

DOCUMENT TYPE CODE STANDARD

Type-Code Registry under Bylaws §5.16 and §5.17

Document: SCS/STD/2026/01
Nature: Standard (Implementing Instrument under §5.17)
Status: Adopted
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Authority: Founder, pursuant to §14.4 of the Bylaws (Initial Period)

1 Purpose and Authority

This Standard establishes the system of document type codes used to identify governance documents of the Society. It reconciles the document identification format mandated by §5.16 of the Bylaws (“Document Identification”) with the operational need to classify documents by type for purposes of registration, retrieval, and reference.

The Standard is adopted under §14.4 of the Bylaws during the Initial Period. Upon the end of the Initial Period, the Standard shall be reviewed and ratified by the expanded Board in accordance with the procedure of §5.17 (“Implementing Instruments”). Until then, the codes are adopted by practice; the per-document sequence numbers (NN) recorded in the register are provisional until the Secretary confirms them against actual adoption dates.

Research outputs of the Society (scholarly papers, working papers) carry scholarly identifiers (DOI, OSF, and the like) and are not subject to this Standard. The Standard covers governance and organizational documents only.

2 Identifier Format

Every document under this Standard bears an identifier in the form:

SCS / [TYPE] / YYYY / NN [/Rev.M]

where:

- **SCS** is the issuer prefix (constant).
- **[TYPE]** is the document type code (see §3).
- **YYYY** is the year of original adoption of the document.
- **NN** is a zero-padded sequence number, scoped to the combination of **[TYPE]** and **YYYY**; sequences are organization-wide, not per-department.

- **/Rev.M** is appended for revisions (omit for the original; **/Rev.1**, **/Rev.2**, and so on for sequential revisions).

A schedule's revision is independent of its parent document's revision (Bylaws §5.16). The identifier, document status, and adoption date appear on the title page or schedule heading and on every subsequent page.

3 Type Code Registry

3.1 Tier 1: Constitutional and Formation Instruments

Code	Name	Definition
AOI	Articles of Incorporation	The Society's charter filed with the State of Delaware.
BYL	Bylaws	The Society's governing bylaws.
SCH-x	Schedule	An annex to the Bylaws, lettered (SCH-A = Schedule A). Each schedule maintains its own revision line.
PRS	Founding Prospectus	The founding statement of purpose and plan.
ROS	Roster	Officer roster and standing register of acceptances.

3.2 Tier 2: Decisions and Proceedings

Code	Name	Definition
RES	Resolution	A formal decision of the Board (or, in the Initial Period, of the Founder under §14.4).
MIN	Minutes	Minutes of a board or general meeting (§8.14).
AGD	Agenda	The agenda issued for a board or general meeting.
NTC	Notice	A statutory or formal notice (meeting notice §8.9–8.10, or notice to members, partners, or authorities).

3.3 Tier 3: Implementing Instruments (§5.17)

Code	Name	Definition
POL	Policy	A normative statement of the Society's position and rules on a subject.
REG	Regulation	Article-structured operating rules.
PRO	Procedure	A step-by-step process or response flow.
STD	Standard	A classification or technical standard (including this Standard, and the Infrastructural Domain Classification Standard contemplated by §5.17).
PLN	Plan	A plan or budget.

TPL	Template	A reusable template, form, or model agreement.
HBK	Handbook	A handbook with its own table of contents.

3.4 Tier 4: Project Governance

Code	Name	Definition
PA	Project Approval	Founder or Board approval bringing a project under the governance framework (§14.4; see also the Project Intake and Approval Procedure contemplated by §5.17).

3.5 Tier 5: Guidance

Code	Name	Definition
PGD	Practical Guidance Document	Recommended practice (RECOMMEND status); may be elevated to a mandatory Implementing Instrument by Board resolution.

3.6 Tier 6: Records, Reports, and Disclosures

Code	Name	Definition
RPT	Report	Annual, impact, financial, or thematic report.
AUD	Audit Report	Independent or internal audit report.
FIL	Filing	A filing with an authority (incorporation, franchise tax, annual state report, tax return).
REC	Register	A standing register of record (including the document register itself under §5.16, member register, asset register, conflict-of-interest register).
DIS	Disclosure	Conflict-of-interest disclosure, transparency or decision-log record.

