Computer Science Club
Procedures Manual

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Contents

1 Introduction

The Computer Science Club of The University of Waterloo (CSC) has been in existence since some time in the early 1960's. When this is compared with the founding dates of the University, the Faculty of Mathematics and the Department of Computer Science, it becomes apparent that the CSC has almost as much history as the University.

One of the factors which the CSC has had to deal with is a turnover in its membership. At the CSC, and the university, people come and go. It is often the case that when people go, their knowledge of CSC operations goes with them. Later generations are forced to rediscover, often painfully, how the CSC conducts its business. Frequently, efforts which could be channeled into productive tasks are devoted to this rediscovery.

This manual is intented to be a guide and an archive. It's authors and contributors hope to lay down here as much information as they can about the operation of the CSC. The history of the CSC will also be recorded here. In part this is because there is no other place, but also because a historical context should make future decisions easier. It is the hope of everyone involved that this guide will prevent the loss of knowledge associated with the loss of long time CSC members.

2 Membership

Membership in the Computer Science Club is open to all students of the University of Waterloo, undergraduate and graduate. This includes undergraduates and graduates on a work-term and graduates that are registered inactive.

During the W90 term there was a great deal of discussion about who should be entitled to a CSC membership beyond students. The groups whose ability to obtain a CSC membership came under question are; faculty, staff, alumni and everyone else. Prior to W90, anyone that wanted a CSC membership was allowed to join regardless of what the current constitution may have said. Membership was divided into two categories—full and associate—that differed in the ability to hold an executive position and vote in CSC elections.

In W90 several people felt that the CSC was being taken advantage of, and many non-students were obtaining memberships in order to get an account on WatCSC. The discussion eventually identified a few key privileges that were felt to be inappropriate for all CSC members. These privileges

are: who can vote; who can hold executive positions; and who can obtain a WatCSC account. The single factor that stood out when trying to allocate these privileges is that the CSC is primarily an undergraduate student organization, and should remain that way.

In F02 and S03 this came up again. At this time WatCSC is no longer around and the CSC has a good collection of machines, 4 in the office, and 1 in the machine room. So now any member can hold an account. However, the right to vote and hold an executive position is mostly regulated by Mathsoc since Mathsoc defines these things in their club policies. In S03 the Mathsoc council changed their policy to state that voting and the ability to hold executive position is available to members of Mathsoc or members of any other society who recognizes the club as a club of that society. So if engineering gives us money, we can say we are an Engsoc club and allow engineers to vote and hold executive positions. However, CSC is still primarily and undergraduate Math/CS student organization, and should remain that way.

3 Exec Positions

The CSC has four elected positions and one appointed position. The elected positions are: President, Vice-President, Treasurer, and Secretary. A SysAdm is chosen by the exec and ratified by the remaining CSC members attending the election meeting. Each exec position has certain duties associated with them. When all is well, each exec works to make certain that not only their duties and responsibilities are covered, but also that the other duties of the exec are being met.

3.1 President

The President is the person responsible. As ungrammatical as that may seem, it is exactly accurate. He or she is responsible to make certain that everything the CSC is involved in gets proper attention. Specifically, the President's duties are:

1. to call and preside at all general, special, and executive meetings of the Club;

2. to appoint all committees of the Club and the committee chair of such committees, except the chair of the Programme Committee; and

3. to audit, or to appoint a representative to audit, the financial records of the club at the end of each academic term.

Wherever possible, the President should delegate tasks to others. Not doing this can overburden the President.

3.2 Vice-President

The Vice-President arranges the talks, tutorials, and tours. Specific duties include:

1. to assume the duties of the President in the event of the President's absence;

2. to act as chair of the Programme Committee; and

3. to assume those duties of the President that are delegated to him by the President.

In general, the Vice-President does as much as possible to take the load from the President. The Programme Committee is the body of CSC members chaired by the Vice-President. This committee meets to decide what talks CSC'ers would be interested in hearing. They also decide what tours are undertaken. The Vice-President should take care of arranging for rooms, the creation of posters and other advertisements. These tasks often fall to the Secretary, overburdening an already difficult position. Wherever possible, the Vice-President should introduce the talks, except when the President wishes to do so. If neither President, nor Vice-President can attend, someone should be appointed to introduce the speaker and do a Channel 17 Membership Drive.

3.2.1 Programme Committee

The Programme Committee meets to discuss and choose which events the CSC will put on each term. There are certain events the CSC puts on automatically. However, most events must be chosen and planned ahead of time. The Programme Committee gathers suggestions from their members and from the CSC membership regarding what talks and events they would like the CSC to sponsor. From these suggestions, a wide variety of talks and events are chosen. The Vice-President takes the list generated from these meetings and organises the events. To be effective, the Programme Committee should meet soon after elections to make initial plans for the terms events. Meeting later in the term can be a good way to add to the activities the CSC plans to run.

3.3 Treasurer

The Treasurer's job seems simplest. However, trying to keep track of all the funds that go in and out of the CSC is a somewhat daunting task. For more information, see the sections on financial matters (p. **??**), specifically the section on the cashbox (p. **??**). The specific duties of the Treasurer are:

1. to collect dues and maintain all financial and membership records;
2. to produce a financial or membership statement when requested;

The Treasurer should make arrangements at the end of the term for signing authority to be passed on to the next terms exec. A final audit of the terms financial transactions is a great help to the incoming exec, and should be done every term.

3.4 Secretary

The Secretary's position is perhaps the hardest of all, especially if the support people under the Secretary do not work, or worse, are never chosen. The creation of many of the people in support roles (See Alternate Positions, below) are for the most to reduce the sometimes herculean amount of work that is dumped upon the shoulders of the Secretary. The Secretary's duties are:

1. to keep minutes of all Club meetings;
2. to prepare the annual Club report for approval by exec council;
3. to care for all Club correspondence;

Often in the past, the Secretary has become the target of "dumping" of just about all tasks. This should be discouraged at all costs. The Secretary has specific duties and responsibilites. As it is, those duties can already be taxing. The CSC Flasher, the Office Manager, and the Librarian report to the Secretary.

3.5 SysAdmin

The SysAdmin position was added to the exec when the CSC acquired a computer system of their own. The SysAdmins duties are:

1. to operate any and all equipment in the possession of the Club.
2. to maintain and upgrade the software on equipment that is operated by the Club.

