

.devClub

Enacted: March 15th 2015

Bylaws and Constitution

Table of Contents

Article 1 – Mandate

Article 2- Name

Article 3 – Definitions

Article 4 – Membership

Article 5 – Meetings

Article 6 – Positions

Article 7 – Appointments

Article 8 – Finances

Article 9 – Amendments

Article 1 – Mandate

.devClub's mandate is to provide students of the University of Manitoba with a chance to gain some coding experience before applying for the Computer Science Co-Op program and ultimately companies they wish to work with. It is also gives students an opportunity to learn various engines, softwares, and consoles. This group will also be opened to students who are just interested and would like to join.

Article 2 – Name

- i. All students that are interested in project development shall be able to be a part of the .devClub community

Article 3 – Definitions

- i. Terminology used in this document;
 - a. “Committee” – Executive Committee
 - b. “Executives” – Executives Members
 - c. “Group” – .devClub Student Group
 - d. “Regular Session” – The period from September 1st to April 30th, inclusive.
 - e. “Summer Session” – the period from May 1st to August 30th, inclusive
 - f. “University” – University of Manitoba

Article 4 – Members of Group

- i. .devClub will consist of the following executives members, who shall be voting members of the group:
 - a. President
 - b. Vice-President
 - c. Director of Finance
 - d. Director of Projects
 - e. Director of Communications
- ii. Voting members of the group will be appointed under terms of Article 7.
- iii. Non-voting members of the group will consist of the general population who are interested in joining.
- iv. Executives will hold their positions until they depart from the team, in the case that an executive member departs, another executive will be appointed under Article 7.
- v. Members may not be on academic or social probation.
- vi. In the absence of the Chair, another member of the committee shall act as chair

Article 5 – Meetings

- i. During summer session, there must be at least one meeting of the group. During Regular session, there must be a meeting of Council at least once every two (2) weeks while classes are in session.
- ii. The President, in conjunction with the Vice-President, will prepare any motions and meeting dates for executive meetings.
- iii. .devClub executives shall keep a complete and accurate record of all minutes of each meeting. The President and Vice-President, upon approval by Council shall sign the minutes.
- iv. Robert's Rules of Order shall govern meetings of council.
- v. Any decision of the chair can be overturned by a two-thirds vote of committee
- vi. Regrets for any meeting must be submitted to the chair prior to the meeting.

Article 6 – Executive Positions

- i. The President:
 - a. Be a voting member of .devClub for management decisions.
 - b. Call special meetings.
 - c. Carry out provisions of the constitution.
 - d. Appoint committees and chairpersons
 - e. Oversee all committee activities
 - f. Record and keep minutes of all meetings
 - g. Distribute agenda for all meeting
 - h. Serve as signing authority on any group accounts
 - i. Perform other duties as directed by the committee
- ii. The Vice President:
 - a. Be a voting member of .devClub for management decisions..
 - b. Assume the duties of the President, on direction of the President or committee.
 - c. Be responsive for:
 - i. Overseeing all matters related to programming and events
 - ii. Preparing and distributing all external communications including press releases, website content, signage and advertising.
 - d. Serve as signing authority on any group accounts
- iii. The Director of Finance:
 - a. Prepare the group budget.
 - b. Administer and maintain group finance and group financial records
 - c. Advise the group on all finance and budget related activities
 - d. Report to the committee at each meeting on the financial situation of the group
 - e. Maintain a financial summary of group finances at every meeting
 - f. Reimburse expenditures and be responsible for the payment of bills

- g. Complete a full report on council activities for each meeting
- h. Serve as signing authority on group accounts
- i. Perform other duties as directed by the President or Committee
- iv. The Director of Communication:
 - a. Be a voting member of .devClub for management decisions..
 - b. Initiate and supervise social and competitive activities as the committee see fits including tournaments, meet and greets, social events, info days, or other events.
 - c. Work in conjunction with Vice-President and President for any communications and sponsorships
 - d. Complete a full report on council activities for each meeting
 - e. Act as chair for meetings
 - f. Take minutes and have them signed by the President and the Vice President
 - g. Perform other duties as directed by the President or the Committee
- v. The Director of Projects:
 - a. Be a voting member of .devClub for management decisions..
 - b. Oversees over any projects that are in development
 - c. Ensure that projects are on time and the versions are controlled
 - d. Ensure that teams are on track in the development of projects
 - e. Ensure that all projects are up to date in software, version, documentation, and comments.
 - f. Ensure that all bugs are fixed in a timely manner.
- vi. All members must:
 - a. Report to committee regarding their activities
 - b. Participate in voting on club related activities
 - c. Participate and assist with Group activities;
 - d. Be familiar with bylaws

Article 7 – Elections

- i. In the case of a departing executive, the committee will be responsible for electing a new executive.
- ii. Executives must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average and must not be on academic or social probation.
- iii. Nominees must have a full understanding of the constitution
- iv. Nominees must have a full understanding of any outstanding projects in the repository.
- v. Nominees are given an interview to check their knowledge of both point's iii and iv prior to their entry into the position.
- vi. Elections will consist of a nomination process and a voting process.
- vii. Nomination period will be one week for applications and one week for interviews.
- viii. Elections period shall occur right after Nomination period and will be three days

Article 8 – Finances

- i. The finances of the group will be the responsibility of the Treasurer, in conjunction with the council
- ii. No executives shall spend any money on behalf of the Group that has not already been authorized by the committee or directly related to the budget assigned to that executive

Article 9 – Amendments

- i. Amendments to the bylaws:
 - a. May only be made at a regular meeting of Committee
 - b. Require a two-thirds majority of voting members to be present and a two-thirds majority vote to pass.
- ii. Amendments to the bylaws require one week notice to committee members, unless amendments are unanimously passed by committee