




# SSE PRESIDENTIAL POLICY

2011-2012



## TABLE OF CONTENTS

<b>MEMBERSHIP</b>	<b>4</b>
Membership Requirements	4
Membership Duration	4
Membership Benefits	5
Hiatus Membership	5
Membership Verification	5
Membership Revocation	6
Non-Members	6
Alumni	6
<b>GOVERNANCE</b>	<b>8</b>
Principal Officers	8
Vice Presidential Responsibilities	8
Attendance	9
<b>COMMITTEES</b>	<b>11</b>
Officers & Committee Heads	11
<b>DISCLOSURE &amp; CONFIDENTIALITY</b>	<b>16</b>
Open Policy	16
Confidentiality of Personal Information	16
<b>LAB RESOURCES</b>	<b>18</b>
<b>RESPECT</b>	<b>19</b>
Zero Tolerance Policy on Disrespect	19
<b>AMENDMENTS</b>	<b>20</b>

1. Committee Head Transitions & Resignation	20
2. Financial Policy	21
<i>Procurement Card Process</i>	21
<i>Reimbursement Process</i>	22
<i>SSE Financial Certification</i>	23
<i>Strikes &amp; Revocation</i>	24
<i>Miscellaneous / General</i>	24

#### REVISION HISTORY

NAME	DATE	CHANGE DESCRIPTION
Chris Cowdery-Corvan	9/14/11	Initial revision.
Chris Cowdery-Corvan	12/2/11	Updated events & intramurals. Amendment on committee head
Chris Cowdery-Corvan	2/9/12	Added financial policy amendment.
Chris Cowdery-Corvan	2/10/12	Edits to financial policy after officers' review.
Chris Cowdery-Corvan	2/24/12	Edits to financial policy after Treasurer's advice.

# MEMBERSHIP

## Membership Requirements

To be considered an active member of the Society, a member must perform at least one act of voluntary service for the Society per quarter. This includes, but is not limited to:

- Serving as an SSE Mentor
- Serving as an SSE Officer
- Serving as an SSE Committee Head
- Serving as an active member of an SSE committee
- Giving a Tech Talk or Crash Course
- Assisting with SE Department Events (Orientation, Open House, etc.)
- An act of voluntary service for SSE

“Active membership” shall be verified at the discretion of the committee head, President or Vice President(s). Moreover, it shall be the responsibility of the President or Vice President(s) to determine whether an act of voluntary service for SSE is eligible for membership.

If there are not a sufficient amount of opportunities available for the attainment of membership or if a member has made other significant contributions to the Society, as determined by the President, membership requirements may be relaxed.

Membership shall only be granted to full-time and part-time students currently enrolled at courses at the Rochester Institute of Technology.

## Membership Duration

Membership shall be granted immediately upon first completion of membership requirements. Membership requirements must be completed each quarter regardless of participation in the previous quarter.

Membership shall last three weeks into the academic quarter after the quarter in which it was obtained.

All incoming freshmen and incoming transfer students to the Software Engineering major shall be granted a trial membership. The trial membership shall begin at the date in which they become active students in the Software Engineering department and terminates at the end of the quarter upon which it was received (as opposed to the typical full membership duration). This trial membership shall be given to all undergraduate and graduate students and shall carry the same status and benefits of a full membership.

## **Membership Benefits**

Being an SSE Member has many benefits. This year, we have introduced new membership benefits to all, and they are as follows:

- Subsidized event costs
- Priority over non-members at SSE-only events
- Ability to check non-reference books out of library and remove from lab
- Source control access (Mercurial, Subversion, Git) on SSE's server
- Web hosting on SSE's servers
- Access to lab equipment such as SSE Apple computers, loaner mice, laptop stations, fax machine, scanner and printers
- Access to SSE-only job postings and recruiting events
- SSE Business cards (provided at-cost)
- Ability to attend open officers meetings and view officers meeting minutes
- Voting rights

## **Hiatus Membership**

In the event that a member goes away on co-op, membership and all of its benefits will continue to be available for that member. In order to receive hiatus membership, the member must have earned membership on the quarter before the member left for co-op.

The same membership hiatus shall be granted to members on vacation, however, vacation hiatus membership shall not last longer than one quarter.

## **Membership Verification**

A roster shall be kept documenting all members for the quarter. Everyone interested shall be able to verify membership status by consulting the roster.

The roster must be publicly visible (e.g. a public website, at the front of the SSE lab, etc) and kept up to date. In addition, all membership queries can be directed to the President.

