



## ICPC Policies and Procedures - July 28, 2022

Reviewed and Approved by 10 EC members (no objections) - July 28, 2022

**Mission:** The “ICPC International Collegiate Programming Contest” is an extra-curricular, competitive programming sport of the universities of the world. ICPC competitions provide gifted students opportunities to interact, demonstrate, and improve their teamwork, programming, and problem-solving prowess. The ICPC is a global platform for academia, industry, and community to shine the spotlight on and raise the aspirations of the next generation of computing professionals as they pursue excellence.

**Purpose:** The ICPC advances the global academic mission of uplifting and encouraging each generation to build more prosperous communities for their neighbors and future generations through the art, sport, and science of competitive programming. With ICPC principles: “*Put people first.*”; “*Practice goodwill.*”; and “*Follow the Golden Rule.*”, the doors are open for students from all universities to compete in ICPC regional competitions with the opportunity to advance to the ICPC World Finals.

**Goals:** Decisions shall be governed by the following goals:

- Attract as many students as possible.
- Attract as many colleges and universities as possible.
- Draw from as many geographical regions of the world as possible.
- Provide equitable access to the ICPC World Finals.
- Strive for competitive contests.
- Involve industry and community, and shine the spotlight on students.
- Maintain and support the volunteer base.

### **Culture:**

#### *Organization:*

- Promote regional integrity.
- Provide global coordination.

#### *Policy:*

- Keep it simple.
- Serve, don't rule.
- Never have the same problem for the same reason.

#### *Principles:*

- Put people first.
- Practice goodwill.
- Follow the Golden Rule.
- As needed, solve the solvable problems; resolve the resolvable issues; avoid the rest.
- Grow strong by resolving conflicts.

### **Membership and Tenure:**

The ICPC Executive Committee (EC) is composed of the Executive Director, the Deputy Executive Director, the Executive Director of World Finals Contests, the Secretary, the Director of Regional Contests, the Director of Judging, and at most ten but not less than three additional members.

The Executive Director serves as chief executive officer and chair. The Executive Director shall have served at least three years in organizing the World Finals and at least three years serving regional contests. The immediate past Executive Director shall continue for two years as an additional member of the Executive Committee.

The Deputy Executive Director shall meet the same requirements as the Executive Director. The Deputy Executive Director shall be ready, willing, and able to serve as Executive Director and shall succeed the Executive Director.

## ICPC Policies and Procedures - July 26, 2022

Upon succession, the Executive Director will nominate a new Deputy Executive Director, who must be confirmed by the Executive Committee by a two-thirds vote.

The Executive Director of World Finals Contests is responsible for organizing World Finals and has oversight over recruiting, organization, planning, and agreement compliance for each annual World Finals. The Executive Director of World Finals Contests shall have served at least three years in organizing the World Finals.

All other members of the Executive Committee are appointed by the Executive Director for renewable terms of office not to exceed two years. Every member of the Executive Committee shall have served for at least four years in some critical volunteer management role or shall be a sponsor representative.

The International Steering Committee (ISC) consists of the Director of Regional Contests, who serves as chair, the Deputy Director of Regional Contests, the Secretary, and at most twelve but not less than eight additional members. ISC membership shall be representative of ICPC global leadership. The Executive Director and Deputy Executive Director serve as ex-officio members of this committee.

The members of the ISC are appointed by the Executive Director with the advice of the Director of Regional Contests for renewable terms of office not to exceed two years. Every member of the ISC shall have served for at least three years as a director, judge, or in some other critical volunteer management role, or shall be a sponsor representative.

The Executive Director makes all other appointments annually. An appointment to a committee or operational unit is made with the advice of the committee chair or unit head. All appointees shall receive letters of appointment and annual recognition of service certificates.

As an academic community, the ICPC practices a form of tenure in which those in good standing continue to serve, but not necessarily in the same role, and are subject to need.

The Executive Director may remove any appointee after consultation with those to whom the appointee reports. The Executive Director may be removed for cause by a two-thirds vote of the EC should the cause not be remedied within 30 days of notification.

When necessary to disambiguate titles, ICPC shall precede titles.

### **Organization:**

The ICPC is a multi-tiered competition among teams of students representing institutions of higher education. Teams compete in Regional Contests, from which top-scoring teams advance to the ICPC World Finals. The ICPC World Champions are recognized at the ICPC World Finals. Gold, Silver, and Bronze medal winners are also recognized based solely on overall performance.

The Executive Committee is responsible for establishing contest rules, policies, and guidelines. The Executive Committee shall operate independently in order to assure the integrity of the ICPC.

The International Steering Committee establishes the ICPC Regional Rules within the context of the contest rules, resolves regional appeals, and rules on internationalization issues, and recommends ways to make the contest more accessible and attractive to international participants. The International Steering Committee approves regional variations to the ICPC Regional Rules. No regional variations are permitted for the appeals process and eligibility requirements as defined in ICPC Regional Rules.

### **Management:**

The ICPC is managed by the Executive Director, who directs the activities and services of ICPC Global Headquarters, which is hosted by an institution of the Executive Director's choice. The ICPC Manager administers ICPC Global Headquarters activities and services.

The Executive Director shall manage contest affairs, oversee budgetary matters, and assure conformance with ICPC policies, procedures, and sponsoring agreements. The Executive Director allocates, disburses, and authorizes the expenditure of all ICPC funds in consultation with affected ICPC leadership and in accordance with sponsoring agreements.

