

# [Draft] Constitution of the Society of Computing and Information Science

Dave Suffling

Modified branch of the 2006 version, rendered February 27, 2008.

## Contents

<b>I. Society of Computing and Information Science</b>	<b>2</b>
A. Identity (1)	2
B. Mandate (3)	2
C. Special Terms and Definitions (5)	2
<b>II. Governance &amp; Constituency</b>	<b>2</b>
A. Governance (6)	2
B. Membership by Right (14)	3
C. Membership by Privilege (21)	3
<b>III. Governing Body</b>	<b>4</b>
A. Executive (38)	4
B. Class Representatives (115)	7
C. Systems and System Staff (139)	8
D. Co-Executive (159)	9
<b>IV. Venues of Governance</b>	<b>10</b>
A. Meeting Venues (177)	10
B. Meetings (196)	11
C. Regular Meetings (206)	12
D. Summer Meetings (214)	12
E. Special Meetings (217)	12
F. General Meetings (223)	13
G. Election Meetings (229)	13
H. Emergency Meetings (236)	14
<b>V. Process of Governance</b>	<b>14</b>
A. Votes (239)	14
B. Motions (242)	14
C. Policy Documents (247)	15
D. Amendments (273)	16
E. Agenda (276)	17
<b>VI. Elections and Appointments</b>	<b>17</b>
A. Elections (278)	17
B. Directives, Committees, and Executors (315)	19
<b>VII. Resources and Events</b>	<b>20</b>
A. Resources (323)	20
B. Events and Primary Organizers (326)	20

<b>VIII. Definitions</b>	<b>21</b>
A. Requirements for Notice (332) . . . . .	21
B. Voting Terminology (336) . . . . .	21
C. Basic Semesterly Fee (343) . . . . .	21
D. Miscellaneous Definitions (351) . . . . .	22
<b>IX. Policy Documents to be Passed Alongside the Constitution</b>	<b>22</b>
A. Form of Mail-in Ballots (352) . . . . .	22
B. Record-keeping Responsibilities of the Secretary (365) . . . . .	23

**Part I: Society of Computing and Information Science**

**Article I-A: Identity**

**SOCIS  
The Organization**

<sup>(1)</sup>  
**1.** This document is the constitution of the Society of Computing and Information Science of the University of Guelph, also known as The SOCIS. In this Document, The SOCIS is also referred to as “The Organization”.

<sup>(2)</sup>  
**2.** This society was previously known as the Computer Science Club of the University of Guelph.

**Article I-B: Mandate**

<sup>(3)</sup>  
**1.** The SOCIS shall represent Computing and Information Science Students. The Organization will liaise with the Department of Computing and Information Science, and other student governments on behalf of CIS Students.

<sup>(4)</sup>  
**2.** The SOCIS shall also run events, maintain electronic services, and operate an office with resources for SOCIS Members.

**Article I-C: Special Terms and Definitions**

<sup>(5)</sup>  
**1.** The following terms have special definitions within this document:

**Part II: Governance & Constituency**

**Article II-A: Governance**

<sup>(6)</sup>  
**1.** The SOCIS is governed by this constitution, Policy Documents, Motions, an Executive, (optionally) a Co-Executive, Class Representatives, and System Staff.

<sup>(7)</sup>  
**2.** This constitution and the spirit thereof are binding and cannot be overridden.

<sup>(8)</sup>  
**3.** A Policy Document is society law, subject to this constitution. A Policy Document

cannot be overridden except by a new Governance Document or a Motion where ALL of the following apply:

- i. The new Motion or Governance Document explicitly references the existing Policy Document
- ii. EITHER the existing Policy Document specifically allows for changes at a lower standard OR the new Motion or Governance Document is passed by the same standard as the existing Policy Document to be superceded

*(11)*

4. A Motion is society law, subject to this constitution and Policy Documents. A new Motion supersedes all existing Motions.

*(12)*

5. An Executive Member's decision (within the scope of that Member's mandate) is society law, subject to this constitution, Policy Documents, and Motions.

*(13)*

6. A Co-Executive Member's decision (within the scope of that Member's mandate) is society law, subject to this constitution, Policy Documents, Motions, and the decisions of Executive Members.

#### **Article II-B: Membership by Right**

*(14)*

#### **Member by Right**

1. Any individual who meets either of the following two sets of criteria in a given semester shall be considered a Member by Right of the Organization:

##### SCHEDULE I: BY DEGREE PROGRAM

- i. The individual is a CIS student
- ii. The individual is required by the University of Guelph to make some payment (other than a fine) directly or indirectly to The SOCIS, OR the individual elects to pay the Organization the Basic Semesterly Fee
- iii. The individual's membership has not been revoked in accordance with this constitution

##### SCHEDULE II: BY ELECTION

- i. The individual is a University of Guelph student
- ii. The individual is a Member of the Executive
- iii. The individual (or a benefactor) pays SOCIS the Basic Semesterly Fee

#### **Article II-C: Membership by Privilege**

*(21)*

#### **Membership by Privilege**

1. The Members by Right of SOCIS may choose to enact a Policy Document allowing for Membership by Privilege.

*(22)*

2. An individual must meet ALL of the following requirements in a given semester in order to become a Member by Privilege:

- i. The individual must be a student of the University of Guelph, and must not be a CIS Student

ii. The individual (or a benefactor) must pay a fee to The SOCIS, which shall be no less than the Basic Semesterly Fee; this fee must be paid for every semester the individual is to be a Member by Privilege

