



CodeDevils Constitution

PREAMBLE

We the members of CodeDevils, and subscribing to the regulations and policies of Arizona State University, establish this Constitution to govern the matters within our organization.

Article I - Name

Section 1 The name of this organization shall be CodeDevils.

Section 2 This organization has no affiliations with national or regional groups.

Article II - Purpose

Section 1 The purpose of this organization shall be to provide ASU students with an organization designed to foster and encourage involvement in coding projects and competitions through an online setting. CodeDevils welcomes all students of ASU who are interested in code development and tech to come together and share their knowledge in support of continuous learning, acquiring new skills, and building software for the betterment of their communities.

Article III - Membership

Section 1 Membership is open to any ASU undergraduate or graduate student currently enrolled in at least one semester hour. In order to be considered a voting member, candidates must be registered with CodeDevils on SunDevilSync and must join the organization's Slack workspace.

Non-Discrimination Statement: Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Section 2 Associate member status may be granted to alumni, staff, faculty, or community members through a majority vote of the officer committee. Associate members must join the organization's Slack workspace and may attend any meeting they choose, but are not granted voting privileges. Additionally, members can be awarded access to the CodeDevils LinkedIn group by being involved in group projects, being a member of the officer committee, or being specially recognized for outstanding participation.

Article IV - Officers

Section 1 The officers of this organization shall consist of: 1 President, 1 Vice-President, 1 Secretary, 1 Events/Projects Coordinator, 1 Treasurer, 1 or more Webmasters. Per FSO regulations, there must be at least 1 President, 1 Vice-President, and 1 Treasurer.

Section 2 The qualifications for becoming an officer is a student in good academic standing with the university and the ability to attend meetings regularly. An officer who misses two consecutive meetings within a single semester (excluding the summer semester) without a valid reason will be removed from office and a re-vote process will begin. An officer whose overall attendance drops below 70 percent without a valid reason will be removed from office.

Section 3 Term of active office shall be from the start of the fall semester until the end of the spring semester as outlined by the ASU calendar. The summer semesters shall be a transition period for the newly elected officers council under supervision of the outgoing officers council.

Section 4 Provisions for removal of an officer shall be, a majority vote of recall and removal during a regularly scheduled meeting. An impeachment request must be issued by a majority vote of the officer committee or a majority consensus during a general body meeting. The impeachment request must be announced at least a week in advance of the actual impeachment. The impeachment procedure will give the officer in question an opportunity to defend his/her position before a vote is taken. A two-thirds majority of the officers committee (excluding the officer in question) is required to remove an officer. A removed officer relinquishes his/her office, but remains a member of the organization.

An officer may opt out of their position at any time during the ASU school calendar year. Written notice of withdrawal must be submitted to the officer committee along with a suggestion for their successor within two weeks prior to the resignation date and will be announced during the next regularly scheduled meeting.

Section 5 Officer specific responsibilities.

Presidential Responsibilities: prepare meeting agendas, call officer committee meetings, sign all official paperwork related to CodeDevils, have the power, with the advice and consent of the officer committee to appoint chairpersons of all standing and ad hoc committees, act as a spokesperson for the organization.

Vice-President Responsibilities: assist the president as needed, carry out the duties of president in the absence of the president, automatically assume the powers and duties of president if the position becomes vacant for any reason, serve as coordinator of all standing and ad hoc committees, be an ex-officio member of all standing and ad hoc committees.

Secretary Responsibilities: keep a proper record of all activities of the club, keep the minutes of every meeting, take attendance at meetings, authenticate by his/her signature all records and documents of the organization, share meeting notes via social media and through electronic communication with members.

Project/Events Coordinator Responsibilities: plan and organize CodeDevils events and competitions, overall management of official projects, coordination of recruiting and outreach. A vote may be called to appoint one, or more, additional temporary Project Coordinator(s) depending on the project load of the club. The temporary position can be voted permanent through the amendment process in which regular elections will then apply.

Treasurer Responsibilities: complete the FSO Treasurers Training and remain eligible to submit financial paperwork to FSO, keep records of expenses up to date and maintain a copy of all proofs of purchases, fill out forms related to expenses for the club and ensure we spend funds in a way that is compliant with FSO regulations, maintain the financial accounts of CodeDevils ensuring we have enough funding for expenses, and manage additional funding outside of FSO including individual donations and corporate sponsorship of club activities.

