

# University of Warwick Computing Society Constitution

Date Renewed 04/05/2023

## 1 Name

1. The name of the society shall be Warwick Students' Union University of Warwick Computing Society.

## 2 Aims and Objectives

2.1 The Society shall have written statement of aims and objectives, providing a clear understanding of the society. This shall be subject to review annually by the University of Warwick Computing Society Executive Committee.

2.2 The society aims and objectives shall be:

2.2.1 To act as the academic student society for Computer Science and related areas.

2.2.2 To help people become more computer literate.

2.2.3 To provide an environment for like-minded people to collaborate on projects and events.

2.2.4 To offer a number of workshops and academic talks to help students of all subjects learn how to improve their programming abilities.

2.3 The Society is affiliated with the British Computing Society, The Chartered Institute for IT.

2.4 The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students' Union.

2.5 The Society shall be subject to a disciplinary code as laid out by the Students' Union and administered by the Societies Executive.

2.6 Any alterations to the Society Constitution must be ratified by the Societies Executive. A provisional copy must be sent to the Societies Officer for approval before the new constitution may take effect.

2.7 If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with by contacting your Societies Coordinator.

## 3 Memberships

3.1 Memberships of the Society shall be open to all full, associate, and honorary members of the Students' Union upon payment of the required Societies Federation subscription.

3.2 Memberships of the Society are to be renewed in the October of every academic year.

3.3 Only standard members of the society shall be entitled to vote in elections, provided they have joined the society and paid the appropriate subscription fee no less than three days before the election takes place.

**3.3a The subscription fee to join the society is £0.00.**

3.4 The following shall not be entitled to hold the office of an Executive position in the society:

3.4.a An Associate or Honorary member of the Students' Union or Societies Federation.

3.4.b Any person who has received payment for the provision of services to the society (not including reimbursement of personal expenditure on behalf of the society).

3.5 The Society must have a minimum of 30 members by the sixth week of term one. If the minimum membership is not met, a meeting with the Society, Societies Coordinator and Societies Officer will be scheduled to discuss the future of the Society.

3.6 It is the responsibility of the Society Executive Committee to ensure that those attending their events are members of the Union.

#### **4 Executive Committee**

4.1 The Society's Executive Committee shall be made up of at least three voting officers of whom two shall be the President/Chair and the Treasurer respectively.

4.2 The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

4.2.a Organising the activities of the Society in such a way as to include the greatest possible number of Society members.

4.2.b Managing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU's financial regulations.

4.2.c Formulating and submitting an annual bid for funds from the Societies Executive prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid.

4.2.d Formulating and submitting any additional bids for funds from the Societies Executive or groups within the Students' Union.

4.2.e Assisting any review of the Society's activities and use of funds carried out by a standing committee or group of the Students' Union that has granted funds to the Society.

4.2.f Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities.

4.2.g Ensuring that all society activity abides by the By-laws, regulations, and policy of Warwick SU.

4.2.h Executive Committee members must attend assigned training to ensure they are equipped to organise the Society.

#### **4.3 Core officers**

4.3.1 The Core Officer Duties shall include:

4.3.1.a To attend the Society's Annual General Meeting.

4.3.1.b To attend Societies Council and complete mandatory training sessions/courses.

The core officers shall be:

4.3.2 **President / Chair / Club Captain / Lord/Lady/Liege/etc Chancellor of the Computers**

4.3.2.a The President should organise and oversee the running of The Society.

4.3.2.b The President should chair committee meetings.

4.3.2.c The President should produce an annual report.

4.3.2.d The Executive Committee should appoint a standing President to oversee the President's duties in the event of extended absence or resignation of the President. This position will only be held for a maximum of 10 weeks, until the next Extraordinary or Annual General Meeting.

### **4.3.3 Secretary**

4.3.3.a The Secretary should act as the point of contact for general enquiries with the society.

4.3.3.b The Secretary should take minutes of every Society Executive Committee meeting and publish them on the Society website.

4.3.3.c The Secretary should organise all clothing and merchandise orders for members of the society.

### **4.3.4 Treasurer**

4.3.3.a The Treasurer should be responsible for the finances of the Society.

4.3.3.b The Treasurer should maintain an up-to-date record of their group account in addition to the record kept by the SU finance office.