*(25)*

3. Membership by Privilege cannot be extended for a period exceeding one semester, although it may be renewed

*(26)*

**Invitation to  
Membership by  
Privilege**

4. In order for any individual to become a Member by Privilege, a Policy Document known as an “Invitation to Membership by Privilege” must be enacted subject to ALL of the following criteria:

i. The Policy Document must pass with Strong Approval of Members-by-Right and Simple Approval of the Executive

ii. The Policy Document must explicitly state the dollar amount of the fees to be paid

iii. The Policy Document must explicitly state which services and events are not covered by the fee, OR state that the fee must make Membership by Privilege equivalent to Membership by Right with respect to event and service cost

iv. the Policy Document is Subject To Annual Review

*(31)*

5. An Invitation to Membership by Privilege may grant the following privileges, with or without reservation:

i. the privilege to vote for motions

ii. the privilege to vote for Policy Documents

iii. the privilege to run for executive office

*(35)*

6. Members by Privilege may not vote in elections.

*(36)*

7. A Member of the Executive may enter into a binding agreement not to vote in favour of any Invitation to Membership by Privilege or Resource Expenditure Mandate (possibly subject to certain conditions) where that member holds in good faith that such action is in the best interest of SOCIS.

*(37)*

**Member** 8. Members by Right and Members by Privilege are together known as SOCIS Members (also referred to as “Members” without qualifier)

**Part III: Governing Body**

**Article III-A: Executive**

*(38)*

**Executive  
Executive Member**

1. The Executive shall consist of the following Executive Members:

i. a President

ii. a Vice-President

iii. a Secretary

iv. a Treasurer

v. a Community Liaison

- vi. a System Administrator
- vii. an Assistant System Administrator
- viii. a Webmaster

*(47)*

2. The Executive Members shall uphold this constitution and work together to carry out the Organization's mandate

*(48)*

**President** 3. The President shall:

- i. lead the Executive
- ii. organize elections
- iii. delegate administrative tasks within the Executive
- iv. delegate event-related tasks within the Executive
- v. act as meeting chair if one is not appointed

*(54)*

**Vice-President** 4. The Vice-President shall:

- i. manage the Organization's internal affairs
- ii. organize Weekly Meetings
- iii. assume the President's responsibilities in the event of unavailability

*(58)*

**Secretary** 5. The Secretary shall:

- i. prepare and distribute an agenda for Administrative Meetings (except Special Meetings)
- ii. take minutes at all Administrative Meetings (except Special Meetings)
- iii. maintain a list of all Policy Documents
- iv. maintain archives for all of the Organization's affairs
- v. assume the Vice-President's responsibilities in the event of unavailability

*(64)*

**Treasurer** 6. The Treasurer shall:

- i. manage the finances of the Organization and ensure they are in good standing
- ii. keep the financial records of the Organization up to date
- iii. make arrangements for any purchases made
- iv. prepare a budget for each semester
- v. attend CPESSC budget meetings
- vi. prepare cost projections for events as requested by the Executive
- vii. maintain an inventory of assets
- viii. market SOCIS merchandise, where available
- ix. assume the secretary's responsibilities in the event of unavailability

*(74)*

**Community Liaison** 7. The Community Liaison shall:

- i. manage affairs external to SOCIS
- ii. liaise with the Department of Computing and Information Science
- iii. represent (or appoint a delegate to represent) CIS Students and SOCIS to CPESSC and external committees

**System Administrator**

*(78)*

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 the Organizations computers
  - iv. adequately document all electronic systems
  - v. recruit and train System Staff
  - vi. assume the Webmaster's responsibilities in the event of unavailability
  - vii. assume the assistant system administrator's responsibilities in the event of unavailability

**Assistant System Administrator**

*(86)*

9. The Assistant System Administrator shall:
- i. assist the System Administrator with the responsibilities of that office
  - ii. assume the System Administrator's responsibilities in the event of unavailability

**Webmaster**

*(89)*

10. The Webmaster shall:
- i. maintain all SOCIS web projects
  - ii. electronically publish documents (including Policy Documents and meeting minutes) as requested by other Executive Members OR provide a mechanism for persons to do so without active intervention of the Webmaster
  - iii. publish notice, where requested by any person required to give notice by this constitution or any policy document, OR provide a mechanism for persons to do so without active intervention of the Webmaster
  - iv. maintain an online list of all upcoming SOCIS events and meetings

*(94)*

11. Each Executive Member shall:
- i. Be available to any Member for the purpose of answering Organization-related questions or concerns
  - ii. Aid other Members of the Executive
  - iii. be available to serve as a Primary Organizer and/or Committee Chair as required by the Executive
  - iv. Have conduct befitting an Executive Member

*(99)*

12. Where the role is not assigned to a specific Executive Member as per this article, the President shall ensure that the role is fulfilled.