## ICPC Policies and Procedures - July 26, 2022

ICPC Contests, such as the World Finals and Regional Contests, are organized and directed by their respective directors. The Director of Judging is responsible for the oversight of past contest problems and defining the problem domain. The Finals Chief Judge supervises judging and resolves to judge exceptions during the World Finals. The Director of Judging and Finals Chief Judge recruits and recommends judges and works together to formulate problems and establish judging criteria for the ICPC World Finals.

### **Rules:**

Contest Rules are determined by the Executive Committee with the advice of the International Steering Committee and will be published within one week of the previous year's ICPC World Finals. These rules are interpreted and enforced by the Executive Director. If unforeseen circumstances dictate a rules change, the Executive Director shall make reasonable efforts to confer with affected parties before making such a change.

### **ICPC World Finals:**

The ICPC World Finals is an academically credentialed event held each year. The ICPC World Finals is hosted each year by one or more designated "World Finals Host" institutions. Teams competing in the ICPC World Finals are selected from teams competing in ICPC Regional Contests.

The ICPC World Finals is organized in conjunction with the World Finals Host by the Director of ICPC World Finals, who also negotiates and arranges for World Finals facilities, activity and meeting space, sponsor requirements, and hotel room accommodations with the assistance of the Executive Director.

A Letter of Commitment shall be executed between the Host and the ICPC identifying financial responsibilities, space and setup requirements, food and beverage, hotel room accommodations, sponsor requirements, publicity, and host organization, including the appointment of the Host's World Finals Director for that year who is responsible for conducting of the World Finals competition within the Contest Rules and guidelines established by the ICPC Executive Committee.

The Director of Regional Contests is responsible for conducting the Regional Contest Directors' Symposium, the Regional Contest Directors' Meeting, and the ISC Meeting.

### **ICPC Regional Contests:**

ICPC Regional Contests are held yearly according to the ICPC Regional Contest Rules. Each Regional Contest is organized and operated by a Regional Contest Steering Committee, chaired by a Regional Contest Director who appoints the members. At least one of the members must be a faculty or staff member from another university willing to host a Regional Contest in the future.

The Executive Director appoints Regional Contest Directors (RCDs) with the advice of the Director of Regional Contests. Each RCD recommends a Deputy RCD for appointment who is willing to serve as RCD as needed. The RCD recruits a Regional Contest Steering Committee that is responsible for localizing the Regional Rules for its Regional Contest, subject to approval by the Director of Regional Contests. All such rules must comply with existing sponsor and hosting agreements.

### **Funding of ICPC Regional Contests:**

Regional Contests are financially autonomous, ICPC-branded events of the host institutions. Nevertheless, Regional Contests must submit budgets for review to ensure that funding and expenses are reasonable and that all sponsorship requirements are met before administrative and logistical support for the Regional Contest may commence. All Regional Contests must award ICPC certificates, use ICPC badges, and provide conforming ICPC T-shirts. All Regional Contests must comply with ICPC sponsoring agreements regardless of whether ICPC or sponsor funding is provided. Regional Directors may not execute sponsor agreements without the approval of the Executive Director.

### **The ICPC Foundation ([icpc.foundation](http://icpc.foundation)):**

The ICPC Foundation is responsible for ICPC business affairs such as sponsorship, fundraising, outreach, organization, hosting and cooperative agreements, and operational matters in compliance with these Policies and

## ICPC Policies and Procedures - July 26, 2022

Procedures and the Constitution and By-Laws of the ICPC Foundation. The ICPC Executive Committee is affiliated with the ICPC Foundation for the purposes of executing agreements with organizations and universities that provide services or host ICPC management and contests. The ICPC Executive Director is an officer of the ICPC Foundation. The ICPC Executive Director reviews and approves all sponsorship and hosting auspicing agreements. The ICPC Executive Director is responsible for notifying contest volunteers in a timely manner of compliance requirements. Every effort shall be made to preserve the value of sponsor benefits. The ICPC Foundation is acknowledged in signage and publicity and provides awards at the Opening and Awards Ceremonies of the ICPC World Finals.

### **Upsilon Pi Epsilon, the International Computer Science Honor Society (UPE):**

Since 1970, UPE has provided continuous support for the ICPC. UPE organized the earliest ICPC contests under the name "The Scholastic Programming Contest." UPE provides performance awards for ICPC World Finalists. Courtesy of the World Finals Host, UPE traditionally hosts a reception or luncheon for contest participants the day preceding the ICPC World Finals.

### **Naming Convention:**

The ICPC and each ICPC competition have official names that may include branding, host acknowledgment (hosted by...), and sponsor acknowledgment (sponsored by...). Name branding and acknowledgments must be reviewed and approved by the ICPC Executive Director. An official name should be used at least once in each official presentation that refers to the competition with simpler names used thereafter. Press releases will include references to official ICPC websites and contacts.

### **Modifying the Policies and Procedures:**

These Policies and Procedures may only be modified by a two-thirds vote of the ICPC Executive Committee. Changes must not invalidate the terms of existing agreements while they are in force.

### **Publication:**

The current Policies and Procedures shall be posted on the ICPC Website published by ICPC Global Headquarters.

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