Society of Computing & Information Science

Constitution
Official, 2018

Part I: Identity

Article I-A: Name
1. This document is the constitution of the Society of Computing & Information Science of the University of Guelph, also known as SOCIS.

Article I-B: Mandate
1. SOCIS shall represent Computer Science and Software Engineering Students, and will liaise with the School of Computer Science, and other student organizations on behalf of Computer Science and Software Engineering students. SOCIS shall also run events, maintain electronic services, and operate an office/study area with resources for SOCIS members.

Part II: Governance and Constituency

Article II-A: Governance
1. SOCIS is governed by this constitution, policy documents, motions, an Executive, Staff, and Assistants.
2. This constitution, and the spirit thereof, are binding and cannot be overridden.
3. A Policy Document is subject to this constitution, in accordance with Article V-C
4. A Motion is subject to the constitution and Policy Documents. A new Motion supersedes all existing Motions pertaining to the subject of the new Motion.
5. An Executive, Staff, or Assistant Member's decision (within the scope of that Member's duties) is subject to the Constitution, Policy Documents, and Motions.
6. An executive member, staff member, or assistant shall serve as a Primary Organizer for any event held by SOCIS. The Primary Organizer is responsible for the following:
    I. Planning and organizing the event, and delegating tasks related to the event.
    II. Ensuring that the event remains within the budget assigned to it, if any.
    III. Providing the Treasurer with financial information requested by that person.
    IV. Completing a Student Risk Management (SRM) form pertaining to the event, and submit the form to the SRM organization on campus
    V. Providing the Secretary with an event report within the seven days following the Event, which shall be uploaded to the folder containing all SOCIS documents.

Article II-B: Membership by Right
1. Any individual who meets one or more of the following criteria in a given semester is considered a Member by Right of SOCIS:
    I. The individual is a Computer Science or Software Engineering Honours student (major)
    II. The individual is a Computer Science General Degree student
    III. The individual is a Computer Science student (minor)

IV. The individual is a Member of the Executive

Article II-C: Membership by privilege

1. An individual who is a student at the University of Guelph, but is not a Member by Right, may become a Member by Privilege if a motion is passed at a General Meeting with a 2/3 majority, including 50% of the executive.
2. Members by Privilege may not vote in elections.
3. A Member by Privilege may have their membership revoked if a motion is passed at a General Meeting with a ¾ majority, including 50% of the executive
4. Memberships by privilege may run for executive positions, but are not allowed to run for the President position.
5. Memberships by Privilege expire at the end of a semester unless they are an executive, and must once again be voted on at the start of the new semester, should the individual decide to continue their membership.

Part III: Governing Body

Article III-A: Executive

1. The Executive shall consist of the following Executive` Members:
    I. President
    II. Vice-President Internal
    III. Vice-President External
    IV. Secretary
    V. Treasurer
    VI. Community Liaison
    VII. System Administrator
    VIII. Senior Year Representative
    IX. Junior Year Representative
2. The President shall:
    I. Lead the Executive, and delegate administrative tasks within the Executive.
    II. Act as chair for General Meetings if one is not appointed.
    III. Act as chair for Governance Meetings and Elections if a replacement is not appointed.
    IV. Represent SOCIS at the School of Computer Science Council meetings, and any committees requesting membership from a member of SOCIS, unless another member is appointed by a motion.
    V. Act as a signing member on all SOCIS bank accounts.
3. The Vice-President Internal shall:
    I. Act as a co-chair for Governance Meetings and Elections if a replacement is not appointed.
    II. Assist the President on administrative tasks.
    III. Create events for students to attend and participate in, with the budget.
    IV. Direct and lead internal committees.
    V. Act as a signing member on all SOCIS bank accounts.
    VI. Assume the President's responsibilities in the event of unavailability.

VII. Organize and run Orientation Week events for new coming first years to participate in
  i. These should be organized in conjunction with the President and Community Liaison during the Summer Semester

4. The Vice-President External shall:
  I. Represent SOCIS to the CEPS-SC, and any non-SOCIS (ie. SoCS) committees requesting membership from a member of SOCIS, unless another member is appointed by a motion.
  II. Survey students on the external events they wish to attend throughout the year, and determine the number of students which will be sent to each event, depending on the budget SOCIS receives from the School of Computer Science or other sources.
  III. Organize these external events by communicating with the School of Computer Science, and request the amount of money needed to sponsor the students going to said events.

