

# **Guelph Coding Community Club Constitution**

## **(A SOCSSO Club)**

Effective January 2020

## **1 Identity**

### **1.1 Name**

This document is the constitution of the “Guelph Coding Community” (GCC).

### **1.2 Purpose**

The purpose of this club is to:

- i. Present, collaborate, and share technical skills which are not typically covered by Computer Science and Software Engineering curricula.
- ii. Facilitate and run on-campus technical competitions.
- iii. Prepare students with the necessary skills to be competitive at the annual CS Games.
- iv. Advocate for and support student-generated content in the form of:
  - Technical presentations
  - Open-source projects
  - Skill-enhancing workshops
- v. Form and appoint members for the GryphHacks committee, and aid in the organization of the yearly Hackathon.

### **1.3 Statement of Compliance**

The Guelph Coding Community complies with the SOCSSO policy, as outlined by our parent organization the “Society of Computer and Information Sciences” (SOCIS), as well as all other applicable student organization policies, university policies, and human rights policies.

## **2 Membership**

Membership is open to all students, faculty, and staff at the University of Guelph School of Computer Science. This includes undergraduate students and graduate students of computing-related degrees.

## 3 Governance

All club activities are governed by an appointed executive body, as well as one or more committees.

### 3.1 Executive

The Executive body shall consist of the following roles and their responsibilities.

#### i. President

Responsibilities:

- Lead the Executive, delegating administrative tasks as necessary
- Approve proposed budgets for each semester
- Ensure the success of the Club in accordance with its goals
- Provide guidance to Club Committees
- Ensure that new Club Committee Members are trained on club policies and procedures
- Maintain the GCC GitHub Organization
- Liaise with SOCIS as required by SOCSSO Policies
- Ensure that GCC has a faculty advisor for each semester of operation
- Ensure that GCC qualifies for accreditation each semester, as a SOCSSO Club
- Ensure that club does not fall into probationary status, as defined by SOCSSO Policies

#### ii. Treasurer

Responsibilities:

- Draft and share financial budgets for each semester of operation
- Attend CEPSSC and SOCIS meetings to PDR for funds
- Ensure that all expenses (snacks, honorariums, prizes, etc.) are purchased, accounted for in the budget, and reimbursed to the purchaser
- Create and present a summary of income and expenditures each semester

#### iii. Director of Sponsorship

Responsibilities:

- Draft and maintain a sponsorship plan for external organizations which are interested in funding club operations
- Correspond with industry representatives
- Invite industry representatives to campus to provide guest lectures and workshops
- Collaborate with the School of Computer Science Co-op Coordinators to maintain industry interest in Guelph talent
- Collaborate with GryphHacks committee to form a liaison between the student organization and industry representatives

#### iv. Director of Advertising and Outreach

Responsibilities:

- Visit classrooms at the beginning of each semester to promote the Club
- Create attractive, informative digital and print advertising for each GCC event
- Create and share a plan for advertising, including an outline of different platforms which will be used and any costs that may be incurred by these platforms

- Collaborate with SOCIS to ensure access to social media advertising outlets, such as GryphSlack, Instagram, Twitter, LinkedIn, and various discord servers
- Share advertisement materials with year representatives of SOCIS, so that they may spread it amongst their peers, (Examples: Create an Instagram Groupchat to share materials to, a channel in the SOCIS discord to forward to other servers.)

#### v. **Director of Events**

Responsibilities:

- Coordinate with weekly presenters to review and polish presentation and workshop materials
- Host office hours in the Club Space for students who wish to improve their presentation skills

#### vi. **Executive at Large**

Note: There may be multiple executives at large.

Responsibilities:

- Collaborate with external and internal club groups
- Attend community and administrative events where our representation would be beneficial
- Support other Executive in decision making, administration, and other tasks

#### vii. **Committee Chairs**

Note: For each Committee, there shall be at least one (1) Chair. The chair may be filled by the same person as any other Executive role.