3. to facilitate the use of equipment that is operated by the Club.

It has become the continuing policy to have the SysAdmin attempt to get the CSC computer equipment. See the section on WatCSC (p. **??**).

3.6 Alternate Positions

Several ad hoc positions are also important for the effective running of the CSC. Often these positions are never filled, requiring one of the exec to fill in. Most of these positions fall under the direct control of the Secretary (though this can expand the Secretaries' duties to an unmanageable level).

3.6.1 Office Manager

The Office Manager runs the CSC office, making sure the place is tidy, that our recycling gets done, that the office staff is doing what it should be doing (kicking people out when there are no office staff present, etc).

The Office Manager reports to the Secretary.

3.6.2 Office Staff

Office Staff are that motley group of people that keep the CSC open all those wonderful hours. In general, they are a group of *trusted* individuals chosen by the exec to fulfill this duty. Office Staff are expected to be helpful to people who come to the CSC for assistance. They are expected to assist in keeping the CSC tidy, help sign out books, taking money for new memberships, and in general be helpful. Some Office Staff will be accorded the honour of being a key-holding Office Staffer. See the section on keys (p. **??**) for more information.

Office Staff report to the Office Manager.

3.6.3 Librarian

The Librarian is the person responsible for keeping the CSC's large library of reference material in order. The Librarian is responsible for culling out dated/ruined books and for suggesting the purchase of new books, as well as the actual purchasing. See the section on the library (p. **??**) for more information.

The Librarian reports to the Secretary.

3.6.4 Poster Person

One of the most important positions, as the Poster Person is responsible for making posters, and getting them distributed. Often the distribution is divided amongst several people. If this position is not filled, these duties should fall to the Vice-President, though it often falls to the Secretary.

The Poster Person usually reports to the Vice-President.

3.6.5 CSC Flasher

The CSC Flasher is the person who writes the CSC Flash, a short description of what the CSC is doing, published in each bi-weekly issue of *math*NEWS. Also, it is recurring policy to prepare a short "Hacker Quiz" to be included at the end of the Flash (the hacker quiz often never happens).

The Flasher usually reports to the Secretary, and should attend all Exec and Programme Committee meetings whenever possible.

3.6.6 Oracle

This is a position that, of recent, has been left unfilled (mainly due to the fact that the club is without a machine at the time of writing). The Oracle is a facility by which anyone in the world can send a question to *oracle@watcsc*, replies are posted on the newsgroup *uw.csc*. Be sure to get some good humour-writers for this position (FASS is a good place to look).

Perhaps in the future, a mail alias could be added to undergrad.math to allow this service to continue.

The Oracle reports to no-one.

4 Events

The CSC puts on several events each term, usually in the form of speakers, but including SIGGRAPH video night, and 3B Info Night. These events provide both an opportunity for CSC members to experience new and interesting aspects of CS and to generate interest in CS within the University Community. The SIGGRAPH video night attracts students, faculty and staff, seeming universally interesting to all people.

4.1 Speakers

The CSC has speakers every term, speaking on a wide range of issues relating to computers. We have had many distinguished speakers pulled from the

ranks of U(W) faculty, grad students and even undergrad students. As well, the CSC has managed to bring very distinguished speakers from off campus. The likes of Bill Gates (W89), John McCarthy (W91), Brian Kernighan, and A.K. Dewdney, just to name a few have honoured us with their wit and wisdom.

The CSC normally takes the speaker out to dinner as a gift of the CSC to the speaker. The dinner also affords an opportunity for a few members to hobknob with the speaker, often having discussion that is more interesting than the talk that was given.

4.1.1   Internal

Internal speakers are the easiest to arrange. These speakers can be pulled from the faculty and students, on a variety of topics. To arrange one, contact the person whom you are interested in having speak. Once you have their interest, choose a date that is agreeable to both you and the speaker (by necessity, the speaker gets far more to say :-) With a date in hand, estimate how many people will attend. For most talks, we can have anywhere from 10 to 80 people attending. Choose an appropriate room and book it for that date. A few days before the talk, order an appropriate number of doughnaughts. When the time comes, have an appropriate person introduce the speaker. After the talk, thank the speaker, and offer doughnaughts and tea to all the attendee's.

4.1.2   External

External speakers, for the most, are much harder to arrange. Not only must you arrange for all the normal amenities, but also for accommodations for the speaker for atleast one night (if coming from out of town), travel costs and an honorarium. Most of the arrangements can be made by contacting the CS Dept. Secretary (S'03 it was Ursula Theone). She can make all the necessary arrangements. For funding, you can speak to the Faculty of Math, the CS Dept., the ICR, and even Engineering for those speakers who will have some interest there. In W91, John McCarthy visited us, giving two talks, one on Elephant, a project of his, the other on NetNews and his experiences with attempted censorship at his home campus, Stanford University. We sold his coming here to ICR and others through the talk about Elephant. Our reason for bringing him here was for the NetNews talk, as U(W) was censoring the alt branch of NetNews. Funding was obtained from the Math Faculty for the travel costs, from the CS Dept. for lodging and from ICR for the $1000

honorarium.

Once you have all the difficult things arranged, set the date and time of the talk(s) and book the rooms. If you manage to get an external speaker from any real distance, you can pretty much bank on s/he pulling a large crowd to the talks.

4.2   Tutorials

In keeping with the CSC's purposes of generating interest in computer science and its applications, the CSC has held tutorials on UNIX and X-window System. These tutorials are introductory in level and cover a limited number of topics. Ideally, the group size will not exceed ten or so, though we have had X-windows talks of up to thirty. Book one of the X-term labs a week or more earlier with Lori Suess, Administrative Assistant to the Director of CFCF. Although your group may be small, keeping extra people out of the room during these events can be beneficial (keeps distracting noise out). A tutorial usually runs for an hour.

4.3   Tours

Another favourite CSC event is to arrange for a group to tour one of the computer labs. The DCS mainroom, the CGL lab and the PAMI lab have all been the sites of interesting tours. To arrange for a tour, it is best to contact someone who works there.

4.4   SIGGRAPH

A recurring CSC event is to show the SIGGRAPH video that contains the highlights from the most recent Film & Video Show. Since many people are co-op, it is possible to show the tape at least twice and possibly three times during the year. SIGGRAPH video night is always a very popular event.