5. The Secretary shall:
  I. Prepare an agenda for all Meetings except Special Meetings.
  II. Take minutes at all Meetings and publish after approval from the President.
  III. Maintain all internal SOCIS documents.
  IV. Be responsible for all information related to Student Risk Management.
  V. Keep and updated schedule of all dates and appointments pertaining to SOCIS.
  VI. Keep a list of all standing committees, their membership and attendance, including System Staff.
  VII. Work with the System Administrator to maintain electronic documents.
  VIII. Assume either of the Vice-Presidents' responsibilities in the event of unavailability
  IX. Electronically publish documents as requested by other Executive members, or when necessary
  X. Maintain an inventory of SOCIS belongings

6. The Treasurer shall:
  I. Manage SOCIS finances and ensure they are in good standing
  II. Keep SOCIS financial records up to date
  III. Make arrangements for any purchases made
  IV. Compile printable versions of the approved budgets prior to being presented to the organization requesting them
  V. Attend the CEPS-SC budget meeting each semester
  VI. Act as a signing member on all SOCIS bank accounts

7. The Community Liaison shall:
  I. Advertise SOCIS events and services, as well as SoCS events and services
  II. Publish notice of events and meetings when necessary
  III. Publish notice of General Meetings and special meetings when necessary
  IV. Train and manage the Junior and Senior Year Representatives
  V. Liaise with the School of Computer Science
  VI. Maintain an online list of all upcoming SOCIS events and meetings
  VII. Assume the Secretary's responsibilities in the event of unavailability

8. The System Administrator shall:
    I. Act as the super-user on all SOCIS computer systems
    II. Develop and maintain all electronic services offered
    III. Perform regular system maintenance on SOCIS systems
    IV. Adequately document all electronic system
    V. Recruit, train, and manage System Staff
    VI. Provide a list of System Staff members to the Secretary as it changes
    VII. Assume the Community Liaison's roll in the ev-ent of unavailability
9. The Senior Year Representative shall:
    I. Represent Senior Year Students (third year or higher) in the School of Computer Science in SOCIS matters
    II. Gather information and suggestions from Senior Year Students and communicate these to the Executive
    III. Work with the Event Planning Committee to create event ideas for Senior Year Students
    IV. Must maintain a seat on the Event Planning Committee
10. The Junior Year Representative shall:
    I. Represent Junior Year Students (first and second years) in the School of Computer Science in SOCIS matters
    II. Gather information and suggestions from Junior Year Students and communicate these to the Executive
    III. Work with the Event Planning Committee to create event ideas for Junior Year Students
    IV. Communicate with the Residence Advisor for the Computer Science cluster for first years and organize events with them
    V. Must maintain a seat on the Event Planning Committee
11. Each Executive Member shall:
    I. Represent the rights and concerns of all SOCIS Members
    II. Be available for the purpose of answering SOCIS related questions or concerns
    III. Clean and tidy all rooms used by SOCIS
    IV. Be available to serve as an Event Organizer, Committee Chair, or Committee Member as required by the Executive
    V. Check all sources of SOCIS correspondence, electronic or otherwise, at least once every other day, unless prior notice of absence is given
    VI. Obtain Student Risk Management training
12. The Executive may delegate specific roles to any willing SOCIS Member. It remains the responsibility of the Executive Member in charge of the role to ensure that the role is fulfilled. This clause does not apply to:
    I. Calling a meeting
    II. Acting as a Signing Member
13. If an Executive Role is not currently filled, the Executive may appoint an interim replacement by a 2/3 majority. If they choose to do so, a By-election must be held within 4 weeks in accordance with Article V-D.
14. In the event that an executive member is not available, or that a position is unfilled, and that position's duties do not fall on an individual executive member,

those duties shall be divided among the other members of the executive when possible

15. Executive Members shall attend all meetings in a timely fashion. When an Executive Member cannot attend all or part of a meeting, they will inform the rest of the Executive in advance.
16. Executive members shall end their term on the last day of exams in the winter semester, and incoming Executive members shall begin their term the following day.

