Society of Computing and Information Sciences

Official Constitution

Official, 2014.

Revised, 2018.
Amended, 2019.
Revised, 2021.
Amended, 2021
Revised, 2022
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Revised March, 2023

Part I: Identity

Article I-A: Name

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

Article I-B: Mandate

1. SOCIS shall represent Computer Science, Software Engineering and General Computing degree students, and will communicate and maintain relations with the School of Computer Science (SOCS), School of Computer Science Student Organizations (SOCSSOs) and other student organizations.

Part II: Governance and Constituency

Article II-A: Governance

1. SOCIS is governed by this constitution, policy documents, motions, an Executive, Staff, and Assistants.
2. This constitution and the spirit thereof, are binding and cannot be overridden.
3. A Policy Document is subject to this constitution, in accordance with Article V-C
4. 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.
5. An Executive, Staff, or Assistant Member's decision (within the scope of that Member's duties) is subject to the Constitution, Policy Documents, and Motions.
6. An executive member, staff member, or assistant shall serve as a Primary Organizer for any event held by SOCIS. The Primary Organizer is responsible for:
    I. Planning and organizing the event, and delegating tasks related to the event;
    II. Ensuring that the event remains within the budget assigned to it, if any;
    III. Providing the VP Finance with financial information requested by that person;
    IV. Completing a Student and Event Risk Management (SERM) form pertaining to the event, and submit the form to the SERM organization on campus.

Article II-B: Membership by Right

1. Any individual who meets one or more of the following criteria in a given semester is considered a Member by Right of SOCIS:
    I. The individual is a Computer Science or Software Engineering Honours student (major);
    II. The individual is a Computer Science General Degree student;
    III. The individual is a Computer Science student (minor);
    IV. The individual is a Member of the Executive.

Article II-C: Membership by privilege

1. An individual who is a student at the University of Guelph, but is not a Member by Right, may become a Member by Privilege if a motion is passed at a General Meeting with a 2/3 majority, including 50% of the executive.
2. Members by Privilege may not vote in elections.
3. A Member by Privilege may have their membership revoked if a motion is passed at a General Meeting with a ¾ majority, including 50% of the executive.
4. Members by Privilege may run for executive positions, but are not allowed to run for the President position.
5. Membership by Privilege expires at the end of a semester.
6. Members by Privilege must pay the equivalent of the "Phy & Engineering Gvt." fee to SOCIS, even if they have done so already as part of another department.

Part III: Governing Body

Article III-A: Executive

1. **The Executive** shall consist of the following Executive Members:
   - I. President
   - II. Vice-President Internal
   - III. Vice-President External
   - IV. Vice-President Social
   - V. Vice-President Finance
   - VI. Vice-President Communication
   - VII. System Administrator
2. **The President** shall:
   - I. Lead the Executive, and delegate administrative tasks within the Executive.
   - II. Act as chair for General Meetings if one is not appointed.
   - III. Act as chair for Governance Meetings and Elections if a replacement is not appointed.
   - IV. Represent SOCIS at the School of Computer Science Council meetings, and any committees requesting membership from a member of SOCIS, unless another member is appointed by a motion.
   - V. Act as a signing member on all SOCIS bank accounts.
   - VI. Act as a super-user on all SOCIS computer systems.
   - VII. Ensure that all university committees and positions relevant to SOCIS have the maximum student participation. Including but not limited to:
     - i. BComp Program Committee (2);
     - ii. Student Senate Caucus (1).

    VIII.   Be responsible for coordination of Student Organization Policy (SOP) with all SOCIS clubs (as outlined in the Clubs Policy), in conjunction with the VP Internal.

    IX.   Be responsible for all SOCIS policies and that they are ratified every year.

    X.   Prepare an agenda for all Meetings.

    XI.   Not hold an executive position for any other affiliate student clubs.

3. **The Vice-President Internal** shall:
   I. Act as a co-chair for Governance Meetings and Elections if a replacement is not appointed.
   II. Assist the President on administrative tasks.
   III. Direct and lead internal committees.
   IV. Act as a signing member on all SOCIS bank accounts.
   V. Assume the President's responsibilities in the event of unavailability.
   VI. Represent SOCIS to the CEPS-SC, and any non-SOCIS (ie. SoCS) committees requesting membership from a member of SOCIS, unless another exec is appointed to the committee by SOCIS Exec.
   VII. Act as a liaison between other student organizations (college governments, SOCSSOs, other clubs on campus etc.).
   VIII. Be responsible for ensuring SOCIS and SOCSSOs are compliant with the SOP and SERM policies.
   IX. Chair the Merch Committee, unless an alternate is appointed..
   X. Shall act as one representative to the BComp Program Committee.