There are a few constraints that must be kept in mind when trying to organize this event. First, while the SIGGRAPH conference occurs in early August, the video is not available until November or December. Second, the CSC borrows the tape from CGL, thus making us reliant upon CGL to actually have the tape. From time to time there is a lapse in CGL's subscription to the SIGGRAPH Video Review which results in the unavailability of the recent tapes.

To borrow the videos from CGL either get a CSC member that is working there to borrow them, or contact the Lab Administrative Assistant (Elise Devitt as of F90)

A good place for showing SIGGRAPH videos are the ICR lecture halls in the Davis Centre (DC 1302 & DC 1304). The advantage of using these rooms is the ability to do the projection on your own. While DC 1350 and DC 1351 are bigger and have more sophisticated equipment, they also require an expensive university supplied AV technician (see below). As mentioned elsewhere ICR rooms must be booked with the ICR secretary.

If for some reason it is desireable to use DC 1350 or DC 1351, the larger lecture halls, the following procedure should be used. First book the room with Bookings (discussed earlier). In order to interface to the Electrohome RGB projector on the ceiling the CSC must arrange to have a video technician present during the meeting. For this to happen, Georgina Coutinho x4070 must be informed of the meeting time, date, and place. Unfortunately, this technician (who must be present) charges $25 per hour; there doesn't seem to be a way to get around this. The total charge for the technician should be $75.

The SIGGRAPH tape shown in W89 was in VHS format, which is good, since there is a VHS machine inside the DC 1350/1351 projection rooms. If the tape is in 3/4" format, then be sure to borrow a 3/4" player from CGL and warn the technician that he will have to interface a 3/4" player to the video console.

The SIGGRAPH tape is usually about 2 hours long. There are two tables of contents included in the tape, it is a good idea not to make the audience sit through these boring parts. Fast forward past the first one, and call an intermission during the second. After the intermission is a good time to do the Channel 17 Membership Drive!

It is also a good idea to talk to John Hillhirst x3258. He is the head technician (and not a bureaucrat). Ask him any technical questions that you may have.

Typically around 100-150 people show up for SIGGRAPH, so order around 12 dozen doughnaughts.

In W89 we had considerable problems switching the lights out in DC 1350. Try to make sure that the lights work before starting the show in the future.

4.5   3B Info Night

3B Info Night is a special information session held to help 3B CS students select from the vast number of courses offered in fourth year. There should be a 3B Info Night every term that normally has 3B students (currently fall and winter). At some point in the past (F86?) the department neglected to

have a 3B info night. This got many students upset and caused the CSC to assume a co-sponsorship role for this event.

As long as the department remembers to hold 3B Info Night there should not be much of a problem. The Associate Chairman for Undergraduate Studies will arrange for professors to come and speak about the courses. The CS department secretary will arrange a location, and produce posters. In this situation the CSC is responsible for; ordering refreshments, attempting to get additional faculty members to make an appearance, and trying to find some students that can tell what fourth year is really like. In addition, the CSC President usually attends, thanks everyone for showing up, and mentions that there are some real fourth year students to answer questions.

On occasion the department may forget or be hesitant to hold 3B Info night. If this situation should ever arise the CSC should, attempt to convince the current Associate Chairman that a 3B Info Night should be held. Failing this the CSC should make arrangements on its own to hold a 3B Info Night. This means booking a room, contacting professors, getting refreshments and everything else that is required.

A typical refreshment order would involve

- 12 dozen doughnaughts
- 72 cans of pop
- 1 tea urn coffee urn
- 75 tea bags
- 1 package of napkins
- 2 large milks
- 75 sugars
- 75 small cups

The cost of this order has been almost exactly $100. The CS department will pay half when presented with the invoice from the math C&D. Send the invoice to Jane Prime.

4.5.1 Ordering Refreshments

Most if not all CSC meetings serve tea and doughnaughts to those that attend. Everything that is required is ordered from the math C&D if at all possible. The math C&D has reasonable rates, they are close by, and they are very helpful.

To make an order the person running the event, or someone they have delegated the task to, should contact the C&D manager (currently Brenda) about three to four days in advance. She must have advance notice for large orders as she has to order the doughnaughts from her supplier. If an emergency, such as someone forgetting to order, arises you can usually get about two dozen doughnaughts the same day. If the order is larger, use common sense and go to any of the doughnaught shops off campus. The other items are usually stocked in sufficient quantity for there not to be a problem.

A typical order consists of:

- 5 +/- 1 dozen doughnaughts
- 1 tea urn
- 40 tea bags
- 50 cups
- 1 half pint milk

If the supply in the office runs out, the following may also need to be ordered:

- stir stix
- napkins

4.6 Contests

The CSC holds contests from time to time. These contests always test the programming skill of the contestants. The Othello and Arbitrary Game Contest test the skill of the programmers by asking them to program a game which will compete against other programs like it. The ACM Programming Contest and our local versions test the programming skill of the programmers by asking them to solve several programming problems under a time limit.

4.6.1 Othello Tournament

The Othello Tournament occurs once a year in October or November. Several weeks before the chosen date, an announcement is made on internet and elsewhere requesting (UNFINISHED)

4.6.2   Arbitrary Game Contest

(WAY UNFINISHED)

4.6.3   ACM Scholastic Programming Contest

(WAY UNFINISHED)

4.6.4   Mini-Contests

(WAY UNFINISHED)

5   Room Bookings

Booking a room made simple:

1. Decide how big the meeting will be.
2. Decide when the meeting will be.
3. Decide what kind of venue you will be requiring.
4. Contact the appropriate Donna Schell, x2207, dschell@uwateoloo.ca for any room that isn't a computer lab or an ICR room.

The parties involved will make the booking and usually contact you with a confirmation. If confirmation does not come within a couple of days, call them back to get a confirmation.

5.1   Classrooms

There are many rooms around campus in which CSC meetings can be held. Most rooms which fall under the general category of classrooms are controlled by one of two agencies on campus, "Scheduling" or "Bookings".

Table 1: Quick Reference for Bookings

Which Room	Seats	Type of Meeting	Page
Classrooms	10–50	Talks and Informal Meetings	??
ICR Rooms	30–120	Formal Talks	??
Colloquium Room (MC 5158)	50–100	Formal Talks and Debates	??
Theatres	150+	Very Large Talks	??