## **Membership Revocation**

In the event that a member has caused considerable damage to the Society, the membership of an individual can be revoked as determined by the President.

Membership revocation shall not, in absolutely any case, be used for issues between one member and another. In order for revocation to be considered, the member in question must have demonstrated documentable evidence proving that an act of the member in question has harmed the Society in some capacity. Revocation requests are dealt with on a case-by-case basis.

## **Non-Members**

Students who are not considered to be members of the society remain welcome to make use of the SSE lab's computers provided that they have a valid SE department computer account. SSE members should not log in to their own accounts for other students to use.

Students may make use of SSE library books but may not remove them from the lab.

Non-members are also eligible to participate in SSE events unless denoted otherwise. Moreover, non-members are welcome to join any SSE committees in the hopes of attaining membership.

## **Alumni**

Alumni are very special to the SSE, and as a result, a special membership tier exists for them. Alumni members retain the following benefits:

- Access to SSE-only job postings and recruiting events
- Attendance to special SSE Alumni events
- SSE Alumni membership cards
- Discount on SSE merchandise

Alumni membership is granted to Alumni who have remained a member of the SSE for at least one academic year in total, or have been given special pardon by the President. Once granted, Alumni status remains indefinitely unless explicitly revoked by the President.

# GOVERNANCE

## Principal Officers

The Society shall have four principal officers. It shall be the duty of these officers to uphold the affairs, integrity and well-being of the Society. The positions are as follows, as dictated by the SSE Constitution:

- **President**

The position of the President is the most decorated role within the Society's active leadership. It is the President's responsibility to continue the goals of the Society and to encourage membership support and involvement within the Society. It is also the duty of the President to enforce the Constitution and to ensure a values system that makes the Society a strong and welcoming organization. It is typically the role of the President to lead meetings. The final responsibility of the President is to be the principal decision holder and to also call for votes on important decisions.

- **Vice President**

The Vice President works directly beside the President and assists the President in any way possible. It is the principal duty of the Vice President to maintain reliable information collected from the many chairs and heads that run other aspects of the Society.

- **Treasurer**

The role of Treasurer is to manage and keep records of the monetary funds for the Society. The Treasurer should keep an updated total of the funds available to the Society and should produce an annual policy on the budgets for a given year. It is also the duty of the Treasurer to help procure funds from fundraising or sponsorship.

- **Secretary**

The principal role of the Secretary is to maintain organization within the Society. In addition, the Secretary holds a vote as a Principal Officer and is granted the ability to aid in decision making procedures. The membership roster is also part of the Secretarial duties.

## Vice Presidential Responsibilities

For the 2011–2012 academic year, the Society shall operate with two vice presidents. The goal of this is to mitigate the workload shared between the two



Vice Presidents, but also to accommodate for the unprecedented tie between the two in elections last year. Their responsibilities shall be as follows:

#### **Vice President for Internal Affairs**

- Mentoring
  - Crash Courses
  - Library
  - Lab Upkeep
- Events
- Projects
- Tech Talks
- Secretary
- Website Task Force

#### **Vice President for External Affairs**

- ViSE
- Public Relations
- Fundraising
- Treasury
- Intramurals
- Temporal
  - Winter Ball
  - Freshman Connection
  - Orientation
- Technology

For the 2011–2012 academic year, Chris Hossenlopp shall be serving as the Vice President for Internal Affairs and Daniel Joseph shall be serving as the Vice President for External Affairs.

### **Attendance**

Officers may not miss more than one mandatory meeting unexcused per quarter.

Committee Heads may not miss more than two mandatory meetings unexcused per quarter.

Any extenuating circumstances can be explained and pardoned by the President.

# COMMITTEES

## Officers & Committee Heads

For the 2011–2012 academic year, the following committees shall be instated:

### ● Projects

The Projects committee shall be led by Andrew Dobson in the fall quarter and led by Brian Wyant in the winter and spring quarters. This special arrangement was put in place to accommodate the co-op schedules.

The Projects committee is focused on creating new and innovative projects. The projects are not necessarily technical in nature and welcome all who are interested in helping with no prerequisites.

The Projects committee also oversees the Rapid Development Weekend event and assists in any events where SSE projects are demonstrated (e.g. Imagine RIT)

### ● Tech Talks

The Tech Talks committee shall be led by Ben Nicholas for the year.

The Tech Talks committee is responsible for planning, executing and advertising talks in the field of Software Engineering by students.