4. **The Vice-President External** shall:
   I. Survey students on the external events they wish to attend throughout the year.
   II. Organize these external off campus events at a minimum of one per semester.
   III. Ensure all external off campus events are compliant with all SERM policies.
   IV. Be responsible for arranging transportation to/from events for interested students, if applicable.
   V. Be responsible for training and preparing students for these events.
   VI. Pursue sponsorship opportunities for SOCIS and SOCSSOs in need of sponsorship.
   VII. Make an effort to connect SOCIS to external collegiate organizations such as Computing Councils of Canada, CSGames, BComp Server and et cetera.

5. **The Vice President Social** shall:
   I. Create SERM-compliant student events, which fit the allocated budget.
   II. Organize and run Orientation Week events for incoming first years.
      i. These events should be run with the Vice-President Internal, Vice-President Communication, a representative from each SOCSSO and the SOCS Recruitment and Outreach Officer.

III. Chair and organize the Event Planning Committee, and provide opportunities for students to partake in event planning.

IV. Attend CEPSSC council meetings in place of the VP Internal if they are unavailable.

6. **The Vice-President Finance** shall:

I. Manage SOCIS finances and ensure they are in good standing.

II. Keep SOCIS financial records up to date.

III. Make arrangements for any purchases made.

IV. Compile printable versions of the approved budgets prior to being presented to the organization requesting them.

V. Attend the CEPSSC budget meeting each semester.

VI. Act as a signing member on all SOCIS bank accounts.

7. **The Vice-President Communication** shall:

I. Advertise SOCIS events and services, as well as SOCS events and services.

II. Manage creation and publication of marketing materials for events and meetings.

III. Publish notice of General Meetings and special meetings a minimum of 20 hours prior to the meeting.

IV. Coordinate with the Year Rep and First Year Rep.

V. Maintain an online list of all upcoming SOCIS events and meetings.

VI. Take minutes at all Meetings and publish after approval from the President.

VII. Maintain all internal SOCIS documents.

VIII. Electronically publish documents as requested by other Executive members, or when necessary.

IX. Assume the responsibilities of Secretary if no one is appointed to that role.

8. **The System Administrator** shall:

I. Act as the super-user on all SOCIS computer systems.

II. Develop and maintain all electronic services offered.

III. Perform regular system maintenance on SOCIS systems.

IV. Adequately document all electronic systems.

V. Recruit, train, and manage System Staff.

VI. Provide a list of System Staff members to the Secretary as it changes.

VII. Assume the Vice-President Communication's role in the event of unavailability.

VIII. Assume the responsibilities of the Makerspace Manager if no one is appointed to that role.

9. **The Event Planner** is a general position in that every Executive Member is considered an Event Planner. However non-Executive Members can be Event Planners as well. This is to ensure that we have large number of high quality events for the Computing students and to incentivize everyone to run events.

10. **The Event Planner** shall**:**

    I.   Complete the SERM training before the Fall semester or during the early sessions of the Fall semester to be able to run events.

    II.   Propose and plan events with help and collaboration from the Executive Members.

    III.   The process of an event planner proposing and planning an event are the following:

        i.   They will come up with an event that is appropriate and related to the interests of the Computing students at the University of Guelph

        ii.   Decide on a date and location and a focused plan on running the event

        iii.   Propose the event to the executive team of SOCIS. They must have at least 2 Executive Members of SOCIS to help with the event with one of the Executive Members having to be the President for the event to be ran.

        iv.   Coordinate, prepare and implement their plan for the event.

    IV.   Be encouraged to help other Event Planners with their events

11. **The Event Planner is/can:**

    I.   Be appointed by an Executive Member to a non-Executive Member of SOCIS.

    II.   Be offered the position if they are a candidate who did not win their wanted position in the general election.

        i.   This is to allow students who did not want their position in the election to still be a part of the community and help create and run events.