Officially, Bookings is responsible for reserving rooms for non-course events, and Scheduling is sort of responsible for course events. In the past the most efficient method for booking a room was to call scheduling. This resulted in a room being booked in about an hour. Unfortunately in recent times Scheduling has refused to book rooms for clubs, requiring us to call Bookings. Bookings uses a very capricious method for booking rooms and tends to require a day or two for confirmation.

Bookings are made by telephone (Zehl Wittington x2207 is the person to talk to). And when the room is confirmed Zehl will send a yellow slip to the CSC mailbox in the CS department's mail room. There is no charge for room booking.

5.2   Davis Centre ICR Rooms

DC 1302, DC 1304 and DC Lounge are located on the ground floor of the Davis Centre. These are the rooms that are used for ICR Talks, CS Department talks etc. These rooms are controlled by the ICR and can be used by others when there are no ICR events taking place. In order to book one of these rooms, arrangements should be made with the ICR at x2042. No confirmation is provided, and someone will have to pick up the key from the ICR secretary on the day of the talk. As of W93, ICR stopped booking these rooms for clubs. See the faculty advisor, or the CS Dept. secretary to book.

5.3   Math Colloquium Room (MC 5158)

The Math Colloquium Room (MC 5158) is a mid-size room that can comfortably hold about 50 people. It has lovely wooden walls, and gentle lighting. This is where most Math Faculty talks asides from CS are given. The room has comfortable chairs which can be rearranged into any desired formation which makes it suitable for meetings such as debates. To book the room, contact the secretary of the Executive Assistant to the Dean at x2592. No confirmation is provided, but security is responsible for unlocking the room. It may be worthwhile to make sure that security knows this.

5.4   Theatres

Large events require large theatres. There are two large theatres on campus; "Theatre of the Arts" in Modern Languages and Humanities Theatre in Hagey Hall. Both of these must be booked through the Theatre Centre

(x2126). In all likelihood this will lead to the Theatre Manager, Peter Houston (x6570) getting in touch with you to make the arrangements. Since the theatres are in heavy demand it is wise to book them WELL IN ADVANCE. Most people that use the theatres book about a YEAR in advance.

Campus organizations are not charged a fee for the use of the theatres, but there is a charge for ushers and technicians. Ushers and technicians are not a choice but a must, they come with the theatre. The number of ushers present is dependent upon the predicted size of the crowd. The technician is required to "configure" the room prior to the event. Any special equipment required for the event (e.g. slide projector), should be arranged with the technician a few weeks in advance.

The biggest problem for the CSC is that we are not a Fed club and thus have to rely upon someone else to recognize us. In the dark ages the CSC was able to go through MathSoc to book the theatres. Unfortunately this didn't work out the time the CSC used the theatre for Bill Gates' talk. Eventually the Faculty of Math indicated that they 'recognized' us as an official club. At the time recognition was done by Lyn Williams who was Executive Assistant to the Dean of Math.

6   Financial Matters

The CSC currently receives funding from

- MathSoc
- Engsoc
- Membership fees
- Computer Science Department

At the beginning of each term the executive, past executive, or some experienced nominees must compose a budget. The budget should be a good estimate of how much money the CSC expects to spend during the term. In order to pay for its activities the CSC will rely on the sources of funding listed above. Past budgets make for good reference material when creating the new budget.

6.1   MathSoc

The CSC budget must be prepared in time to be presented to the MathSoc treasurer in advance of the MathSoc budget meeting. This way the MathSoc

treasurer can discuss the budget with the CSC prior to the meeting, thus avoiding the possibility of open conflict.

During the S89 term MathSoc made some revisions to its constitution that describe the procedure that clubs must follow in order to obtain funding. It is the responsibility of the CSC budget committee and especially the Treasurer to be aware of MathSoc's requirements for funding.

6.2   EngSoc

EngSoc typically gives some money to clubs that have engineering students as members. The amount that EngSoc donates has varied wildly from term to term, but seems to have settled out at about $100 (F90). To get money from EngSoc, the CSC should submit a request to the EngSoc Treasurer along with the CSC's proposed budget. The CSC Treasurer should be present at the EngSoc meeting where the budget is discussed in case any questions arise.

6.3   Bank Account

The CSC has a chequing account at the Campus Centre CIBC. After the executive is elected each term, signing authority must be obtained for the new president and treasurer. The bank has a special form for transferring signing authority. It requires that either a previous holder of signing authority or the faculty advisor for the club approve the transfer of signing authority to the new president and treasurer.

6.4   University Billing Code

The CSC has a university billing code to which almost any university provided service can be charged. The list of services include: Audio Visual, Graphics Services, and the Book Store.

The CSC's billing code is 901-1179-03. The CSC's billing code happens to be a 'power' billing code in that it can have funds transferred into it as well as having charges made against it.

6.5   Cashbox Procedures

The CSC has a cashbox that serves as the collection point for membership fees and the disbursement point for petty cash. The cashbox has two keys. One key remains in the possession of the current treasurer and the second key is part of the 'talisman of power' that is held by the office staffer currently in

charge of the office. The cashbox should remain locked at all times except when money is being deposited or withdrawn. More information can be found in the section on office staffers.

Prior to the current procedure governing access to the cashbox the CSC made several attempts to regulate the flow of money through the cashbox. The earliest method was to have the person signing up new members to deposit the membership fee in the cashbox. Since there are only two keys the cashbox remained unlocked most of the time. Whenever funds were needed to pay the C&D bill, pay for posters, or other miscellaneous expenses money would be withdrawn from the cashbox. It was hoped that the person making the withdrawl would leave a note in the cashbox indicating how much had been withdrawn and for what purpose. This method never worked because people were did not indicate how much had been withdrawn. When the cashbox is unregulated, money flows in and out of the cashbox and for some reason it is impossible to get people to accurately record how much money is being withdrawn for various and sundry expenses (mostly posters and C&D charges).

Several attempts have been made to regulate and control the cash flow. Chris Browne a one time treasurer and accounting student suggested that nothing be paid out in cash by the CSC. Instead, all disbursements would be made by cheque regardless of the amount because it would be a small price to pay for the improved record keeping that the CSC would gain. He also intended to implement some sort of petty cash procedure but ran out of time. Given the attitudes of the average CSC member it is unlikely that a typical petty cash mechanism would have worked anyhow.

