

Society of Computing & Information Science Constitution

Ratified in 2006

Part I: Identity

Article 1-A: Name

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

Article 1-B: Mandate

SOCIS shall represent Computing and Information Science (CIS) Students, and will liaise with the Department of CIS, and other student organizations on behalf of CIS students. SOCIS shall also run events, maintain electronic services, and operate an office with resources for SOCIS members.

Part II: Governance and Constituency

Article II-A: Governance

1. SOCIS is governed by the constitution, Policy Documents, Motions, an Executive, Class Representatives and System Staff.
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.
5. An Executive Member's decision (within the scope of that Member's duties) is subject to the Constitution, Policy Documents and Motions.

Article II-B: Membership by Right

1. An individual who meets any of the following criteria in a given semester shall be considered a Member by Right of SOCIS:
 - i. The individual is a CIS student
 - ii. The individual is a Member of the Executive
2. Members by Right who do not pay an activation fee to College of Physical & Engineering Science Student Council (CPES-SC), or the Basic Semesterly Fee to SOCIS, shall not vote on financial matters.
3. Executive members must pay an activation fee to CPES-SC, or the Basic Semesterly Fee to SOCIS.

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. Members by Privilege who do not pay an activation fee to CPES-SC, or the Basic Semesterly Fee to SOCIS, shall not vote on financial matters.
4. A Member by Privilege may have their membership revoked if a motion is passed at a General Meeting with a 3/4 majority, including 50% of the Executive.

Part III: Governing Body

Article III-A: Executive

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
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 co-chair for Governance Meetings and Elections if a replacement is not appointed
 - iv. represent SOCIS at the Department of CIS 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
3. The Vice-President shall:
 - i. act as co-chair for Governance Meetings and Elections if a replacement is not appointed
 - ii. represent SOCIS to the CPES-SC, and any committees requesting membership from a member of SOCIS, unless another member is appointed by a motion
 - iii. act as a signing member on all SOCIS bank accounts
 - iv. assume the President's responsibilities in the event of unavailability
4. The Secretary shall:
 - i. prepare an agenda for Administrative Meetings (except Special Meetings)
 - ii. take minutes at all Administrative Meetings (except Special Meetings)
 - iii. maintain all internal SOCIS documents
 - iv. be responsible for all information related to Student Risk Management (SRM)
 - v. keep an updated schedule of all dates and appointments pertaining to SOCIS
 - vi. keep a list of all standing committees, their membership and attendance, including System Staff.
 - vii. assume the Vice-President's responsibilities in the event of unavailability
5. The Treasurer 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 approved budgets prior to being presented to the organization requesting them.
 - v. attend CPES-SC budget meetings
 - vi. maintain an inventory of SOCIS belongings
 - vii. act as a signing member on all SOCIS bank accounts
6. The Community Liaison shall:
 - i. liaise with CIS students on behalf of SOCIS, and advertise SOCIS events and services
 - ii. liaise with the Department of CIS
 - iii. assume the secretary's responsibilities in the event of unavailability
 7. 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 and train System Staff
 - vi. provide a list of System Staff members to the Secretary as it changes
 - vii. assume the Webmaster's responsibilities in the event of unavailability
 - viii. assume the assistant system administrator's responsibilities in the event of unavailability
 8. 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
 9. The Webmaster shall:
 - i. maintain all SOCIS web projects, and act as the primary moderator
 - ii. electronically publish documents as requested by other Executive Members, or when necessary
 - iii. publish notice of events or meetings when necessary
 - iv. maintain an online list of all upcoming SOCIS events and meetings
 10. Each Executive Member shall:
 - i. Represent the rights and concerns of SOCIS Members
 - ii. Be available for the purpose of answering SOCIS-related questions or concerns
 - iii. Be available to serve as an Event Organizer or Committee Chair as required by the Executive
 - iv. Check all sources of SOCIS correspondence, electronic or otherwise, at least once every other day, unless prior notice of absence is given
 11. A SOCIS Member may not serve as an Executive member during a Co-op term, and is discouraged from serving an Executive term during a year where they are serving a Co-op term.
 12. 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
 13. An Executive member shall serve as a Primary Organizer for any event held by SOCIS. The Primary Organizer is responsible for the following:
 - 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 Treasurer with financial information requested by that person

- iv. Providing the Secretary with an event report within the seven days following the Event, if the Executive find that an event report is necessary.
- 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 another Executive member, those duties shall be divided among the other members of the Executive as they see fit.
- 16. 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 in advance.
- 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.