Article III-B: Staff Members

1. In order to fully represent various groups within SOCIS, Staff roles can be created with a written title and description stored for the role and kept by the Secretary.
2. Staff roles must be created by a motion for the role during a meeting. The motion must include the title of the role, the responsibilities of the role, the length of appointment to the role, and a method which a person will be granted the role (appointment or election).
   I. In most cases, staff positions should last for both the fall and winter semesters, and the method of which a person will be granted the role would be a motion which the individual agrees to.
3. If a role is to be filled by election, one week's notice must be given before the election may take place.
   I. In the case of an election for a staff role, the Executive must prepare and document the role, its responsibilities, and the length of appointment
4. Staff Roles and any Staff filling them can be removed by a motion to vote at any SOCIS meeting.
   I. This includes General Meetings, Executive meetings, or Governance meetings
5. The creation of Staff roles should be in accordance with different student committees to be a part of.
6. All Staff Members shall:
   I. Assist Members of the Executive with their duties
   II. Attend the weekly General Meetings
   III. Obtain Student Risk Management training if necessary to fulfill their duties
   IV. Represent the rights and concerns of SOCIS Members
   V. Be available for the purpose of answering SOCIS related questions or concerned
   VI. Be available to serve as a Committee Chair or Committee member as required
   VII. Check all sources of SOCIS correspondence, electronic or otherwise, at least once every other day, unless prior notice of absence is given.

Article III-C Staff Committees

1. In order to fully represent various groups within SOCIS, Internal Committees can also be created the same way a Staff Role would be created (written title and description, stored and kept by the Secretary)
2. Internal Committees which are mandatory for the success of SOCIS include the:
   I. By-Law Review Committee
   II. Merchandise Committee
   III. System Staff Committee
   IV. Event Planning Committee

3. These Staff Committees must:
   I. Be filled by 2-4 students each semester.
   II. Have a motion to appoint the students interested, whether they be Members by Right, Members by Privilege, or Executive Members, during the second meeting of each semester to fill empty positions.
   III. Submit bi-weekly reports of progress or plans to the President and Vice-President Internal to review.
   IV. Appoint a head chair-member of the committee to communicate directly with the Vice-President Internal
   V. Communicate with the treasurer on all activities involving payments to sort incoming and outgoing payments, including giving receipts and documents pertaining to the orders.
   VI. Attend any meeting requested by either the President or the Internal/External Vice President

4. The By-Law Review Committee must:
   I. Meet at least twice during both the fall and winter semesters to read over the current Constitution and provide changes when necessary.
   II. Inform SOCIS and its executive on changes proposed.
   III. Propose a Governance meeting pertaining to the Constitution changes two weeks before the meeting would take place, and ensure the Governance meeting is publicized at the same time on the SOCIS social media pages.

5. The Merchandise Committee must:
   I. Review previous year's merchandise offered
   II. Create new merchandise if needed
   III. Create and maintain systems for ordering and distributing merchandise to students on campus
   IV. Survey students to better understand the desires of those in the School of Computer Science
   V. Communicate with the Treasurer to plan payments going to suppliers and payments coming from consumers

6. The System Staff Committee must:
   I. Contain the System Administrator as well as 2-4 students depending on the work needed.
   II. Assist the System Administrator with their duties when necessary.
   III. Develop and maintain all electronic services offered when necessary.
   IV. Perform regular system maintenance on SOCIS systems
   V. Adequately document all electronic systems and services maintained and developed

7. The Event Planning Committee must:
   I. Reviews previous event documents
   II. Organize and run events for SoCS students to attend on the University of Guelph Campus or in the City of Guelph
   III. Be trained on how to create and write Student Risk Management forms
   IV. Communicate with the Treasurer to see how much funding is available for internal events and plan events around the available funding

V. Send completed SRM forms to the Vice President Internal for review and submission

VI. Poll students on what events they want to see run throughout the year

Part IV: Meetings

Article IV-A: General Meetings

1. General Meetings are general-purpose Administrative Meetings, open to all SOCIS members
2. General Meetings must have a minimum of 10 attendees, including 5 executive members, in order to meet quorum
3. A minimum of 2 days' notice (electronic reminder) must be given for all General Meetings
4. A minimum of 9 General Meetings per fall and winter semester must be held, and they may not be held during the exam period
5. General Meetings must be held in person
6. General Meetings shall be governed in accordance with Roberts' Rules of Order
7. Minutes must be recorded at all General Meetings (by the secretary and published within 24 hours)