During the W90 term the CSC was prey to a low-life that saw fit to steal over $200 in membership fees from the cashbox. The result was that some strict procedures were put in place to more carefully control access to the cashbox.

For more details see the section on Office Staff (p. **??**).

7   Resources

7.1   Audio Visual Equipment

Anything aside from chalk and a blackboard that is required for a presentation, should be obtained from the University's Audio Visual Department.

Audio Visual needs to have someone to bill in the case of damages to equipment. Fortunately the CSC does have a university billing code. Unfortunately Audio Visual is a puppet bureaucracy, and they don't trust

students. Some person in the administration such as the CSC's Faculty Advisor, or the EADM does the recognition thing for us.

In general copyright laws prohibit the screening of films to more than ten people without permission from the copyright holder. What this means is that most movies rented at the local rental shop can not be screened publicly. Audio Visual follows the law and thus does not provide equipment for such screenings.

7.1.1   Showing movies

Rent from the Fed record store, Becker's, or Bandito. Or better yet, borrow a movie from a club member! In order to rent a VCR from the Feds you must present both a driver's license and a VISA card.

Audio Visual considers it illegal to show a VCR tape to a large group of people such as a CSC meeting. Realistically, this is true. So, to show rented movies at a club meeting, the CSC must obtain equipment elsewhere.

One option is to book the DCS course room (MC 2009), since Audio Visual does not control DCS. Talk to Bob Hicks x2194 to book this room; if Bob is on vacation, try Carol Vogt, she usually knows what is going on in DCS. There is an overhead Electrohome RGB projector that can be used to hook up a VCR or a computer. This room has a VHS VCR and stereo sound, as well visual hookups to do online demonstrations to a group of people.

Another option is to borrow equipment from the nice folks at CGL. CGL has 2 26" televisions, two 3/4" VCRs, a VHS VCR, and a 37" monitor.

7.1.2   Showing Movies the legal way

As mentioned elsewhere, it is illegal to show a movie that you rent from a video store to a crowd of more than ten people. In order to show a movie to a crowd, the right permissions must first be obtained from whomever holds the copyright. For these reasons the university maintains a film library full of films for which permission has been obtained. The film library spans a wide variety of topics and has a few good films which can be shown at the beginning of term.

To arrange for these films it is best to talk to the film librarian in E2 1309. His name is ( ) he is very helpful and knows the content of an incredible number of films. Some films are stored locally and can be obtained within 24 hours. Other films are held by individual departments, or by

other universities. Depending on the situation, upto a weeks notice may be required.

Once the film(s) has been arranged AV will be very co-operative. Depending on the format (film or video), a projectionist and the equipment can be booked. As a campus organization, the CSC can obtain equipment at no charge. The remaining issue of concern is who will pay for damages. Luckily enough this issue has been settled. Howie has signed some form indicating that the CS department recognizes us. It also has our university billing number just in case. Just remember that the CSC is not a FED club. I believe that the FEDS cover damages incurred by their clubs and this is why AV is continually asking about this.

For video AV will provide a TV and play the tape from their central facility. Someone should make sure that the TV gets to the room on time and is hooked up. Since the projectionist has very little to do the cost is the minimum for using a projectionist, about $10. If the format is film arrangements must be made for a screen and a projector. Since the projectionist is devoted to us for the evening the cost is slightly higher. No figures are available on this though as it has never been done.

7.1.3   Bureaucracy

Audio Visual Services is an incredible bureaucracy, tread carefully. Harry, x3257, who is responsible for actually giving out equipment, requires two things: a letter of recognition for the CSC (I obtained one from Lyn Williams – Administrative Assistant to the Dean's Office, and a GOD to the CSC). Basically this letter from Lyn would read "The CSC is a bona-fide CS department-sponsored club with billing code 901-1179-03, the current president is <name>". Hopefully this won't be necessary. All Harry usually requires is a letter from the CSC saying who the current executive is; no formal signatures are required for this. The letter from Lyn will only be necessary if Harry says "I've never heard of the CSC" (he has a very short memory).

Remember: The CSC is not a fed club.

Rule of Thumb: avoid using AV equipment. We can use the ICR lecture halls or the DCS course room for movie nights (or borrow TVs from CGL), and get a technician for SIGGRAPH through Georgina x4070.

7.2   Library

The CSC library is a facility that almost everyone considers to be important and useful. The CSC library can never hope to compete with the University Library in terms of quantity. Nonetheless, the CSC library can provide a qualitatively different resource of value. This tends to be done by selecting extremely current books and books considered classics for the library. The library is not meant to be everything to everyone. It is intended to be representative of the library of a computer scientist.

Every term a sizeable portion of the CSC budget is allocated to library acquisitions. Most of this money is used to purchase "new" books. Unfortunately, the CSC library like every other library suffers from the theft and loss of its books. Thus some portion of the library budget will be used to replace books that have disappeared from the collection. The fact that library books will disappear should be accepted.

The process for purchasing new books is fairly simple. First, the CSC librarian solicits and gathers suggestions for books that would be appropriate for the library. Once funds become available for the book purchase to be made, the library committee ranks the suggestions that have been received to date. Based upon these rankings books are purchased until the book budget has been spent.

7.3   Office Space

The CSC was one of the first clubs to have space allocated to it by the Math Faculty. It was a long time ago (mid 70s) and the details are lost in the mists of time. The initial CSC office was a small cubicle that housed the library, a sofa a desk and eventually the core of WatCSC when it was still an HP9000. Due to the increase in CSC activity in F87 and W88 the CSC managed to convince the Dean's Office to allocate it some additional space. Thus when new space became available on the 3rd floor of the MC building *math*NEWSmoved and dividing wall that used to separate the two offices was removed, effectively doubling the size of the office. It turned the CSC office space into some of the prime office space on the third floor.

It is very important to remember that the CSC space is provided directly by the Faculty of Mathematics. MathSoc has no official control over the space allotted to the CSC.

From time to time MathSoc, having nothing better to do, considers rearranging the offices in the third floor Pink Tie Zone. This is usually done with the idea of getting more space and exposure for the main MathSoc

office. Due to the relative desireability of the CSC space, the CSC typically becomes an unwilling (and often unknowing) participant in the MathSoc grand plan.

