Leadership Structure of the Software and Systems Laboratory

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Note on the Listing of Author Names

The listing of the authors at the top of this document **does not** reflect their participation in creating this document. The authors are listed in alphabetical order by last name. This is because in the spirit of true peers we list all who contributed in a non-biased manner.

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Preamble

As the Software and Systems Laboratory (from here on referred to as SSL) is an organization under the management and scrutiny of Loyola University Chicago, we here on take on the motto and mission to, "Go Set the World on Fire".

This mission and motto represent the collective goal of all research conducted under SSL. This is to create software and hardware that improve the betterment of humanity through a cross-disciplinary approach. In order to facilitate this goal, this document has been created to provide an outline to which SSL can and should be run long after the original authors have left SSL and Loyola University Chicago.

As SSL is a fairly young organization, the contents of this document will change over time. See the footer of the document for the last date that the document was changed.

Code of Conduct

This code of conduct applies to all members of SSL, regardless of position or length of term on SSL. All members should:

1. Respect the religions, ethnicities, genders, cultures, and other unique traits and differences that other members have.

    ◦ SSL is made up of a diverse student populace that come from different walks of life. With this in mind, it is imperative that all members remain respectful of each other as well as those not a part of SSL.

2. Promote an atmosphere of camaraderie among all members.

    ◦ All members are working together to improve humanity through their research. Therefore, it is important that we keep in mind that no one project is better or more important than the other.

    ◦ All members have the right to learn from other members of SSL regardless of whatever research they are doing. By with holding information from each other we are only hurting each other in the long run. Sharing information is imperative in the longevity of SSL.

3. Respect SSL as an organization as well as Loyola University Chicago as an institution.

    ◦ Being disrespectful to either SSL or Loyola University Chicago as institutions is inappropriate and grounds for an investigation. See the section on Investigations for more information.

- The opinions of SSL held by the members are valid, and worthy of discussion. However, blatant disregard for proper discussion and irrational opinions of SSL are not.

4. Be willing to have respectful civic discourse on a variety of subjects that span outside the realm of Computer Science, Software Engineering, Cyber Security, Information Security, or other STEM fields.

5. Strive to accomplishing the goal of writing papers on research being conducted in SSL.

6. Strive to accomplishing the goal of presenting on the research being conducted by SSL.

General Administrative Guidelines

This section is meant to provide information about the administrative roles that they all share. As they are not limited to one role in particular, this section is purely meant to reduce redundancy. Regardless, these guidelines should be kept in mind while going over the specifics of each role.

Powers

The shared powers of each role are the following:

1. Equal voting and veto power.

- In the event that a vote has to be made on a given subject matter, all administrative staff have the same power to support or veto the vote. However, no administrative staff may retract their stance on the subject matter after a vote has passed with the desire to change the outcome. This would undermined the democratic process of the vote. See the sub-section on Voting for more information.

2. Equal power to call an administrative meeting to discuss pressing matters.

- In the event that an administrative staff meeting sees or recognizes a pressing matter, they have the right to schedule and call a meeting to discuss the meeting at hand. It is also their responsibility from there on to lead the meeting or that section of the meeting. See the section on Meetings and Schedules for more information.

3. Equal power to take notes on meetings as well as record meetings for the purpose of record keeping.

- It must be made clear that notes and recordings are being taken at the beginning of all meetings in order to ensure that everyone is aware of who is doing so. All notes and recordings of the meetings are to be released to both the administrative staff and general SSL body shortly after meetings. Any written notes will be published on the SSL website while any recordings of the meetings will not

4. Equal power to launch an investigation into research groups and members only after establishing proper reasoning for doing so.

   ○ In the event that misconduct is being conducted by one or more of the research groups or members of SSL, any and all members of the administrative staff of SSL have the power to launch an investigation into the claims and allegations against that group or members. See the section on Investigations for more information.

Responsibilities

The shared responsibilities of each role are the following:

1. Equal responsibility to represent SSL in the best possible light.

   ○ See the section Code of Conduct for more information.

2. Equal responsibility to know the current ongoing research projects of SSL.

   ○ Leaders need to know what is going on within the organization in order to understand the current needs of said organization.

3. Equal responsibility to promote SSL and its ongoing research.

   ○ Leaders are the face of SSL and as such need to promote the work being done in order to further grow and mature SSL.

4. Equal responsibility to seek out and find new members for SSL.

5. Equal responsibility to uphold general body members and the administrative staff of SSL to the rigorous standards listed in this document.

Term

All leaders of SSL serve for two semesters after being elected.

Typically, SSL administrators are elected in late Spring and begin their transition of power over the Summer. They take on the official title that they were elected for in the Fall and continue to hold that title until the next elected administrator takes their position. See the section Application for Administrative Roles for more information.

Administrators can be removed from power if they are found guilty of violating the Code of Conduct of SSL. Furthermore, they can be removed from power if their GPA below the minimum 3.0 GPA required of all administrators to have. Administrators under investigation can lose their role if found guilty.

Administrators will be removed from power if they are suspended or expelled from Loyola University Chicago immediately.

Voting Power

In the event that a vote needs to be taken on a subject matter, all administrative staff have the same and equal power in deciding what that outcome will be.

All matters that are voted on by the Administrators will be done via popular vote where each member is worth one point. The choice with the most votes at the end will be the chosen choice.

A vote can either support, dissent, or be mute on a given matter. If there are more mute votes than supporting or dissenting votes, the choice with the most supporting or dissenting votes is chosen. In the event of a three way tie, the vote is rescheduled and the option to be mute on a subject matter is no longer available for that topic.

Administrators not present at the meeting will be given the benefit of the doubt and will automatically cast mute on a choice. This is regardless of popular consensus as to what they would have voted.

