

Article I: Name and Purpose

Section 1.

This Institute shall be known as the **Scottish Institute of Computing Educationalists**, also known as **SIoCE** and referred to as “the Institute” within this document.

Section 2.

The purposes of the Institute shall be to promote the roll of computing in a modern society through any legal means available to the Institute.

Article II: Membership

Section 1.

Membership shall be open to all **Teachers, Lecturers and others whose main role is in providing training in any of the Computing fields**. Any others who wish to join the Institute will be put to the vote of all of the current members of the Institute as to acceptance or not. A 2/3 majority of those voting will be required for acceptance. All members will be entitles to vote on any matter pertaining to the Institute.

Section 2.

To become a member, one need only inform the Secretary. Membership runs from the date of the most recent AGM to the date of the next AGM. At any time during the month preceding the next AGM, a standing member may express their desire to renew their membership for the following year.

Section 3.

Membership ends upon:

- 1) end of the normal membership cycle without a prior request to renew,
- 2) the member's request,
- 3) majority vote of the membership at a properly announced meeting with quorum to revoke that person's membership.

Section 4.

Members who are removed by a vote may not join the Institute again until the next academic year. Members who are removed lose any officer positions they may have held within the Institute.

Section 5.

In certain cases, honorary membership can be granted to those who cannot qualify as members. Honorary membership is a symbolic way to show affiliation with the Institute for interested parties and to give acknowledgment for the honorary member's support for the Institute. Honorary members do not have the

privilege of voting. Honorary membership may be extended to anyone via a majority vote of the elected officers.

Section 6.

The Institute has the power to levee annual dues against the membership. The dues must be approved by a majority vote of the membership who respond to a properly conducted vote carried out electronically or as decreed by the office bearers.

Article III: Officers

Section 1.

The **elected** offices of this Institute shall be **Chair, Secretary, Membership Secretary and Treasurer**. These elected officers will **appoint** via majority vote additional officer positions as necessary. Additional positions may be created via a majority vote of the elected officers and then ratified by a majority vote of the membership who respond to a properly conducted vote carried out electronically or as decreed by the office bearers.

Section 2.

Officers shall be elected at each AGM, uncontested candidates win by default. There is no limit on the number of terms an individual may hold office except under the terms of **Article II, Section 4**.

Section 3.

If for any reason an officer is unable or unwilling to fulfil their commitments, they may resign and the remaining elected officers may appoint, via majority vote, replacement(s) who will serve until the next election period.

Section 4.

Elected Officers:

The Chair shall:

- 1) organize and preside over meetings, activities and events,
- 2) be the official representative for the Institute,
- 3) maintain contact with related outside Institutes,
- 4) ensure this Constitution is followed,
- 5) have the final word in all decisions where a vote is not specifically called for in this document,
- 6) break any tie vote,
- 7) prepare a report for AGM of the past years activities and achievements.

The secretary shall:

- 1) plan, organize, and coordinate events for the Institute,
- 2) be responsible for reserving appropriate spaces for events,
- 3) record the results of all votes taken,
- 4) record briefly what occurred at each meeting,
- 4) collect attendance at each meeting,
- 5) be responsible for dealing with correspondence and informing other committee members of correspondence.
- 6) be responsible for keeping records and possession (on behalf of the Institute) of all merchandise.
- 7) be responsible for keeping members up to date on matters of the Institute.

The Treasurer shall:

- 1) be responsible for all financial matters,
- 3) keep the Institute current with all paper work that needs to be filed with any relevant legal bodies,
- 4) prepare a report for the following AGM,
- 5) if there is not an appointed secretary, the Treasurer shall take on the roles of processing membership requests and keeping a current roster of all members.

The Membership Secretary shall:

- 1) be responsible for keeping the membership lists up to date,
- 3) be responsible for dealing with new requests for membership and for requests to leave the Institute,
- 4) if a levee has been put in place, be responsible for issuing requests for payment and for dealing with responses from members.
- 5) if there is not an appointed membership secretary, the Treasurer shall take on the roles of processing membership requests and keeping a current roster of all members.

Section 5.

An appointed officer may be removed by a majority vote of the elected officers. Officers and members shall have the opportunity to present their sides at the meeting, before the vote. If the officer is removed, a new officer shall be appointed as quickly as possible.

Section 6.

An elected officer may be removed by a majority vote of the membership. Officers and members shall have the opportunity to present their sides at the meeting, before the vote. If the elected officer is removed, a new officer shall be appointed as quickly as possible by majority vote of the remaining elected officers.

Article IV: Meetings

Section 1.

Annual General Meetings shall occur every year in the month of **MAY** commencing in **May 2010**. Every member is entitled to attend.

Section 2.

Business meetings shall occur at the discretion of the elected officers. Prior notice of at least two weeks should be given to all members. All members are entitled to attend.

Section 3.

Officers may call special meetings at any time for important matters. Prior notice should be given to all members as soon as possible.

Section 4.

A quorum at an AGM is 1/10 of the voting membership. If a quorum is not present, voting shall be postponed until a date agreed by those present. The number constituting 1/10 of the membership shall be determined by the officer in charge of keeping the membership roster.

Section 5.

Meeting minutes shall be posted to the web site.

Article V: Committees

Section 1.

Possible purposes of committees will be to:

- 1) take care of distributing out work equally on any given issue that the committee is created to address,
- 2) brainstorm and create new ideas to present at the Institute business meetings
- 3) work through different ideas and issues and focus them so that they can be presented to the general membership in order to be voted on.

Section 2.

Any member or officer may propose the formation of a committee. The elected officers may create, structure and dissolve committees through a majority vote.

Article VI: Amendments to the Constitution

Section 1.

Any member may propose a constitutional amendment. Members shall be notified at least two weeks in advance of a pending vote on an amendment. The amendment shall be discussed during the two weeks prior to the vote. An amendment can be adopted only by a two-thirds majority vote of those who vote.

Article VII: Statements of affirmation or condemnation

Section 1.

Statements of affirmation would be an official declaration made by the Institute that they support a certain issue or action being taken by another group or individual. Statements of condemnation would be an official declaration made by the Institute that they denounce or condemn a certain issue or action being taken by another group or individual.

Section 2.

Statements of affirmation or condemnation do not have governing power over the Institute. They only serve to let future generations of leaders and the public know where the Institute stands on various issues.

Section 3.

Any member of the Institute can propose an official statement of affirmation or condemnation. For discussion on the issue, another member of the Institute must second the statement. If there is sufficient support about the issue among the group, it will be put to a vote. After all members are giving the proper opportunity to make comment, members may vote to allow another round of discussion, with discussion continuing only if a majority of members present feels it is necessary. When discussion is finally done, a vote among the general membership will be taken.

Section 4.

A statement of affirmation or condemnation can pass only by a two-thirds majority vote of those voting.

Section 5.

A statement of affirmation or condemnation can be retracted in a process identical to the process for passing one.

Article VIII: Non-Discrimination

Section 1. This Institute and its members shall not discriminate against any individuals for reasons of race, colour, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

Article IX: Dissolution

Section 1. The Institute may be dissolved upon a 2/3 majority vote of members. Dissolution may be proposed only at an AGM.

Section 2. The Institute may not dissolve while in debt or with a balance in the bank.