The greatest danger lies in MathSoc doing something before the CSC is aware of the plans and can voice an opinion to the Dean's Office. Ultimately it is the Dean's office that is responsible for any allocation of office space (including MathSoc's). MathSoc can not unilaterally deprive the CSC of its office space. However, it can ask the Dean's Office to reallocate space or make other changes. Typically the Dean's Office does not question MathSoc proposals believing them to have been previously discussed by all groups concerned. Thus the importance of making the CSC opinion known. As long as the CSC gets a say in the process there is very little to worry about.

In the past MathSoc plans have have been stalled once the CSC discovered them and voiced its disapproval to the Dean's Office. This is because the Dean's Office upon sensing a lack of consensus among student groups tends to be reluctant to proceed. In addition, the lack of continuity within the MathSoc executive means that plans formulated within a term must usually be completed during the same term. Usually space reallocation plans come along late enough in a term that stalling them for a couple of weeks effectively kills them.

If MathSoc were ever to make a determined effort to see the floor space rearranged it would very likely happen. Fortunately this has not yet been the case. The best the CSC could do in the face of a concerted effort is insure that it is being treated equitably. In the past the CSC has been perfectly willing to trade its location for an increase in space.

The CSC has been given assurances from the Executive Assistant to the Dean that if there are any space changes, the CSC will get at least an equivalent space if not more.

7.3.1   Keys

For much of the CSC's days of having office space there existed a few keys that only exec members had. The exec was primarily responsible for opening the CSC in the morning. In F90, the exec arranged for keys from Key Control to be released to certain members of the office staff. This made keeping the office open so much easier.

A great deal of trouble arose when MathSoc got involved; First, it was demanded that we take a $20 deposit for the keys, to ensure that the keys be returned. We acceded this demand, arranging with the Assistant to the Dean for key permits. Slowly, over several terms, MathSoc took more and

more control over the signing of the key permits, until by S92, they had complete control over signing. Further, to complicate things, each new term a new policy and procedure for doing key permits was put into place. In F92, the exec finally took steps to eliminate the need for keys altogether. Under the current policy, there is little or no need for us to request keys from MathSoc. Please see a past exec member for the grimy details.

7.4   Locker

In order to provide some remote storage of magnetic media, the CSC has obtained a locker from MathSoc. MathSoc has agreed to provide the CSC with locker #7 each and every term, on the condition that someone on the CSC executive signs for the locker. This provision is documented by MathSoc in their locker distribution procedures. Any failure to have locker #7 set aside for the CSC represents a failure on MathSoc's part. In F90, members of the CSC kindly wrote a program to generate a nice listing of all locker numbers. In this list, locker #7 is permanently listed as the CSC's. In F92, this program had been forgotten, forcing locker #7 to be given out to some student. Given MathSoc's propensity for screwing up this simple procedure, someone should check early each term that MathSoc is indeed using the list generated from the CSC's program. If it isn't, they should pencil the CSC into locker #7.

7.5   Computer Accounts

Several nice people in High Places have donated a free computer account to the CSC; *csc@watmath*. Supervision of this account is responsibility of the entire executive. This point is clearly mentioned in the CSC constitution.

7.5.1   MFCF accounts

csc@watmath is provided to the CSC by MFCF. Since billing on all MFCF UNIX machines is fairly relaxed, there are few restrictions on the use of this account. Any member of the current term's executive is free to use the account for whatever they please. In addition, people who need access to the CSC account for CSC purposes is also free to use the account. The only restriction is that the account should not become a facility for giving others access to a UNIX account. Lastly, the account is provided with free laser printing. This privilege should not be abused as this could result in its withdrawl.

7.5.2   Exec Accounts on Undergrad.math

In F91, the CSC attempted to get a CSC account created on the undergrad network. Ostensively, this was to give the CSC access to the X-window terminals for creation of posters and CSC documents. Due to a change in ONet policy, MFCF was disallowed giving out accounts that more than one person would have access to. MFCF compromised by giving any exec member a personal account on the undergrad system, if they did not already have one. As all undergrad math students already have an account, this works out to giving non-math exec members accounts on undergrad.math.

7.6   Computer Equipment on Loan

The CSC has managed to borrow a large supply of equipment from various groups. It is important to note that the CSC is responsible for maintaining this equipment, and replacing it if it is stolen. A separate policy for the use and administration of this equipment was created during the S89 term.

Most of the hardware that the CSC has, was obtained on an indefinite loan basis. This means that the equipment does not really belong to the CSC, it belongs to the group that lent us the equipment. On the other hand, the fact that we have the equipment means that it is of no use to anyone else.

7.6.1   Math Faculty Computing Facility

Sometime about the summer of 1987 MFCF and the Faculty decided that certain services would no longer be provided to undergraduates. One was 50 pages of free laser printing. Another was the ability to ask the operators to archive a students files to tape. So as to not completely eliminate the ability to archive ones files, the Faculty instructed MFCF to provide MathSoc with a microcomputer which could be used for file archival.

Eventually students wanted to archive their files and the CSC began to investigate. It was discovered that MathSoc had not bothered to go pick up the PC from MFCF. The MathSoc Treasurer at the time was Joel Crocker. He instructed Jim Boritz to feel free to pursue the matter. When Jim managed to get the PC, Joel suggested that the CSC could operate the PC since it was unlikely that anyone in MathSoc would know exactly what to do.

From time to time MathSoc remembers that the PC actually belongs to them and they become concerned about its use. About a day later they

come to the conclusion that its doing fine in the CSC since we have the expertise and we tend to be open at lot more than the MathSoc office.

In F89 MathSoc managed to buy a computer of their own. Since that time most MathSoc people have become much less concerned about how the PC is used. A few months later the CSC obtained complete control over the PC from MathSoc council. In the months following, the PC gradually fell apart. After DCS installed an FTP terminal server in the IO Room (MC1063), the need for the PC had dropped to nil. Hardware errors on the hard drive finally convinced the exec of S91 that the machine was past its useful lifetime. The machine was taken out of service and surplussed.

The CSC also has two terminals that it has obtained from MFCF. The CSC should always have at least one terminal. It the terminal dies, talk to the Executive Assistant to the Dean of Math.

