



Society of Computing and Information Sciences

Committee and Staff Policy

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Part I: Purpose

Article I-A: Purpose

1. This document describes the rules related to Committees and Staff for the Society of Computing and Information Science (SOCIS).

Part II: Staff Members

Article II-A: Staff Members

1. To fully represent various groups within SOCIS, staff roles can be created with a written title and description kept within this document under [Article II-C](#).
2. Staff roles can be created by a motion during a meeting. The motion must include the title of the role, the responsibilities of the role, relevant committee involvement, the length of appointment to the role, and a method in which a person will be granted the role (appointment or election).
3. Staff roles can also be appointed by SOCIS Executive.
4. Staff roles and any Staff filling them can be removed by a motion to vote at any SOCIS meeting.
- 5.
6. With reasonable justification, all Staff Members may be expected to:
 - I. Assist Members of the Executive with their duties.
 - II. Attend the General Meetings.
 - III. Obtain Student Risk Management training.
 - IV. Represent the rights and concerns of SOCIS Members.
 - V. Be available for the purpose of answering SOCIS related questions or concerns.
 - VI. Check all sources of SOCIS correspondence, electronic or otherwise, at least once every other day, unless prior notice of absence is given.

Article II-B: Removal of Staff Members

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

Article II-C: Current Staff Members

3. **The First Year Representative** shall:

- a. Represent first year SOCS students in SOCIS matters and SOCS issues.
 - b. Gather information and suggestions from first year students and communicate these to the executive.
 - c. Work with the Event Planning Committee to create event ideas for first year students.
 - d. Maintain a seat on the event planning committee.
 - e. Be elected/appointed in September.
- 4. The Second year representative** shall:
- a. Represent second year SOCS students in SOCIS matters and SOCS issues.
 - b. Gather information and suggestions from students and communicate these to the executive.
 - c. Work with the Event Planning Committee to create event ideas for students.
 - d. Maintain a seat on the event planning committee.
- 5. The Third year representative** shall:
- a. Represent third year SOCS students in SOCIS matters and SOCS issues.
 - b. Gather information and suggestions from students and communicate these to the executive.
 - c. Work with the Event Planning Committee to create event ideas for students.
 - d. Maintain a seat on the event planning committee.
- 6. The Fourth year representative** shall:
- a. Represent fourth year (and higher) SOCS students in SOCIS matters and SOCS issues.
 - b. Gather information and suggestions from students and communicate these to the executive.
 - c. Work with the Event Planning Committee to create event ideas for students.
 - d. Must maintain a seat on the event planning committee.
- 7. The Secretary** shall:
- a. Take minutes at all Meetings and publish after approval from the President.
 - b. Maintain all internal SOCIS documents.
 - c. Keep an updated schedule of all dates and appointments pertaining to SOCIS.
 - d. Work with the System Administrator to maintain electronic documents.
 - e. Electronically publish documents as requested by other Executive members, or when necessary.
 - f. Maintain an inventory of SOCIS belongings.
- 8. The Makerspace Manager** shall:
- a. Be appointed position by the Executive.
 - b. Maintain an inventory of all items in the Makerspace.

- c. Oversee the usage and maintenance of the Makerspace and equipment.
 - d. Facilitate student access to the Makerspace.
9. **The Merchandise Coordinator** shall:
- a. Be appointed position by the Executive.
 - b. Manage the development of merchandise design.
 - c. Manage the facilitation of sales.
 - d. Maintain budgets and inventory related to merchandise.

Part III: Committees

Article III-A Committees

1. To ensure efficient and complete operation of SOCIS responsibilities and commitments, Internal Committees may be formed by a motion indicating title, description, membership, and responsibilities. Active committees must be kept within this document under Article III-B.
2. **Internal Committees** of SOCIS include:
 - a. Merchandise Committee
 - b. Makerspace Committee
 - c. Event Planning Committee
 - d. External Event Planning Committee
3. These Committees shall:
 - a. Be filled by a minimum of 2 students each semester.
 - b. Appoint a head chair-member of the committee to communicate directly with the Vice-President Internal.
 - c. Communicate with the Vice-President Financial on all activities involving payments to sort incoming and outgoing payments, including giving receipts and documents pertaining to the orders.
 - d. Attend any meeting requested by either the President or a Vice-President.

Article III-B: Current Committees

1. **The Merchandise Committee** must:
 - a. Review previous year's merchandise offered.
 - b. Create new merchandise if needed.
 - c. Create and maintain systems for ordering and distributing merchandise to students on campus.
 - d. Survey SOCS students regarding merchandise offerings and designs.

- e. Communicate with the Vice-President Financial to plan payments going to suppliers and payments coming from consumers.
2. **The Makerspace Committee** must:
- a. Maintain an inventory of the Makerspace.
 - b. Help set up, monitor, and troubleshoot the Makerspace equipment.
 - c. Facilitate access to the Makerspace for students.
3. **The Event Planning Committee** must:
- a. Review previous event documents.
 - b. Organize and run events for SOCS students to attend at the University of Guelph Campus or in the City of Guelph.
 - c. Be trained on how to create and write Student Risk Management forms.
 - d. Communicate with the VP Finance to ensure funding of internal events in accordance to the Budget.
 - e. Poll students on what events they want to see run throughout the year.
 - f. Coordinate planning for College Royal events with interested SOCS faculty.
4. **The External Event Planning Committee** must:
- a. Submit SERM forms for all external events.
 - b. Organize and run external events for SOCIS students to attend off campus.
 - c. Coordinate with the VP finance to ensure funding of external events in accordance to the Budget.