    III.   Not considered an Executive Member but still a member of SOCIS.

    IV.   Event Planner position can be revoked by a 2/3 majority vote of the Executive Team of SOCIS. Reasoning must be provided to the revoked member beforehand and the person can ask for appeal.

        i.   Only for Event Planners who are non-Executive members. As Executive members have a separate method of impeachment.

        ii.   Revoked members cannot become Event Planners again in the future.

12. **Each Executive Member** shall:

    I.   Represent the rights and concerns of all SOCIS Members.

    II.   Follow through with their responsibilities listed above under each position section.

    III.   Be available for the purpose of answering SOCIS related questions or concerns.

    IV.   Clean and tidy all SOCIS physical spaces, as per the Club Space Policy.

    V.   Be available to serve as an Event Organizer, Committee Chair, or Committee Member as required by the Executive.

    VI.   Check all sources of SOCIS correspondence, electronic or otherwise, at least once every other day, unless prior notice of absence is given.

    VII.   Obtain Student Risk Management training.

    VIII.   Help Event Planners run their event and for specific needs such as advertising their events they should ask the VP Social and VP Communication. If they need

          help with funding they should ask the VP Finance. Any other help needed should be directed to the President.

    IX.   Should monitor Event Planners to ensure that they are running their events safely, fairly and properly to the rules of SERM.

13. **The Executive** may delegate specific roles to any willing SOCIS Member. It remains the responsibility of the Executive Member in charge of the role to ensure that the role is fulfilled. This clause does not apply to:

    I.   Calling a meeting;

    II.   Acting as a Signing Member.

14. If an Executive Role is not currently filled, the Executive may appoint an interim replacement by a 2/3 majority. If they choose to do so, a By-election must be held within 4 weeks in accordance with Article V-D.

15. In the event that an executive member is not available, or that a position is unfilled, and that position's duties do not fall on an individual executive member, those duties shall be divided among the other members of the executive when possible.

16. Executive Members shall attend all meetings in a timely fashion. When an Executive Member cannot attend all or part of a meeting, they will inform the rest of the Executive in advance.

    I.   If an elected Member fails to inform the rest of the elected Members for not being able to attend part or all of a meeting three (3) times, they can be tried for Impeachment or Probation.

17. Executive members shall end their term on the last day of exams in the winter semester, and incoming Executive members shall begin their term the following day.

18. Executive members may restrict the attendance of any event, service or vote to only "Phy & Engineering Gvt." fee paying students.

19. If an elected Member fails to fulfill their duties throughout the term, they will be put on a two (2) warning strike. After the second warning, they can be tried for Impeachment or Probation.

20. If a position is left vacant after elections, or an impeachment, the roles and duties of that position must be delegated across the elected Members.

21. In the case an elected Member is tried for Probation, the President must notify the individual one week in advance, minimum, before holding an executive meeting to discuss the terms of the Probation.

Part IV: Meetings

Article IV-A: General Meetings

1. General Meetings are general-purpose Administrative Meetings, open to all SOCIS members.

2. General Meetings must have a minimum of 10 attendees, including 5 executive members and 50%+1 SOCSSO representatives, in order to meet quorum.
3. A minimum of 2 days' notice (electronic reminder) must be given for all General Meetings.
4. A minimum of 3 General Meetings per fall and winter semester must be held, and they may not be held during the exam period.
   a. Meetings should be preferably ran once before the semester to prepare for events for the upcoming semester and twice during the semester to update everyone on the current state of the club.
   b. Meetings are to ensure that actions are being made by the club and that events are planned throughout the semester.
5. General Meetings shall be governed in accordance with Roberts' Rules of Order
6. Minutes must be recorded at all General Meetings (by the secretary and published within 24 hours).
7. Non-executive members are very much encouraged to come to give feedback on how to improve the club.
8. Meetings can be ran in-person or online through a platform such as Discord or Zoom.

Article IV-B: Special Meetings

1. Special meetings are meetings carried out by the executive body or by a committee.
2. Special meetings may only be held to conduct business that is within the profile of the body conducting the meeting.
3. All interested parties must be given a recommended 24 hours' notice, with a minimum of 20 hours' notice before a meeting is to be held, unless the committee members unanimously agree otherwise, or the committee's mandate specifies otherwise.
4. Minutes must be recorded at all Special meetings.

