Committee. Successful applicants shall be notified of their selection.

## **Article VIII: Conflict of Interest**

A Conflict of Interest could be defined as a situation where two parties are incompatible in a certain way (such as financial, emotional, or otherwise) which may result in the downfall of, or even influence the motivation of, a certain movement or event of the organization.

If a conflict of interest does occur within the organization of the Computing Students' Hub, an executive member (preferably the President) shall be notified immediately and corresponding action shall be taken (refer to Article 9).

## **Article IX: Procedures Regarding Allegations of Wrongdoing and Disciplinary Action**

- Should any Executive Council member fail to meet the duties or requirements of his/her position, abuse his/her position for personal reasons, or otherwise fail to act in good faith, he/she shall be recommended for removal from office by some general member or one of the Executive Council members.
- Should one Executive Council member agree with the impeachment recommendation, disciplinary proceedings will begin. The member being removed will be given a fair chance to prove his/her case.
- A time period of three weeks will be given for the member to be removed to put their case together. After the allotted time has passed, they will present their case to the jury, which will consist of all executive members of the club.
- The President will then decide through a vote whether the accused member should be disciplined, as well as what the punishment should entail, ranging from suspension to removal from the executive board.



## 9.1 Complaint System

The members of the club shall use our complaints channel on our Discord or sending an email at [yorkcshub@gmail.com](mailto:yorkcshub@gmail.com). A meeting will be arranged with the President(s) as well as the affected members. Depending on the nature of the allegations, a meeting may be called with a faculty member of the Lassonde School of Engineering (Such as the Dean, Assistant Dean, or a Manager of Student Engagement and Retention) to discuss the course of action.

Any serious safety concerns, legal issues, or complaints beyond the scope of the club's jurisdiction/control will be passed to appropriate authorities.

### Complaint Handling Timeline:

- **Acknowledgement:** All complaints will be acknowledged within 3 business days of submission.
- **Investigation:** An internal review or investigation will begin within 5 business days of acknowledgment.
- **Resolution:** A decision and action plan (if applicable) will be communicated to the complainant within 10 business days of the investigation's start.
- **Appeals:** If the complainant is dissatisfied with the outcome, an appeal may be submitted within 5 business days of the decision, which will be reviewed by an impartial party within 7 additional business days.

### Process Overview:

- Complaints can be submitted via email to the CS Hub Executive team or through a designated complaint form.
- Complaints will be reviewed by the President(s) and/or relevant executives, who will determine the nature and severity of the issue.
- Depending on the issue, an internal investigation may involve interviews, written statements, or meeting records.
- Based on findings, appropriate actions may be taken (e.g., mediation, warnings, removal from position).
- All proceedings will be documented for transparency and accountability.

**9.1.1 Complaints Against the Organization:** The Computing Students' Hub (CS Hub) acknowledges the importance of addressing complaints raised against the organization or its



members. The purpose of this section is to outline the procedure for addressing such complaints in a fair and transparent manner.

**9.1.2 Submission of Complaints:** Any individual, including members and non-members, may submit a complaint to the organization regarding any matter related to CS Hub's activities, conduct, or operations.

**9.1.3 Confidentiality:** The organization is committed to maintaining the confidentiality of individuals involved in the complaint process to the extent permitted by law. All parties involved in the complaint process shall treat the matter with discretion.

## 9.2 Handling of Complaints

**9.2.1 Complaint Resolution:** Complaints shall be resolved promptly and impartially. The organization's leadership shall appoint a Complaints Committee responsible for investigating and resolving complaints.

**9.2.2 Complaints Committee:** The Complaints Committee shall consist of at least 3 members of the organization, including but not limited to executive members. Members of the Complaints Committee shall be selected based on their objectivity and lack of personal involvement in the matter being investigated.

**9.2.2 Investigation:** The Complaints Committee shall conduct a thorough and unbiased investigation of the complaint. This may involve gathering information, conducting interviews, and reviewing relevant documents.

**Decision and Action:** Upon completion of the investigation, the Complaints Committee shall make a decision regarding the complaint. Depending on the nature of the complaint, actions taken may include but are not limited to counseling, mediation, issuing warnings, or recommending disciplinary measures. Decisions shall be made by consensus or majority vote within the Complaints Committee.

## 9.3 Appeal Process



### **9.3.1 Right to Appeal**

Complainants or respondents dissatisfied with the outcome of the complaint process have the right to appeal the decision within 7 days of receiving the outcome notification. The person appealing has a chance to submit an appeal request via email to our cshub email within 7 days of receiving their decision of outcome by the complaints committee.

### **9.3.2 Appeal Committee**

An Appeal Committee shall be appointed to review the complaint and the investigation process. The Appeal Committee shall consist of individuals not previously involved in the complaint or investigation.