*(100)*

**Delegation of Roles**

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 ANY of the following responsibilities and powers:

- i. calling a meeting
- ii. calling an election
- iii. chairing an election
- iv. counting election votes
- v. acting as a Signing Member

- (106)*
- Temporary Appointments and By-Elections **14.** In such a case where an Executive Member resigns or becomes unavailable, the Executive may appoint a temporary replacement. A by-election is to be held for the vacant position in accordance with this constitution. If no replacement can be found, and the role does not fall on another Executive Member as per this article, the responsibilities of the role will be distributed among the Executive Members.
- (107)*
- Signing Member** **15.** Each Signing Member shall be registered with the SOCIS financial services provider as a signatory on all SOCIS accounts. Only Signing Members may possess or use the Organization's banking cards, passbooks, web banking passwords, PIN numbers, blank cheques, or other similar financially-sensitive items or information which could be used to gain access to SOCIS accounts or funds.
- (108)*
- 16.** The President, Vice-President, and Treasurer shall act as Signing Members. If all of these persons agree, and no more than one Member of the Executive objects, additional members of the Executive may be appointed to act as Signing Members.
- (109)*
- Meeting Attendance **17.** Executive Members shall attend all meetings in a timely fashion. Where an Executive Member cannot attend all or part of a meeting, they will inform the rest of the Executive as soon as possible.
- (110)*
- Executive Action **18.** The Executive may act as a body where the majority of Executive Members approve of a given action.
- (111)*
- Impeachment **19.** An Executive Member may be impeached subject to ALL of the following conditions:
- i.** reasonable grounds must be given, in the form of either a speech or a letter
  - ii.** a Motion to impeach the Executive Member must be made with seven day's notice
  - iii.** the Motion must gain the Strong Approval of Members by Right

### **Article III-B: Class Representatives**

- (115)*
- Class Representative** **1.** In order to fully represent various groups within SOCIS, Class Representatives shall be appointed:
- i.** one or more First-year Representatives
  - ii.** one or more Second-year Representatives
  - iii.** one or more Third-year Representatives
  - iv.** one or more Honours Representatives
  - v.** (optionally) a Graduate Representative
  - vi.** (optionally) a Co-op Representative
  - vii.** (optionally) other representatives the Executive deems beneficial
- (123)*
- 2.** Class Representatives are responsible for ALL of the following:
- i.** Speaking within SOCIS on behalf of the members of the group they represent (both as individuals and as a body)

- ii. Speaking to members of the group they represent on behalf of SOCIS
- iii. Assisting Members of the Executive with their duties
- iv. Attendance of Weekly Meetings
- v. Participation in either a SOCIS committee, or System Staff, unless excused of this responsibility by the Executive
- vi. Attendance of at least two SOCIS events each semester, unless excused of this responsibility by the Executive
- vii. Any other responsibilities as required by the Executive

(131)

**3.** In order to qualify to serve as a Class Representative, an individual must be a SOCIS Member.

(132)

**Appointment** **4.** Class Representatives are appointed and removed from appointment by a Special Motion, subject to ALL of the following (Schedule I) Criteria and (Schedule II) Guidelines:

**SCHEDULE I: CRITERIA**

- i. The Motion must gain the Simple Approval of the Executive,
- ii. If a quorum of the represented group is present, the Motion must gain the Simple Approval of the represented group
- iii. The Motion is Subject to Annual Review

**SCHEDULE II: GUIDELINES**

- i. Equally well-qualified individuals are to be preferentially appointed if they are a member of the group to be represented
- ii. Notwithstanding the preceding guideline, equally well-qualified individuals are to be preferentially appointed if they are not a serving Executive Member.

(138)

**5.** Class Representatives report to the Community Liaison.

**Article III-C: Systems and System Staff**

(139)

**System Staff** **1.** The System Staff consists of the System Administrator, the Assistant System Administrator, and the Webmaster, as well as any SOCIS Member the System Administrator and Assistant System Administrator agree to appoint to System Staff

(140)

**2.** The System Staff shall develop, document and maintain the Organization's electronic systems and services under the direction of the Executive

(141)

**3.** SOCIS Members appointed to System Staff shall:

- i. Attend Weekly Meetings, as well as any other meeting where the President, System Administrator, Assistant System Administrator, or Webmaster request their presence
- ii. Adhere to the directions and guidelines laid out by the System Administrator and the Executive
- iii. Maintain the security of all electronic services at all times
- iv. Respect the privacy of users

Restriction of Electronic Privileges <sup>(146)</sup> 4. No person may hold elevated electronic permissions which have the potential to cause ANY of the following (Schedule I) Effects, unless ANY of these (Schedule II) Conditions apply:

SCHEDULE I: EFFECTS

- i. interfere with the legitimate use of the system by other users
- ii. violate the privacy of other users

SCHEDULE II: CONDITIONS

- i. The person is a member of System Staff
- ii. The granting of permissions to this specific individual was allowed by a Motion and approved by the System Administrator or Assistant System Administrator
- iii. The permissions are granted in accordance with a Policy Document, with the approval of the System Administrator or Assistant System Administrator

AUP, Privacy Policy, ToS <sup>(152)</sup> 5. The System Staff shall publish and maintain the following policies, to be approved as a Policy Document Subject to Annual Review, and requiring the Simple Approval of the Executive:

- i. an Acceptable Use Policy (AUP)
- ii. a Privacy Policy
- iii. (optionally) a Terms of Service (ToS) policy

Non-SOCIS accounts <sup>(156)</sup> 6. System Staff shall not grant any new account or permission to any person who is not a SOCIS member, unless ANY of the following conditions are met:

- i. a Policy Document with the Simple Approval of the Executive allows the action
- ii. a Motion with the Simple Approval of the Executive approves the specific action

**Article III-D: Co-Executive**

**Co-Executive Co-Executive Mandate** <sup>(159)</sup> 1. A Co-Executive may be created and granted limited authority by a Ratified Policy Document Subject to Annual Review and known as a Co-Executive Mandate, in order to conduct SOCIS events and services during the Summer semester.

**Co-Executive Member** <sup>(160)</sup> 2. A Co-Executive shall consist of between one and three Members. In order to be eligible to serve as a Co-Executive Member, an individual must be a SOCIS Member and have attended nine Administrative Meetings.