Article IV-C: Governance Meetings

1. Governance Meetings are Administrative Meetings that are held to amend the SOCIS constitution, or to ratify any Policy Documents.
2. Governance Meetings must have at minimum 2/3 of the executive members in order to meet quorum.
3. At least one Governance Meeting must be held each combined fall and winter semester.
4. Notice of a Governance Meeting, as well as the Agenda, must be given two weeks in advance.
5. A Governance Meeting may only be held during weeks when classes are being held, and not during the first or last week of class.
6. Governance Meetings shall be governed in accordance with Roberts' Rules of Order.
7. The persons who would act as Co-Chairs must agree in order to call a Governance Meeting.

Article IV-D: Budget Meetings

1. Budget meetings are Administrative Meetings that are held to carry budget and financial decisions related to the club.
2. Budget meetings must have a minimum of 12 attendees, including ⅔ of the executive members and ⅔ of the SOCSSO representatives in order to meet quorum.
3. At least one budget meeting must be held each semester.
4. Notice of a Budget Meeting, as well as the proposed budgets for both SOCIS and each SOCSSO, must be given one week in advance.
5. A Budget Meeting may only be held during weeks when classes are being held.
6. Budget Meetings shall be governed in accordance with Roberts' Rules of Order.
7. Budget meetings must be held on one of the first four SOCIS meetings of a semester, unless exceptional circumstances arise.

Part V: Governance

Article V-A: Votes and Motions

1. All votes of a binding nature shall provide an option of approval, an option of objection, and an option of abstention.
2. Persons actively expressing their intent to abstain count towards quorum.
3. A Motion is to be made for any decision that is controversial in nature, deals with financial matters, or is outside the mandate of all SOCIS Executive and other persons in authority.
4. Unless otherwise specified, all motions require a 50%+1 approval (majority) at a General Meeting.
5. All SOCIS members may vote on any motions, unless otherwise specified in this constitution.
6. A motion can only be approved if a vote reaches the specified approval rating.

Article V-B: Constitutional Amendments

1. Amendments made to this Constitution and the School of Computer Science Student Organization Policy must be prepared by any Executive and be presented to the rest of the Executive.
2. Amendments made to the School of Computer Science Student Organization Policy must also be presented to School of Computer Science Student Organizations.
3. Upon being presented, the Executive has a week to approve or disapprove of the Amendments.
4. After approval or disapproval, the Executive must present the amendments at the following General Meeting.

5. In the case of approval, the Executive will announce a Governance Meeting to take place in two weeks' time, in which a final vote will be made on the amendments.
6. Amendments to this constitution must be presented to the executive at least two weeks before a Governance Meeting.
7. Two weeks' notice must be given that constitutional amendments are being considered, in which a draft outline of the amendment is given.
8. The final vote must approve all amendments with a 2/3 majority at a Governance Meeting.

Article V-C: Policy Documents

1. Policy Documents are documents that contain policies by which all SOCIS Members are bound.
2. Policy Documents cannot override rules written into the constitution, but may temporarily add to it.
3. Policy Documents may be ratified (created, amended, or re-approved) at any General Meeting or Governance Meeting, with one week's notice.
4. Along with the ratification or amendment of the document, the motion must specify the time duration that the policy will be in effect before it is required to be re-ratified. Policy Documents that are not re-ratified by this time will be immediately and implicitly repealed.
5. All Policy Documents must be (re-)ratified at every Winter Semester Governance Meeting to remain in effect. No policy document may remain in effect without re-ratification for more than one year, except for the SOCCSO Policy which is part of the SOCIS Constitution.
6. Motions to ratify or repeal a Policy Document requires a 2/3 majority
7. Mandatory Policy Documents:
    I.   Committee and Staff Policy
    II. Club Space Policy
    III. Makerspace Policy

Article V-D: Executive Elections

1. Elections are to be held once each year in the winter semester.
2. It is very important for the current SOCIS team at the time to advertise the election well to have a large pool of candidates and voters. This will allow and ensure for a better democratic process and a strong and healthy SOCIS team overall.
3. The VP Communication shall accept all declarations of candidacy from the time of notice an election is given, until the beginning of the voting period. The Secretary shall maintain a list of accepted candidates for each position on the SOCIS Google Drive.
4. Candidates for election may prepare a Notice of Candidacy, which must not contain:
    I.   References to other candidates