### **9.3.3 Decision of the Appeal Committee**

The Appeal Committee shall review the complaint, the investigation, and any relevant documentation. They may confirm the decision, modify the decision, or recommend further actions. The decision of the Appeal Committee shall be final.

## **9.4 Record Keeping**

### **9.4.1 Records**

The organization shall maintain records of all complaints received, investigations conducted, and actions taken. These records shall be kept confidential and secure.

### **9.4.2 Annual Reporting**

The organization shall provide an annual report on the number and nature of complaints received and actions taken to the general membership. This report shall be presented at the General Executive Meeting.

## **Article X: Financial Responsibility**

**One President and one Hackathon Lead Organizer are the sole signing authorities.** The Financial Director is responsible for creating the budget and financial reports and maintaining the financial records of the organization. The Presidents are responsible for approving the budget.

### **10.1 Misappropriation of Funds**

- In the event that any Executive of the organization is found to have misappropriated or run



off with the club's funds, strict disciplinary action will be taken.

- The member will be subject to immediate removal from their position and banned from any future involvement with the club.
- Legal action may be pursued to recover the misappropriated funds.
- The incident will be reported to the appropriate university authorities and could result in further academic and legal consequences.

## **10.2 Funds Upon Dissolution:**

- In the event that the club is dissolved due to unforeseen circumstances, any remaining funds in the club's bank account will be converted into a money order addressed to York University. Once the money order has been made, the bank account will be closed immediately to finalize the dissolution process.

## **Article XI: Amendments**

### **11.1 Amendment Policy**

- Amendments to this document may be made by a referendum or by a two-thirds majority vote of the Council or of a general meeting, with notice.
- If an amendment is made by Council, then it can take effect immediately (or as specified in a proviso), but it shall be subject to confirmation by a general meeting.
- Amendments to the constitution should be readily available and transparent to general members and the public.
- Within two weeks of changes made, both the old and updated constitutions should be available online and changes must be announced at a general members' meeting.

### **11.2 Proposing and Implementing Amendments**

- If any general members disagree with the changes made, they must present their case to the entire executive council. A majority of 50% of the council must agree with the general membership to revise the changes made to the constitution.

### **11.3 Amendment Meetings**

- Once a year, the executive council must hold a constitutional amendment meeting where the constitution will be revised and edited to further benefit the association, and account for any changes/alterations to the structure of the society that was previously not considered or took place after the previous amendment meeting. This meeting will be held at the end of the winter term and all amendments must be made before the following Fall Term. A majority of **75%** of the council must agree for amendments to be implemented.



## Article XII: Rules for using the CSHub Office Space

- The CSHUB room is a private space for Executives to discuss club relations with other club executives at Lassonde and/or use it to do work related to the club. It is restricted to **CSHUB EXECUTIVES ONLY**.
- The club shall have access to **one** CSHub office every executive term.
- No outsider shall be allowed inside the room unless authorized by executives in the discord.
- No former executives are allowed to use the CSHub room.
- No derogatory drawings or comments shall be on the whiteboards of the CSHub room that promote racism, sexual harassment, doxing, etc. or any form of discrimination.

## Article XIII: Discord Bots

- As per club culture, a discord bot has to be made who serves as a counterpart to one of the former Presidents in honor of their presidency.
- The bot shall not in any way cause harm to the discord server by spamming messages or causing trouble to the members of our server.

## Article XIV: Projects

A project started utilizes the time and effort of CSHub club members needs to be for the benefit of the club and not the main benefit of the project lead.

When a project is proposed, all members and the Project Leads will vote on whether the project will be:

- Passed and worked on by other club members under CSHub that are either open for anyone (Open Source) or exclusively hired by the Project Leads or SSADC Chairperson as developers.
- Not passed and thus not worked on. In the event, there needs to be a decision made on whether there are changes that can be made to the project requirements, goals, etc. to make it passable; if this is not possible, that as a result implies that the project systematically is flawed.

## Article XV: CTRL HACK DEL



CTRL HACK DEL is York University's largest hackathon hosted by CS Hub, bringing together hackers of all levels and diverse disciplines from across Colleges and Universities in Canada to innovate solutions for world problems. We empower students to bring their creative ideas to life by providing the resources they need through workshops, mentors, sponsors, and more. Join us for a weekend of prizes, creativity, innovation, networking, and invaluable experience.