### ● Technology

The Technology committee shall be led by Cody Krieger and Sean Congden in joint for the year. The technology committee is the only committee to have two heads due to the complex nature of the position – it requires extensive domain knowledge, has a high turnover rate and requires considerable ramp-up time.

The Technology committee is responsible for overseeing the technical needs of the SSE. This includes, but is not limited to:

- Maintaining SSE's servers and associated services & they are in good standing
- Administering lab hardware (printers, machines, etc.)
- Creating, removing and editing mailing lists
- Provisioning virtual machines

- Overseeing all decisions involving technology and the SSE

- Public Relations**

The Public Relations committee shall be led by Dan Larsen for the year. Emma Nelson shall be the junior head for the committee for the year as well.

The public relations committee is responsible for interacting with companies and upholding the external presence of the Society. This includes, but is not limited to:

- Planning, executing and advertising special events with companies
- Interviewing companies for presentation sessions
- Communicating with companies about the SSE
- Assisting with Software Engineering Open Houses and College & Careers
- Obtaining and processing donations from companies
- Communicating notable events with GCCIS and RIT University News

- ViSE**

The ViSE (Voices in Software Engineering) committee shall be led by Dorrene Brown for the year. Although she will not be able to attend SSE Officers meetings, she will be sending a representative of the committee to speak during meetings.

The ViSE committee is responsible for planning, executing and advertising the Voices in Software Engineering speaker series. The ViSE committee will try to find potential notable speakers in the industry and orchestrate all logistics involved with getting them to speak on campus.

- Mentoring**

The Mentoring committee shall be led by Derek Erdmann for the year.

The Mentoring committee is responsible for:

- Staffing the lab with mentors to answer questions during mentoring hours
- Maintaining order in the lab
- Planning, executing and advertising review sessions for courses in the Software Engineering curriculum

- Planning, executing and advertising crash courses
- Overseeing the library, ensuring its books are current and accounted for
- Ensuring the lab is in good state of upkeep

### ● **Fundraising**

The Fundraising committee shall be led by Alex Kahn for the year. Although he will not be able to attend SSE Officers meetings, he will be sending a representative of the committee to speak during meetings.

The Fundraising committee is responsible for:

- Ordering and stocking our cabinets with snacks and soda
- Overseeing and facilitating the entire merchandise process:
  - Elicitation from members of desired merchandise
  - Creation of artwork for merchandise
  - Finding best vendor for merchandise
  - Storing and selling merchandise
- Documenting the purchases of snacks, soda and merchandise
- Ordering new merchandise if demand is apparent and approved by Treasurer
- Elicit from the lab & documentation the best snacks and soda to buy

### ● **Intramurals**

The Intramurals committee shall be led by Colleen Di Vincenzo in the fall quarter and led by Kevin Lakotko in the winter and spring quarters. This special arrangement was put in place to accommodate the co-op schedules.

The Intramurals committee is responsible for overseeing the intramurals sport teams at SSE. This includes:

- Organizing teams based on SSE interest
- Finding and assigning team captains
- Performing all administrative actions requested by RIT Intramurals (including team registration)
- Advertising the teams
- Maintaining a scoreboard

- **Events**

The Events committee shall be led by Bill Beers for the fall quarter and led by Michael Nuzzo in the winter and spring quarters. This special arrangement was put in place to accommodate the leave of absence from the previous events head.

The Events committee is responsible for:

- Planning, executing and advertising events
- Eliciting event ideas
- Updating the SSE Events page on all social networks (e.g. Facebook, Twitter)
- Creating postmortems & supplies used of all events to determine what went well and what did not (and how much to buy for next time)

All committees are expected to maintain an active roster of their members and their member's participation in the committee's affairs.

## **Temporal Committees**

Temporal committees are full committees, however they only exist for a specified period of time. For the 2011–2012 academic year, the following temporal committees shall be instated:

- **Winter Ball**

The temporal committee head for this position has not been appointed yet. This committee is responsible for planning, executing and advertising the Winter Ball.

- **Freshman Connection**

Freshman Connection is led by the Freshman Connection lead guides. This committee is responsible for:

- Planning, executing and advertising all Freshman Connection events
- Assigning freshmen to groups and assigning guides to groups
- Advertising the Freshman Connection program to SE upperclassmen
- Ensuring freshmen feel welcome

- **Orientation**

The Orientation committee is run directly by the Vice President of External Affairs. This committee is responsible for:

- Planning, executing and advertising all Orientation events
- Advertising the Orientation activities to SE upperclassmen

## **Junior Committee Heads**

In special cases, committees can be granted a junior committee head. Junior committee heads will assist the committee head in operations and also will be able to run the committee in the event that the committee head is no longer able to.