4.3.3.c All funds should be held and processed through the groups Students' Union bank account. No money should be held in personal bank accounts.

4.3.3.d The Treasurer should submit grant funding applications.

## **4.4 Additional Officers**

### **4.4.1 Academic Coordinator**

4.4.1.a The Academic Coordinator should organise the academic events, such as external guest speakers, presentations on areas relating to Computer Science and workshops.

4.4.1.b The Academic Coordinator should act as the point of contact for organisation of events with external speakers, university departments, or other students.

### **4.4.2 Freshers' Representative**

4.4.2.a The Freshers' Representative should endeavour to facilitate and drive 1<sup>st</sup> year engagement and events within the society.

4.4.2.b The Freshers' Representative should act as a point of contact between the Executive Committee and 1<sup>st</sup> year students.

4.4.2.c This office will be elected in a by-election run between weeks one to five of term one. Only standard members who are 1<sup>st</sup> year students may run and vote for this office.

### **4.3.3 Gaming Coordinator**

4.3.3.a The Gaming Coordinator should organise all gaming-related events.

### **4.4.4 Gender Inclusivity Officer**

4.4.4.a This officer should endeavour to help create and maintain a welcoming atmosphere for marginalised genders in the society.

4.4.4.b This officer should act as a point of contact for organizing events aimed to promote initiatives beneficial towards underrepresented demographics in Computer Science and liaise with the department in this capacity.

4.4.4.c Only standard members who do not identify as cisgender male may run for this office.

#### **4.4.5 Publicity Officer**

4.4.5.a The Publicity Officer is responsible for reviewing and posting announcements to secondary social media platforms.

4.4.5.b The Publicity Officer is responsible for creating graphics as needed for society announcements and operation.

#### **4.4.6 Social Secretary**

4.4.6.a The Social Secretary should organise the social events run by the society each term.

4.4.6.b The Social Secretary should act as the convenor with other society executive committees for the purpose of organising a collaborative social.

4.4.6.c The Social Secretary should ensure the safety and welfare of all members at any and all Society-run socials.

#### **4.4.7 Technical Officer**

4.4.7.a The Technical Officer should oversee the running of the digital and physical services offered by the Society.

4.4.7.b The Technical Officer should disclose any planned maintenance periods for Society services at least 7 days before maintenance is to begin.

### **5 Meetings**

5.1 The Executive must meet at least five times per term to ensure the Society is operated to a high standard.

5.2 The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year. This must be held by Week 10, Term 2. This GM may also be used to hold Society Officer elections.

5.3 The Society Executive shall give at least seven days' notice of any General Meeting to all members via Society email and such notice shall include details of any elections to be held.

5.4 The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Societies Officer.

5.5 At Executive committee meetings only the Society Executive committee may vote on matters concerning the operation of the society.

5.6 All motions proposed during a general meeting should have a copy made of and stored in a repository for at least 5 years after date of proposal. This should be stored alongside a) its date of proposal and b) the outcome of its vote. All motions and additional information in the above repository should be made accessible to all members of the society.

### **6 Elections**

6.1 Elections shall be held online or at a quorate general meeting in line with By-Law 10 Appendix D.

6.2 Votes will be counted using a Single Transferrable Vote electoral system.

### 6.3 Shared Office

6.3.1 All positions will be filled up to a maximum of 2 for all available positions, with exception of the 'President' role which has sole occupancy as well as Academic and Gaming coordinators which can have up to 3. Additional positions should be filled in accordance with 6.3.2

6.3.2 Further officers shall be selected by taking subsequent positions in the STV process, until the required number of officers is reached.

6.3.2.a This selection cannot pass a vote to Re-Open Nominations.

6.3.3 Should a position not reach its quota as defined in 6.3.1, the incoming exec should treat the empty position as a vacant slot in accordance with Warwick SU's regulation 9 on vacant slots.

6.3.4 If multiple members run together, they will be considered as 1 candidate in regards to shared office and as such each member will be considered  $1/n$ th of a full vote where n is the number of people running jointly.

6.4 Any amendments to the constitution must be made by the end of term 3.

6.5 The renewed Constitution, with up to date signatures, must be sent to the Societies Coordinator before the end of term 3.