

Constitution of the
Software Systems Student
Society of Simon Fraser
University

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1) Name

The name of this organization shall be the "Software Systems Student Society" (From here on referred to as the SSSS).

2) Purpose

The society exists for the furtherance of the following objectives:

- The promotion of the interests of students within the Software Systems program and the School of Computing Science.
- The promotion of the interests of SSSS members within the Simon Fraser Student Society.
- The organization of activities of educational, entertainment, and career value, for members of the SSSS.
- The promotion of the SSSS and the interests of its members within the community at large.
- The aims of the SSSS shall be consistent with the SFSS constitution and by-laws.

3) Membership

3.1) Automatic Membership

Automatic membership shall be extended to:

- All students who are registered in the undergraduate program of Software Systems.
- All students who are currently enrolled in a CMPT course at Simon Fraser University's Surrey campus.

3.2) Honourary Membership

Honourary, non-voting membership shall be extended:

- For a period of one year, by unanimous vote at a general meeting, to individuals that have provided substantial service to the SSSS.

4) Organization

4.1) Officers

4.1.1) The Executive

The executive shall consist of the President, Vice-President, Director of Marketing, one or two Director(s) of Activities, Treasurer, Secretary, External Representative, Internal Representative and a total of five (5) Year Representatives, two of First year, and one from each of Second, Third, and Fourth year. All executive positions shall have a one year term of office.

President

The President shall:

- Carry out the business of the Software Systems Student Society as directed by decisions of the membership, and in accordance with this constitution, by delegation of duties to other members of the Society as necessary in order to ensure well being of the Society.
- Be responsible for calling regular and special general meetings.
- Assume ex officio membership on all committees within and to which the Software Systems Student Society appoints representatives.
- Act as official spokesperson and representative for the Software Systems Student Society.
- Be the official contact with the School of Computing Science and its representatives.
- Be the official contact with the Software Systems program staff and its representatives.
- Be the official contact with the Simon Fraser Student Society and its representatives.
- Be a signing officer of the Society, including the Society's Bank Account, if one exists.
- Be responsible for monitoring all projects funded through the society.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

• Vice-President

The Vice-President shall:

- Chair the Year Representative committee, and be responsible for presenting items of interest at the regular meetings as well as supplying a copy of the meeting's minutes to the Secretary.
- Chair all meetings or shall share or delegate this task on direction from a general meeting.

- Perform public relations tasks on behalf of the SSSS in order to promote the SSSS and expand its membership.
- Co-ordinate volunteers for the continued operation of the SSSS.
- Provide a line of communication between the SSSS and graduate students and alumni.
- Assume the duties of the President in the event that the President is unable or unavailable to carry them out, or that the position of President becomes vacant.
- Be a signing officer of the Society, including the Society's Bank Account, if one exists.
- Write a continuity report at the end of their term for the next executive member who will fill this position

• **Director of Marketing**

The Director of Marketing shall:

- Chair the marketing committee, and be responsible for presenting its reports at the regular meetings as well as keeping a record of the meeting minutes and making the Secretary aware of them.
- Be responsible for ensuring the administration of maintenance, upkeep and smooth operation of all SSSS resources – including but not limited to common room(s), computer(s), the office, and merchandise ~~vending machine(s)~~, and ~~the website~~ – such that these resources remain in good working order and are usable by the membership.
- Be responsible for the ~~design~~ and distribution of appropriate posters, online notifications, and other advertising materials pursuant to the creation of awareness about the Society and its events or delegate such responsibilities as necessary.
- Be a signing officers of the Society, including the Society's Bank Account.
- Write a continuity report at the end of their term for the next executive member who will fill their position.

Director(s) of Activities

The Director(s) of Activities shall:

- Chair the activities committee, and be responsible for presenting its reports at the regular meetings as well as supplying a copy of the meeting's minutes to the Secretary.
- Plan, organize, and execute all SSSS sponsored events and fundraisers or delegate such responsibilities as necessary.
- Work closely with the Treasurer to coordinate grant proposals, reimbursements and event budgets.
- Be signing officers of the Society, including the Society's Bank Account.

- Write a continuity report at the end of their term for the next executive member who will fill their position.
- Write a report containing procedures and contacts for each class of event for future SSSS members.