        II.   References to previous executive members

       III.   Hateful or insulting material, defamation, or other inappropriate content

5. The VP Communication shall publish any valid Notice of Candidacy within 24 hours of receiving it.
6. A candidate in an Election is entitled to make a speech at a meeting before voting takes place. The speech must not contain any of the materials outlined in Clause 3 of this Article.
7. All voting shall take place by secret electronic ballot. If the ballot is found to be compromised, the present constituency may vote on a course of action to remedy the situation.
8. In the case that the electronic voting period ends, and there is a tie for a position, an executive meeting will be held. The elected Members will have an anonymous vote during the meeting to determine which individual the position will be handed to. Record of the vote must be kept on file for the remainder of the school year.
9. The Chair of the election must prepare a means to vote electronically for all eligible votes. The System Administrator may be required to assist with preparation of the voting system.
10. 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.
11. An elected representative may hold exactly one position within the SOCIS executive for a given term.
12. A SOCIS member may not run for an executive position if they are on a coop 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 member.
13. Previously impeached members cannot run for any SOCIS position.
14. Candidates who did not win their position in the election can be offered the position of an Event Planner. This is to allow for candidates who did not win to still be a part of the community and help create and run events.

Article V-E: Election Campaign Rules

1. The following are not permitted
    a. Email campaigning
    b. Bribery (any form whether such as monetary, reputational, gifts, et cetera)
2. If any member in the election violates these rules, their candidacy is subject to termination by the current SOCIS Executive at an Executive Meeting.
    a. In the case of termination, the candidate must be informed of the decision, and the current Executive must inform the candidate on the process of appealing the decision.

    b.   Should the candidate not be made aware of this decision and the appeal process, the decision is void and the candidate may continue to run for the election.

    c.   Should the candidate wish, they are allowed to appeal the decision by motion at a meeting, and are allowed to make a public case defending themselves. The motion requires a 2/3 majority of election-voting members in order to allow the candidate to re-enter the running election.

Article V-F: Impeachment of Executive Members

1. To impeach an executive member, a motion to serve an impeachment notice must be made at least one week in advance by any SOCIS member. A justification must be presented, containing reasonable grounds, and the motion requires a 2/3 majority.
2. After motion to serve impeachment is made, the President must contact the executive member for which notice of impeachment has been served within 24 hours.
3. In the event that the President is being served the motion of impeachment, the Vice-President Internal shall serve the notice.
4. Before the motion to impeach is made, the executive member facing impeachment has the right to defend themselves, should they desire to.
5. A motion to impeach an executive member requires either:
    I.   A ¾ majority of members present, including at least 50%+1 of executive members who are not being served impeachment and 50%+1 of SOCSSO representative votes.
    II.   Unanimous 'impeach' vote by SOCIS Executive.
    III.   For only the position of President, unanimous 'impeach' vote by SOCSSO Representatives.

Part VI: Finances

Article VI-A: SOCIS Budgets, Expenditures and Income

1. All financial decisions are made with the interests of all SOCIS members in mind.
2. The SOCIS Budget shall be drafted by the VP Finance and approved by the rest of the exec before being presented to SOCIS members.
3. SOCIS Budgets may only be approved during a Budget or Governance Meeting as defined in Article IV-C and Article IV-D.
4. The budget must then be presented to CEPSSC for approval.
5. Expenditures by SOCIS must fall within the approved budget.
6. SOCIS funds cannot be used for SOCS, CEPS, or University of Guelph outreach and highschool recruitment events.
7. SOCSSOs funding cannot exceed 50% of income from student fees.

8. All expenditures and income by SOCIS must be recorded. For each transaction, records must include but are not limited to:
   I. Date of transaction
   II. Amount of transaction
   III. Signees
   IV. Payees
   V. Description of transaction

Article VI-B: SOCIS Bank Account

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

Article VI-C: Transparency on the Usage of Funds

1. Any SOCIS member can request the VP Finance to see club budgets and expenditures from both this and past years if the information is available.

Part VII: Definitions

Article VII-A: Miscellaneous Definitions

1. A "Computer Science Student" or "Software Engineering Student" is any student of the University of Guelph who is registered in a Bachelor of Computing program, or minoring in Computer Science, and who is expected to complete the majority of their academic requirements at the University of Guelph.
2. "Notice" will be provided on all SOCIS social media accounts and groups as well as the SOCIS website when necessary.
3. A "PSO" is a Primary Student Organization which are student organizations put in place to represent the students of a certain college.
4. An "ASO" is an Accredited Student Organization which are student organizations representing an area of interest, culture or a hobby, an academic program or academic area of interest and are under a PSO.

