



Society of Computing and Information Science

Official Constitution

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Part I: Identity

Article I-A: Name

This document is the constitution of the University of Guelph's Society of Computing & Information Science, also known as SOCIS.

Article I-B: Mandate

SOCIS shall represent all Bachelor of Computing Major, Minor, and General Computing students. It will communicate and maintain relations with the School of Computer Science (SOCS), School of Computer Science Student Organizations (SOCSSOs), and other student organizations.

Article I-C: Definitions

1. SOCS stands for School of Computer Science.
2. A School of Computer Science Student Organization (SOCSSO) is a student organization that is officially accredited under SOCIS.
3. A SOCIS Policy Document outlines the rules and regulations regarding a specific area or aspect of SOCIS.
4. SOCIS staff members are unelected SOCIS members unless otherwise specified in the Staff Policy. Staff members are members of a committee run by a SOCIS executive.
5. A SOCIS executive is a role that is included in the SOCIS staff team and comes with additional responsibilities.



Part II: Governance

Article II-A: Rules

1. This constitution governs SOCIS, policy documents, motions, staff, and executives.
2. This constitution and the spirit thereof, are binding and cannot be overridden by anything, including policy documents.
3. 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.
4. Executives and staff are subject to the constitution, policy documents, and motions.
5. A Policy Document applies to SOCIS executives, staff, and any people outlined in the document.

Article II-B: Votes and Motions

1. All votes of a binding nature shall provide options for approval, objection, and abstention.
2. Persons actively expressing their intent to abstain count towards quorum.
3. Any important SOCIS decision must be passed as a motion by the mandate of executives and staff. Unless otherwise specified, all motions require majority approval (>50%) at a staff meeting to be approved.
4. All SOCIS executives and staff members may vote on motions unless otherwise specified in this constitution. SOCIS executive and staff votes hold the same weight.

Article II-C: Constitution Changes

1. All proposed and approved amendments to the Official Constitution must be presented at SOCIS staff meetings.



2. The executive team will approve (by a $\frac{2}{3}$ majority) or disapprove any proposed amendments within one week of each proposition at an executive meeting.

Article II-D: Policy Document Changes

1. All proposed and approved amendments to Policy Documents must be presented at SOCIS staff meetings.
2. The staff team will approve (by a $\frac{2}{3}$ majority) or disapprove any proposed amendments (including removing the document or adding a new document) within two weeks of each proposition at a staff meeting.

Article II-E: Executive Team Changes

1. To impeach an executive member, a motion to serve an impeachment notice must be made at a staff meeting. The executive will be given the opportunity to defend themselves. A justification for the impeachment must be presented, containing reasonable grounds. The motion requires a $\frac{2}{3}$ majority of executives to pass.
2. After a motion to serve impeachment is made, the President (or Vice President Internal) must contact the served executive member within 24 hours.
3. For a motion to impeach an executive to pass, either:
 - a. At least 75% of staff and 50% of the executives (excluding the executive served with the impeachment) must support the motion.
 - b. Unanimous support by the executives (excluding the served executive).
4. In the event of an impeachment or resignation:
 - a. The remaining executive team can decide who takes the open executive position with a majority approval of $\frac{2}{3}$ by the executives and staff members.
 - b. Whomever the SOCIS team decides to open the position must be a current or previous executive or staff member.



Part III: Meetings

Article III-A: Staff Meetings

1. Staff Meetings are online general-purpose administrative meetings open to all SOCIS staff.
2. All staff are expected to attend all staff meetings. Multiple unexcused absences will lead to consequences for the staff member in question.
3. Staff meetings will be bi-weekly during the fall and winter semesters, monthly during the summer semester, and not occur during exam seasons.
4. Staff meetings are necessary to ensure that SOCIS staff members are actively planning events and initiatives throughout the year.
5. Staff meetings must have a working agenda prior to the meeting, outlining the meeting's topics and team members' current responsibilities.
6. Staff meetings must have meeting minutes published by the VP of Communication.
7. SOCSSO team members are encouraged to join, however, their attendance is not mandatory.

Article III-B: Executive Meetings

1. Executive meetings are meetings carried out by the executive team.
2. All executives are expected to attend all executive meetings. Multiple unexcused absences will lead to consequences for the executive in question.
3. Executive meetings will be weekly during the fall and winter semesters, bi-weekly during the summer semester, and not occur during exam seasons.
4. Executive meetings are necessary to ensure that the SOCIS executive team is aware of other committee updates, and all current deadlines, issues, and events.



