

Computer Science Society

Constitution

1.0 Designation and context

- 1.1 The name of the group shall be The University of Birmingham Guild of Students.
Computer Science Society, which may be abbreviated/shortened to: CSS. For the rest of this document, called the “group”.
- 1.2 It is recognised that this group is a constituent part of the University Of Birmingham Guild Of Students and must therefore fulfil all stipulations and regulations contained within the Memorandum, Articles of Association, bye-laws and policies thereof.
- 1.3 Guild Council, or the Student Groups executive [SGX], acting on its behalf, may require the Group to amend this constitution to safeguard the interests of the Guild.
- 1.4 Amendments to a group Constitution, as approved by Annual General Meeting or Extraordinary General Meeting, shall not take effect until approved by the SGC.
- 1.5 Queries regarding interpretation should be referred to the Activities and development officer after consideration by the group committee.
- 1.6 This constitution, and any additional policies enforced by the group, will be available to all members at any time.

2.0 Objectives of the student group

- 2.1 The objectives of the group shall be:
 - 2.1.1 To build and maintain the school community by organising events for social, recreational and educational purposes by liaising with the Computer Science department.
 - 2.1.2 To provide an additional welfare channel for members of the committee by being an intermediate between the Computer Science department and our societies members. Helping them with advice, contacts or other means (if possible) to resolve their issues.
 - 2.1.4 To promote career opportunities by organising events with Alumni and other networks of interests in the IT area to give our members an overview of the job market and what employees want from them, while at the same time improving their networking contacts. We will also promote any events and competitions we consider to be of interests to our members and will help them improve their skills.
 - 2.1.5 To represent our members by holding events they want to attend and being a liaison for them. By using the society as a way for them to interact with other societies in order to broaden their social network.
- 1.2. All activities of this group must be related to the objectives.
- 1.3. Unless specifically required by the above objectives, membership and admittance to the student group activities shall be open to all University of Birmingham students. Membership of a student group should not be refused for any of the following reasons: race, religion or creed, sex, sexual orientation, colour, ethnic or national origin, political opinion, gender (including gender reassignment), age, marital status, pregnancy or disability. The Committee members shall ensure that activities of the group are pursued in the best interests of student members and independently of any political or religious group external to the Guild of Students.

3.0 Affiliations

- 3.1 The group will affiliate with:

- 3.1.1 BCS (previously British Computing Society) - the Chartered Institute for IT in the United Kingdom. The group will respect the Code Of Conduct of the BCS, available at <http://www.bcs.org/category/6030>
- 3.2 All changes to the above list of affiliations must be approved by the SGC

4.0 Address

- 4.1 The address for all correspondence shall be:
CSS, Student Groups Department, Guild of Students
Edgbaston Park Road, Birmingham, B15 2TU.

5.0 Membership

- 5.1 The subscription for memberships shall be paid for by each member on an annual basis at the appropriate rate below (minimum £3 for societies; volunteering projects and associations are exempt from membership charges).
- 5.1.1 The membership fee for this group shall be: £ 5
- 5.2 All societies must be open for all members of the Guild to join. Volunteering Projects may use a selection procedure if the nature of the activity requires it. Such discretion will be granted by the SGC and can be reviewed or revoked at any time. Associations are restricted to those who self-define as being a member.
- 5.3 Membership of this group shall be open to all Full and External Members of the Guild, subject to the Guild's byelaws and relevant legislation. Acting as a committee member shall only be restricted in some situations with prior approval of the SGC to those who confirm in writing their support of the objects of the group, if the purpose of the group is the practice and advancement of a religion or belief.
- 5.4 Membership of the group shall itself not be deemed to confirm membership of the Guild or any of the privileges pertaining thereto.
- 5.5 External Members may participate in the activities of the group but not hold office.
- 5.6 A student group must submit membership data for all its members to Student Groups Department.