Junior committee heads will receive swipe access to the SSE lab and will be treated as full officers with the exception that they are not required to attend officers meetings unless requested by the senior committee head or principal officers.

It is important to note though that it is the senior committee head's responsibility to ensure that deliverables are completed to satisfaction and on-time. As a result, any shortcomings encountered will be the fault of the senior committee head.

# DISCLOSURE & CONFIDENTIALITY

## Open Policy

After careful deliberation, it is now SSE policy that the affairs and operations of the Society shall be as transparent as possible. In the words of John Fitzgerald Kennedy:

*"We decided long ago that the dangers of excessive and unwarranted concealment of pertinent facts far outweighed the dangers which are cited to justify it."*

As a result, meeting minutes from SSE Officers meeting minutes for the 2011–2012 academic year shall be available for all SSE members to view and inspect. The primary motivation behind this movement is to enable members to see how their Society is being run.

Moreover, the second to last officers meeting of every quarter shall be an open meeting where all SSE members can provide feedback, list grievances and engage in the decision making process at a specified time during the meeting.

Knowledge of the open meeting shall be made public at one week before the meeting.

## Confidentiality of Personal Information

All information used by the Society that can be used to personally identify someone or has the ability to hurt someone's feeling is kept strictly need-to-know confidential. This includes, but is not limited to:

- Student ID numbers, emails or computer accounts
- Officer & Committee Head candidate listing
- Complaints raised against SSE members or officers
- Any material marked "SSE Confidential"



Moreover, all personal information stored by SSE must be secured. If the information is physically tangible, it must be kept under lock and key. If the information is intangible or digital, it must be encrypted and password protected. Breach of confidentiality has serious consequences and is dealt with on a case-by-case basis by the President.

# LAB RESOURCES

The SSE lab has many resources available to its members.

The resources available are as follows:

- **Laser Printer**

The laser printer shall not be paused unless deemed necessary by the mentor on duty. Everyone owning an SE Computer account shall be available to print to the printer regardless of membership status.

- **Multifunction color printer**

The multifunction color inkjet printer is only available to SSE members. This includes the scanning and faxing functionality of the device. Printing to this device shall be controlled by SSEIS Directory Services.

- **Apple computers**

Apple computers are provided to SSE members for Mac OS X development, iOS development and using libraries and technologies not otherwise offered by the SE department. The machines will also be able to boot into Microsoft Windows as well as Ubuntu Linux. Access to these machines shall be controlled by SSEIS Directory Services.

- **Office Supplies**

The SSE shall have a stapler, hole punch, tape and paper clips available to those who need them for projects or assignments.

# RESPECT

One last bit on respect, as it is a very important element to the continued success of the Society. **Respect and empathy are expected of our members**, and above all else, members should, at all times, try to be role models to their peers.

## **Zero Tolerance Policy on Disrespect**

If there are any personal disagreements, offensive comments or anything expressed in any medium that could be hurtful to others in the lab, anyone involved in the discussion will be asked to leave the lab immediately. No exceptions. This also includes gossip, drama and heated discussions.

In other words, all members should, at all times

**Be excellent to each other.**

# AMENDMENTS

## 1. Committee Head Transitions & Resignation

Although it would be ideal for committee heads to remain throughout the year, it is sometimes not possible due to co-op schedules, personal matters and other reasons. As a result, the following is now set into effect:

In the event that a committee head must abdicate for any reason, the committee head must give the President three weeks notice if the committee head wishes to return. The three weeks must be from the time that the committee head will no longer be able to fulfill their duties, will no longer be enrolled in classes at RIT, or leave the Rochester area – whichever comes first.

In the event that three weeks notice is not given, the committee head will not be able to come back when he/she returns. The committee head is responsible for finding suitable replacement(s) and shall recommend a list of potential candidates who have agreed to accept the position if it is offered to him/her.

In the event that a committee head has a junior committee head, the junior committee head shall be the only candidate for the senior committee head position. If the committee head shall be returning, a temporary junior committee head may be appointed if it is deemed necessary by the President. If the committee head shall not be returning, the search may begin instead for a new junior committee head.

If a committee head has elected to return, the committee head and the future committee head must agree on a return date. If for any reason the previous committee head is not able to return on this date the position will be immediately forfeited in its entirety to the new committee head.