<sup>(161)</sup> 3. The Co-Executive Mandate must explicitly define the following:

- i. the Responsibilities of the Co-Executive
- ii. the start and end dates of the Co-Executive Mandate (which may begin no earlier than the first day of the Summer semester, and end no later than the last day of Orientation Week)

- iii. the budget of the Co-Executive
- iv. a method of electing or appointing Members to the Co-Executive (or name specific persons to constitute the Co-Executive)
- v. a method of impeaching or removing Co-Executive Members
- vi. the precise powers of the Co-Executive

*(168)*  
**Authority** 4. The following authority may be granted by the Co-Executive Charter to a Co-Executive Member, to be exercised only in execution of the responsibilities of the Co-Executive:

- i. the power to call and chair Summer Meetings
- ii. the power to act as a Signing Member of SOCIS
- iii. the power to liaise with the Department of Computing and Information Science
- iv. the power to purchase, collect funds, and make payment on behalf of SOCIS

*(173)*  
**Executive Oversight** 5. Regardless of election outcome, Co-Executive Members must gain the Simple Approval of the Executive sitting at the time of their selection and at the start of their mandate.

*(174)*  
 6. Regardless of the prescribed method for removing or impeaching Co-Executive Members, a Special Motion to remove a Co-Executive Member with the Strong Approval of the Executive shall result in the Co-Executive Member's removal.

*(175)*  
 7. An Executive Member may serve as a Co-Executive Member.

*(176)*  
**Ambiguous Titles** 8. The name of a Co-Executive role shall not be confusingly similar to the name of any Executive role, unless the member of the Co-Executive who holds the role also holds any and all Executive roles with which the Co-Executive role might be confused.

## **Part IV: Venues of Governance**

### **Article IV-A: Meeting Venues**

*(177)*  
**Real-World Meeting** 1. A Real-World Meeting takes place in any physical venue, where all of the meeting participants are in the same place, subject to ALL of the following conditions:

- i. Clear directions to the venue are given with 12 hours' notice
- ii. To the extent possible, the venue is accessible via Guelph Transit for both inbound and outbound trips

*(180)*  
**Real-Time Online Meeting** 2. A Real-Time Online Meeting takes place in any online venue, subject to the following conditions:

- i. All technical information needed to access the meeting must be given with 12 hours' notice
- ii. The duration from the start of the meeting to the end of the meeting may not exceed two hours
- iii. The Membership of all participants must be verified before the meeting may begin
- iv. The identity of any participant(s) must be made immediately available upon the request

of any participant, or the participant who's identity cannot be established must be barred from voting

v. The meeting may not begin more than thirty minutes late

vi. Except in case of an emergency, a Real-Time Online Meeting may not be held within four days of any regularly scheduled Real-World meeting

(187)

**Ongoing Online Meeting**

3. An Ongoing Online Meeting takes place in any online venue, subject to the following conditions:

i. All technical information needed to access the meeting must be given with 12 hours' notice

ii. The venue must make the meeting history available to any person authorized to vote

iii. The duration from the start of a vote to the end of a vote shall not exceed seven days

iv. The duration from the start of a vote to the end of a vote shall be no less than 72 hours

v. The identity of any participant(s) must be made available upon the request of any participant, or the participant who's identity cannot be established must be barred from voting

vi. Except in case of an emergency, a Real-Time Online Meeting may not be held within four days of any regularly scheduled Real-World meeting

(194)

Accessibility

4. All Meetings venues must be reasonably accessible to all known would-be participants.

(195)

5. It must be possible to attend Online Meetings using only University-provided equipment.

**Article IV-B: Meetings**

(196)

**Meeting**

1. In order to qualify as a Meeting for the purpose of conducting SOCIS business, a gathering must meet ALL of the following requirements:

i. The meeting must have been called by a person qualified to do so

ii. At least one Member of the Executive must be present

iii. With the exception of Emergency Meetings, the Meeting must occur via one of the Meeting Venues in accordance with the Meeting Venues article.

(200)

Access Controlled Venues

2. Where security mechanisms prevent free attendance at Meetings, Notice of this (including instructions for accessing the Meeting Venue) shall be given at least seven days in advance. It should be possible for any reasonable person acting in good faith to attend the Meeting if that person starts to make arrangements to obtain security clearance at least 36 hours before the start of the Meeting. Notice may be given once for a given venue, provided the notice remains available until after the last Meeting it affects has ended.

(201)

Scheduling

3. Meetings will be purposely scheduled in such a way to reduce scheduling conflicts.

(202)

Decorum

4. Decorum is to be upheld at all Meetings. The Chair can order the removal of any person who is disrupting a Meeting.

*(203)*  
Notice **5.** Notice of a Meeting must include the exact date and time of the meeting, as well as the type of Meeting Venue. Notice of the Meeting Venue itself must be given in accordance with the preceding article.

*(204)*  
**6.** Notice must be given within 72 hours of definitively scheduling a Meeting, or within 14 days or the Meeting, whichever is less.

*(205)*  
Adjournment **7.** Meetings may be adjourned by a Motion for up to twenty-four hours. Notice must be given as practical.

#### **Article IV-C: Regular Meetings**

*(206)*  
**Regular Meeting  
Weekly Meeting** **1.** Regular Meetings are general-purpose Administrative Meetings, to be held weekly (then known as Weekly Meetings) and as otherwise required.

