SOFTWARE ENGINEERING AND COMPUTER SCIENCE SOCIETY

CONSTITUTION

Date: June 24th, 2023
Version: 5
Supersedes constitution adopted in December 2022

I. NAME AND MANDATE

1. NAME

The organization's name shall be the "Software Engineering and Computer Science Society" and 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, social, career-focused, and competitive events for students.
- Helping students learn more about Software Engineering and Computer Science.
- Creating a link between academic life and the industry through exposure to professional software developers.
- Building a strong relationship between students and CSSE faculty members.

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 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 and 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 comprises the following: President, Vice-President of Finance, Vice-President of Competitions, Vice-President of Communications, Vice-President of Marketing, Vice-President of Social Affairs, Vice-President of Academic Affairs, Vice-President of Careers, and Vice-President of Internal Affairs.

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 members elect the organization's executives to govern the association's affairs. 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 Executive Council appoints Directors to administer a specific portfolio and help and assist executives if necessary. Directors can be selected at 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, if one person is running for a position, they must receive a majority vote from the Executive Council. If more than one candidate is running for a position, the candidate with the most votes is elected. In case of a tie, a re-vote is needed.

4. TERMS OF OFFICE

Executive council members take office on the 1st of May of the year they are elected. Directors take office on the day of their appointment.

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

5. REMOVAL FROM OFFICE

All organization officers 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, or violation of these by-laws or the Regulations adopted.

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, and 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 occur. The position under removal does not have the right to vote.

6. SELECTION OF EXECUTIVE BODY
   a. The selection of the executive body shall be made by the previous executive through an interview process, followed by a debate which shall end with a consensus. Any information the executive deems necessary will be the responsibility of the nominee.
       i. Notwithstanding, all Executive Members returning do not interview
   b. The interview process for the newly nominated candidates:

       i.   Nominees are required to bring a letter of intent and a CV outlining their previous experience for the position.

       ii.   At least ⅔ (two-thirds) of the Executive Committee must be present for the interview, and the entire Executive Committee shall attend, speak at, and vote on the selection of the candidates.

     iii.   Consensus or otherwise Unanimous Vote is needed for a nominee to be appointed into a position. This shall be the "Twelve Angry Men Rule."

c. In the case of returning executives:

       i.   The current Executive can request calling upon members from past Executives to help make the selection. In this case, the past Executives have the Executive Emeritus title for the duration of the meeting.

       ii.   The returning Executive Member can attend the voting procedure and the discussion surrounding their re-appointment to the position.

d. In the case of an unopposed position, the current Executive can choose to leave the position unoccupied or otherwise postpone the debate until a new nomination is made.

e. In the case of multiple people nominated for the same position, the current Executive can appoint multiple Persons.

       i.   Notwithstanding, One person can only occupy the positions of President and Vice-President of Finance.

       ii.   If multiple people are appointed, they receive the position of Vice-President and shall be collectively known as Co-Vice-Presidents.

7. MID-TERM APPOINTMENTS

When an officer leaves their position post-mid-term due to their resignation or removal from office, a new officer must be appointed.

If the President needs to be re-appointed, a Council Meeting must be called, and another executive from the association must be appointed President by an absolute two-thirds (2/3) vote of the SCS Executive Council.

If another executive needs to be re-appointed, a director or a member can be elected by an absolute two-thirds (2/3) vote of the SCS Executive Council.

V. MEETINGS OF THE ASSOCIATION

1. COUNCIL MEETINGS

Council meetings may be called by the president or one-third of the executive council members. 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 notified. Only members of the council and guests may attend a closed session.

A 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

The president of the association or two-thirds of the executive council may call general meetings.

General meetings must be announced at least seven (7) days in advance but at most 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.

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

VI.   REGULATIONS AND AMENDMENTS

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

The SCS Executive Council can amend these by-laws.

REGULATION I – POWERS AND DUTIES

PRESIDENT
- To lead the executives.
- 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 of Finance.
- To oversee and delegate responsibilities.
- To conduct SCS meetings regularly.
- Attend all ECA council meetings and share any information gathered at the meetings with the executive council. If the president cannot participate in 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 executive member when the said officer cannot fulfill the position's responsibilities.
- To help and support executive members in their duties.