Article III-B: Class Representatives

- 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. a Graduate Representative
 - vi. a Co-op Representative
- 2. Class Representatives shall:
 - i. Speak within SOCIS on behalf of the members of the group they represent
 - ii. Speak to members of the group they represent on behalf of SOCIS
 - iii. Assist Members of the Executive with their duties
 - iv. Attend Weekly Meetings
 - v. Participate in either a SOCIS committee, or System Staff, unless excused by the Executive
 - vi. Attend at least two SOCIS events each semester, unless excused by the Executive
- 3. In order to qualify to serve as a Class Representative, an individual must be a SOCIS Member.
- 4. Class Representatives are appointed and removed from appointment by a Motion with a 2/3 majority, including 50% of the Executive, and are subject to the following:
 - i. If a quorum of the represented group is present, the Motion must gain 50%+1 approval of the represented group
 - ii. The period of appointment shall correspond to that of an Executive member
 - iii. Equally well-qualified individuals are to be preferentially appointed if they are a member of the group to be represented, or if they are not a serving Executive Member.
- 5. Class Representatives report to the Community Liaison.

Article III-C: Systems and System Staff

- 1. The System Staff consists of the System Administrator, the Assistant System Administrator, the Webmaster, and any SOCIS Member the System Administrator and Assistant System Administrator agree to appoint to System Staff; and any other individuals who are approved by a Motion with a 2/3 majority, including 3/4 of the Executive.
- 2. The System Staff shall develop, document and maintain SOCIS electronic systems and services

under the direction of the Executive.

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 security and respect the privacy of users of all electronic services at all times
4. Only System Staff and Executive Members may hold elevated electronic permissions.
5. The System Staff are strongly encouraged to ensure that Policy Documents are in existence to govern the usage of any electronic services
6. System Staff shall not grant any new account or permission to any person who is not a SOCIS member, unless:
 - i. a Policy Document allows the action
 - ii. an approved Motion, including 50% of the Executive, approves the specific action

Article III-D: Committees

1. Committees are formed to carry out an objective on behalf of SOCIS.
2. Committees can be formed by a motion at a General Meeting, with a specific task, as well as a chair for that committee.
3. Committees can be disbanded by a motion at a General Meeting.
4. Committees shall have no official power, but may choose to place a motion at any General Meeting. These motions require no seconder, and standard voting rules will apply.
5. A Committee must consist of at least 3 members, including 1 Executive members, in order to conduct business. If the committee consists of 5 or more members, that committee must consist of 2 Executive members. A committee membership should not exceed 7 members.

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 3 Executive members, in order to meet quorum.
3. A minimum of 3 days notice must be given for all General Meetings.
4. A minimum of 9 General Meetings per Fall and Winter semester must be held, and they may not be held during the exam period.
5. General Meetings must be held in person.
6. General Meetings shall be governed in accordance with Roberts' Rules of Order, if no other Rules of Order is chosen.
7. The President and Vice-President are the only persons who may call a General Meeting.

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

Article IV-C: Governance Meetings

1. Governance Meetings are Administrative Meetings that are held to carry out an election, to amend the SOCIS constitution, or to ratify any Policy Documents.
2. Governance Meetings must have a minimum of 15 attendees, including 6 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 week or last week of class.
6. A Governance Meeting must be held in person.
7. Governance Meetings shall be governed in accordance with Roberts' Rules of Order.
8. The persons who would act as Co-chairs must agree in order to call a Governance Meeting.

Part V: Process of 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 at a General Meeting.
5. A motion can only be approved if a vote reaches quorum.