- 1 Wyse 75 terminal
- 1 VC 404 terminal

The VC 404 terminal was in continual disrepair and was traded to a fellow member of the CSC on workterm on campus for the Ann Arbor Ambassador in his office (He was not using the terminal and sought some advantage for the CSC). This terminal in turn died of keyboard flakiness. In W92, the CSC borrowed a Wy75 terminal from *math*NEWS. To date, *math*NEWSknows that we have their terminal, but, has not requested its return. As they had just received a new Wy99GT terminal, *math*NEWSstaff seem unconcerned about the old terminal.

Terminals currently in the CSC's hands:

- 1 Wyse 75 terminal (owned by MFCF)
- 1 Wyse 75 terminal (owned by *math*NEWS)
- 1 Ann Arbor Ambassador (owned by MFCF — broken keyboard)

7.6.2 Department of Computing Services

All networks on campus fall under the control of DCS. Any problems should be directed to them. As of the W90 term the CSC has the following connections:

- 1 serial connection through the Sytek network
- 1 serial connection through the Gandalf network
- 1 direct serial connection to Maytag

7.7   WatCSC

In the F87 term the executive felt that a computer science club, should have computing facilities which went beyond a single terminal. This was due in part to an MFCF decision earlier in the year to no longer allow undergraduates to send mail, or post news to machines outside the University. The CSC attempted to have these privileges restored. At the same time the CSC investigated means by which it could provide mail and news services to undergraduates.

The executive was told of a short lived organization named the Open Computer Group that in 1985 had obtained free of charge four PDP 11/70 computers that had been retired by the University. Unfortunately the Open Computer Group was unable to generate sufficient interest and activity. The group folded after a few months and the machines were eventually surplused by the University. In 1986 the Symbolic Computation Group offered the CSC some equipment that was no longer being used. The executive at the time turned down the offer because they felt the hardware was too noisy and bulky.

In response to this new direction, the executive investigated what happened to the above hardware. It was discovered that the PDP 11's had been sold. Luckily, the equipment that SCG offered was still available. Within a matter of days the CSC had obtained from SCG a few pieces of Hewlett-Packard hardware that would eventually become the heart of WatCSC.

Some investigation revealed that Hewlett-Packard donated four systems to the university some time in 1984. When donated these machines included a maintenance coverage for a year. After the initial project for the machines died they were dispersed to various people around the Computer Science department. Two went to the Symbolic Computation Group, one went to the Computer Systems group and the fourth went to J.D. Lawson a former professor. When Prof. Lawson left the university the CSC acquired the serial card and some manuals from his machine, the rest of the equipment eventually ended up with the Office Automation Group.

As demand for disk storage, memory and other assorted peripherals grew the CSC began to acquire these other systems. In early 1989 the CSC finally got hold of the last HP system that had gone to the Office Automation Group.

8   The ACM

The CSC is associated with another lesser known club by the name of "University of Waterloo Student Chapter of the ACM ". In order to be a member of the ACM student chapter, one must be a member of the ACM as well. This restriction is in conflict with the idea that anyone should be able to be a member of the CSC. The result is that the ACM student chapter has no real members.

Even though the ACM student chapter has no official members, the CSC desires to keep the student chapter operational. This has resulted in the creation of the fictional person known as Calum T. Dalek. Calum is a full member of the ACM and serves as the chair of the student chapter of the ACM.

8.1   ACM Requirements

In order to maintain our status as a student chapter of the ACM we must fulfil two requirements.

1. Each term a chapter activity report must be filled out and mailed to the ACM Student Chapter Chairperson, and the ACM Student Chapter liaison.

2. Once a year a financial statement must be mailed to the ACM.

8.1.1   Activity Report

The student chapter activity report is a single sheet of paper on which we list the members of the executive for the ACM student chapter along with a list of our activities. Since only Calum is a real member of the ACM, his is the only name that appears on the activity report with an ACM membership number. Fictional names are created for the other executive members of the student chapter of the ACM. The membership number is left blank or has a "?" inserted. The final requirement is a faculty sponsor. Our current faculty sponsor is Howie Pell, however, he is also not a member of the ACM.

If the ACM does not receive a single activity report over the course of a year they will place the student chapter on probation. To extricate ourselves from this situation we need to mail activity reports and make sure they are received.

8.1.2 Financial Statement

For some strange and mysterious reason the ACM continues to send us an annual request for financial information. Apparently in the U.S. the ACM can derive some sort of tax benefit from its student chapters. Since we are a Canadian chapter this is not the case. This makes filling out the financial form is very easy. Just write "Not Applicable — Canadian Chapter", across the top of the form.

8.1.3 Calum's Membership

Calum T. Dalek is a student member of the ACM. Membership fees are currently in the neighbourhood of US\$ 90 and are due sometime before March each year. Little attempt is made to distribute the cost over all three terms. Through Calum's membership the CSC receives the following ACM publications.

- Communications of the ACM
- Transactions on Graphics
- Transactions on Programming Languages and Systems
- SIGGRAPH conference proceedings
- Oopsla conference proceedings
- Asplos conference proceedings
- Sigplan notices
- Computer Graphics

9 Relations with other Groups

Getting anything done on campus requires communication with several other groups. The section is meant to provide some perspective on the relations which the CSC has had with a few of the more important campus organizations.

9.1 Math Faculty

The Computer Science Club enjoys a fairly good relationship with the Math Faculty. Most of the CSC's contact with the faculty is through Lyn Williams, Executive Assistant to the Dean of Math. Lyn has been very helpful to the CSC by vouching for us in our relations with other departments.

On occasion, when the political climate requires it, the CSC has communicated its needs directly to the Dean of Math.

9.2 Computer Science Department

The CSC also enjoys a good relationship with the CS department. A current CSC objective is to get the CS department to provide some funding for bringing in speakers.

9.3 Federation of Students

The CSC is not a FED club. This is sometimes important for billing things like theatres and audio visual equipment. Most of the rest of the time this is not important.

Folk lore has it that the CSC does not want to become a FED club. This is because the FEDS have some strange requirements of their clubs which do not mesh well the type of members the CSC wants. We seem do do fine with the situation as it exists, but this does not mean that some accurate information should be obtained in the future.