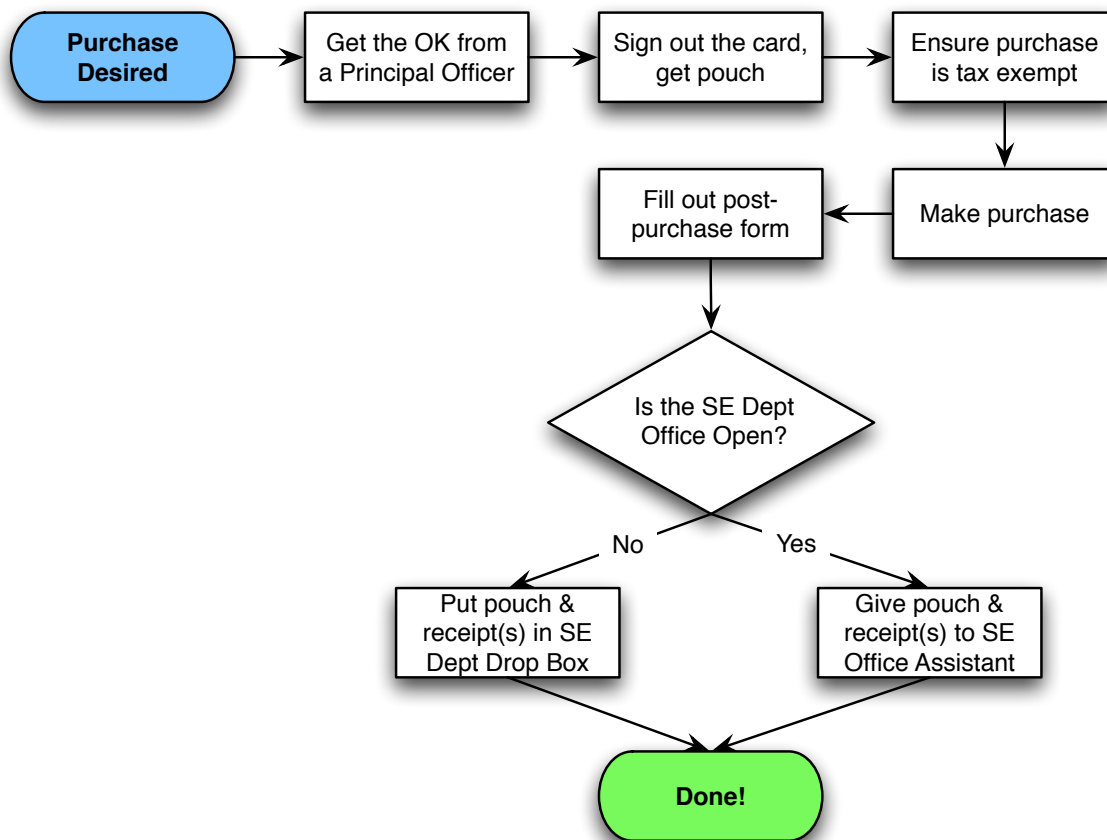
This amendment shall become in effect December 1st 2011.

## 2. Financial Policy

Over the years SSE has maintained an informal financial policy and procedure. For the majority of the time, this procedure has served us well, however, as the organization continues to grow misconceptions about the financial process grow with it. As a result, the following Financial Policy shall be put in place to streamline financial operations.

### PROCUREMENT CARD PROCESS

Once a member has been financially certified, below is the following procedure by which a financially certified member would obtain the procurement card, make a purchase and return the card and receipts:



Before a Principal Officer can give a financially certified member approval on a purchase, the following information should be given:

- Who will be making the purchase
- What will be purchased

- Estimated price
- When the purchase will be made
- How long the card would need to be out for

Approval from a principal officer can either be verbal or written.

After a purchase has been made, the financially certified member must complete the post-purchase form ( <http://sse.se.rit.edu/go/finance-postpurchase> ) within 3 days of purchase. Without this form, we will not be able to balance our books, so this is very important. Thank you in advance for filling these out!

Recurring purchases (e.g. Pizzas every other Thursday for Tech Talks) can be authorized in advance by any time span agreed upon by both the financially certified member and the Treasurer. Recurring purchases cannot last longer than 1 academic year. If in the event the purchase doesn't happen (or doesn't happen to schedule) the treasurer must be informed via email ( [treasurer@sse.se.rit.edu](mailto:treasurer@sse.se.rit.edu) ).