Article IV-B: Special Meetings

1. Special meetings are meetings carried out by the executive body or by a committee
2. Special meetings may only be held to conduct business that is within the profile of the body conducting the meeting
3. All interested parties must be given a recommended 24 hours' notice, with a minimum of 20 hours' notice before a meeting is to be held, unless the committee members unanimously agree otherwise, or the committee's mandate specifies otherwise
4. Minutes must be recorded at all Special meetings

Article IV-C: Governance Meetings

1. Governance Meetings are Administrative Meetings that are held to carry out an election, to amend the SOCIS constitution, or to ratify any Policy Documents
2. Governance Meetings must have a minimum of 15 attendees, including 2/3 of the executive members in order to meet quorum
3. At least one Governance Meeting must be held each combined fall and winter semester
4. Notice of a Governance Meeting, as well as the Agenda, must be given two weeks in advance.
5. A Governance Meeting may only be held during weeks when classes are being held, and not during the first or last week of class.
6. A Governance Meeting must be held in person
7. Governance Meetings shall be governed in accordance with Roberts' Rules of Order.
8. The persons who would act as Co-Chairs must agree in order to call a Governance Meeting.

Part V: Governance

Article V-A: Votes and Motions

1. All votes of a binding nature shall provide an option of approval, an option of objection, and an option of abstention.

2. Persons actively expressing their intent to abstain count towards quorum.
3. A Motion is to be made for any decision that is controversial in nature, deals with financial matters, or is outside the mandate of all SOCIS Executive and other persons in authority.
4. Unless otherwise specified, all motions require a 50%+1 approval (majority) at a General Meeting.
5. All SOCIS members may vote on any motions, unless otherwise specified in this constitution.
6. A motion and only be approved if a vote reaches the specified approval rating
7. A motion shall be in effect for no more than one year after it has been approved.

Article V-B: Constitutional Amendments
1. Amendments made to this constitution must be prepared by the By-Law Committee or by other SOCIS Executive and be presented to the Executive.
2. Upon being presented, the Executive have a week to approve or disapprove the Amendments.
3. After approval or disproval, the Executive must present the amendments at the following General Meeting.
4. In the case of approval, the Executive will announce a Governance Meeting to take place in two weeks' time, in which a final vote will be made on the amendments.
5. Amendments to this constitution must be presented to the executive at least two weeks before a Governance Meeting.
6. Two weeks' notice must be given that constitutional amendments are being considered, in which a draft outline of the amendment is given.
7. The final vote must approve all amendments with a 2/3 majority at a Governance Meeting.

Article V-C: Policy Documents
1. Policy Documents are documents that contain policies by which all SOCIS Members are bound.
2. Policy Documents cannot override rules writing into the constitution, but may temporarily add to it.
3. Policy Documents may be ratified (either created or amended) at any General Meeting or Governance Meeting, with one week's notice.
4. Along with the ratification or amendment of the document, the motion must specify the time duration that the policy will be in effect before it is required to be re-ratified. Policy Documents that are not re-ratified by this time will immediately become de-ratified.
5. All Policy Documents must be ratified at every Winter Semester Governance Meeting to remain in effect.
6. Policy Documents passed at a General Meeting must be ratified at a Governance Meeting in the soonest fall or winter semester to remain in effect.
7. Motions to ratify or de-ratify a Policy Document requires a 2/3 majority

Article V-D: Executive Elections
1. Elections are to be held once each year in the winter semester.
2. Elections may only take place at a Governance Meeting, and are subject to those guidelines.