Article V-B: Constitutional Amendments

1. Amendments to this constitution must be presented to the Executive at least two weeks before a Governance Meeting, unless the proposed amendment is a Policy Document, in which case one week is required.
2. Two week's Notice must be given that constitutional amendments are being considered, in which a draft outline of the amendment is given.
3. All amendments must be approved by a motion 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 the constitution, but may augment it.
3. Policy Documents may be ratified (either created or amended) 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 immediately become de-ratified.
5. Policy Documents ratified at a General Meeting can only be put in place for up to 6 months before re-ratification is required. Policy Documents ratified at a Governance Meeting may only be put in place for up to 3 years before re-ratification is required.
6. Motions to ratify or de-ratify a Policy Document requires a 2/3 majority.

Article V-D: Executive Elections

1. Elections are to be held once each year in the Winter semester.
2. Elections may only take place at a Governance Meeting, and are subject to those guidelines.
3. The Secretary shall accept declarations of candidacy from the time Notice of an election is given until the start of the Governance Meeting. The Secretary shall maintain a list of accepted candidates for each position on the SOCIS Website.
4. Candidates for election may prepare a Notice of Candidacy, which must not contain:
 - i. References to other candidates
 - ii. References to external advertising material
 - iii. Hateful or insulting material, defamation or other inappropriate content
5. The Secretary 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 the Governance Meeting at which they stand to be elected, before voting takes place, which must not contain any of the materials outlined in Clause 4 of this Article.
7. All voting shall take place by secret ballot. If any voter's intent is revealed, the present constituency may vote on a course of action to be taken to remedy the situation.
8. A person normally qualified to vote in an election may vote by absentee ballot if they meet any of the following conditions:
 - i. the student is engaged in a University of Guelph co-op work term
 - ii. the individual does not live in Guelph
 - iii. the student cannot attend the election for medical or compassionate reasons
 - iv. the President permits the individual to vote by absentee ballot

Article V-E: 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. Reasonable grounds must be given, and the motion requires a 2/3 majority.
2. A motion to serve impeachment must be made under the following circumstances:
 - i. An Executive member is absent for 2 consecutive meetings, or 3 meetings in a semester, without 12 hours prior notice.
 - ii. An Executive member fails to respond to contact via e-mail, phone or forums from another Executive member within 4 days, without prior notice.
 - iii. An Executive member has been demonstrated to have profited from SOCIS, in a manner to which they are not entitled.
3. 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 via e-mail. In the event that the President is being served the motion of impeachment, the Vice-President shall serve notice.

4. Before the motion to impeach is made, the Executive member facing impeachment has the right to defend themselves, at their option.
5. A motion to impeach an Executive member requires a 3/4 majority of members present, including at least 5 Executive members.

Article V-F: Finances

1. Expenditures by SOCIS must be approved by motion with a 2/3 majority at a General Meeting, including 50% of Executive members; or by a Policy Document.
2. It is encouraged that financial decisions are made with the interests of all SOCIS members in mind.
3. The President, Vice-President and Treasurer shall be the signing members on any bank accounts in the name of SOCIS. If all Executive members agree, another SOCIS member may become a signing member on one or more bank accounts in the name of SOCIS.
4. Only Signing Members may possess banking cards, passbooks, web banking passwords, PIN numbers, blank cheques, or other similar bank-related items or information which could be used to access SOCIS bank accounts or funds.
5. Each Fall and Winter semester, the Executive shall hold a General Meeting for drafting and approving a compiled budget that is to be presented to any parent organizations requesting one.

Part VI: Definitions

Article VIII-A: Basic Semesterly Fee

1. The Basic Semesterly Fee shall be equivalent to the average amount of the CPES-SC activation fee retained by SOCIS in the previous semester where a budget was granted by CPES-SC, rounded up to the nearest \$0.25. This amount is equivalent to the following: $(\text{Amount granted to SOCIS}) / (\text{Total Fees contributed by CIS Students}) * (\text{CPES-SC Activation Fee})$
2. Changes in the Basic Semesterly Fee are not retroactive.

Article VIII-B: Miscellaneous Definitions

1. A "CIS Student" is any student of the University of Guelph who is registered in a Bachelor of Computing program, or any major or minor in CIS, and who is expected to complete the majority of their academic requirements at the University of Guelph.
2. "Notice" must be provided on the SOCIS Website, in the location designated for Notice.