5. A "RSO" is a Registered Student Organization which are student organizations that have been recognized by the University in accordance with this SOP or have entered into a recognition agreement with the University.
6. An "Affiliate Group" refers to groups housed within an Accredited Student Organization and subject to all applicable policies and guidelines.
7. The general hierarchy of Student Government follows:
   I. CSA (The Central Student Association)
   II. PSO → CEPSSC
   III. ASO / RSO / CEPSSO → SOCIS
   IV. Affiliate Group / RSO / SOCSSO → GWiCS, GCC, DSC
8. "SERM" stands for Student and Event Risk Management, it is documentation required by the University to run events, form is available and submitted through Gryph Life.
9. "CEPSSC" stands for the College of Engineering and Physical Sciences, they are our designated PSO.
10. "External events" are defined as events which do not take place at the University of Guelph.
11. "Computing Councils of Canada", "CCubed", or "C^3" is an inter-collegiate student organization which aims to connect computer science and software engineering students across the country. In 2020, SOCIS was a founding member of this initiative.
12. CSGames is a yearly inter-collegiate programming competition that runs in the winter semester of every year and is usually hosted in Quebec. SOCIS should apply for the event and allow 2 teams of Guelph students to attend the competition.
13. BComp is short form for "Bachelor of Computing" but is often referred to the popular BComp Discord server used by many computing students. If this document is referring to "Bachelor of Computing" it may use the term "BComp". If this document is referring to the "BComp Discord Server" it may use the term "BComp Server"

School of Computer Science Student Organization (SOCSSO) Policy

Adopted September, 2019

Revised March, 2021

Effective March, 2021

Part I: Identity

Article I-A: Definitions

1. A SOCSSO is defined as an affiliate of the School of Computer Science who has successfully gone through the accreditation process with SOCIS as per Part VII of the constitution.
2. SOCSSOs are considered an Affiliate organization of SOCIS.

Article I-B: Current Membership

1. Guelph Women in Computer Science (GWiCS)
   a. Faculty Advisor: Luiza Antonie
2. Guelph Coding Community (GCC)
   a. Faculty Advisor: Dan Gillis
3. Developer Student Club (DSC)
   a. Faculty Advisor: Dan Gillis

Part II: SOCSSO Rights and Responsibilities

Article II: SOCSSO Responsibilities and Rights

1. All clubs will have the full privileges of the University's SOP, as well as the right to:
   I. Access SOCIS club spaces in accordance to the Club Space Policy.
2. All SOCIS Affiliated clubs are required to:
   I. Submit a complete "CEPS SOP for ASO's" form, along with all required documentation, to the SOCIS President in the fall, winter and summer semester, who will in turn submit it to the CEPSSC President.
   II. Submit updated Student Organization Policy (SOP) information as it changes.
   III. Appoint a club representative who:
      i. Will be required to attend ⅔ of all SOCIS meetings.
      ii. Will be responsible for communicating all events and activities being organized and all information items conveyed by SOCIS to the club membership, and vice versa.
   IV. Comply with Student and Event Risk Management
      i. Clubs are required to complete SERM Forms for all events and meetings through GryphLife.
      ii. SOCSSO executives will be required to complete SERM training per the request of the SOCIS Exec.

Part III: Finances

Article III: SOCSSO Budgets

1. Budgets are allotted to clubs in both the fall and winter semesters.
2. Following receipt of a complete SOP form, the club's budget will be reviewed by the SOCIS Exec. Funding will then be reviewed again during a SOCIS meeting and must be approved via motion. Funding will be distributed as needed with proof of purchases within a week after an approval vote by the board and receipt of funding unless the club has a bank account in which case it may be distributed as a lump sum.
3. A budget submitted by a club must indicate detailed projected expenditures and income for the semester, calculated to the best of the club's knowledge.
4. Receipts, bank statements and/or transactions may be requested by the VP Finance at any time in order to validate a club's purchases.
5. SOCIS is not responsible for providing funds to cover a deficit incurred by a club.
6. All budgets must be submitted by the time of the SOCIS budget meeting in order for a club to receive funding.
7. Budget meetings must be held on one of the first four SOCIS meetings of a semester, unless exceptional circumstances arise.
8. The Vice President Finance must give at least two weeks' notice before a budget meeting is to take place.
9. Accredited clubs may choose to not set up a bank account, in which case SOCIS may reimburse these clubs for any purchase made, with proof of purchase up to the clubs allocated budget.
   a. These purchases must have been included on a budget approved by SOCIS.
   b. Funds cannot be carried over to the next semester for this setup.
10. SOCSSOs funds from student fees cannot be used for SOCS, CEPS, or University of Guelph outreach and highschool recruitment events.