• **Treasurer**

The Treasurer shall:

- Maintain all financial records of the SSSS, including but not limited to the Society's Bank Account if one exists, a record of submitted, approved and rejected grant proposals, and a record of submitted, approved and rejected reimbursements both from grant proposals and trust.
- Be a signing officer of the Society, including the Society's Bank Account if one exists.
- Make regular reports to the membership.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

• **Secretary**

The Secretary shall:

- Ensure that proper notice of general and special general meetings is given, as specified by this constitution.
- Keep and reproduce minutes of Software Systems Student Society meetings and written records of all decisions made at properly constituted meeting of the society.
- Maintain records of all correspondence between the society and other organizations.
- Make the minutes of all meetings available to the public, including the Student Union Organizer.
- Compile semester executive, representative, and committee membership lists along with maintaining the mailing lists.
- Compile a semester contact list of the executive members for the School of Computing Science, the Software Systems program staff, and the Student Union Organizer.
- Write a continuity report at the end of their term for the next executive member who will fill this position.
- ~~Post hard copies of the minutes of general meetings near the SSSS common room(s) and office,~~ and distribute electronic versions of the minutes to appropriate SSSS mailing lists.
- Maintain the records of the SSSS, including but not limited to the minutes archive and the Google Drive. ~~and financial records.~~

External Representative

The External Representative shall:

- Share responsibility for the day-to-day operations of the SSSS and its resources.
- Work closely with the Director(s) of Activities to recruit sponsors for relevant events.
- Act as a channel of communication between the Director(s) of Activities and the Director of Marketing and Director of Visual Design to produce sponsorship packages to recruit sponsors for relevant events.
- Be available to the other executives to assist them with tasks relating to the operations and activities of the SSSS.
- Work closely with the Internal Representative to make sure the society's needs for representation outside of the school and SFSS are being met.
- Attend meetings external to the SSSS and the SFSS as a representative of this Society, in the cases where there is no previously appointed representative of this Society attending the aforementioned meeting or when such a representative is unable to attend and has given sufficient notice.
- Write a continuity report at the end of their term for the next executive member who will fill their position.

Internal Representative

The Internal Representative shall:

- Share responsibility for the day-to-day operations of the SSSS and its resources.
- Be available to the other executives to assist them with tasks relating to the operations and activities of the SSSS.
- Work closely with the External Representative to make sure the society's needs for representation within the school and SFSS are being met.
- Attend meetings internal to the SFSS as a representative of this Society, in the cases where there is no previously appointed representative of this Society attending the aforementioned meeting or when such a representative is unable to attend and has given sufficient notice.
- Write a continuity report at the end of their term for the next executive member who will fill their position.

• Year Representatives (1-4)

The Year Representatives shall:

- Share responsibility for the day-to-day operations of the SSSS and its resources.
- Ensure that issues and views pertaining to the Members in their specific year of Post-

Secondary education are well represented within the Executive and the Society as a whole.

- Comprise a separate committee under the Vice President as well as maintaining positions on the main executive council.
- Write a continuity report at the end of their term for the next executive member who will fill this position.

4.1.2) Council Representative

The SFSS Council Representative shall:

- Sit on the executive council of the SSSS and be elected in the SSSS general election, unless otherwise filled – or previously specified to be filled – during the course of the SFSS general election.
- Follow all Simon Fraser Student Society requirements for a Student Union Forum Representative.
- Act to further the best interests of the Software Systems Student Society as directed by the membership, within the Simon Fraser Student Society Council.
- Report on the activities of the Simon Fraser Student Society Council at general meetings.
- Submit a written report for each meeting to the Secretary for distribution and filing.

4.1.3) Student Liaisons

Student Liaisons are those volunteer students who are appointed by the President to sit on any external committees established ad hoc, temporarily, or permanently on which students are invited to participate in a representative/consultative role. These student representatives shall:

- Regularly attend meetings for the committee to which they have been appointed as a representative of the SSSS.
- Report to and consult with the membership on a regular basis, during general meetings, concerning the activities of and issues arising from such committees.
- Promote the best interests of the SSSS and its members.
- Inform the President of any meetings to which student representatives are regularly or specially invited to attend, which the appointed representative is unable to attend, to ensure that the membership may be represented by an alternate member of the society.
- Submit a written report for each meeting to the Secretary for distribution and filing.

4.1.4) Director of Services

The Director of Services shall:

- Manage and maintain the Society's services, including but not limited to the website(s), server(s) and Discord bot(s)
- Maintain communication with the Director of Marketing and Director of Visual Design to keep the content of the services relevant and updated.

4.1.5) Director of Visual Design

The Director of Visual Design shall:

- Produce art and graphics for events, meetings, merchandise, promotional materials and any other materials the Society may require
- Maintain communication with relevant officers to keep the content of the graphics relevant and updated.