*(207)*  
Special Scheduling **2.** A Motion may be passed at a Regular Meeting to schedule an additional Meeting to deal with some subset of the Meeting's agenda, exempt from regular notice requirements, subject to ALL of the following conditions:

- i.** the scheduled meeting is to begin within 48 hours
- ii.** notice must be given as soon as practical in good faith
- iii.** the additional Meeting must be either a Regular Meeting or Special Meeting

*(211)*  
**3.** Notwithstanding clause 3, at least twenty-four hours' Notice shall be given of all Regular Meetings.

*(212)*  
**4.** Weekly Meetings shall be organized during the Fall and Winter semesters, except where the Executive deems this unnecessary with Strong Approval.

*(213)*  
Calling **5.** The President and Vice-President are the only persons who may call a Regular Meeting.

#### **Article IV-D: Summer Meetings**

*(214)*  
**Summer Meeting** **1.** Summer Meetings are Administrative Meetings, to be held in accordance with a Co-Executive Mandate.

*(215)*  
**2.** At least twenty-four hours' Notice shall be given of all Summer Meetings.

*(216)*  
Calling **3.** Summer Meetings may only be called in accordance with a Co-Executive Mandate.

#### **Article IV-E: Special Meetings**

*(217)*

**Special Meeting** 1. Special Meetings are Administrative Meetings to be held to aid in carrying out a Directive.

(218)

2. Special Meetings must be declared by ANY of the following methods:

i. by announcement at a Regular Meeting

ii. by two day's Notice

iii. by the Executor of the Directive contacting every Interested Party before the scheduled start time

(222)

Calling 3. Any Executor of a Directive may call a Special Meeting.

#### **Article IV-F: General Meetings**

(223)

**General Meeting** 1. General Meetings are Administrative Meetings to be held exactly once during the Fall semester, and optionally once during the Winter semester.

(224)

**Subject to Annual Review** 2. All Policy Documents which are Subject to Annual Review, appointments, and Motions must be renewed or elevated before the end of a General Meeting which occurs during the Fall Semester in order to remain in effect. Each Motion, Policy Document, and Appointment which is Subject to Annual Review must be read aloud in order to be renewed or elevated. Renewals require the same standard of approval that the Motion, Policy Document, or Appointment required at the time of it's enacting.

(225)

Notice 3. Two week's Notice must be given of a General Meeting.

(226)

Scheduling 4. A General Meeting may only be held during weeks when classes are being held, and not during the first week or last week of class.

(227)

5. A General Meeting may not be held online.

(228)

Calling 6. The President and Vice-President must agree to call a General Meeting.

#### **Article IV-G: Election Meetings**

(229)

**Election Meeting** 1. Election Meetings are Administrative Meetings to be held only when Members of the Executive are to be elected, or where required by a Ratified Policy Document for the election of a role defined in that document.

(230)

Notice 2. Two week's Notice must be given of an Election Meeting.

(231)

Scheduling 3. An Election Meeting may only be held during weeks when classes are being held, and not during the first week or last week of class.

(232)

4. An Election Meeting may not be held online.

(233)

Chair 5. The President is to act as the Chair of all Election Meetings.

(234)

Co-chair 6. The Vice-President is to act as the Co-chair of all Election Meetings. The Chair and Co-Chair must not be the same person; where this would be the case, the executive is considered unavailable for the role of Co-chair, and the role is passed on.

(235)

Calling 7. The person who would act as Election Meeting Chair and the person who would act as Election Meeting Co-chair must agree in order to call an Election Meeting.

**Article IV-H: Emergency Meetings**

(236)

**Emergency Meeting** 1. In an emergency, the Executive may hold an Emergency Meeting by any means possible, provided that the majority of the Executive are in attendance, and that those in attendance give Strong Approval of holding an Emergency Meeting.

(237)

Notice 2. Notice that an Emergency Meeting was held, including the nature of any decisions which may have been made at that Meeting, must be given as soon as possible after the Meeting.

(238)

Calling 3. Any Executive Member may call an Emergency Meeting. That person must make a good faith effort to contact all other Executive Members.

**Part V: Process of Governance**

**Article V-A: Votes**

(239)

Right to abstain and object 1. All votes within the Organization of a binding nature (as opposed to “straw poles”) shall provide, in addition to the proposal(s), the option to abstain (having no effect on the vote), and the option to object (which may be expressed as a vote against in the case of a singular proposal, or a vote for Nobody in the case of an Election.)

(240)

Abstentions count towards quorum 2. Persons actively expressing their intent to abstain count towards quorum. A Meeting chair may require any person who does not express any intent to vote, abstain, object, or leave the Meeting.

(241)

Rejection of a proposal 3. Where the number of objections matches or exceeds the number of votes for each and every proposal, all of the proposals are rejected.

**Article V-B: Motions**

(242)

When needed **Motion** 1. 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 person in authority.

*(243)*

**Process** 2. A Motion may be put forward at any Regular Meeting by any SOCIS Member. The Motion must then be seconded by another SOCIS Member. A vote then takes place. The motion passes if the proposal gains the Simple Approval of those SOCIS Members present.

*(244)*

**Financial Motions** 3. All Motions regarding financial matters must also gain the Simple Approval of the Executive.

*(245)*

**Sober Second Thought** 4. Within one hour of any vote, and at the same meeting, a Special Motion passing by the Strong Approval of the Executive may require “Sober Second Thought”, annulling the vote until it is voted upon a second time, after no less than seven days.

*(246)*

**Special Motion** 5. Some circumstances require Special Motions. These are exempt from the requirement of gaining the Simple Approval of SOCIS Members, and must gain only the approvals listed in order to pass.

#### **Article V-C: Policy Documents**

*(247)*

**Policy Document** 1. Policy Documents are documents which express society policy, by-laws, or procedures. They augment, but cannot override, this constitution.