6.0 Responsibilities of committee members

- 6.1.1 To be responsible for the running and proper management of the group.
- 6.1.2 To be responsible for the financial affairs of the group in line with the Guild's Financial Procedures Manual.
- 6.2 To uphold the clauses contained in this constitution.
- 6.3 To uphold the clauses contained in the bye-laws, Memorandum and Articles of Association of the Guild of Students.
- 6.4 To represent the group at any meetings required by Student Groups Department.
- 6.5.1.1 To ensure their correct contact details are held by Student Groups Department.
- 6.5.1.2 To ensure the group accounts do not become overdrawn without the agreement of the SGC.
- 6.5.1.3 To be personally liable to the Guild for any debts owed by the group to the Guild (applicable to authorised signatories only).
- 6.5.1.4 To ensure no other bank account exists for the group outside of the Guild. All financial transactions relating to the group must be dealt with through Student Groups department.
- 6.6 The group does not have the authority to enter into contracts with any external bodies, all such contracts or agreements require the authorisation of the ACTIVITIES AND DEVELOPMENT OFFICER

- 6.7.1 The committee (excluding the ACTIVITIES AND DEVELOPMENT OFFICER) should meet whenever required, but at least two times per term.
- 6.7.2 The president shall call a committee meeting at the request of any two members of the Committee.
- 6.7.3 Every committee member shall be given at least two days' notice of an ordinary meeting.
- 6.7.4 A quorum for an ordinary meeting shall consist of the following,
 - 6.7.4.i The President (or Vice-President), or any other committee member acting as Chair;
 - 6.7.4.ii Any one of the Secretary or Treasurer (i.e. core committee member);
 - 6.7.4.iii One other committee member;
 - 6.7.4.iv Thus the effective quorum for ordinary meetings is 3 committee members.
- 6.7.5 In case of emergency, an emergency meeting may be held within less than 48 hours, provided that reasonable notice has been given to every member of the committee.
- 6.8 Any member of the group can recommend that a committee member be removed from office. This will then be referred to the ACTIVITIES AND DEVELOPMENT OFFICER for investigation, with the final decision resting with the SGC, as outlined in the appropriate discipline procedure.
- 6.9 If any vacancies occur in the membership of the committee during its term of office, the committee will inform the ACTIVITIES AND DEVELOPMENT OFFICER and Student Groups Department, the vacancy shall be democratically filled at an Extraordinary General Meeting as soon as is practical.
- 6.10 The ACTIVITIES AND DEVELOPMENT OFFICER is an ex-officio member of the committee.
- 6.11 Financial liability shall be devolved to the Guild only where it can be shown that the relevant procedures have been complied with; all other liability rests with the committee members.

7.0 Responsibilities of the President

- 7.1 To chair and co-ordinate the committee.
- 7.2 To ensure that the group is represented at meetings required by the Guild, and in any dealings with the Guild or other bodies.
- 7.3 To chair the Annual General Meeting and any other meetings, unless there is a conflict of interest, in which case another committee member shall chair the meeting.
- 7.4 To attend all committee meetings unless an excuse has been given.
- 7.5 **Advisory Panel**
 - 7.5.1 An outgoing President may be elected to the advisory panel by a voting majority of the committee (the outgoing President may not vote).
 - 7.5.2 Being a member of the advisory panel conveys no powers, nor membership of the committee (or the society in general).
 - 7.5.3 The outgoing President shall only be elected given their consent.
 - 7.5.4 Upon election, the outgoing President shall provide up-to-date contact details to the committee, which will be stored.
 - 7.5.5 A member of the advisory panel may request to be removed at any point - the committee must oblige, and said member relinquishes any responsibilities conferred by the role.
 - 7.5.6 It is the responsibility of members of the advisory panel to keep the committee informed of up-to-date contact details at all times.
 - 7.5.7 Members of the committee may contact members of the advisory panel for advice and guidance whenever required.
 - 7.5.8 A future committee may remove a member of the advisory panel given a voting majority.
 - 7.5.9 Current Advisory Panel