Part IV: New Club Accreditation

Article IV-A: Application for accreditation.

1. A club that wishes to become accredited under SOCIS must submit the following to exec@socis.ca:
   a. Letter from a member of faculty who has accepted the role of faculty advisor;
   b. Draft Constitution;

      c.   List of Executive Members;
      d.   Year 0 plan.
2. SOCIS Executive can choose to reject any part of the application until acceptable amendments have been made.

Article IV-B: Year Zero Plan.

1. As part of the application to become accredited under SOCIS, clubs must submit a Year Zero Plan to the best of their knowledge.
2. A Year Zero Plan shall contain the following information:
   a. Executive position holders for the next academic year (both Fall and Winter semesters).
   b. Overview of club and goals.
   c. Proposed budget for the first semester including all operating expenses, event expenses and all projected sources of revenue.
   d. Summary of planned events and activities for the first semester including a cost breakdown and logistical requirements for the event (ie. server setup, room bookings, sound and av).
   e. Succession plan.

Article IV-C: Motion to accredit a new club under SOCIS.

1. Motion can only be proposed during a SOCIS Governance Meeting.
2. The new club is required to have sent in the application for accreditation four weeks prior to the motion.
3. Upon SOCIS Exec approval of the Governance Agreement, the SOCIS Secretary is required to release the Governance Agreement and Year 0 plan 2 weeks prior to the motion.
4. During the meeting, amendments can be proposed to both the Governance Agreement and Year 0 plan but cannot be made unless new club exec are in total agreement.
5. Motion must be passed with a minimum of ⅔ agreement among SOCIS members, ½ agreement among SOCIS exec, and complete agreements from the club representatives.
6. Club representatives are then required to fill a new club accreditation form.

Part V: Disciplinary Measures

Article V-A: SOCSSO Probation

1. A club will be a probationary SOCSSO club if they are a new club interested in gaining accreditation status through SOCIS, however are unable to currently meet the criteria for the application for accreditation.
2. A club can be placed on probation per the reasons outlined in Article V-C Part 1 in the SOCSSOP.
3. All club expenditures, receipts, and bank transactions will be requested by the VP Finance.
4. Funds will not be granted directly for an approved budget. Instead, SOCIS will reimburse a club for any purchases made, with proof of purchase. These purchases must have been previously approved by SOCIS in the club budget, or they will not be reimbursed.
5. Clubs on probation are permitted to use the Club Space per the discretion of the SOCIS Executive and can work with SOCIS to book spaces in Reynolds.
6. The club representative cannot vote on financial matters.
7. The club representative shall not miss more than one meeting in a semester without reasonable cause, and a minimum of 24 hours' notice. The club representative must find alternate representation if he or she cannot attend.
8. The club shall submit written event reports for all events ran.
9. If a club disobeys any term(s) of their probation, their status with SOCIS may be revoked. If this is the case, the club may not reapply for status for one full year following the semester in which the misconduct occurred. If successfully reinstated, the club will be placed on the same form of probation upon reinstatement.

Article V-B: SOCSSO Removal from Probation

1. A club on probation because of Article VI-B Part 2, may apply to be taken off probation after one semester of good behaviour. A meeting must be called for a motion to vote on changing the probationary status of the club, An 80% majority approval from vote by anonymous ballot is then required to remove the club from probation.

Article V-C: Disciplinary measures for SOCSSOs

1. A club can be placed on probation if:
   a. Per the discretion of the SOCIS Executive there is evidence of mismanagement of club funds.
   b. SOP or SERM policies aren't followed.
   c. ⅔ of SOCIS meetings are not attended by a representative.

2. If a club is found to be in contravention of the University's Student Organization Policy (as found in the CEPS SOP form for ASO's and the University's SOP, section 4.4) and/or the SERM Policy (as outlined in the SRM Policy Manual), their SOP status with SOCIS may be revoked.