

Lancaster University Computer Science Society Constitution

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March 2023

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1 Preface

1.1 Format

All sections of this document are to be considered normative unless otherwise specified.

1.2 Definitions

This section is non-normative.

1. The "AGM": the Annual General Meeting.
2. The "Executive": the Executive Committee of the society.
3. The "Membership": the collection of persons holding membership of the Society in any kind.
4. "SCC": [Lancaster University School of Computing and Communications](#).
5. The "SU", or the "Union": [Lancaster University Student's Union](#).
6. The "University": [Lancaster University](#).

2 Documentation

2.1 Applicable Law

1. This and all other documents produced by the society are superseded by applicable law.
2. In the event of a contradiction between applicable law and any other documentation the Society may use, the applicable law takes precedence.
3. In the event of a contradiction between multiple applicable laws, advice should be sought from one or more of the Union, SCC, or a professional legal advisor (such as a solicitor).

2.2 Union Documentation

1. This and all other documents produced by the society are superseded by Union documents on Governance and Bye-laws, in addition to any and all other documents pertaining to the governance and regulation of societies.
2. In the event of a contradiction between Union documentation and documentation produced by the society, Union documentation is to take precedence.
3. In the event of a contradiction within Union documentation, advice should be sought from the Union.

2.3 SCC Documentation

1. This and all other documents produced by the society are superseded by SCC policy, organisation, and rules.
2. In the event of a contradiction between SCC documentation and documentation produced by the society, SCC documentation is to take precedence.
3. In the event of a contradiction within SCC documentation, advice should be sought from SCC.
4. In the event of a contradiction between Union and SCC documentation, advice should be sought from both the Union and SCC.

2.4 The Constitution

1. This, the constitution, is the ultimate authority on matters pertaining to the policy, organisation, and rules of the society, aside from the exemptions provided in [2.1](#), [2.2](#), and [2.3](#).

2. In the event of a contradiction within the constitution, resolution shall be voted upon by the Upper Cabinet (5.3.1). This resolution shall be published as a Presidential Decree (2.7), and a constitutional amendment should be proposed at the next opportunity.
3. This, the constitution, may be altered in substance only by passing an amendment at the AGM, as detailed in 6.2.
4. This, the constitution, may be altered in style or aesthetic only by the Secretary with the authorisation of the entire Upper Cabinet and a simple majority of the Lower Cabinet (5.3.2).

2.5 Bye-Laws

1. Bye-laws are superseded both by the constitution and any documents superior to the constitution.
2. In the event of a contradiction between or within bye-laws, resolution shall be voted upon by the Executive. This resolution should be published as a Presidential Decree (2.7), and an amendment to the applicable bye-laws should be proposed at the next opportunity.
3. Bye-laws may be created, revised, or repealed only by passing the amendment at a Bye-Election, as detailed in 7.1.

2.6 Directives

1. Directives are superseded both by bye-laws and any documents superior to bye-laws, including the constitution.
2. In the event of a contradiction between or within directives, resolution shall be determined in consultation with the original authors. In the event this is not possible, resolution shall be determined in consultation with the executive members holding the office of the original authors. All applicable directives should be amended with this resolution at the next available opportunity.
3. Directives may be created, revised, or repealed by passing a simple majority vote of the Executive Committee.
4. Directives may be proposed only by members of the Executive Committee.

2.7 Presidential Decrees

1. Presidential Decrees are documents of equivalent standing to the constitution itself.
2. In the event of a contradiction between the Constitution and a Presidential Decree, the Presidential Decree takes precedence, with the exception of the Articles of Impeachment (5.4), which take precedence.

3. All Presidential Decrees expire upon the departure of the signatory of said Decrees from office.
4. A Presidential Decree may be extended with bestowal of the seal of the incoming President.
5. Presidential Decrees may be created, revised, or repealed only by the incumbent President.

3 General Status

3.1 Identification

1. This society shall be called the "Lancaster University Computer Science Society".
2. This society may be referred to either as "LUCompSoc" or simply "CompSoc".
3. This society is categorised as an Academic Society.
4. The proceedings of this society should fall within the Aims of the Society, as described in Article 2 of Bye-Law 2023.03.000.

3.2 Governance

1. The student body of this society is governed jointly by the Union, SCC, and the Executive (5).

4 Membership

4.1 Qualification

1. Membership of the society is available to all persons, either presently or formerly associated with either the Union or the University.
2. Membership of the society may either be Full, Associate, or Honorary.
3. Honorary membership may be granted either for life or for a set period of time, subject to the agreement of a qualified majority at the AGM. This privilege shall be granted normally to former members for outstanding service to the society.

4.2 Rights

1. All members may attend and speak at general meetings.
2. All members may participate in all society activities.
3. Any Full member may propose a motion at a general meeting.
4. Any Full member may vote at a general meeting.
5. All Full members have the right to stand for all positions in elections.
6. All Full members have the right to nominate or second a candidate in elections.
7. Honorary members share all the rights of Associate Members.

