



Society of Computing and Information Science

Executive Order Policy

Proposed, 2025.

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Part I: Purpose

Article I-A: Identity

An Executive Order is a formal directive issued jointly by the President and the Vice-President of Internal Affairs, designed to maintain timely responsiveness, operational consistency, and organizational accountability within SOCIS.

Executive Orders may be used to ensure:

1. Required communication between SOCIS and SOCSSOs,
2. Execution of responsibilities assigned through policy,



3. Organizational readiness and coordination.

Executive Orders must follow the SOCIS Constitution and all SOCIS Policy Documents.

Part II: Rules

Article II-A: Conditions for Issuing Executive Orders

1. Executive Orders may be issued when:
 - a. A required operational task or deadline is not being met.
 - b. Clarification of roles, expectations, or documentation is needed.
 - c. A time-sensitive coordination effort is required with SOCIS and SOCSSOs.
2. Executive Orders may not:
 - a. Amend the constitution,
 - b. Override a policy document,
 - c. Alter election outcomes,
 - d. Allocate funds or affect budgets.

Article II-B: Format and Requirements

1. Every Executive Order must include:
 - a. A unique identification number,
 - b. A short title,
 - c. A description of the directive,
 - d. A clear deadline when applicable,
 - e. Contact information for clarification.
2. Every Executive Order must be co-signed by the President, and the Vice-President of Internal Affairs.
3. Executive Orders must be:
 - a. Written and signed by both President and VP Internal,
 - b. Distributed to all executives and affected groups,
 - c. Archived in the internal SOCIS files by the VP Internal.



4. Any three Vice Presidents, excluding the signatories of the Executive Order, may jointly revoke an Executive Order by submitting a written revocation notice to the President and VP Internal. Revocation is effective immediately upon submission. The revocation must be recorded and SOCSSOs must be notified by the VP Internal. The Executive Order must then be reviewed at the next SOCIS Staff Meeting, and may be reinvoked by a 2/3rd majority Staff vote.

Article II-C: Compliance and Follow-Up

1. All SOCIS executives, staff members, and SOCSSOs are expected to comply with Executive Orders.
2. Recipients may request clarification or adjustments but **must** acknowledge receipt within **3 days**.
3. SOCSSOs may formally decline an Executive Order if they believe it is unclear, impractical, or outside the scope of this policy. In such cases, the SOCSSO must request a meeting with the President and VP Internal within **3 days** of receiving the order. The meeting must be held **within 7 days** to clarify expectations, negotiate adjustments, or determine an alternative course of action. After review, if a rejection of an Executive Order is considered an avoidance of responsibility, it may be considered a form of Non-Compliance.

Article II-D: Consequences for Non-Compliance

1. Failure to acknowledge or comply with an Executive Order may result in a **Notice of Non-Compliance** issued by the President and VP Internal.
2. Continued non-compliance may result in a Referral to the Compliance Policy.