Webmaster Responsibilities: support and perform regular maintenance on the organization's website and Github repositories, ensure usability specifications which will be determined by the current officer team,

maintain an error-free and professional appearance of all cyber footprints, ensure that all cyber footprints meet the rules and regulations of ASU.

Section 6 Duties outlined in Section 5 may be appended if the current officer of the position is in agreement with additional responsibilities and requires a majority vote of the officer committee. Original responsibilities contained in Section 5 may not be altered without a unanimous vote by the officer committee and only after an amendment to the constitution is proposed through Article VIII.

Article V - Elections

Section 1 Election of officers shall be held during the first meeting of Spring Session B for all officer positions and announced at the final meeting of the current spring semester. An online form will be open for no less than one week to allow any member to run for any office. This form will be announced three weeks before the end of Spring Session A in both the weekly meeting and emailed to all members. This form will include the description of each officer's duties (Article IV Section 5). If an officer is unopposed in their position, an election for that position will not be held. The election will be open as a form that can be submitted and verifies the identity of the submitter through their ASU email. It is the responsibility of the Secretary to maintain the form and protect the identity of respondents as well as verify the votes are cast by members with voting rights.

Section 2 In the event an officer tenders resignation or is removed, a special election will be held to fill the vacancy. The special election shall occur within two weeks of the vacancy. The officer committee may elect a member to serve as an interim officer in the vacancy until after the election. If a vacancy occurs outside of a normal ASU Fall or Spring semester, the election will occur two weeks after the beginning of the following semester.

Section 3 The procedure for voting shall be an electronic ballot through a secure portal on the CodeDeviIs website. All interested candidates must provide notice of intent to run for an officer position via the form specified in Section 1 at least seventy-two hours prior to the beginning of the election week. All members who have voting privileges may vote during election week.

Article VI - Meetings

Section 1 Regular meetings of this organization shall be held weekly at the beginning of the week. All times will be given in MST (Arizona) time. The current scheduled time is 6:00 PM on Mondays. Any change to the regularly scheduled meeting will be announced at least seventy-two hours before the scheduled date and communicated through electronic means. The link to the video conferencing software used to access the meeting will be announced at least eight hours prior to the scheduled meeting. In the event that members of the officer committee have time conflicts with the current meeting time, it can be adjusted to the new officer committees' availability.

Section 2 Meetings shall be conducted by the officer committee with all available members present. The order of a meeting shall proceed with current reports from officers, discussion of old business, proposals for new business, open discussion, and closing. The length of the meeting shall remain under one and a half hours with the opportunity to schedule a special meeting to cover any material that failed to be covered. All votes will be cast via the chat window of the conferencing software or a show of hands to avoid confusion. A member of the officer committee will call on members who wish to speak. The chat window will be open during the duration of the meeting for open discussion concerning the current topic of the meeting. The club will observe Robert's Rules of Order during all meetings.

Section 3 A quorum shall consist of six voting members present at any meeting with the stipulation that at least three members must be officers of the club.

Section 4 A special meeting may be called if at least two officers deem a meeting necessary and at least a four-hour notice must be provided via electronic communication to all members. Any member may request a meeting through an officer, but two officers must agree that a special meeting is necessary. Additionally, missing any special meeting does not constitute removal from any officer position.

Section 5 The officer committee may hold special closed sessions pertaining to club activities and where special votes are required, however, meeting notes must be made public to the members in any meeting where a special vote in accordance with the constitution is held.

Section 6 During holiday breaks and the summer semester as defined in the ASU calendar no regularly scheduled meetings will be held, but the club reserves the right to hold meetings as agreed upon by available members. Regular quorum rules apply to all business conducted in these meetings.

Section 7 All club meetings conducted via audio and/or video conferencing software are considered public interaction among the participants. By showing up, members are giving permission to record the meeting and make the recordings available to other members of CodeDevils, prospective members of CodeDevils, and staff of ASU via CodeDevils's YouTube channel as an unlisted video that can only be accessed with a direct link. The video recording software will enable the participants to disable their camera and/or microphone for privacy reasons, though their name and/or username may be known.

Article VII - Advisors

Section 1 There shall be at least one faculty/staff advisors who shall be members ex-officio with no voting privileges. CodeDevils may have more than one member of faculty/staff as advisors with a limit of three.