4.1.6) Signing Officers

The signing officers of the SSSS, including the SSSS bank account, shall be any combination of the following executives:

- The President
- The Vice-President
- The Director(s) of Activities
- The Director of Marketing
- The Treasurer
- The SFSS Student Union Organizer
- The SFSS Treasurer

4.2) SSSS Committees

In addition to the permanent committees defined below, the president may, at any time, stake ad hoc committees to deal with special or pressing business of the SSSS. Membership on these committees shall be appointed by the responsible members of the executive unless otherwise stated in this Constitution.

4.2.1) Activities Committee

The Director of Activities shall chair an activities committee to organize and facilitate SSSS events.

4.2.2) Marketing Committee

The Director of Marketing shall chair a marketing / resources committee to maintain SSSS resources and manage the ~~creation and~~ distribution of SSSS advertising.

4.2.3) Year Representative Committee

The Vice President shall chair a year representative committee to familiarize themselves with any findings presented by the year representatives, in order to determine the importance of and elaborate upon them for the benefit of the rest of the executive council.

5) Meetings

5.1) Frequency

There shall be at least four regular meetings in any given semester, with at least one regular meeting per month. Additionally there must be at least one general meeting per year.

5.2) Record Keeping

All meetings of the SSSS, including but not limited to Regular Meetings, General Meetings, assorted Committee Meetings, Event Planning Meetings and other meetings called for specific purpose, shall have minutes produced and supplied to the Secretary for distribution and filing.

5.3) Convening Procedures for Different Meetings

5.3.1) General Meetings

- General meetings shall be called by the President, or any other executive should the president be unable or unwilling. Any member may also request a general meeting by presenting a petition containing the names and signatures of at least 10% of the total members of the SSSS. These meetings will be held to introduce and discuss changes to Society policy or standing orders, consider and vote on constitutional amendments, and introduce other major issues to the members of the Society at large.
- General meetings shall be advertised at least two weeks in advance. Such advertisement must consist at the least of the following:
 - Announcements placed on the SSSS website/social media platforms and/or the mezzanine TV announcement system.
 - ~~A minimum of five posters distributed amongst the SSSS common room(s) and office, as well as on any available poster space at the Surrey campus where the SSSS has authority to post their advertising materials.~~

- An electronic mail sent to the Software Systems student list and the Software Systems active member list, or should this not be possible, the mailing list with the greatest number of Software Systems students.
- Any notice of a general meeting must contain the following information:
 - The time and place of the meeting.
 - The main points of business of the meeting.
 - A listing of any constitutional amendments to be adopted or elections to be conducted.

5.3.2) Regular Meetings

- Regular meetings shall be called by the President, or at the request of another member of the executive council. These meetings will be used to deal with the day-to-day business of the Society and any other internal matters of the executive council.
- Regular meetings shall be announced to the executive council at least one week in advance; such announcement must consist of:
 - An electronic mail sent to the Software Systems executive list.
 - Any notice of a regular meeting must contain the following information:
 - The time and place of the meeting.
 - The main points of business of the meeting.

5.4) Quorum

- During the Fall and Spring semesters, quorum for regular meetings shall be set at five (5) members of the SSSS. During this time, quorum for general meetings shall be set at eight (8) members of the SSSS.
- During Summer semesters, quorum for regular meetings shall be set at four (4) members of the SSSS. During this time, quorum for general meetings shall be set at six (6) members of the SSSS.

5.5) Voting

- Each member of the SSSS is entitled to one vote per motion at any meeting at which they are in attendance.
- The acceptance of motions shall be determined by a simple majority of those members present and voting at any meeting, notwithstanding those exceptions explicitly defined within this constitution.
- By default, voting shall be by show of hands. However, any member in attendance may object to a show of hands, and voting will proceed by secret ballot.

- No proxy voting shall be allowed.

5.6) Rules of Order

- The Chair of any meeting of the SSSS as defined either in this Constitution or by the executive council, shall adopt Robert's Rules of Order as outlined by the SSSS for the conduct of all general meetings.

6) Elections

6.1) Eligibility

- All members of the executive council must be registered with the university as a major in the Software Systems program offered by the School of Computing Science.
- Any member of the society, including but not limited to the Executives of the Society, shall be eligible for election or appointment to any non-executive representative position of the Society.
- Any non-executive member of the Society shall be eligible for election to any executive office of the Society.
- In the event that any executive position cannot be filled by a member fulfilling these criteria, then any member of the Society shall be eligible for election to that office.

