

# Policies

Computing Science Student Society

Simon Fraser Student Society

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# **1 Introduction**

The CSSS Policies Document shall conform with the CSSS Constitution. All policies shall be enacted according to the process laid out in the CSSS Constitution.

## **1.1 Operational Policies**

The operational policies are designed to regularise the business of the CSSS.

## **1.2 General Issues Policies**

General issues policies refer to the position of the CSSS on certain issues that are long-term, and are expected to extend indefinitely.

## **1.3 Transient Issues Policies**

Transient issues policies refer to the position of the CSSS on certain issues that are short-term, and are not expected to extend indefinitely.

## **2 Current Operational Policies**

### **2.1 Reimbursements**

**Amended March 3<sup>rd</sup>, 2024.**

#### **2.1.1 Motions**

All transfers out of CSSS accounts or funds, including physical cash, must correspond with an unused amount from an approved motion at a quorate General Meeting. This motion must give information about the amount of the transfer and the recipient of the transfer.

#### **2.1.2 Emergency Expenses**

In the event that the Executive learns of an urgent expense with insufficient time to prepare and pass a motion at a quorate General Meeting, an emergency transfer can proceed provided 2/3<sup>rds</sup> of the Executive vote in favour. A retroactive motion must be made at the next quorate General Meeting.

#### **2.1.3 Transfer Fees**

Should the reimbursement for an approved motion require a transfer fee, the transfer fee is automatically approved given it is less than \$5.

#### **2.1.4 Mileage**

Driving costs incurred in carrying out CSSS business can be reimbursed by the CSSS up to the Canadian Revenue Agency mileage rate of the current year for the distance traveled.

### **2.2 Elections in General Meetings**

**Amended March 7<sup>th</sup>, 2024.**

All votes which concern the holding of positions within the CSSS shall be by secret ballot excepting a majority vote for a different voting method.

In all elections, candidates for the position being voted on must leave the meeting room until the vote is conducted and the winner is known.

### **2.3 Executive Mailing Lists**

**Amended March 3<sup>rd</sup>, 2024.**

Any member of the following lists may be removed by a majority vote of the Executive.

The `csss-exec-current` mailing list shall exist for the discussion of sensitive matters pertaining to the running of the CSSS.

The membership of the `csss-exec-current@sfu.ca` list shall include, but not be limited to:

- All members of the Executive.
- Any member of the CSSS who is sponsored by a member of the Executive.

The `csss-exec` mailing list shall exist for the discussion of matters pertaining to the running of the CSSS.

The membership of the `csss-exec@sfu.ca` list shall include, but not be limited to:

- All members of the Executive.
- Past members from the past 2 years of the Executive.
- Any member of the CSSS who is sponsored by a member of the Executive.

## **2.4 Signing Cheques**

**Amended March 3<sup>rd</sup>, 2024.**

A signing officer shall not sign a cheque made out to themselves.

A signing officer will not sign a cheque without first filling out the proper stub.

All cheques must be signed by at least one of the President, Vice President, or Treasurer of the CSSS.

## **2.5 Organisational Documentation**

**Amended March 3<sup>rd</sup>, 2024.**

For the purposes of continuity, the Executive shall maintain and pass on to the Director of Archives a repository of organisational documents including but not limited to:

- Event budgets.
- Venue planning.
- Promotional materials that were produced digitally.
- Miscellaneous planning documentation.

## **2.6 Frosh Week Cancellation**

**Amended March 3<sup>rd</sup>, 2024.**

If extraneous or financial circumstances prevent Frosh Week from taking place, the events may be canceled at a quorate General Meeting.

If canceled, the Frosh Week Chair shall be released from all duties and responsibilities pertaining to the position of Frosh Week Chair.

## 2.7 Silicon Valley

**Amended March 7<sup>th</sup>, 2024.**

Silicon Valley is an annual event where the CSSS organises a trip to Silicon Valley, the tech hub of the world. Participants will get the chance to meet SFU alumni working at different companies, learn about their companies and their career journeys, and experience Silicon Valley for themselves.

### 2.7.1 Silicon Valley Chair

The **Silicon Valley Chair** shall:

- Be an Appointed Representative of the CSSS, following the appointment procedures described in Section 4.1.3 of the CSSS Constitution.
- Be responsible for overseeing the organisation and planning of the Silicon Valley trip.
- Be appointed in October to prepare for the Silicon Valley trip occurring in the next Summer semester.
- Hold their position from the time of their appointment until the conclusion of the Silicon Valley trip.

Should this position remain vacant, the Silicon Valley Chair's duties shall default to the President.

### 2.7.2 Silicon Valley Committee

The Silicon Valley Chair shall chair a Silicon Valley Committee and hold meetings as required to discuss and plan the Silicon Valley trip.

Membership to the Silicon Valley Committee shall be appointed by the Silicon Valley Chair.

## 2.8 Tech Fair

**Amended March 7<sup>th</sup>, 2024.**

Tech Fair is the annual CSSS technical careers fair. During Tech Fair, we invite employers to network with and recruit students by providing a space on campus for employers to network with students.

### 2.8.1 Tech Fair Chair

The **Tech Fair Chair** shall:

- Be an Appointed Representative of the CSSS, following the appointment procedures described in Section 4.1.3 of the CSSS Constitution.
- Be responsible for overseeing the organisation and planning of Tech Fair.
- Be appointed in January of each year to prepare the organisation of Tech Fair, which should occur in the following Fall semester.