Section 2 Faculty/Staff advisors must be willing to participate in the club and be voted on by a majority during a regularly scheduled meeting.

Section 3 Advisors should give direction and guidance in preparation for competitions and in selection and execution of CodeDevils sanctioned projects. Advisors should attend any meetings which fit into their schedule and be a positive influence on achieving the purpose of the club.

Section 4 Advisors are to investigate any violation of Article X according to the guidelines set within.

Article VIII - Amendments

Section 1 Amendments must be proposed during a scheduled meeting and voted on during the next scheduled meeting where a quorum is present. The constitution may be amended by a two-thirds majority vote of members attending with the exception of the CodeDevils purpose in Article II which may only be amended by a unanimous vote.

Article IX - Group Projects

Section 1 Group projects must be well thought out and documented. Proposals should be communicated to all members of CodeDevils and discussed openly. In order to launch an official CodeDevils project, a proposal must be made via the project proposal form. The proposal must outline a clear plan and

have a recommended project leader, who is willing to carry the responsibility for managing the project as well as two other club members willing to participate. An official project must be open to all members and be accessible via the CodeDevils official Github repository with the understanding that a project leader may limit the amount of contributing members based on the needs of the project.

Detailed instructions on how to propose a project is provided in the “CodeDevils Guideline for New Projects” (The “Guidelines Document”) document. This is a living document and changes may be made through a majority vote by the officers. Any changes made must be detailed in the version history at the bottom of the document. Any changes made to the Guidelines Document must be announced to all members via electronic means. Projects that are approved during the proposal phase are locked into the rules of the current version of the Guidelines. Only if a project becomes inactive as defined in the Guidelines will the new changes in the Guidelines take effect on that project if it becomes active again.

Section 2 The nature of CodeDevils is for members to hone their coding skills, therefore each project should make every effort to ensure that the code is original. Any use of existing code should be documented according to the stipulations of the code’s author and follow standard software practices. The MIT license must be included in all CodeDevils projects.

Section 3 Club projects should not be shared, sold, copied or used for personal gain without written permission from the project leader and two club officers with at least one being the club president or vice-president. In lieu of using projects for personal gain, a member can be rewarded for project participation by being added to the CodeDevils LinkedIn group.

Article X - Code of Conduct

Section 1 Members of CodeDevils are expected to uphold all aspects listed in the Student Code of Conduct, Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy, and conduct outlined by the Office of Student Rights & Responsibilities. Any violation of the aforementioned rules may result in expulsion from the club based on the recommendation of the club’s Faculty/Staff Advisor. Any official ASU sanctions for violations regarding the ASU Academic Integrity Policy will result in immediate expulsion from the club.

Section 2 Any member found using club resources in violation of the ASU Academic Integrity Policy will be brought before the officer committee. If sufficient evidence exists and is agreed upon by a majority of the officer committee, the member’s violation will be communicated to the club’s faculty/staff advisor and the member will be expelled from the club. Any officer suspected of a violation will be brought before the remaining officer committee with the Faculty/Staff Advisor present.

Section 3 It is expressly forbidden for members to share any information pertaining to current or previous classes with another member including, but not limited to, previous assignments, homework, tests, and quizzes without the expressed consent of the CodeDevils Faculty/Staff advisor who will liaison with any necessary Faculty members.

Article XI - Communication

Section 1 CodeDevils utilizes the messaging platform “Slack” for communication among members. To access the CodeDevils Slack, members must use their ASU email to create an account at “codedevils.slack.com”.

Section 2 “Communications via electronic means” is defined as either an email to members or a post in the Announcements channel in the CodeDevils Slack.



Signature of President

Date 09/30/19

Hajar Boughoula
President (Print Name)



Signature of Vice-President

Date 09/30/19

Zoey Fryhover
Vice-President (Print Name)



Signature of Secretary

Date 09/30/19

Zane Bliss
Secretary (Print Name)

Signature of Treasurer

Date 09/30/19

Tim Neal
Treasurer (Print Name)



Signature of Project/Events Coordinator

Date 09/30/19

Zoey Fryhover
Project/Events Coordinator (Print Name)



Signature of Webmaster

Date 09/30/19

Abraham Cifuentes
Webmaster (Print Name)



Signature of Webmaster

Date 09/30/19

Kevin Shelley
Webmaster (Print Name)