SOFTWARE ENGINEERING AND COMPUTER SCIENCE SOCIETY

Constitution

April 2013

I. Name and Mandate

1. Name

The name of the organization shall be "The Software Engineering and Computer Science Society" and shall carry the acronym SCS.

2. Mandate

The organization's mandate is to promote Software Engineering and Computer Science at Concordia University. It does so by:

- ➢ Organizing academic events for students.
- ➢ Helping students learn more about Software Engineering and Computer Science.
- ➢ Help create a link between academic life and the industry through exposure to professional software developers.
- ➢ Building a strong relationship between students and CSE faculty members.
- ➢ Organizing social events for students.
- ➢ Organizing competitions for students.

II. Membership

1. Membership

All undergraduate and graduate students in Software Engineering and Computer Science at Concordia University are encouraged to participate in SCS activities. Official members are Concordia University students registered with the Software Engineering and Computer Science Society who have participated in at least one event held by the society. Unofficial members include anyone currently enrolled in studies in the domains of Software Engineering, Computer Science or similar domains at Concordia University.

2. Rights of the Official Members

In addition to the rights afforded to them by law or otherwise in these by-laws, every official member of the organization has the right to:

➢ Attend, speak at, and vote in the General Meetings of the Association;
➢ Attend and speak at Council Meetings of the Association except for closed sessions;
➢ Present their nomination for an appointed position;
➢ Consult the annual financial statements or the Regulations of the Association at any time.

3. Rights of the Unofficial Members

In addition to the rights afforded to them by law or otherwise in these by-laws, every unofficial member of the organization has the right to:

➢ Attend and speak in the General Meetings of the Association;
➢ Attend and speak at Council Meetings of the Association except for closed sessions;
➢ Present their nomination for an appointed position;
➢ Consult the annual financial statements or the Regulations of the Association at any time.

4. Responsibilities of the Members

Members, in their words and actions must:

➢ Respect all individuals without regard to race, colour, sex, religion, creed, civil status, political opinions, language, social status, sexual orientation, ethnic or national identity, disability or age;
➢ Embody respect for truth, integrity, fairness, free inquiry and the opinions of others;
➢ Follow the letter and spirit of the Charter of Human Rights and Freedoms as well as the Quebec Charter of Human Rights.

III. Structure of the Association

The organization is governed by one body: The Executive Council.

1. Executive Council

The full governing authority of the organization is vested in the Executive Council. Its mandate includes setting policies for the organization and adopting regulations for its organization.

The SCS Executive Council is composed of the following: President, Vice-President Finance, Vice-President Competitions, Vice-President Communication, Vice-President Social, Vice-President Academic, Vice-President Projects and Vice-President Internal.

All executives have equal voting rights. The Directors do not have any voting rights.

The president chairs the SCS Executive council and has the deciding vote in the case of a tie.

IV. Officers of the Association

1. Executive

The executive of the organization are individuals elected by the members to govern the affairs of the association. Their positions are listed in section III.1. A complete description of the responsibilities of each member of the executive can be found in the Regulations.

2. Directors

The Directors are individuals appointed by the Executive Council to administer a specific portfolio, help and assist executives if necessary. Directors can be appointed to the discretion of the Executive council only. Directors do not receive voting rights.

3. Elections

The SCS Executive Council is elected during the General Meetings of the Society. Elections are run using a secret ballot system.

To be elected, a candidate must get one half plus one of the total number of votes of the Executive Council. If more than one candidate is running for a position, the candidate with the most number of votes is elected. In case of a tie, a re-vote is needed.

4. Term of Office

Members of the executive council take office on the 1st of June of the year they are elected in. Directors take office on the day of their appointment.

All officers of the Association serve until the 30th of May, their resignation, or their removal from office.

5. Removal from Office

All officers of the organization may be removed from office by an absolute two-thirds (2/3) vote of the SCS Executive Council for misappropriation of funds, delinquency of duties, violation of these by-laws or of the Regulations adopted there under.

One week's advance notice must be given to all SCS Executives, including the member in question, before the vote may take place. The notice must include the alleged cause for removal, the date, time, and location of the meeting where the issue will be decided. Said person's responsibilities, however, will be frozen until a vote can take place. The position under removal does not have the right to vote.

V.　Meetings of the Association

1. Council Meetings

Council meetings may be called by the president or one-third of the members of the executive council. Council meetings must be announced at least forty-eight (48) hours in advance. Council meetings are open to the public unless a closed session is announced at least forty-eight (48) hours in advance. Only members of the council and invited guests may attend a closed session.

Quorum for council meetings is one half plus one of the council members (directors do not count as part of the quorum).

2. General Meetings

General meetings may be called by the president of the association or two-thirds of the executive council.

General meetings must be announced at least seven (7) days in advance but no more than twenty-one (21) days. Such an announcement must at least be placed on the most visible bulletin of the ECA and must include the agenda of the meetings.

Quorum for general meetings is two-thirds (2/3) of the current executive council.

VI. Regulations and Amendments

Further to these by-laws, the activities, rights, and duties of the association are described in its regulations. Items must be passed by the full SCS Executive Council in order to be incorporated into the regulations.

These by-laws can be amended by the SCS Executive Council.