9.4 Mathematics Society

The CSC's relationship with MathSoc is somewhat of a never-ending saga. This is mostly due to the fluctuation of the MathSoc executive, especially the treasurer. For the most part, relations tend to be pretty good. The letdown usually comes at the beginning of the term when MathSoc has its budget meeting. Most people on MathSoc council are indifferent to the CSC. However, once a single dissenting opinion is expressed, there tends to be a cavalcade of discussion. At this time (S89) MathSoc is preparing a "Club Policy" which should eliminate a great deal of the capriciousness involved.

9.5 Engineering Society

9.6 Science Society

The CSC has a few members which come from science. This has caused us to seek funding from the SciSoc in the same manner as EngSoc. Unfortunately, SciSoc exists for the most part to orient students and run the Science C&D. Beyond that they are fragmented into other groups based on the major departments within the faculty. The result is that SciSoc really doesn't have much extra money and has been unwilling to send some our way.

10   Consulting

The CSC operates a "Friendly Consulting Service" designed to provide assistance to computer users at all levels. The CSC has provided this service for as long as anyone can remember. Some of the reasons that the CSC promotes itself in this manner are; hours of availability far in excess of both DCS and MFCF consultants, ability to provide expert support at almost any skill level, and a desire to promote computer awareness in general.

Although the Friendly Consulting Service tends to maintain a high profile within the CSC it consumes almost no resources. This is achieved by running the service in an ad hoc volunteer manner. Essentially anyone present in the CSC office qualified to answer questions is automatically a part of the consulting service. As confused people wander into the CSC office, they should be offered assistance by the "qualified" people.

11   The Authors

This document has been compiled, edited, revised, mangled and had other unsightly things done to by several people of the course of its development. This section is meant to record their contribution and provide them with some recognition for their efforts.

Version 1.0 of the procedures manual was written by Kevin Smith based on his experiences as CSC president during W89. It was originally intended as a "President's Survival Guide", but has subsequently been expanded into a compendium of procedures to assist and guide the CSC's operations.

In the second author's words:

> Version 2.0 of the procedures manual was written by me (Jim Boritz) long after I had been president of the CSC in F87 and W88. At the time that the Version 2.0 undertaking began in W90, I was desperately seeking a way of avoiding my Master's essay and so devoted a fair amount of effort and roughly quadrupled the size of the original V1.0 manual. I also added LATEX formatting because I was keen on TEX at the time and was considering using it for my essay. In general, I would have preferred to format the document using bare TEX along with the macros that I had developed. However, knowing the CSC, I decided not to rely upon them keeping the macros around with the document and opted for the standard LATEX macros (which really

are ok once you get over the NIH syndrome). After I gradu-
ated I asked for some time in which to add even more material
to this already enormous document. I did manage to make a
few additions and passed the manual back to the CSC for use
and comment. Foolishly, I thought there would be even further
additions forthcoming. It is now a little over a year later (Feb.
21, 1992) and more than a year and a half since I have been
active in CSC affairs. I managed to finally add one last section
(Office Space). If pressed I could probably describe some of the
other items in historical context (I love historical contexts), but
it is time for the sections that have already been written to be
brought up to date by someone else.

In the words of the third author:

I (Shannon Mann) took over the authorship of the proce-
dure's manual in W92. I broke it down into sections, distributed
it across several files and eventually threw out all the work I had
done on it, as I felt it would never survive in so many chunks. In
W93, my position of computer operator with DCS was "declared
redundant", leaving me with plenty of time on my hands to do
all the updating I had planned. Since then, I have added a ti-
tlepage, a table of contents, several sections and tables and even
a few appendices. In my updating of this document, I have re-
moved a good 7 pages, mostly dealing with surplussed computer
equipment. To the remaining I have added 12+ pages, bring-
ing the final count to almost 40. Added are the sections on the
exec positions, events, and contests, and expanded are the sec-
tions on computer equipment and WatCSC. The document has
undergone a dramatic restructuring, pulling similar information
themes together and amongst one-another. It is my hope that
this document will continue to be updated and expanded, and
that I will only be the third of many authors.

Appendices

A   CSC How-To

This section contains brief notes explaining how to do common CSC tasks.

A.1   Starting a Term

Every term starts with an election. A past exec member or an involved member should find someone to act as CRO in the first few days of the term. The election should be held no later than the third thursday of the term. Due to all that is done in the CSC in the fall term, the election should be held earlier if at all possible. See 'Holding an Election' below for more details. Very soon after the election, the President and Treasurer with help from past exec, should prepare a budget to be submitted to the treasurer of MathSoc. Visiting the MathSoc Treasurer earlier than the meeting which okays budgets has proven profitable, allowing CSC budgets to be passed without much fuss. A budget with a request should be sent to EngSoc, as we often can manage a small request from them (about $50 per term).

A.2   Running a Contest

B   Term Event Summaries

This section contains brief summaries of events that the CSC does on an on-going basis. These timelines should be used as a reference, to make sure main CSC events are accomplished.

☐Event	Details
☐Elections	Held as soon as possible, no later than the third thursday of the month
☐Budgets	Directly after elections to be turned in to MathSoc and EngSoc with a request for funding
☐Programme Committee	Meets as soon as possible after elections to gather ideas for talks, tours and other events for the term

Table 2: Start Term Checklist

B.1   Fall Term

Date	Event Name	Details
Earliest Possible	Start Term Checklist	See above
Last Weekend in Sept	Local ACM Contest	Selects teams to go to the regionals — prefer earlier if possible
First Friday in Oct	ACM Registration	Register teams selected with the contest
First Weekend in Nov	ACM Regionals	Kick major ass :-)
Oct or Nov	Othello Tournament	Announce four weeks early
Mid-Nov	3B Info Night	
Week before Finals	Ctrl-D Dinner	Dine with friends — end of term send-off

B.2   Winter Term

Date	Event Name	Details
Earliest Possible	Start Term Checklist	See above
Mid-Mar	3B Info Night	
March	Calum's ACM Membership Due	
Week before Finals	Ctrl-D Dinner	Dine with friends — end of term send-off

B.3   Spring Term

Date	Event Name	Details
Earliest Possible	Start Term Checklist	See above
Before Term Ends	ACM Registration	A fuzzy warm feeling for the ACM — See section on ACM p. ?? for more details
Week before Finals	Ctrl-D Dinner	Dine with friends — end of term send-off