3. The Secretary shall accept all declarations of candidacy from the time of notice an election is given, until the start of this particular Governance Meeting. The Secretary shall maintain a list of accepted candidates for each position on the SOCIS website, and SOCIS social media platforms.
4. Candidates for election may prepare a Notice of Candidacy, which must not contain:
   I. References to other candidates
   II. References to previous executive members
   III. References to external advertising material
   IV. Hateful or insulting material, defamation, or other inappropriate content
5. The Secretary shall public any valid Notice of Candidacy within 24 hours of receiving it.
6. A candidate in an Election is entitled to make a speech at the Governance Meeting, at which they stand to be elected, before voting takes place. This must not contain any of the materials outlined in Clause 4 of this Article.
7. Campaigning shall be limited to word-of-mouth campaigning, a Notice of Candidacy, and a speech during the election meeting.
   I. This clause is in place to ensure fair campaigning grounds between candidates in the election.
   II. As a result of this clause, the following are not permitted
      i. Social Media campaigning
      ii. Email campaigning
      iii. Poster campaigning
      iv. Anything that is not purely spoken from the campaigning member
   III. If any member in the election violates these rules, their candidacy is subject to termination by the current SOCIS Executive at an Executive Meeting.
      i. In the case of termination, the candidate must be informed of the decision, and the current Executive must inform the candidate on the process of appealing the decision.
      ii. Should the candidate not be made aware of this decision and the appeal process, the decision is void and the candidate may continue to run for the election.
      iii. Should the candidate wish, they are allowed to appeal the decision at the Executive Election, and are allowed to make a public case defending themselves. In order to appeal, the candidate starts a motion.
      iv. The motion requires a 2/3 majority of election-voting members in order to allow the candidate to be allowed to run for election.
8. All voting shall take place by secret ballot. If any voter's intent is revealed, the present constituency may vote on a course of action to be taken to remedy the situation.
9. A person normally qualified to vote in an election may vote by absentee ballot if they meet any of the following conditions:
   I. The individual is engaged in a University of Guelph co-op work term
   II. The individual does not live in the City of Guelph
   III. The individual cannot attend the election for medical or compassionate reasons
   IV. The President or Vice-President Internal permits the individual to vote by absentee ballot

10. Those who qualify to vote by absentee ballot must inform the Executive of their desire to vote by absentee ballot
11. The System Administrator must prepare a means to vote electronically for those who require voting by absentee ballot

Article V-E: Impeachment of Executive Members

1. To impeach an executive member, a motion to serve an impeachment notice must be made at least one week in advance. A justification must be presented, containing reasonable ground, and the motion requires a 2/3 majority.
2. After motion to serve impeachment is made, the President must contact the executive member for which notice of impeachment has been served within 24 hours.
3. In the event that the President is being served the motion of impeachment, the Vice-President Internal shall serve the notice.
4. Before the motion to impeach is made, the executive member facing impeachment has the right to defend themselves, should they desire to.
5. A motion to impeach an executive member requires a ¾ majority of members present, including at least 50%+1 of executive members who are not being served impeachment.

Article V-F: Finances

1. Expenditures by SOCIS must be approved by motion with a 2/3 majority at a General Meeting, including 50% of executive members; or by a Policy Document.
2. All financial decisions are made with the interests of all SOCIS members in mind.
3. The President, Vice-President Internal, and Treasurer shall act as the signing member on any back accounts in the name of SOCIS, with the Treasurer being the primary signing member. As long as no more than one executive member objects, another SOCIS member may become a signing member on one or more bank accounts in the name of SOCIS for a period of no longer than six months' time.
4. Only Signing Members may possess banking cards, passbooks, web banking passwords, PIN numbers, blank cheques, or other similar bank-relating items or information which could be used to access the SOCIS bank accounts or funds.
5. Each fall and winter semester, the Treasurer shall draft a compiled budget that is to be presented firstly to the President and Vice-President Internal for approval, then at a General Meeting, and voted upon requiring a majority vote then presented to any parent organizations requesting one (CEPS-SC requires this every semester).
6. Whenever the group of Signing Members changes, the previous and new Signing Members must visit the bank, request a new banking card, change the banking password and pin, and switch the signing members of the SOCIS bank accounts.

Part VI: Definitions

Article VI-A: Miscellaneous Definitions

1. A "Computer Science Student" or "Software Engineering Student" is any student of the University of Guelph who is registered in a Bachelor of Computing program, or minoring in Computer Science, and who is expected to complete the majority of their academic requirements at the University of Guelph

2. "Notice" will be provided on all SOCIS social media accounts and groups as well as the SOCIS website when necessary
3. "Roboticon" is an annual competition for high school students in the area held during College Royal by SOCIS
4. A "PSO" is a Primary Student Organization which are student organizations put in place to represent the students of a certain college. Currently, SOCIS is represented under the CEPS-SC, which is a PSO
5. An "ASO" is an Associate Student Organization which are student organizations put in place to represent the students in a certain school. Currently, SOCIS is an ASO for the School of Computer Science
6. The general hierarchy of Student Government follows:
   I. CSA → The Central Student Association
   II. PSO → Primary Student Organization (CEPS-SC)
   III. ASO → Associate Student Organization (SOCIS)
7. External events are defined as follows:
   I. Events which do not take place in the city of Guelph, such as:
      i. CUSEC
      ii. CS Games
      iii. Canadian Celebration of Women In Computing Conference