



IMCIS POLICY GUIDELINES

**IMCIS Faculty Board
Last revised: 10/20/2015**

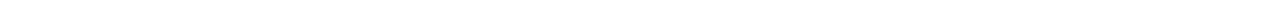


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Article 1: Society Name

- A. The society is known as the **Institute of Management Sciences Computing and Innovation Society (IMCIS)**, hereafter referred to as the “**Society**”.

Article 2: Purpose

A. Vision

To promote IT culture and serve as a platform for the students of IM|Sciences to polish their computing skills, network with a wide range of academic and industrial organisations to build up career opportunities and develop their unique potential that can contribute towards the development of an enriched and empowered society.

B. Mission

The mission of IMCIS is to foster activities and events that could instill creativity in students and inspire the young talent to make innovations in the field and grow professionally.

Article 3: Membership

- A. Any student enrolled in Computer Science and Software Engineering program (Bachelors and Masters) is eligible to be a member of the society.
- B. Only members may vote in elections and hold executive positions.
- C. The society does not hold any limits on members based on age, gender, race, religion, language or disability.
- D. A student member of any other society can be a part of the IMCIS society.
- E. The elected members will serve the society for at least one academic year. In case they want to resign, they should submit an intention to resign to the faculty advisory board at least a month before signing off.
- F. The president and VPs shall be taken in confidence when resigning from your duties.

Article 4: Executive Officers (Students)

- A. The executive will be made up of **4** officers, out of which only **3** are **signing officers**. In order of ascension, these officers are:

- i. President
 - ii. Vice-President
 - iii. Group Leaders (Per department: Finance, Audit, Media, Mentorship)
 - iv. Group Members (Per department: Finance, Audit, Media, Mentorship)
- B. The **signing officers** are responsible for taking opinion of the non-signing officers, however they have the privilege of taking a decision on their own after mutual discussion with all signing officers.
- C. The duties of each executive officer are as follows:
- i. The **President** shall
 - a) Be responsible for ensuring the smooth operation of the society.
 - b) Set the agenda for all meetings.
 - c) Sit of chair of all meetings.
 - d) Be responsible for establishing an annual vision for the Society.
 - e) Be responsible for floating the information within the society equally to all the departments.
 - f) Be approachable to the student executive and faculty advisory board.
 - g) Be responsible for ensuring his or her successor is properly transitioned into the role of President.
 - h) Act as a **signing officer** of the Society.
 - i) Read, understand and abide by the IMCIS Society Policy.
 - ii. The **Vice-President** shall
 - a) Act as **second** in command to the President.
 - b) Act as **deputy chair** in all meetings.
 - c) Collect and disseminate information pertinent to members of the Society.
 - d) Take minutes at all meetings.
 - e) Maintain the Society's webpage in collaboration with the Media department.
 - f) Provide notice to all member regarding upcoming events, meetings, and motions.
 - g) Maintain an annual budget utilised by each department with the help of finance department.
 - h) Act as a **signing officer** of the Society.
 - i) Act as chair of all meetings in the absence of the President.
 - j) Read, understand and abide by the IMCIS Society Policy.

- iii. The **Group Leaders** shall:
 - a) Act as **third** in command to the President.
 - b) Act as **deputy chair** in all meetings.
 - c) Collect and disseminate information pertinent to members of the department.
 - d) Be responsible for mobilising the group members to achieve any given task.
 - e) Act of chair of meetings in the absence of both the President and the Vice-President.
 - f) Act as a **signing officer** of the Society, however consent should be taken from the VPs and President.
 - g) Create and maintain the budget utilised by each department for any activity and share it with the finance department.
 - h) Read, understand and abide by the IMCIS Policy Guidelines.

- iv. The **Group Members** shall:
 - a) Keep record of all expenditure within the Society in accordance with the IMCIS regulations.
 - b) Make sure to attend all the meetings called by the group leaders, VPs, president and the faculty. In case of an emergency, the focal persons shall be informed of your unavailability in good time.
 - c) Manage the operations to meet the task deadlines given by the group leaders.
 - d) Read, understand and abide by the IMCIS Policy Guidelines.

Article 5: Meetings

- A. There will be **three types of meetings**: general meetings, executive meetings, and annual general meetings (AGM's).
- B. The regulations regarding each type of meeting are as follows:
 - i. **General meetings**
 - a) This will involve all the signing as well as non-signing members of the society.
 - b) Quorum for general meetings shall be 2/3 of the executive and the lesser of 50% of the general membership or 5 (non-executive) members.
 - c) Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.