- Hold their position from the time of their appointment until the conclusion of Tech Fair.

Should this position remain vacant, the Tech Fair Chair's duties shall default to the President.

### **2.8.2 Tech Fair Committee**

The Tech Fair Chair shall chair a Tech Fair Committee and hold meetings as required to discuss and plan Tech Fair.

Membership to the Tech Fair Committee shall be appointed by the Tech Fair Chair.

## **2.9 Mountain Madness**

**Amended March 7<sup>th</sup>, 2024.**

Mountain Madness is the annual hackathon organised by the CSSS that is welcoming to students of all skill levels and experience. The "Mountain" in the name pays homage to Burnaby Mountain, the original foundation of SFU, and the scenic location for a full week-end's worth of fun. The "Madness" part refers to the DeLorean and Rube Goldberg prizes we typically give to the maddest (computing) scientists at the event!

### **2.9.1 Mountain Madness Chair**

The **Mountain Madness Chair** shall:

- Be an Elected Representative of the CSSS, following the election procedures described in Section 4.1.2 of the CSSS Constitution.
- Be responsible for overseeing the organisation and planning of the Mountain Madness hackathon.
- Be elected in the Fall semester to prepare the organisation of Mountain Madness, which should occur in the following Spring semester.
- Hold their position from the time of their election until the conclusion of Mountain Madness.

Should this position remain vacant, the Mountain Madness Chair's duties shall default to the Director of Events.

### **2.9.2 Mountain Madness Committee**

The Mountain Madness Chair shall chair a Mountain Madness Committee and hold meetings as required to discuss and plan Mountain Madness.

Membership to the Mountain Madness Committee shall be appointed by the Mountain Madness Chair.

## **2.10 W3 Committee**

**Amended March 7<sup>th</sup>, 2024.**

The W3 Committee shall exist to develop and maintain the various websites and software utilized by the CSSS.

The System Administrator or the Webmaster of the CSSS shall chair or co-chair the W3 Committee. Membership to the W3 Committee shall be appointed by the chair(s) of the W3 Committee.

The W3 Committee shall meet as necessary to ensure the cooperation, collaboration, and the development of CSSS projects.

## **2.11 Merchandise Committee**

**Amended March 7<sup>th</sup>, 2024.**

The Merchandise Committee shall exist to facilitate the design, production, and sales of CSSS merchandise.

The chair of the Merchandise Committee shall be any volunteering member of the CSSS approved by the Executive. Membership to the Merchandise Committee shall be appointed by the chair of the Merchandise Committee.

The Merchandise Committee shall meet as necessary to ensure the design, production, and sales of CSSS merchandise.

## **2.12 Discord Moderators**

The Director of Communications will conduct a review of the moderators of the CSSS Discord server at the end of every Summer semester during their term of office.



## 3 Historical Operational Policies

### 3.1 Special Cases Funding

**Removed March 3<sup>rd</sup>, 2024.**

In the following special cases, funds may be used without member approval by:

- The Director of Events provided that:
  1. less than one hundred fifty (150) dollars is spent.
  2. the expenditure is in support of a Society event.
  3. the Executive learned of the aforementioned event or its need for financial support after the latest General Meeting.
- The Director of Resources provided that:
  1. less than fifty (50) dollars is spent.
  2. the expenditure replenishes CSSS common room supplies.

### 3.2 Restrictions on Financial Support

**Removed March 3<sup>rd</sup>, 2024.**

In addition, monetary support has the following restrictions:

- Before a motion for monetary support from a group outside of the CSSS can be made before the society at a general meeting, it must be approved for voting by a real majority (51%) of the executive not including Execs at Large, First Year Reps, and Council Rep. This approval will be more likely dependant upon if the following questions are answered in the affirmative:
  - Does the initiative present a positive opportunity for students in Computing Science?
  - Is the proposal clearly and honestly laid out and is it clear what the funding is used for?
  - Is the requested support justifiable and within the means of the society?
  - Is the request coming from members of the CSSS? If not, is it from within the SFSS? If not is there a justifiable reason to support this outside organisation? Is there some way we can hold the organisation accountable that the funds are used as proposed?
  - Is the opportunity requiring the funding available to all members of the CSSS.
- These points are guidelines, however executives must clearly explain at the general meeting where an approved motion is voted upon why certain guidelines are ignored.
- An executive that is involved with the external group to which reimbursement shall be offered must state this and their approval shall not be counted for the majority needed when adding the proposal to the agenda.

## **4 Current General Issues Policies**

### **4.1 Equality**

**Amended February 2<sup>nd</sup>, 2017.**

The CSSS is an equal opportunity society, and will not tolerate discrimination or harassment of any type. Equal opportunity to participate in CSSS events, business, and society spaces will be offered without regard to race, color, sex, sexual orientation, gender identity, religion, nationality, age, disability, or genetics. It is the duty of the Executive to ensure that the society adheres to this policy and supports all students in the School of Computing Science.

## **5 Historical General Issues Policies**

The CSSS has no historical general issues policies.

## **6 Current Transient Issues Policies**

The CSSS has no current transient issues policies.

## **7 Historical Transient Issues Policies**

The CSSS has no historical transient issues policies.