4.3 Exclusion

1. The Executive reserves the right to refuse or revoke membership, with the approval of the Activities Council, of an individual for breaching this, the Constitution, the Bye-Laws of the society, the Safety Framework of the Union, or for bringing the society into disrepute, subject to the Complaints and Appeals procedure

4.4 Fees

1. The Executive Committee may, at its discretion, fix a membership fee for Full and Associate members.
2. Honorary membership shall not have an associated fee.
3. The Executive Committee, and the Assembly of the AGM ([6.1](#)), shall each have the right to offer free or discounted membership for a period of no more than one year to any person as they see fit. There is no limit to the number of times to which an individual may be bestowed this honour.

5 The Executive Committee

5.1 Positions

5.1.1 President

1. The President shall be the primary representative of the society to the Union, to the University, and to external bodies.
2. The President shall fulfil all the duties demanded of them by the Union.
3. The President shall co-ordinate and oversee the activities both of the Executive and of the society as a whole.
4. The President is empowered to delegate any and all duties and responsibilities to other members of the Executive.
5. The President shall attend all committees and meetings of which they are a member ex officio.
6. The President shall ensure the society is represented at all applicable meetings.
7. The President shall be responsible for the running of the Executive.
8. The President is empowered to make decisions on behalf of the Executive.
9. The Executive may call the President to account for any decisions made on its behalf.
10. The President shall be responsible for maintaining the reputation of the society, of the members of the society, of the facilities of the society, including the Societal Room.
11. The President shall act as Chair to all society meetings.
12. The President shall act as Returning Officer at all elections, acting as a guardian of the democratic process, and assisting in the peaceful transition of power.
13. The President shall be a Full member of the society, having held office within the Executive prior to ascension to the office of President.
14. The President shall be elected by a Qualified Majority of the Membership.
15. The President shall have the right to vote in Executive Meetings.
16. Having held the office of President, no member again this rank shall attain.

5.1.2 Vice-President

1. The Vice-President shall assist the President in the completion of Presidential duties.
2. The Vice-President shall assist the President in liaising with the Oversight Committee, the Union, and the University.
3. The Vice-President shall co-ordinate with the Welfare Officer to ensure both the representation and promotion of issues, both welfare and academic in nature.
4. In the absence of the President, the Vice-President shall speak with Presidential authority.
5. The Vice-President shall be a Full member of the society.
6. The Vice-President shall be elected by a Qualified Majority of the Membership.
7. The Vice-President shall have the right to vote in Executive Meetings.

5.1.3 Secretary

1. The Secretary shall be jointly responsible with the Treasurer for the administration of all matters relating to memberships and subscriptions.
2. The Secretary shall be responsible for all Society correspondence and administration.
3. The Secretary shall be responsible for taking minutes at meetings.
4. The Secretary shall be responsible for the distribution of agendas and minutes of meetings to the Membership.
5. The Secretary shall be responsible for the distribution of non-confidential information pertaining to the organisation of the Society to the Membership.
6. The Secretary shall, with the Treasurer, be jointly responsible for the administration of all matters relating to memberships and subscriptions.
7. The Secretary shall be responsible for ensuring any and all public documentation is accurate and current.
8. The Secretary may, at any time, be given, by unanimity of the Executive, the authority to amend the style and aesthetic of the Constitution.
9. The Secretary shall, with the Education and Socials Officers, be jointly responsible for the organisation of social events and activities with Industry Contacts.
10. The Secretary shall act as an ambassador for the Society. This is to include, but not be limited to, the initiation of relationships with and co-ordination with current and future Industry Contacts.

11. The Secretary shall be a Full member of the Society.
12. The Secretary shall be elected by a Qualified Majority of the Membership.
13. The Secretary shall have the right to vote in Executive Meetings.

5.1.4 Treasurer

1. The Treasurer shall maintain the society finances to be transparent and well-ordered.
2. The Treasurer shall ensure that all financial regulations, of the Union, of the University, and of applicable law, are adhered to.
3. The Treasurer shall maintain a current account of all transactions in which the society partakes.
4. The Treasurer shall advise the Executive and the Assembly as to the finances of the society.
5. The Treasurer shall present a Statement of Revenue and Expenditure to the AGM, and there shall it be ratified.
6. The Treasurer shall be charged with creation of Fund Acquisition Methods as appropriate to ensure the future solvency of the society.
7. The Treasurer shall, with the Secretary, be jointly responsible for the administration of all matters relating to memberships and subscriptions.
8. The Treasurer shall act as an ambassador for society in all financial matters. This is to include, but not be limited to, the initiation of relationships with and co-ordination with current and future sponsors.
9. The Treasurer shall be a Full member of the Society.
10. The Treasurer shall be elected by a Qualified Majority of the Membership.
11. The Treasurer shall have the right to vote in Executive Meetings.

5.1.5 Handover Commissioner

1. The Handover Commissioner shall advise the Executive on the operation and organisation of the Society.
2. The Handover Commissioner shall be elected by a simple majority of the Executive.
3. The Handover Commissioner shall not have the right to vote in Executive Meetings.
4. The Handover Commissioner shall be a Full member of the Society, having held office within the Upper Cabinet prior to ascension to the Commission.