Member	Contact Details
Tom Goodman	t.a.goodman.25@gmail.com

8.0 Responsibilities of the Treasurer.

- 8.1 To provide the committee with regular reports on the group's financial status.
- 8.2 To liaise directly with Student Groups department so as to maintain and update the group's accounts.
- 8.3 To advise the committee on the financial implications of all decisions taken.
- 8.4 To prepare a grant application requesting financial assistance from the Guild and to submit this application by the required deadline, if the group desires to request funding. Groups may apply for a grant to support some or all of the activities listed in their constitution. This funding should supplement the fundraising and budgeting efforts of the group, and should not be relied upon to ensure the sustainability of the group.
- 8.5 To maintain an inventory of, and to ensure that safety checks are regularly carried out on, all equipment; and to provide related information to Student Groups department.
- 8.6 To attend all committee meetings unless an excuse has been given.

9.0 Responsibilities of the Secretary

- 9.1 To take minutes of the Annual General Meeting, Extraordinary General Meetings and committee meetings if required, and to submit copies of these to Student Groups Department.
- 9.2 To maintain and update membership lists for the group, and ensure that Student Groups Department has current records.
- 9.3 To deal with correspondence with members, interested students and external bodies.
- 9.4 To ensure the promotion of the group and its activities to encourage increased awareness of and participation in the group.
- 9.5 To ensure that Student Groups Department receives minutes and full details of the group's committee within 10 days of the Annual General Meeting or any Extraordinary General Meeting.
- 9.6 To attend all committee meetings unless an excuse has been given.

10. Roles and Responsibilities of other committee members

- 10.0.1 Other committee members shall be:

10.1 Vice-president

- 10.1.1 To organise meetings if the President is unable to do so.
- 10.1.2 Assume chair duties if the President becomes unoccupied.
- 10.1.3 To make sure everybody in the committee is content in their role and doing their jobs.
- 10.1.4 To advice and communicate with the President and other committee members, dealing with issues that arise within the committee.
- 10.1.5 To attend all committee meetings unless an excuse has been given.

10.2 First Year rep

- 10.2.1 To promote the society and the events to their year group.
- 10.2.2 To encourage non-members to join the society.
- 10.2.3 To help actively in organising the events.
- 10.2.4 To feedback to the committee from the members of the society.
- 10.2.5 To attend all committee meetings unless an excuse has been given.
- 10.2.6 To be a First year student, with the exception of the interim rep, who may be a first year transitioning to their second year (i.e. between the AGM and the Autumn EGM)..

10.3 Publicity Rep

- 10.3.1 To promote the society and the events to all students
- 10.3.2 To take part in PR activities including social media and general advertising
- 10.3.3 To maintain a professional image for the society
- 10.3.4 To attend all committee meetings unless an excuse has been given.

10.4 International Student rep

- 10.4.1 To promote the society and the events to students from outside the United Kingdom.
- 10.4.2 To encourage non-members to join the society.
- 10.4.3 To help actively in organising the events.
- 10.4.4 To feedback to the committee from the members of the society.
- 10.4.5 To attend all committee meetings unless an excuse has been given.

10.5 Special Events Rep

- 10.5.1 To lead the organisation of large, joint or one-off events for the society
- 10.5.2 To appropriately complete the planning for such events
- 10.5.3 To work with other committee members including Publicity Rep and President to ensure events are successful
- 10.5.4 To attend all committee meetings unless an excuse has been given.

10.6 Socials Rep

- 10.6.1 To lead the organisation of regular smaller meetings and socials
- 10.6.2 To work with President and Publicity Rep to ensure socials represent the interests of members
- 10.6.3 To appropriately complete the planning for such events
- 10.6.4 To attend all committee meetings unless an excuse has been given

10.7 Sports Rep

- 10.7.1 To coordinate the organisation of events focusing on sports, including Esports.
- 10.7.2 To appropriately complete planning for such events
- 10.7.3 To work with other committee members, especially Socials Rep and President to ensure that sports events are successful
- 10.7.4 To attend all committee meetings unless an excuse has been given