### 15.1 Hackathon Lead Organizer

- In charge of all the happenings in and around the hackathon.
- Moderate the entire team in making decisions on what will be the next best steps in a particular situation.
- Hiring members of the hackathon team (postings, interviews, hiring decisions).
- Electing a logistic team lead, finance team lead, marketing team lead, Tech team lead, and other positions.
- Filling out all the documents to join the MLH Hackathon season.
- Reading and following all the guidelines to delegate the needs of each team.
- Attending MLH office hours.
- Looking into MLH-preferred vendors and discounts.
- Deciding on a theme for the hackathon.
- Finalizing the list of judges, and mentors.
- Filling all the post-hackathon documents to send to MLH.
- Making final decisions regarding cheating and other breaches in the MLH code of conduct.
- Communicating with the CS Hub President about updates related to the hackathon in meetings.
- Responsible for the renewal of the hackathon domain ([www.ctrlhackdel.com](http://www.ctrlhackdel.com))

## Article XVI: Sub-Organizations

Sub-organizations under the Computing Students' Hub (CS Hub) shall be groups or councils formed to focus on specific areas of interest or projects that align with the overall objectives of CS Hub. These sub-organizations are semi-autonomous entities that operate under the umbrella of CS Hub but have their own leadership and operational procedures.



## 16.1 Current Sub-Teams:

Currently, there is one registered sub-team:

- Student Support Application Development Council (SSADC)
  - The “Student Support Application Development Council at York”, hereby abbreviated to the initialism “**SSADC**” or “**SSADC at York**”.
  - SSADC at YorkU is a council led and organized by students of York University with the goal of developing applications and media for improving the quality of life of the student body.
  - The council provides a platform for mutual support and shared resources to all students who want to add a new project to the union, contribute to projects, or help in improving the community.
  - The council also serves as a simulated work environment for junior year students to contribute to projects and gain hands-on experience which is valuable for their future ventures into the workplace.

## 16.2 Registration and Renewal

- To be registered as a sub-team under CSHub, a group must draft a written agreement in the form of a digital document outlining the terms of the partnership.
- This agreement must be reviewed and approved by the CSHub Executive Council.
- The partnership agreement must be renewed at the beginning of every new school year to continue being recognized as a sub-organization.
- The renewal process includes reviewing and updating the agreement as necessary to reflect any changes in the objectives, leadership, or operations of the sub-team.

## Article XVII: Design Tool Policy

### 17.1 Purpose

To ensure consistency in branding, streamline collaborative workflows, and maintain high-quality design standards, CSHub prohibits the use of Canva for creating any official club materials. All design work, social media graphics, event posters, presentation slides, and other visual assets must be produced exclusively in Figma.



## 17.2 Scope

This policy applies to:

- All executive members responsible for designing promotional content (Social Director, Events Director, Technical Director).
- Any project teams or individual members submitting designs on behalf of CS Hub.
- All digital or print materials representing CS Hub in any capacity.

## 17.3 Policy Details

### 17.3.1 Figma as the Only Approved Tool

- Every design asset: templates, illustrations, infographics, or UI mockups must originate in Figma.
- Shared libraries and component sets should be stored in our centralized Figma workspace to promote reusability and brand consistency.

### 17.3.2 Prohibition of Canva

- Canva is explicitly disallowed for CS Hub's official communications and projects.
- Designs imported from Canva (even if later edited in Figma) are considered noncompliant and must be remade directly in Figma.

### 17.3.3 Asset Repository & Version Control

- All finalized files (Figma links or exported assets) are to be uploaded to the club's designated Figma project folder.
- Prior versions or drafts should remain accessible within Figma's version history to facilitate feedback and approvals.

### 17.3.4 Training & Onboarding

- The Social Director and Technical Director shall organize an annual Figma workshop to onboard new executives and interested members.
- Any member unfamiliar with Figma may request one-on-one assistance from the Technical Director or another experienced teammate.

### 17.3.5 Exceptions

In rare cases where Figma cannot meet a specific requirement (e.g., a highly specialized vector



effect not supported natively), the design lead must obtain written approval from the President and/or the Technical Director before using any alternative software (eg. Adobe Photoshop, Adobe Illustrator, Microsoft Paint etc. All such exceptions must be documented.

#### **17.4 Enforcement**

- It is the responsibility of each executive (especially Social, Events, and Technical Directors) to verify that submitted designs comply with this policy.
- Noncompliant assets will be returned for revision, and repeated violations may result in temporary suspension of design privileges until the member completes a brief Figma-proficiency refresher.
- The President and Technical Director will review any disputes over compliance, and their decision will be final.

### **Article XVIII: Privacy and Confidentiality**

#### **18.1 Data Confidentiality**

All Executive Council members must treat club data and information, including but not limited to Notion content, event planning details, and club passwords, with the utmost confidentiality. This information is for internal club use only and must not be shared with unauthorized individuals, including non-executive members or former executives.

#### **18.2 Violations and Consequences**

Any violation of this confidentiality policy will be considered a serious offense. The executive member in violation shall be subject to disciplinary action as outlined in Article IX, which may include suspension or immediate termination from their executive role.

### **Article XIX: Constitution Ratification**

This constitution shall be enforced upon ratification by 2/3 of the voting body and upon approval of this constitution by the Center of Student Community & Leadership Development.

Signed and approved by: \_\_\_\_\_

Date: \_\_\_\_\_