6.2) Yearly positions

- The terms of office for the positions of President, Vice President, Treasurer, Secretary, Director of Marketing, Director of Activities, Internal/External Representative, and Year Representatives shall be one year beginning May 1st/October 1st through April 30th of the following year.
- Elections shall take place at the end of the spring semester and the fall semester by no later than week three of scheduled classes.
- Nominations shall begin at least one week before the beginning of the election period, and remain open until 24 hours before the beginning of the election period.
- Nominations shall be accepted in writing by the previous President, or a duly appointed representative if they are unavailable. Such nominations must contain the name and signature of the SSSS member being nominated, the name and signature of at least one other SSSS member (who has not already given their signature to another nominee for the same position), and a short description of what skills they would bring to the position to be posted during the election.
- Voting may be by physical polling station and/or electronic. Voting will be by secret ballot with the person receiving the largest number of 'yes' votes being elected. Electronic voting will be permitted via the SFU online survey system. The polling

station must be readily accessible to members of the SSSS, and open during working hours for no fewer than two (2) days.

- Should a person holding a yearly position be unable to perform their duties for a period exceeding a month, they may request leave and an interim replacement may be elected, in accordance with the procedures that apply if the position were to become unfilled, to serve for the duration of the leave.
- In the event that any of the yearly positions remain or become unfilled, a general meeting shall be called within one month in order to solicit nominations for the position pending an election. Notice of the election will be included with notice of the meeting.
- No proxy voting shall be allowed.

6.3) Council Representative

- The Council Representative shall be elected in accordance with the constitution and by-laws of the Simon Fraser Student Society.

6.4) Recall

- Officers of the society, including appointed representatives, may be recalled by a two-thirds (2/3) majority of the members present and voting at a general meeting.
- Notice of the proposed recall must be given in the notice of the general meeting at which the proposed recalls are to be considered.

7) Standing Orders

- Standing orders designed to regularize the business of the SSSS, or amendments to the same, shall require approval of the membership by a 2/3 majority vote of those present and voting at a quorate general meeting called for the purpose.
- Proposals for standing orders or amendments to them must be made readily available prior to the meeting for a period equivalent to general meeting notice requirements.
- Standing orders shall be appended to the constitution.
- Standing orders shall be considered equal in power to the Constitution, except when a standing order violates the rules and regulations set forth in either this Constitution, the SFSS Constitution, or the SFSS Policy Manual, it shall be struck down and considered invalid.

8) Policies

- Policies designed to outline position of SSSS on certain issues, or amendments to the same, shall require approval of the membership by a 2/3 majority vote of those present and voting at a quorate general meeting called for the purpose.
- Proposals for policies or amendments to them must be made readily available prior to the meeting for a period equivalent to general meeting notice requirements.
- All policies shall be referenced by title and date of latest revision in the constitution.
- Policies shall be considered equal in power to the Constitution, except when a policy violates the rules and regulations set forth in either this Constitution, the SFSS Constitution, or the SFSS Policy Manual, it shall be struck down and considered invalid.

9) Amendments to this Constitution

- This constitution may be amended only by a motion of the SSSS requiring at least a 2/3 majority of those present and voting at any meeting considering such amendments.
- Proposals to amend this constitution must be announced at a general meeting at least two weeks prior to the general meeting at which they are to be voted upon.
- The text of the proposed amendment(s) shall be sent to SSSS e-mail lists, ~~and copies of the amendment(s) shall be available in the common room(s) up to the time of voting.~~
- All amendments shall be noted by date and include a brief description of changes made in the constitution.

10) Dissolution

- In the event that this Society becomes inactive, all assets of the Society become the property of the Simon Fraser Student Society to be held in trust for a minimum of two years. For the purpose of this Article, the Society shall have become inactive if, for four consecutive semesters, the membership does not hold the minimum number of quorate meetings as outlined in this Constitution.
- If, during the aforementioned two-year period, a new Software Systems Student Society or Student

Union is formed to represent the interests of students in the Software Systems program or if this Society becomes active, the trust shall be dissolved and all assets shall become the property of the new Software Systems Student Society/Union.

- After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit.

A) Amendment History

- As of this version of the Software Systems Student Society Constitution, there have been no amendments made.

B) Standing Orders of the Software Systems Student Society

- As of this version of the Software Systems Student Society Constitution, there have been no standing orders passed.

B) Policies of the Software Systems Student Society

- As of this version of the Software Systems Student Society Constitution, there have been no policies put in place.