Society of Computing & Information Science

Committee and Staff Policy
Official, 2020

Part I: Purpose

Article I-A: Purpose
1. This document is the Committee and Staff Policy for the Society of Computing and Information Science (SOCIS).

Part II: Staff Members

Article II-A: 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 VP Communication.
2. Staff roles can 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 in which a person will be granted the role (appointment or election).
3. Staff roles can also be appointed by SOCIS Exec.
4. Staff Roles and any Staff filling them can be removed by a motion to vote at any SOCIS meeting.
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 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 concerns.
    VI. Check all sources of SOCIS correspondence, electronic or otherwise, at least once every other day, unless prior notice of absence is given.

Article II-B: Removal of Staff Members
1. Staff members can be removed per the discretion of the Executive.
2. Staff members may appeal the decision at any SOCIS meeting and are allowed to make a public case defending themselves. In order to appeal, the candidate starts a motion.

Article II-C: Current Staff Members
1. First year Representative.
    a. Represent SOCS first year students in SOCIS matters and SOCS issues.

b. Gather information and suggestions from first year students and communicate these to the executive.
c. Work with the Event Planning Committee to create event ideas for first year students.
d. Must maintain a seat on the event planning committee.
e. Must be elected/appointed in September

2. Second year representative
   a. Represent SOCS students in SOCIS matters and SOCS issues.
   b. Gather information and suggestions from students and communicate these to the executive.
   c. Work with the Event Planning Committee to create event ideas for students.
   d. Must maintain a seat on the event planning committee.

3. Third year representative
   a. Represent SOCS students in SOCIS matters and SOCS issues.
   b. Gather information and suggestions from students and communicate these to the executive.
   c. Work with the Event Planning Committee to create event ideas for students.
   d. Must maintain a seat on the event planning committee.

4. Fourth year representative
   a. Represent SOCS students in SOCIS matters and SOCS issues.
   b. Gather information and suggestions from students and communicate these to the executive.
   c. Work with the Event Planning Committee to create event ideas for students.
   d. Must maintain a seat on the event planning committee.

5. Secretary
   a. Prepare an agenda for all Meetings except Special Meetings.
   b. Take minutes at all Meetings and publish after approval from the President.
   c. Maintain all internal SOCIS documents.
   d. Keep anand updated schedule of all dates and appointments pertaining to SOCIS.
   e. Keep a list of all standing committees, their membership and attendance.
   f. Work with the System Administrator to maintain electronic documents.
   g. Assume any of the Vice-President's' responsibilities in the event of unavailability
   h. Electronically publish documents as requested by other Executive members, or when necessary
   i. Maintain an inventory of SOCIS belongings

6. Makerspace Manager
   a. Appointed position by the Exec.
   b. Maintain an inventory of all items in the makerspace.
   c. Oversee the usage and maintenance of the makerspace and equipment.
   d. Facilitate student access to the room.

7. Merchandise Coordinator
   a. Appointed position by the Exec.
   b. Manage the development of the design.

    c.   Manage the facilitation of sales.

    d.   Maintain budgets and inventory related to merchandise.

Part III: Committees

Article III-A 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 VP Communication)
2. Internal Committees which are recommended for the success of SOCIS include the:
    I. Merchandise Committee
    II. Makerspace Committee
    III. Event Planning Committee
    IV. External Event Planning Committee
    V. Roboticon Committee
3. These Committees must:
    I. Be filled by 2-4 students each semester.
    II. Appoint a head chair-member of the committee to communicate directly with the Vice-President Internal
    III. Communicate with the Vice-President Financial on all activities involving payments to sort incoming and outgoing payments, including giving receipts and documents pertaining to the orders.
    IV. Attend any meeting requested by either the President or a Vice-President.
4. 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 Vice-President Financial to plan payments going to suppliers and payments coming from consumers
5. The Makerspace Committee must:
    I. Be chaired by the System Administrator.
    II. Have 2-4 other students, depending on the estimated work for the semester.
    III. Maintain an inventory of the makerspace.
    IV. Help setup, monitor, and troubleshoot the makespace equipment.
    V. Facilitate access to the makerspace for students.
6. The Event Planning Committee must:
    I. Review previous event documents
    II. Organize and run events for SoCS students to attend at 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 VP Finance to coordinate planning and funding of internal events
V. Send completed SERM forms to the VP Internal for review and submission
VI. Poll students on what events they want to see run throughout the year.

7. External Event Planning Committee
    I. Submit SERM forms for all external events.
    II. Organize and run external events for SoCIS students to attend off campus.
    III. Coordinate with the VP finance to coordinate planning and funding of internal events.

8. Roboticon Committee
    I. Complete SERM training if requested by SOCIS Exec.
    II. Submit SERM forms for Roboticon.
    III. Coordinate Roboticon planning with the School of Computer Science.