In the event that the pouch cannot be returned to the SE Office Assistant or Drop Box after a purchase (or the end of an event), the Treasurer must be informed of the location of the pouch and when it will be returned back to the SE Drop Box. In the period where the pouch cannot be returned to the SE Drop Box, the current owner of the pouch is responsible for getting the pouch to the next person if necessary. At this time Treasurer would be responsible for coordinating the delivery while the current pouch owner would be responsible for the delivery or rendezvous with the next financially certified member that needs the pouch. At this time, receipts from the previous purchase would remain in the pouch.

In the event that a receipt was lost, the financially certified member must email the Treasurer ( [treasurer@sse.se.rit.edu](mailto:treasurer@sse.se.rit.edu) ) and complete the Lost Receipt form ( <http://sse.se.rit.edu/go/finance-lostreceipt> ) within 3 days from the time that the item (whose corresponding receipt is lost) was purchased.

## REIMBURSEMENT PROCESS

To receive reimbursement for purchases made for the Society, a request must be made to a principal officer beforehand or made via the Reimbursement Request form ( <http://sse.se.rit.edu/go/finance-reimbursement> ). If a request has been made using the form and not via talking to a principal officer, please email the treasurer ( [treasurer@sse.se.rit.edu](mailto:treasurer@sse.se.rit.edu) ) after the form has been submitted.

After the request has been submitted, the Treasurer will either approve or deny the request. In either event, the Treasurer will inform the requester via email whether the request has been accepted or denied. If the request has been denied, the Treasurer will give a reason as to why the request was denied.

If a request has been approved, the reimbursement shall be made available when the petty cash available reaches the amount needed for reimbursement. This means that if you foresee that you will need a reimbursement, it would behoove you to request one well in advance so that the necessary funds have time to collect.

Once ready, the reimbursement will be stored in the safe and the person to whom the reimbursement is owed may arrange a pick-up time with the Treasurer or another principal officer.

Non-financially certified members are eligible for reimbursement. In this event, the non-financially certified member would need to give his/her contact information to the Treasurer so the Treasurer may inform the non-financially certified member when the reimbursement is ready.

#### SSE FINANCIAL CERTIFICATION

Before any student can make purchases with the SSE Procurement Card, the student must be financially certified either by any Faculty Club Advisor or the Treasurer.

Any SSE member can be financially certified, however, the student must be an active member in order to be certified. Financial certification is valid indefinitely (even if membership expires), however, it can be revoked at the discretion of the Treasurer or automatically in the event of three strikes per year (See below section on Strikes & Revocation).

In order to be financially certified, the candidate must:

- Explain the steps of the procurement card process
- Walk through each of the following scenarios, following the procurement card process:
  - Buying snacks for fundraising
  - Ordering pizza for a tech talk over the phone
  - Buying supplies for Winter Ball
- Explain the reimbursement policy
- Explain all the strikes and how they can be mitigated

## STRIKES & REVOCATION

In the event where a financially certified member makes a mistake, a strike is placed on their record. When a financially certified member obtains a strike, their financial certification will be revoked. After financial certification is revoked, it must be regained by demonstrating adequate effort in correcting the mistake made by the member. Adequate effort will be determined by the Treasurer. After adequate effort is shown, financial certification will be given back to the member and the strike will be removed. If adequate effort is not shown within 7 days, financial certification will be given back to the member and the strike will remain on record. If a financially certified member obtains three strikes, they will lose financial certification and must complete the financial certification process again. After the financial certification process has been completed again, the financially certified member will have a clean slate.

The following actions will cause a financially certified member to earn a strike:

- Making a purchase with tax
- Losing a receipt
- Failing to explain a lost receipt within 3 days of purchase
- Not turning a receipt in within 3 days of a purchase
- Making a purchase without authorization
- Not filling out a post-purchase form within 3 days of purchase
- Purchasing an item that is forbidden by RIT Finance & Administration
- Giving the procurement card to someone to make a purchase who was not certified
- Losing the procurement card (counts for three strikes)

In the event that a financially certified member loses the card or pouch, the financially certified member must contact the Treasurer immediately. Moreover, losing the card counts for three strikes instead of the usual one strike.

## MISCELLANEOUS / GENERAL

It shall be the responsibility of the Treasurer, SE Office Assistant(s) and Faculty Advisor(s) to maintain a listing of all financially certified members and any strikes they may amass.

The Treasurer shall be responsible for informing a member if the member's financial certification status has been revoked.

This amendment shall become in effect February 10th 2012.