5. Executive meetings must have a working agenda prior to the meeting, outlining the meeting's topics and team members' current responsibilities.
6. Executive meetings must have meeting minutes published by the VP of Communication.
7. SOCSSO executive members are encouraged to join, however, their attendance is not mandatory.

Article III-C: Committee Meetings

1. The executive leading each committee will be responsible for managing the committee agenda and running the meeting.
2. The executive will appoint a committee member to take meeting notes, which the executive will share at the next executive meeting.
3. Committee meetings should occur at a minimum of once a semester, at the discretion of the executive leading the committee, and not occur during exam seasons.

Part IV: Executive Team

Article IV-A: Executive Team

1. The executive team must consist of the following executive positions:
 - a. President
 - b. Vice-President of Internal Affairs
 - c. Vice-President of External Affairs
 - d. Vice-President of Communications
 - e. Vice-President of Technology
 - f. Vice-President of Financial Affairs
 - g. Vice-President of Social Affairs
2. All executive members will head a committee as outlined in the Staff Policy document.



Part V: Elections

Article V-A: Elections Requirements

1. Elections are to be held once each year in the winter semester.
2. The election must have a minimum of ten days for voting.
3. The election must be run by a current executive, or outside party appointed by the current executive team, not running for an executive position.
4. All candidates must be published on all SOCIS media platforms, after the application period is completed, prior to the voting.
5. In the case of a tie for a position, the executives will vote to determine the individual to whom the position will be handed.
6. All voting shall be electronic and verify SOCIS members' University of Guelph emails.

Article V-B: Application Requirements

1. The executive team applications must have a minimum ten-day application period.
2. A person can only run for one position at a time, however, they may change their running position at any time, provided sufficient (24 hours) notice, until the election takes place.
3. An elected representative may hold exactly one position within the SOCIS executive for a given term.
4. A SOCIS member may not run for an executive position if they are on a co-op term, or otherwise unavailable for a significant time period between September and April. If no such candidate is found for President, the position of President will be open to any SOCIS executive.
5. Previously impeached members cannot run for any SOCIS position.
6. Candidates who did not win their position in the election can be offered a staff position.



7. To run for the President position, they must have previous staff/executive experience on SOCIS or another SOCSSO, and they must be a Bachelor of Computing Major student.

Article V-C: Campaign Requirements

1. All candidates are welcome to advertise themselves at any SOCIS event.
2. No candidate will be endorsed by any SOCIS, SOCS, or SOCSSO member, excluding themselves.
3. Email campaigning, direct messaging, bribery (any form whether monetary, defamatory, gifts, et cetera), blackmail, or threats are not permitted.
4. If any member in the election violates these rules, their candidacy is subject to termination by the current SOCIS executive team at an executive meeting.
5. In the case of termination, the candidate must be informed of the decision, and the current executive team must inform the candidate of the process of appealing the decision.
6. Should the candidate wish, they can appeal the decision by a motion at a SOCIS staff meeting and make a public case defending themselves. The motion requires a 2/3 majority of election-voting members to allow the candidate to re-enter the election.



Part VI: Finances

Article VI-A: SOCIS Budgets, Expenditures, and Income

1. The SOCIS budget shall be drafted by the Vice-President of Financial Affairs and approved by the rest of the executives before being presented to SOCIS members.
2. SOCIS team members must not go over their approved budget for an event or initiative, or else they may not be reimbursed.
3. SOCIS funds cannot be used for SOCS, CEPS, or University of Guelph outreach and high school recruitment events.
4. Income from student fees must have an amount allocated for Computing merchandise, the Makerspace, and the remainder distributed amongst SOCIS and the SOCSSO according to their team size and event attendance.
5. All expenditures and income by SOCIS must be recorded. For each transaction, records must include but are not limited to:
 - a. Date of transaction
 - b. Amount of transaction
 - c. Who made the transaction
 - d. Purpose of transaction
 - e. Place of transaction
6. Any SOCIS team member, through the Vice-President of Financial Affairs, can request to see the club budgets and expenditures from this and past years if the information is available.



Article VI-B: SOCIS Bank Account

1. The President, the Vice-President of Internal Affairs, and the Vice-President of Financial Affairs shall act as the signing member on any bank accounts in the name of SOCIS, with the Vice-President of Financial Affairs being the primary signing member.
2. 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 eight months.
3. Only signing members may possess banking cards, web banking passwords, PINs, blank cheques, or other similar bank-relating items or information which could be used to access the SOCIS bank accounts.
4. Whenever the group of signing members changes, the previous and new signing members must visit the bank, request a new access card, change the banking password and pin, and switch the signing members of the SOCIS bank accounts.