*(248)*

#### **Governance Document**

2. Policy Documents, Ratified Policy Documents, and Guidelines shall be considered Governance Documents. For the purposes of record-keeping, Candidate Policy Documents shall be considered Governance Documents.

*(249)*

#### **Candidate Policy Document**

3. A Candidate Policy Document may be created by passing a Motion. The Secretary must be given the full title and text of the proposed Governance Document either by e-mail or on paper (at the Secretary’s option) 24 hours in advance (or less, at the Secretary’s option). Candidate Policy Documents have no force or effect.

*(250)*

**Numbering** 4. The Secretary will immediately assign all Governance Documents a unique identifying number, which is to be associated with that document indefinitely. The identifying number assigned is to be higher, by alphabetic comparison, than all other previously assigned numbers. The form of this number may be dictated by past practice or a Policy Document.

*(251)*

#### **Guideline**

5. A Candidate Policy Document may be elevated to a Guideline by passing a Motion, with the Simple Approval of ALL of the following:

- i. The assembly at large
- ii. The Executive

*(254)*

**Passing** 6. A Candidate Policy Document may be elevated to a Policy Document by passing a

Motion with seven days less three hour's notice, with the Simple Approval of ALL of the following:

- i. The assembly at large
- ii. Those Members by Right present
- iii. The Executive

Passing and Ratifying

*(258)*

**7.** A Candidate Policy Document or Policy Document may be elevated to a Ratified Policy Document by passing a Motion with seven days less three hour's notice, with the Strong Approval of ALL of the following:

- i. The assembly at large
- ii. Those Members by Right present
- iii. The Executive
- iv. At least 15 SOCIS Members

**Ratified Policy Document**

*(263)*

**8.** A Ratified Policy Document is a Policy Document with additional force and entrenchment. Where a Policy Document would have a given effect, a Ratified Policy Document also has that effect.

Binding on Officers

*(264)*

**9.** All Executive Members, Co-Executive Members, System Staff, Class Representatives, agents of SOCIS, and SOCIS operations are bound by Policy Documents.

Force of Guidelines

*(265)*

**10.** All Executive Members, Co-Executive Members, System Staff, Class Representatives, and agents of SOCIS must EITHER:

- i. Adhere to all Guidelines
- ii. Be prepared to provide a good reason for their non-adherence

Superceding

*(268)*

**11.** A Policy Document may be superceded only by a Motion or Policy Document, and then if and only if the Motion or Policy Document explicitly names the Policy Document to be overwritten, and the Motion passes the same standard by which the Policy Document passes.

Repealing

*(269)*

**12.** A Policy Document may be repealed by a Motion with six days' Notice, passing with the Simple Approval of ANY of the following:

- i. The assembly at large
- ii. Those Members by Right present

Replacing

*(272)*

**13.** A Policy Document may replace another Policy Document by stating in it's text that it does so.

#### **Article V-D: Amendments**

Notice to Executive

*(273)*

**1.** Amendments to this constitution must be presented to the executive at least two weeks

before the SOCIS Annual General Meeting, unless the proposed amendment is already a Policy Document, in which case one week is required.

*(274)*

Notice to Membership **2.** Two week's Notice must be given that constitutional amendments are being considered (though the text of the amendments themselves need not be given.)

*(275)*

Passing **3.** All amendments will be voted on at an Annual General Meeting where they must gain the Strong Approval of Members by Right Present.

### **Article V-E: Agenda**

*(276)*

Secretary's Role **1.** The Secretary shall prepare an agenda for all meetings. The Secretary shall accept all reasonable suggested agenda items given at least two hours prior to the beginning of a given meeting.

*(277)*

Right of the Secretary to Defer **2.** The Secretary may require the chair of a Special Meeting to carry out the Secretary's responsibilities in the preceding clause.

### **Part VI: Elections and Appointments**

#### **Article VI-A: Elections**

*(278)*

**General Election** **1.** General Elections are to be held once each year in the Winter semester. After the last exam day in the Winter Semester, outgoing Executive Members are relieved of their duties, and newly elected Executive Members become responsible for their roles.

*(279)*

**By-Election** **2.** By-Elections are to be held when an Executive Position is vacant (other than by reason of Nobody being elected.) Only vacant positions are subject to election at a by-election. Persons newly elected at a by-election commence their roles immediately.

*(280)*

**3.** Elections may only take place at an Election Meeting.

*(281)*

Notice **4.** Two weeks Notice of all elections must be given. Notice of an election may be given separately from Notice of an Election Meeting.

*(282)*

Declarations of Candidacy **5.** The Secretary shall accept declarations of candidacy from the time Notice of an election is given until the start of the Election Meeting. The Secretary shall maintain a list of accepted candidates for each position in any place where Notice could acceptably be posted.