3.7 Tier 7: Agreements and External Instruments

Code	Name	Definition
CON	Contract	A signed, binding agreement (service, vendor, or employment contract).
MOU	Memorandum of Understanding	A partnership, coalition, or inter-organizational understanding.
GNT	Grant	A grant application, award letter, or funder agreement.

4 Codes Reserved for Future Use

The following codes are reserved for consistency. They become active on first use; until then they bear no sequence numbers.

Code	Name	Definition
AMD	Amendment Instrument	The signed instrument that effects an amendment under Article V of the Bylaws. Distinct from the <code>/Rev.M</code> suffix, which records the resulting revision number.
DES	Designation	A signed designation instrument, including the Emergency Successor designation under §14.5 and any future designations of authorized representatives.
TRA	Translation	An official translation of a governance document into another language, distinct from the source document.
PRP	Proposal	A formal proposal to the Board, Members, or Founder prior to becoming a Resolution; distinct from AMD where applicable.
ERR	Errata	A correction to a published document that does not warrant a full revision under <code>/Rev.M</code> .
ACK	Acknowledgment	A formal acknowledgment instrument issued by the Society (donation receipt, grant acknowledgment, formal recognition).
FST	Financial Statements	Year-end financial statements, where these are produced separately from a general report.
PRL	Press Release	A press release.
STM	Public Statement	A formal public statement or position.
NWL	Newsletter	A dated newsletter edition.
BRF	Policy Brief	A policy brief or position paper.
LTR	Official Letter	A letter of record issued to a government, partner, or counterparty.
MEM	Memorandum	An internal strategy or board memorandum.
CRT	Certificate	A certificate issued by the Society (membership, completion, recognition).
NDA	Non-Disclosure Agreement	A non-disclosure agreement (a CON subtype kept distinct for retrieval).

5 Relationship to the Website Browsing Taxonomy

Each document possesses two independent attributes:

- the document's **TYPE** (its `SCS/[TYPE]/...` identifier under this Standard), which expresses *what kind of instrument* it is; and
- the document's **UI bucket** on the Society's website (Organization Documents groupings `a-h` and `p`), which expresses *which area of the organization it serves*.

These two attributes are orthogonal. A POL may serve Ethics, Finance, or International Operations. The TYPE axis under this Standard is canonical for identification; the UI bucket axis is a browsing convenience that may be revised without affecting any document’s identifier.

6 Maintenance of the Standard and the Register

The Standard. This Standard is reviewed at the same triennial interval as other Implementing Instruments under §5.17. Changes to the type code registry are made by Board resolution under §5.17, except that the Secretary may issue technical corrections (typographical, formatting) without Board action and shall record such corrections in the document’s revision record.

The Register. The Secretary maintains a register of all issued document identifiers, in accordance with §5.16. The register records, for each identifier: the document slug, the date of adoption, the current status, the location of the canonical file, and any prior revisions. The register is maintained as a working document and is updated whenever a new identifier is issued or an existing document is revised. During the Initial Period, the register is maintained by the Founder.

Sequence number assignment. Sequence numbers (NN) within a [TYPE] and YYYY are assigned in adoption order. Where multiple documents are adopted on the same date, the sequence is determined by the order in which the Secretary records them in the register. Provisional sequence numbers may be assigned to documents under preparation; these become definitive upon adoption.

Addition of new type codes. New codes are added to this Standard only when an actual or imminent need exists. Codes shall not be created speculatively. A code becomes active upon adoption of the first document assigned to it. The Secretary recommends new codes to the Board (during Initial Period, to the Founder); adoption follows the procedure for amending Implementing Instruments under §5.17.

7 Authority and Effective Date

This Standard is issued by the undersigned Founder under the authority granted by §14.4 of the Bylaws to adopt implementing instruments of the Society during the Initial Period. The Standard takes effect on the date of adoption set forth above. It supersedes any prior practice of document identification, including the 2026 GOV [NNN] list-position scheme used in early manifest drafts, which is hereby retired.

The Standard is maintained as a permanent record of the Society under §5.11 of the Bylaws and is published as part of the Society’s commitment to working in the open under §3.4.

Wanhong, Founder

Date: June 28, 2026