Regulation I – Powers and duties

President

- ➢ To lead the executives
- ➢ To chair the executive meetings, and prepare the agenda for these meetings
- ➢ To be the chairperson at general assemblies.
- ➢ To be cosignatory on all cheques.
- ➢ To be cosignatory of the SCS Annual Budget Report along with the Vice-President Finance.
- ➢ To oversee and delegate responsibilities.
- ➢ To conduct SCS meetings on a regular basis.
- ➢ To attend all ECA council meetings, and share with the executive council any information gathered at the meetings. If the president cannot attend the council meetings, he shall choose one executive to replace him for no more than the duration of one semester.
- ➢ To fill-in the obligations of another member of the executive, when said officer is unable to fulfill the position's obligations.
- ➢ To help and support executive members in their duties

VP Communication

- ➢ To take minutes during executive meetings, and share them with the executive within 48 hours after the meeting.
- ➢ To be in charge of booking any required room for SCS events.
- ➢ To be in charge of the registered members' mailing list, and of collecting and posting events information on said list.
- ➢ To be in charge of posting events information on all available mediums (ECA and faculty boards).
- ➢ To be in charge of updating the SCS website of any news or events.
- ➢ To help acquire funds for SCS (sponsorships and grants for the SCS) with the help of the VP Finance.
- ➢ To be in charge of contacts with companies and professionals.
- ➢ To be in charge of advertising for events held by the society on the society's social media groups.
- ➢ To collect names and emails of potential students to be added to the members' mailing list.
- ➢ To run the society's main email account, and share any information in the account with the rest of the executive.

VP Finance

- ➢ To be in charge of the financial administration of the organization.
- ➢ To keep track of the expenses of every executive member and to ensure that said executive are reimbursed by the end of their term.
- ➢ To make the organization's financial records available for inspection upon request of the ECA council, a faculty advisor, the SCS Executive Council, or any registered member.
- ➢ To prepare the budget requisition reports at the beginning of each fiscal year, for both the events and the equipment fund.
- ➢ To prepare the Annual Budget Report at the end of each fiscal year and to present it to the ECA Council.
- ➢ To be an obligatory cosignatory of all cheques with the President.
- ➢ To be cosignatory of the Annual Budget Report with the President.
- ➢ To work with the VP Communication for finding sponsorship for events.

VP Competitions

- ➢ To be in charge of sending teams to competitions.
- ➢ To be in charge of exploring and finding new competitions for undergraduate Software Engineering and Computer Science students and bring them to the attention of the council.
- ➢ To be in charge of finding participants for competitions.
- ➢ To be in charge of communication with competition and conferences organizers.
- ➢ To lead one of the school teams at the Computer Science Games, or any competition of equal importance.
- ➢ To choose the captains of the competition teams.
- ➢ To ensure that Concordia teams have the best chances of winning their respective competitions.

VP Social

- ➢ To be in charge of organizing SCS' lizard lounges.
- ➢ To organize social events for the SCS in order to enhance student social life.
- ➢ To find new and original ways to increase student membership and involvement in the SCS.
- ➢ To be in charge of Society Day for the SCS.
- ➢ To be in charge of SCS presence during the Frosh activities.

VP Academic

- ➢ To be in charge of sending students to conferences.
- ➢ To evaluate the state of academic activities organized by the SCS and to present ideas to improve these activities.
- ➢ To be in charge of organizing guest speakers.
- ➢ To be in charge of organizing tutorials.
- ➢ To be in charge of interaction with the faculty.

VP Projects

➢ To be in charge of exploring and finding new projects for students and find support for them.
➢ To be in charge of promoting student projects related to computer science and software engineering
➢ To be in charge of providing resources required for the successful completion of the projects.
➢ To be in charge of hosting Hackathon sessions to further introduce software projects

VP Internal

➢ To keep an up-to-date inventory of the contents of the SCS office.
➢ To arrange for meetings between previous and current executive members, for purposes of training, at the beginning of each year.
➢ To make sure that the SCS office is always kept in proper order
➢ To collect all information that would pertain to future executive members (email account passwords, banking information), and share it on the appropriate channels
➢ To support all the executive in their requests for access to equipment or resources
➢ To provide technical support in all matters related to the society's computers, office, wiki, code repositories, mailing lists and website.
➢ To make sure that all current and prospective members of the executive council understand the society's bylaws and regulations.

Regulation II – Chair-Emeritus

A member of the previous Executive council can serve as Chair-Emeritus, with the approval of two-thirds (2/3) of the Executive Council.

The Chair-Emeritus shall serve as an advisor to the Executive Council and shall not have voting rights. The term of the Chair-Emeritus shall coincide with the term of the Executive Council.

A member of the current Executive council cannot hold the position of Chair-Emeritus.

Regulation III – Appointment of Directors

Directors can be appointed at any moment by a vote of two-thirds (2/3) of the executive council. Directors can be appointed to support an executive member in taking care of a specific portfolio. These portfolios include, but are not limited to, the following:

➢ Conducting a competition for first and second-year students
➢ Taking care of the logistics of the participation to a specific competition
➢ Taking care of the preparation to some or all tutorials
➢ Taking care of the creation of new projects