SENIOR VICE-PRESIDENT
- To assist the President in their responsibilities (similar to a Director to a Vice-President)
- To act as a replacement for the President in times of absence (ie. host SCS meetings when the President may be away)
- To collect weekly updates from Vice-Presidents and discuss them with President
- Attend ECA meetings in President's absence

VICE-PRESIDENT OF COMMUNICATIONS
- To take minutes during executive meetings and share them with the executive within 48 hours after the meeting.
- To be in charge of the registered members' mailing list and collect and post events information on said list.
- To be in charge of posting information about events on all available mediums (ECA and faculty boards).
- 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 be in charge of interaction with the faculty.
- To run the society's main email account and share any information in the account with the rest of the executive.

VICE-PRESIDENT OF FINANCE
- To be in charge of the organization's financial administration. To keep track of every executive member's expenses and ensure that said executives 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.

- Prepare the budget requisition reports at the beginning of each fiscal year.
- Prepare the Annual Budget Report at the end of each fiscal year and present it to the ECA Council.
- To be an obligatory cosignatory of all cheques with the President.

- To be a cosignatory of the Annual Budget Report with the President.

VICE-PRESIDENT OF SPONSORSHIPS
- To be in charge of searching and signing on companies to sponsor SCS's activities, primarily during the beginning of their term (May - August)
- To keep track of deadlines and apply for all necessary internal funds at Concordia University
- To keep a list of all the internal funds and external sponsorships that have been applied to, with links to the appropriate documentation to share with future VP Sponsorship
- To be the main point of contact for sponsoring companies in the goal of maintaining the relationship
- To maintain and update the sponsorship package and contribute sponsorship strategies
- To document all contacts from external organizations that have successfully been contacted

VICE-PRESIDENT OF 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 bringing them to the council's attention.
- To be in charge of finding participants for competitions.
- To be in charge of communication with competition and conference 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 organize AlgoTime - a weekly algorithm problem solving session
- To ensure Concordia teams have the best chances of winning their respective competitions.

VICE-PRESIDENT OF EVENTS
- To be in charge of organizing SCS' lizard lounges.
- Organize social, career, and academic events for the SCS to enhance students' social life.
- Find new and original ways to increase student membership and involvement in the SCS.
- To be in charge of organizing guest speakers and tutorials.
- To be in charge of SCS presence during the Frosh activities.
- To be in charge of helping students improve their CV and technical interview skills.
- To be in charge of helping students acquire knowledge about the industry of software engineering and computer science.
- To be in charge of promoting student projects related to computer science and software engineering.
- To be in charge of providing resources required for completing student projects.
- To be in charge of sending students to conferences.

VICE-PRESIDENT OF TECHNOLOGY
- To be in charge of updating and maintaining the SCS website for any news or events.
- To be in charge of updating and maintaining the AlgoTime website
- To develop and design any internal tools required for SCS to function
- To develop and design websites for any larger-scale events for SCS

VICE-PRESIDENT OF INTERNAL AFFAIRS
- To keep an up-to-date inventory of the contents of the SCS office.
- To be in charge of booking any required room for SCS events.
- To arrange for meetings between previous and current executive members, for training purposes, at the beginning of each year.
- To ensure that the SCS office is always in proper order.
- To collect all information about future executive members (email account passwords, banking information) and share it on the appropriate channels.
- To support all the executives 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 plan team bonding activities
- To ensure that all current and prospective executive council members understand the society's bylaws and regulations.

VICE-PRESIDENT OF MARKETING
- To be in charge of marketing the SCS events to our community.
- To create engaging promotional posts on our social media platforms to reach our community (Facebook, Discord, Instagram, LinkedIn).
- To create all promotional graphics for our events while upholding the SCS visual identity (event graphics, infographics, promotional posters).
- Coordinate with other VPs to create compelling graphics representing their events.

REGULATION II – CHAIR-EMERITUS

A previous executive council member 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 current executive council member 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 participation in a specific competition.
- Taking care of the preparation for some or all tutorials.
- Taking care of the creation of new projects.