10.8 Diversity, Equality, and Inclusivity Rep

- 10.8.1 To coordinate the organisation of events, and the promotion of other activities by the society that better represent the interests and needs of diverse groups within the society
- 10.8.2 To address diversity/inclusivity related concerns and ensure that the society always caters to the needs and requirements of all of its members
- 10.8.3 To handle outreach to diverse groups, with the aim of allowing a wider range of people to get involved, regardless of race, gender, ethnicity, sexual orientation, personal background or circumstances, or other such factors
- 10.8.4 To liaise with other societies on campus as well as companies to promote diversity schemes and further, to represent the interests of all CSS groups and their members
- 10.8.5 To attend all committee meetings unless an excuse has been given
- 10.8.6 To attend the School of Computer Science Diversity & Equality Committee (D&EC) of the School of Computer Science (SoCS) as a representative of CSS.

10.9 Industrial Liaison

- 10.9.1 To reach out to corporate partners to help to secure sponsorship for the society, promote relevant recruitment schemes, and organise events that benefit our members
- 10.9.2 To act as the voice of CSS in the tech industry; actively pursuing networking and partnership opportunities for the society
- 10.9.3 To liaise with the other committee members closely to complete the planning of industry-related events
- 10.9.4 To ensure that a proper handover of industrial sponsor and partner contacts takes place when a new Industrial Liaison takes the post
- 10.9.5 To attend all committee meetings unless an excuse has been given

10.10 PGT Rep

- 10.10.1 To promote the society and its events to their peers on PGT courses
- 10.10.2 To represent the interests of the students on PGT courses, and encourage non-members to join the society
- 10.10.3 To feed back all suggestions and complaints from members on PGT courses to the committee
- 10.10.4 To liaise with the committee to organise events relevant to PGT students
- 10.10.5 To attend all committee meetings unless an excuse has been given
- 10.10.6 To be a PGT student.

10.11 PGR Rep

- 10.11.1 To promote the society and its events to their peers on PGR courses
- 10.11.2 To represent the interests of the students on PGR courses, and encourage non-members to join the society
- 10.11.3 To feed back all suggestions and complaints from members on PGR courses to the committee
- 10.11.4 To liaise with the committee to organise events relevant to PGR students
- 10.11.5 To attend all committee meetings unless an excuse has been given
- 10.11.6 Attend the School of Computer Science Staff Research Student Consultative Committee (SRSCC) as a representative of CSS.
- 10.11.7 To be a PGR student.

11.0 Annual General Meeting

- 11.1 There will be an Annual General Meeting at which the group committee members shall be elected for the forthcoming year, which must occur within 12 months of the previous elections, as far as is practically possible; these must be held in February or March, except where the SGC has granted exemption (which may be reviewed/revoked).
- 11.1.1 The election of all group officers shall be carried out in a free and fair democratic manner (in line with Guild election regulations).
- 11.1.2 All members (including present and potential committee members) are entitled to vote. Voting shall be preferential, as in the election of Guild officers, and carried out by secret ballot, unless there is only one candidate (in addition to the option to vote to Re-Open Nominations, which must be an option in every election) and if no-one objects, in which case, a show of hands will be permissible.
- 11.1.3 In the event of two or more candidates receiving the same number of votes, the winner shall be selected by chance (e.g. flipping a coin or drawing straws).
- 11.2 A minimum of two term-time weeks' notice of the Annual General Meeting shall be given to all members of the group and the ACTIVITIES AND DEVELOPMENT OFFICER; the group should undertake all reasonable steps to encourage members to participate and to ensure that sufficient information about the roles available is available, promoting the elections through all available means.
- 11.3 Quorum for an Annual General Meeting shall be half of the total membership or twenty members; whichever is the lowest.