5.1.6 Education Officer

1. The Education Officer shall be responsible for the organisation of Educational Events, as defined in Section 1 of Article 3 of Bye-Law 2023.03.000.
2. The Education Officer shall, with the Welfare Officer, be jointly responsible for liaison with SCC directly on behalf of both the Society and the Membership.
3. The Education Officer is empowered to deputise the Technical Officer and, with the authorisation of said Technical Officer, a Technical Director to be responsible for an Educational Event.
4. The Education Officer shall solely have the power to appoint Education Directors.
5. The Education Officer shall be elected by a Qualified Majority of the Membership.
6. The Education Officer shall have the right to vote in Executive Meetings.

5.1.7 Publicity Officer

1. The Publicity Officer shall be responsible for routine correspondence, both internal and external.
2. The Publicity Officer shall be responsible for the publication and proclamation of all appropriate matters to the Membership.
3. The Publicity Officer shall be responsible for the publicisation of all events and campaigns at least one week prior to the occurrence of the same, or, in the eventuality exceptional circumstances prevail, as soon after this deadline as is reasonably possible.
4. The Publicity Officer shall be responsible for the currency and relevancy of both the content and platform of all social network groups and news feeds utilised by the Society.
5. The Publicity Officer shall be responsible for the production and organisation of all visual and aural (including multi-media) materials for the promotion of Society events and campaigns.
6. The Publicity Officer shall be responsible for the maintenance and procurement of publicity supplies.
7. The Publicity Officer shall be responsible for the maintenance of documentation pertaining to publicity materials, including, but not being limited to,
 - a) stylistic materials (including, but not being limited to, colour schemes, font palettes, and icon sets),
 - b) templates, and

- c) physical materials (including, but not being limited to, banners, posters, and leaflets).
- 8. The Publicity Officer shall be elected by a Qualified Majority of the Membership.
- 9. The Publicity Officer shall have the right to vote in Executive Meetings.

5.1.8 Socials Officer

- 1. The Socials Officer shall be responsible for the organisation of Social Events, as defined in Section 2 of Article 3 of Bye-Law 2023.03.000.
- 2. The Socials Officer shall, in consultation with the Welfare Officer, be responsible for the foster of inclusivity at Social Events to the greatest practicality.
- 3. The Socials Officer shall, with the Publicity Officer, be jointly responsible for the promotion of the non-educational aspects of the Society.
- 4. The Socials Officer shall act as Sober Officer for all events having such requirements, unless written notice is given to the President prior affirming the desire of another member of the Cabinet to take the role.
- 5. The Socials Officer shall be elected by a Qualified Majority of the Membership.
- 6. The Socials Officer shall have the right to vote in Executive Meetings.

5.1.9 Technical Officer

- 1. The Technical Officer shall be responsible for the co-ordination, maintenance, and reliability of all technical systems and equipment utilised by the Society.
- 2. The Technical Officer shall, in consultation with the Treasurer, be responsible for the procurement of equipment utilised by the Society.
- 3. The Technical Officer shall be responsible for the oversight of and provision of resources to projects undertaken by the Society.
- 4. The Technical Officer shall be responsible for the completion of a Feasibility Analysis of project proposals.
- 5. The Technical Officer shall advise the Executive as to the feasibility of project proposals.
- 6. The Technical Officer shall facilitate the internship of members to projects.
- 7. The Technical Officer shall solely have the power to appoint Technical Directors.
- 8. The Technical Officer shall be elected by a Qualified Majority of the Membership.

In this process, the successful Technical Officer should convince said membership as to the presence of such competencies as are necessary for the role.

9. The Technical Officer shall have the right to vote in Executive Meetings.

5.1.10 Welfare Officer

1. The Welfare Officer shall be responsible for the stewardship of the wellbeing and welfare of the Membership.
2. The Welfare Officer shall ensure all Society activities conform both to the Safety Framework of the Union and to the Code of Safe Practice of the Society as detailed in Bye-Law 2023.03.001.
3. The Welfare Officer shall be responsible for liaison with SCC for the purpose of the promotion of the wellbeing and welfare of the Membership, including, but not being limited to, the proclamation of the complaints of the Membership pertaining to the courses offered by SCC.
4. The Welfare Officer shall be elected by a Qualified Majority of the Membership.
5. The Welfare Officer shall have the right to vote in Executive Meetings.

5.2 The Cabinet

5.2.1 The Upper Cabinet

1. The Upper Cabinet shall consist of
 - a) the President,
 - b) the Vice-President,
 - c) the Secretary,
 - d) the Treasurer, and
 - e) the Handover Commissioner.

5.2.2 The Lower Cabinet

1. The Lower Cabinet shall consist of
 - a) the Education Officer,
 - b) the Events Officer,
 - c) the Publicity Officer,
 - d) the Socials Officer,
 - e) the Technology Officer, and
 - f) the Welfare Officer.

5.3 Impeachment

6 The Annual General Meeting

6.1 Assembly

6.2 Constitutional Amendments

7 Bye-Elections

7.1 Bye-Law Amendments

8 Affiliation and Sponsorship

1. The society may affiliate to external bodies in compliance with Section of [The Constitution of the Union, Article 47, Section 4](#)