Responsibilities:

- Coordinate a club committee and ensure it is meeting its goals

### 3.2 **Committees**

Committees may be established by an existing member of the Executive body and volunteered members of the Club to meet a particular goal, or enhance Club operations according to an overarching theme.

Each committee is governed by a corresponding Committee Policy Document, maintained separately from the Constitution.

### 3.3 **Appointments and Elections**

Members of the Club Executive are by appointment only, except when the current executive cannot agree on qualified candidates by simple majority vote or when there is no qualified candidate for a role. If an Executive Role cannot be filled by appointment, an announcement will be made at a general meeting advertising the open positions. Candidates may apply by email, at the discretion of the current Club Executive. If there are more qualified candidates than open roles, the current Executive may vote by simple majority — with a quorum of 50% of filled Executive roles — to decide which candidate(s) will fulfill the open role(s).

## 4 Meetings

### i. General meetings

- Must be held regularly (at least bi-weekly) through each semester of operation
- Are operated in accordance to the GCC General Meeting Policy

### ii. Executive meetings

- Must occur at least once per semester; other meetings may be held as needed
- Are operated in accordance to the GCC Executive Meeting Policy

## 5 Financial Procedures

### 5.1 Budgets, Expenditures and Income

- A budget will be presented to the Executive at the beginning of each semester, and must be approved by majority vote with a quorum of 50% of filled Executive roles.
- Once internally approved, Club Budgets will be drafted, reviewed, and submitted to SOCIS at the beginning of each semester in accordance with the SOCSSO Policy.
- Receipts of all purchases, bank statements, and/or transactions through each semester must be kept on file in case of audit by the SOCIS Vice President of Finances.
- All financial decisions are made with the interests of all GCC members in mind.
- The GCC Budget shall be drafted by the Director of Finance and approved by the rest of the committee before being presented to SOCIS executives.
- Expenditures by GCC must fall within the approved budget provided by SOCIS.
- GCC funds cannot be used for SOCS, CEPS, or University of Guelph outreach and highschool recruitment events.
- All expenditures and income by GCC must be recorded. For each transaction, records must include but are not limited to:
  - Date of transaction
  - Amount of transaction
  - Signees
  - Payees
  - Description of transaction

### 5.2 Bank Account

The GCC President and Director of Finance shall act as the signing members on any bank accounts in the name of GCC, with the Director of Finance being the primary signing member. As long as no more than one executive member objects, another GCC member may become a signing member on one or more bank accounts in the name of GCC for a period of no longer than six months' time.

## 6 Definitions

**CEPSSC** College of Engineering and Physical Sciences Student Council. The parent organization of SOCIS.

**SOCIS** Society of Computing and Information Science. The parent organization of the Guelph Coding Community.

**SOCSSO** School of Computer Science Student Organization. Operates within the terms mandated by the SOCIS SOCCSO Policy.

**PDR** Petitions, Delegations, and Representations. A process by which additional funding may be obtained by registered student organizations of CEPSSC and SOCIS.

**GitHub Organization** The organization of code repositories found at <https://github.com/guelphcodingcommunity> within which this document may be found.

**CSGames Committee Policy Document** A brief document outlining the purpose and operations of the CSGames committee within the Guelph Coding Community.

**GryphHacks Committee Policy Document** A thorough and extensive document outlining the purpose and operations of the GryphHacks Committee under the Guelph Coding Community.

## 7 Constitutional Review

The Constitution (this document) shall be reviewed by the President in advance of any time the club needs to be accredited. All proposed changes to the club Constitution shall be brought before the Club Executive for review. Changes shall be passed by simple majority within the executive, with a quorum of at least 2/3 of the filled Executive body.

## 8 Policy Review

Policy documents may be reviewed and amended as necessary, and require approval by the President and at least two other current Executive members.

**Last Amended:** May 17 2021