Specific Administrative Roles and Responsibilities

As there are many administrative functions of SSL, in order to perform them all adequately multiple the functions are divided up across multiple roles. The below description of each role and their responsibilities is unique to itself. All roles are listed in alphabetical order.

Chief Officers

Chief Officers are the enforcers of SSL's Code of Conduct. They should also be considered the faces of SSL.

As enforcers, they are the ones that conduct investigations into matters. While they may not be the one to initiate the investigation or present the problem to the other administrators, it is their responsibility to find out what the root problem is, assess the damage that it has caused, as well as determine the punishment if the individual or group under investigation is found guilty of their actions. See the section Investigations for more information about the investigation process.

As the faces of SSL, they are responsible for pitching and presenting SSL to potential new members and/or audiences, conducting interviews with staff and outside reporting agencies, and expanding the Code of Conduct.

Chief Officers also act as the Administrative Task Managers. This sub-position essentially entails telling other administrative staff what they should be doing to further SSL for the semester.

These officers also take on the role of long-term planners and set goals for where SSL needs to be at the end of each semester. These goals are meant to provide administrative staff with a common goal in mind that they all work towards via their respected duties and responsibilities.

PR Chair

The PR Chair is meant to promote SSL. This can be done through many methods, however the audiences that should be considered are as follows and are listed in importance:

1. Potential New Members

2. Academic Journals and News Sites

3. Academic Conferences and Organizations

4. Loyola University Chicago Staff and Faculty

5. Other Universities

Internally, the PR Chair is responsible for informing SSL about any potential grants, scholarships, research opportunities, and other financial aid that members can take advantage of.

Project Manager

The Project Manager is the individual with the most up to date knowledge about all that is happening in every active SSL research group. They are the direct point of contact when research groups present their documentation and project status.

The Project Manager is responsible for being the point of contact when members propose new research. They are responsible for the application process as well as providing status updates as to where their research proposal is at in the vetting process. See the section Research Proposals for more information.

Recruitment Chair

The Recruitment Chair is responsible for conducting interviews with potential new members as well as deciding which research group a new member should go to. This decision is not made in a bubble, and needs to be voted on before finalized. However, the choices provided are up to the Recruitment Chair.

Recruitment Chair is also responsible for having an up to date contact list of all undergraduate, graduate, alumni, and faculty associated with SSL.

Research Whip

The Research Whip is responsible for reporting on the current status and progress made by research groups during the semester to the other administrators.

The Research Whip is responsible for creating summary documents once a semester on how much progress each research group has made as well as the short comings of said research groups. These documents are to be published on the SSL website after being presented.

Web Maintainer

The Web Maintainer is responsible for keeping the SSL website up to date with the most latest information as well as conducting regular error checking on all pages to ensure that the website is fully functional.

Special Research Roles and Responsibilities

While the administrative staff operate as overseers to SSL as a whole, they do not tend to go into the minutia of each research group. That is where these Special Research Roles come into play. These roles are meant to operate underneath the SSL administrators and they do not have the same power or responsibilities of the administrators.

However, they do represent their respected research groups and if present for voting, they do have full voting privileges. See the Voting sub section under General Administrative Guidelines for more information.

These positions are not chosen by SSL administrators and are left to the discretion of research groups as to how the roles should be fulfilled.

Team Lead and Project Documenter

The Team Lead and Project Documenter **can be** the same person which is why they are listed together.

The Team Lead is responsible for guiding the research group to the whatever end it may have in addition to writing a paper about the research. This individual needs to know about all of the minute details of the research group and be ready at a moment's notice to answer any questions about it.

The Project Documenter is responsible for writing the research groups documentation and having it prepared. The documentation needs to be up to date and presentable at a moment's notice as well.

Meetings and Schedules

The SSL general body will convene once a month to discuss ongoing research progress as well as give status reports to the general body. The SSL administrative staff will conduct public voting if need be as well as provide any general information that pertains to the entire organization.

The SSL administrative staff will meet as needed to discuss topics of importance. There will be a definitive meeting at the beginning, midterm, and end of a semester to discuss the current status of SSL.

Investigations

Investigations are conducted when it is believed that a serious infraction has been conducted against SSL.

Investigations are lead by the Chief Officers who are responsible for collecting and presenting evidence of the infraction to the other administrators. Those who are responsible for the infraction are responsible for defending their actions to the administrators. Typically, investigations will have faculty present in order to oversee the event.

At the end of the trial, the administrators, minus the Chief Officers, will decide the verdict of the situation as well as the punishment if found guilty. In the event that the punishment be deemed too soft or hard proposed by the Chief Officers based on the infraction, the other administrators can overrule the punishment and implement their own. Chief Officers can be investigated and punished for presenting punishments deemed too severe or lackluster at the discretion of the other administrators.

In the event that a Chief Officer is under investigation, all other Chief Officers are forbidden from taking a side or voting at the trail. The investigation will be conducted by an administrator chosen by the remaining administrative staff and will act as a Chief Officer during the trial.

Research Proposals

Research Proposals submitted to the Project Manager need to follow this layout:

1. Minimum six page (with a maximum of eight pages) document providing written using LaTex:

   ○ An abstract

   ○ Project plan

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- ○ Estimated time of completion

- ○ Estimated number of researchers required

- ○ Team Leader and Project Documenter chosen

2. Project support from at least one faculty member.

3. Preliminary work already completed showing proof of concept.

Application for Administrative Role

To apply for an Administrative Role, one must be:

1. A member of SSL for two consecutive semesters.

2. Be on a on going research project.

3. Display leadership capabilities.

4. Fill out the linked form here.

The application process is similar to that of the normal application for SSL with the difference that you are applying for a leadership position instead of passage into SSL.

Exceptions to these rules can be made in a case by case basis