*(283)*

**Notice of Candidacy** **6.** Any candidate for election accepted by the Secretary may prepare a Notice of Candidacy, which may contain any of the (Schedule I) Permitted Content, none of the (Schedule II) Forbidden Content, and must have the (Schedule III) Prescribed Attributes to be determined by the Secretary:

SCHEDULE I: PERMITTED CONTENT

- i.** Up to 500 words of text, or text to a length limit prescribed by the Secretary
- ii.** If the Secretary permits, minimal and proper use (at the discretion of the Secretary) of bold text, italic text, and/or underlined text
- iii.** If the Secretary permits, proper use (at the discretion of the Secretary) of bulleted lists
- iv.** If the Secretary permits, a natural-colour passport-style photograph of the candidate, scaled to some specified size

SCHEDULE II: FORBIDDEN CONTENT

- i.** Excessive use of formatting or capitalization
- ii.** References to other candidates
- iii.** References to external advertising material
- iv.** Notwithstanding permitted content, graphics of any kind

SCHEDULE III: PRESCRIBED ATTRIBUTES

- i.** Foreground Colour
- ii.** Background Colour
- iii.** Font
- iv.** Font Size

*(296)*

**7.** The Secretary must publish as Notice (or require the Webmaster to publish as Notice) any valid Notice of Candidacy within 24 hours of receiving it

*(297)*

Speeches **8.** A candidate in an Election is entitled to make a speech at the Election Meeting at which they stand to be elected, before voting takes place, and subject to ALL of the following conditions:

- i.** The speech shall not exceed five minutes in length
- ii.** No reference to another candidate or group of candidates shall be made
- iii.** The speech shall be free of hateful or insulting material, defamation, and other inappropriate content

*(301)*

Form of Ballots **9.** All votes cast as part of an election are to be written on a paper ballot and folded in half, such that the voter's intent is not plainly visible without unfolding the ballot. "Electronic voting" is NOT permitted.

*(302)*

Absentee Voting **10.** A person normally qualified to vote in an election may vote by absentee ballot if they meet ALL of the requirements of ANY of the following sets of conditions:

SCHEDULE I: CO-OP STUDENT IN GUELPH

- i.** the student is engaged in a University of Guelph co-op work term
- ii.** the student is required to work sometime during, within the hour before, or with the hour following the Election Meeting

SCHEDULE II: MEMBER LIVING OUTSIDE GUELPH

- i. the individual does not live in Guelph

SCHEDULE III: MEDICAL OR COMPASSIONATE REASONS

- i. the student cannot attend the election for medical or compassionate reasons

SCHEDULE IV: SPECIAL PERMISSION

- i. the President permits the individual to vote by remote election

*(308)*

Procedures of Absentee Voting

**11.** The voter shall seal absentee ballots in an unmarked envelope containing nothing else. This envelope shall be known as an Absentee Ballot Package.

*(309)*

**12.** The Absentee Ballot Package must be accompanied by a single piece of paper bearing each of the following, and known as an Absentee Voter Declaration:

- i. a facsimile of the front of the voter's student card
- ii. the following statement, signed and dated by the voter and one witness, in ink:  
"I, (name of voter), am entitled to vote by remote ballot in the SOCIS election to take place on (date of election) under the SOCIS Constitution, Article VI-A, Clause 10, Schedule (schedule number)."

[311]: Could somebody check this reference to make sure it doesn't break?

*(312)*

Procedures to be followed by election officials

**13.** The Election Meeting Chair shall examine each Absentee Voter Declaration before the Election Meeting. Invalid or unacceptable Absentee Voter Declarations and their associated Absentee Ballot Packages are to be returned, where possible, otherwise Absentee Voter Declarations are to be placed on file and their associated Absentee Ballot Packages destroyed.

*(313)*

**14.** Absentee Ballot Packages are to be unsealed only by the Election Meeting Chair and Co-chair, and only during the Election Meeting.

*(314)*

Further Constraints

**15.** Constraints may be placed on the form of absentee ballots, Absentee Ballot Packages, and their delivery by a Ratified Policy Document.

**Article VI-B: Directives, Committees, and Executors**

*(315)*

**Committee Directive Executor**

**1.** Committees may be used to allow specific business to be discussed outside Regular Meetings. A Committee is formed by a Directive, which defines the scope of the Committee and names an Executor of the Directive.

*(316)*

**Interested Party**

**2.** A Directive may define who is or who may become an Interested Party in a given Committee. If the Directive does not define who is or who may become an Interested Party, then any SOCIS Member may become an Interested Party by informing the Executor of their interest.

*(317)*  
Creating **3.** A Directive may be passed as a Motion with the Simple Approval of the Executive. Such Directives are Subject to Annual Review.

*(318)*  
Responsibilities of Interested Parties **4.** Interested Parties in a given Committee must contact the Executor for that Committee and provide that person with a working e-mail address.

*(319)*  
Findings **5.** Committees may vote by a  $\frac{2}{3}$  majority to establish a finding. A Committee Executor may report the findings of the Committee to the general assembly at a Regular Meeting.

*(320)*  
Dissolution **6.** A Committee may be dissolved (and it's associated directive terminated) by either a vote held at a Meeting of the Committee and approved by the Executor of that Committee, or by a Motion.

*(321)*  
Standing Committees **7.** The System Administrator is implicitly the Executor of a Directive to manage SOCIS Systems. The System Staff and Members of the Executive are Interested Parties. Other parties may become Interested Parties with the approval of either the System Administrator or Assistant System Administrator. This Directive may be superseded by a Directive passed as a Motion.

*(322)*  
**8.** A Primary Organizer of an Event is implicitly the Executor of a Directive to plan that event. Other parties may become Interested Parties with the approval of the Primary Organizer. Such a Committee is implicitly dissolved after the last scheduled Meeting or 24 hours after the Event, whichever is later. This Directive may be superseded by a Directive passed as a Motion.