- 11.4 If the group has been newly recognised, they must conduct their Annual General Meeting within eleven term-time weeks of the approval by the SGC. In the interim period, the original proposers may form the inaugural committee in order to promote the group and recruit a membership base.
- 11.5.1 The Annual General Meeting shall follow the following format:
- 11.5.2 Approval of the minutes of the last meeting.
- 11.5.3 Matters arising from the last minutes.
- 11.5.4 Review of the year from the Chair.
- 11.5.5 Financial report from the Treasurer, summarising the financial position and any significant issues during the course of the year.
- 11.5.6 Reports from other officers as required.
- 11.5.7 Amendments to the constitution (such as objectives, membership fee or committee roles).
- 11.5.8 Elections to the committee for the following year.
- 11.5.9 Any Other Business.
- 11.6 Subsequent to the Annual General Meeting, the new Officers will book a handover meeting with a member of Student Groups Department staff within two term-time weeks. Only at that meeting, when the newly elected committee have signed the committee declaration, will officers assume responsibility for all matters relevant to their elected post and committee member status, including all business undertaken by their respective predecessors.

12. Extraordinary General Meetings

- 12.1 Extraordinary General Meetings may be called to discuss urgent matters that can not be postponed until the next due Annual General Meeting
- 12.2 Reasons for an Extraordinary General Meeting may include, but are not limited to: amendments to the constitution, election of an officer to a vacant position, responding to a threat to the reputation or sustainability of the group.
- 12.3 Extraordinary General Meetings may be called following a request by any two committee members, any ten members of the group or the SGC.
- 12.4 One full term-time week's notice is required for any Extraordinary General Meetings, and all reasonable efforts should be made to make members aware of the meeting.
- 12.5 The quorum for an Extraordinary General Meeting shall be 15 members.

13.0 Cessation of Recognition and discipline

- 13.1 The SGC may derecognise the group or instigate other disciplinary action if any of the following are found to be the case:
 - 13.1.1 The group is financially inactive for six months or more, or the group accounts are overdrawn.
 - 13.1.2 The group has less than the minimum number of members (20 for societies, 10 for volunteering projects).
 - 13.1.3 The group is found to have acted outside of its own constitution or the Guild's Memorandum and Articles of Association, bye-laws, policies and procedures.
 - 13.1.4 Any of the declarations of the authorised signatories are found to be false.
 - 13.1.5 The group has not been taking due regard for the safety of members, this failing to meet the expected duty of care could include negligence or not submitting risk assessment forms for all activities.
 - 13.1.6 The committee members have not attended all required training sessions or meetings.
 - 13.1.7 The group has caused reputational, legal or financial harm to the Guild of Students.
- 13.2 The ACTIVITIES AND DEVELOPMENT OFFICER shall invite any group being considered for derecognition or disciplinary action to a meeting of the SGC to provide information and appeal

against the decision, but attendance by group representatives is not essential for decisions to be made.

- 13.3 The Guild of Students can derecognise a group by absolute majority at any time.
- 13.4 Although the SGC cannot derecognise an association, it can require an Extraordinary General Meeting to elect a new committee, or enforce other disciplinary actions.

14.0 Invited Members to Committee Meetings

14.1 The invited members to committee meetings are as follows,

Post	Entitlement
President	Elected
Treasurer	Elected
Secretary	Elected
Vice-President	Elected
First Year Rep	Elected
Publicity Rep	Elected
International Student Rep	Elected
Special Events Rep	Elected
Socials Rep	Elected
Sports Rep	Elected
Diversity Rep	Elected
Industrial Liaison	Elected
PGT Rep	Elected
PGR Rep	Elected
Chief Technical Officer (Startup Soc)	Ex off. (Elected, Startup Soc)
Chair (GDS)	Ex off. (Elected, GDS)
Chair (AFNOM)	Ex off. (AFNOM)
Chair (BARC)	Ex off. (BARC)
Staff Liaison (SoCS)	Ex off. (Chosen & Invited by CSS committee)
Careers Tutor (SoCS)	Ex off. (SoCS)

This represents the growing commitment of the committee to liaise and work with the wider university community, and will allow the society to operate more coherently with these other societies and entities in the future. The ex officio members aren't obligated to attend all committee meetings, as they aren't committee members - they are just invited. They have no power within the society.

Date approved by group: 22nd January 2020

(Standard constitution template approved by The Guild of Students, March 2010)