- d) A majority vote is needed to pass a motion (a majority signifying 50%+1 of all members in attendance).
- e) The Vice-President of the Society will be responsible for giving advance notice of all motions to be voted on at any meeting not less than 48 (forty-eight) hours before the meeting, and this notice must be given to all members of the society.

ii. Executive meetings

- a) Quorum for executive meetings shall be 2/3 of the executive.
- b) Executive meetings shall be used at the discretion of the executive to ensure the smooth operation of the Society.
- c) The non-signing student members are not invited to these meetings.
- d) The faculty is permitted to join in Executive meetings.

iii. Annual general meetings (AGM's)

- a) Quorum for an AGM shall be all Executive members along with 50% of the general membership.
- b) An AGM must be called at least once per academic year by the President.
- c) There will be at least one AGM during the months in which elections will take place (see Article 6).
- d) Any additional AGM's may be called at the request of all Executive, or at the request of a member of the general membership with a petition for an AGM signed by 75% of the general members.
- e) Constitutional amendments can only be made by the faculty advisory board and announced via email to the whole team (**See Article 8**).
- f) Voting on motions must go before the general membership.
- g) Voting will be conducted online ensuring transparency and results should be shared with the faculty advisory board
- h) A majority vote is needed to pass a motion.
- i) Notice of an AGM must be given to all members not less than one week before the AGM, and the Vice-President is responsible for delivering this notice.

C) All the meeting should not be organised at a time when the students have scheduled classes. Strict action shall be taken by the faculty advisory board to deal with such actions.

Article 6: Elections/Nominations of Student Executive Board

- A. Elections shall be held at an AGM no later than **June 30th** of each year.
- B. The President shall be responsible for overseeing elections.
- C. If the President wishes to re-run for any position, then the Vice-President shall act as chair.
- D. In the event that both the President and Vice-President wish to run for any position, the members present at the AGM shall nominate and vote on a chair from the general membership.
- E. Nominations for elections can be given to the Vice-President before the AGM at which elections shall take place, and notice of nominees will be given at the same time notice of the AGM is given to the rest of the general membership. Alternatively, nominations will be taken from the floor during the AGM at which the elections are taking place.
- F. Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be conducted by secret ballot.
- G. A majority vote is required to elect each position.
- H. Each member can hold at most one executive position at a time.
- I. The final decision of nominations for each position will be approved by the faculty advisory board.

Article 7: Impeachment

- A. No member of the executive may be called without **just cause**, or in any manner not specified in this constitution.
- B. **Just cause** is defined by this constitution as:
 - i. Failing to attend 3 consecutive executive or general meetings.
 - ii. Failing to fulfill the majority their mandates as dictated by this constitution, within reasonable limits, and without reasonable excuse.
 - iii. Conduct likely to result de-ratification of the Society, or conduct likely to bring the Society into disrepute.
 - iv. Other gross misconduct.
- C. A vote to impeach an executive member can only be brought forth to the faculty advisory board.
- D. Advance notice of a motion to impeach must be given to the member up for impeachment, and that member must have the ability to speak in their defence before the vote is taken.

- E. A vote of 75% +1 of the general membership is required to impeach an Executive member before the board. Voting will be conducted by secret ballot and shown to the faculty board.
- F. Once proven, the accused should be suspended from the society. The president is responsible to take away all the member privileges back from the student.

Article 8: Constitutional Amendments

- A. Amendments to this constitution are subject to the following regulations:
 - i. Amendments to the constitution can only be made by Faculty advisory board.
 - ii. Motions to amend the Constitution must be presented to the President of the Society.
 - iii. All members are entitled to vote on amendments to the constitution.
 - iv. Voting will be conducted online to ensure transparency.
 - v. A 2/3 vote is required to pass a motion to amend the constitution.

Article 9: Finances

- A. As stated in Article 4, the President, Vice-President, and Group leaders will be the signing officers of the Society.
- B. At least **three** signing officers must approve any procurement including the finance department.
- C. An executive officer cannot sign a cheque made out to his/her self.
- D. The budget will be created each year by the Finance Department, and will be passed by the faculty advisory board at an Executive meeting.
- E. In order to reimburse your allowed expenditure, original receipts shall be produced and submitted to the finance department immediately after the purchase is made.
- F. All the quotations collected for any purchase shall be shared with the group leaders and the audit department.
- G. Only one round trip is payable per procurement. For collection of items, request Darewro or any other courier service to deliver you the ordered stuff.
- H. For reimbursement of an additional trip, justification should be given to the president and faculty board.
- I. Members of finance and audit department must be involved during procurement survey visit. At least one member of the finance and audit should accompany the market survey team for verification of quotations.

**OATH OF UNDERSTANDING OF THE TERMS AND CONDITIONS OF IMCIS
SOCIETY MEMBERSHIP**

To: Faculty Advisory Board of IMCIS

By signing below, I, _____, acknowledge and agree that I have read and accepted the terms and conditions above in order to serve the IMSciences Computing and Innovation Society. I shall not make any objection to revocation of eligibility for the membership resulting from violation of the terms and conditions.

Name: _____

Center/Department: _____

Year of Study: _____

Student ID No.: _____

Signature: _____

Date: _____