## **Part VII: Resources and Events**

### **Article VII-A: Resources**

*(323)*  
Restriction of Use **1.** Student fees contributed to SOCIS are not to be applied to events, except those intended solely for the benefit of SOCIS members, and not to be attended (at cost to SOCIS) by any other person with the exception of:

Exceptions **i.** Instructors, faculty, staff, and teaching assistants associated with the Department of Computing and Information Science

*(325)*  
**2.** The preceding clause may be superseded by a Ratified Policy Document Subject to Annual Review which passes with the Strong Approval of the Executive, to be known as a Resource Expenditure Mandate.  
**Resource Expenditure Mandate.**

### **Article VII-B: Events and Primary Organizers**

*(326)*  
**Event 1.** Events are real-world activities co-ordinated by SOCIS, other than Meetings.

**Primary Organizer** <sup>(327)</sup> 2. Each Event shall have a Primary Organizer. The Primary Organizer is responsible for ALL of the following:

- i. Planning and organizing the event
- ii. Ensuring that the event remains within the budget assigned to it, if any
- iii. Providing the Treasurer with financial information requested by that person in a timely manner
- iv. Providing the Secretary with an event report within the seven days following the Event, unless the Executive find with Strong Approval that an event report is not necessary.

## **Part VIII: Definitions**

### **Article VIII-A: Requirements for Notice**

**Notice** <sup>(332)</sup> 1. Notice, where required, MUST be given in ANY ONE OR MORE of the following ways:

- i. on the SOCIS website, in a prominent or well-advertised location
- ii. in a mass e-mail sent to all SOCIS Members
- iii. via any other mechanism permitted by a Ratified Policy Document which passes with the Simple Approval of the Executive

### **Article VIII-B: Voting Terminology**

**Quorum** <sup>(336)</sup> 1. Quorum is defined as ten persons.

**Simple Approval** <sup>(337)</sup> 2. Simple Approval is achieved where ALL of the following are true:

- i. more persons vote in favour of a determination than vote against it
- ii. at least half of eligible voters vote OR a quorum of voters vote

**Strong Approval** <sup>(340)</sup> 3. Strong Approval is achieved where ALL of the following are true:

- i. twice as many persons vote in favour of a determination than vote against it
- ii. at least half of eligible voters vote OR a quorum of voters vote

### **Article VIII-C: Basic Semesterly Fee**

**Usual Activity Fee** <sup>(343)</sup> 1. The Usual Activity Fee is the amount that a typical CIS student effectively pays to SOCIS each academic semester through student fees, activity fees, or other similar fees.

**Basic Semesterly Fee** <sup>(344)</sup> 2. The Basic Semesterly Fee is an amount set by the Treasurer annually at the start of the Fall semester, or when (in the estimation of the Treasurer) the Usual Activity Fee has changed.

**Determining** <sup>(345)</sup> 3. The Treasurer shall determine the Estimated Usual Activity Fee to the best of his or

her ability. The Treasurer shall then set the Basic Semesterly Fee to be an amount which meets ALL of the following criteria:

- i. the Basic Semesterly Fee shall be no less than the Estimated Usual Activity Fee
- ii. the Basic Semesterly Fee shall be no more than two dollars more than the Estimated Usual Activity Fee
- iii. the Basic Semesterly Fee shall be a multiple of twenty-five cents

(349)

Publicizing 4. The Treasurer shall announce the Basic Semesterly Fee at a Regular Meeting, along with the rationale for determining it.

(350)

Retroactivity 5. Changes in the Basic Semesterly Fee are not retroactive.

#### **Article VIII-D: Miscellaneous Definitions**

(351)

**CIS Student** 1. A CIS Student is any registered full-time or part-time student of the University of Guelph who is registered in a degree program administered wholly or partly by the Department of Computing and Information Science, and who is expected to complete the majority of their academic requirements in Guelph, Ontario.

#### **Part IX: Policy Documents to be Passed Alongside the Constitution**

##### **Article IX-A: Form of Mail-in Ballots**

(352)

1. Mail-in Ballots are to follow the form described in this Policy Document.

(353)

Physical Dimensions [353]: This is equivalent to one quarter US Letter page. 2. Ballots are to be printed on plain white paper and are to measure five-and-one-half inches tall by four-and-one-quarter inches wide.

(354)

Front Face 3. The front face of ballots is to consist of four lines, as follows:

- i. The phrase "For the position of:"
- ii. (A space for the position)
- iii. The phrase "I elect:"
- iv. (A space for a candidate's name)

(359)

Folding 4. The ballot is to be folded in half, from top-to-bottom, such that the front face is folded in.

(360)

Outside Face 5. On one of the two two-and-one-quarter inch by four-and-one-quarter inch half rear faces, the following two lines are to be written:

- i. The phrase "This ballot is for the position of:"
- ii. (A space for the position)

(363)

Completion of Spaces **6.** All three spaces must be completed. The spaces for position must contain the name of a position open for election, and must match. The space for candidate must contain the name of a candidate for the position written.

*(364)*

Non-Conformance **7.** If the above regulations are not followed, the Chair of the election must discard the ballot.

### **Article IX-B: Record-keeping Responsibilities of the Secretary**

*(365)*

Numbering System **1.** The Secretary shall assign all new documents an absolutely unique identifier and permanent identifier, constructed as follows:

- i.** The characters ‘SD’, and a hyphen
- ii.** Four digits, the current calendar year
- iii.** One character, the n-th letter for the n-th month
- iv.** Two digits, the current calendar day, and a hyphen
- v.** One character, the n-th letter for the n-th document registered that day

*(371)*

Responsibility to Publish **2.** The Secretary is to make the full text of this constitution and all Governance Documents available online. The status of each document is to be given after it’s title. Governance Documents which replace or are replaced by the document are to be listed after the status. The history of each document, including status transitions and the dates upon which they occurred, is to be given after the text of the document.