

# CompSoc Constitution

The University of Edinburgh Computing & Artificial Intelligence Society

March 4, 2015

## 1 General

The name of the Society shall be “CompSoc” or “The University of Edinburgh Computing and Artificial Intelligence Society”.

1. The aims of the Society shall be as follows:-
  - To provide a forum for members to discuss issues relating to computer science and computing in general;
  - To facilitate social interaction amongst people with a common interest in computer-related issues;
  - To provide members with assistance with computer-related problems, including support for study;
  - To promote liaison between the local academic and business communities, with regard to fostering future employment opportunities;
  - Share experience and knowledge of work in Informatics by:
    - Holding special interest group meetings to provide members with a platform for discussion and an opportunity to learn new skills.
    - Holding informal seminars with workers and researchers in Informatics from industry or other academic institutions.
    - Allowing members to have access to various Informatics-related programming tools in order to gain experience in using them to solve related problems.
2. The benefits of the Society can be:
  - Free Pizza
  - Free freebies
  - Allow likeminded individuals the chance to socialise and network
  - Allow the indulgence of all geekery
  - Organised events to benefit those interested in technology
3. The society shall abide by any applicable laws, bylaws and guidelines of the Edinburgh University Students Association in relation to recognised societies
4. Membership shall be open to all matriculated students of Edinburgh University.
5. Non-students may be members of CompSoc, vote in general meetings and stand for committee-positions other than President, Secretary and Treasurer
6. Membership shall be at least 75% matriculated students of Edinburgh University.
7. All members who are not matriculated students of a University shall pay at least twice the annual subscription.
8. The societys cheques must require two signatories; Taking two from the Treasurer, President and Secretary.
9. The society has taken and will continue to take all necessary steps to ensure that our meetings, events and socials are accessible to all, irrespective of any disability.
10. The society has ensured and will continue to ensure that it complies with any relevant data protection legislation.
11. EUSA considers the ruling society constitution to be that which is displayed on the Society Profile

12. Re-registration of the society must be submitted prior to re-registration deadline set by EUSA
13. The society believes that discrimination or harassment, direct or indirect, based on a persons gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socioeconomic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the society, the University and wider society, and will not be tolerated. As such the society operates a safe space policy:-
  - (a) Safe Space complaints must be made to one of the executive committee (President, Secretary or Treasurer) unless the complaint is against all three executives, in which case the complaint should be made to another committee member, the School Covenor, Vice Covenor or EUSA representative.
  - (b) It is not a requirement that the details of the safe space abuse are made known to the committee; However this will aid in taking appropriate action on the complaint.
  - (c) An EGM must be held to examine the complaint and decide on the appropriate action to take which may include but not be limited to ejection from the society, formal warnings, University Disciplinary action, no action and legal action.
14. The society shall remain “Most Excellent”

## 2 The Committee

1. All office-bearers shall be subject to election annually.
2. The President, Secretary and Treasurer of the society shall be matriculated students of The University of Edinburgh.
3. Elected committee positions are as follows:-
  - (a) The President shall be ultimately responsible for the conduct of the society
  - (b) The Secretary shall be responsible to the President for the administration of the society
  - (c) The Treasurer shall be responsible to the President for the finances of the society
  - (d) Society office bearers will attend annual society training as outlined by the Societies Team
  - (e) Other elected positions on the committee may be Vice President, Hack Secretary, Social Secretary, Technical Secretary, Second Year Representative, Third Year Representative and Fourth Year Representative.
4. The year representatives must be students which will be enrolled in that year the semester following the AGM. At the time of the AGM the Second Year Representative should be a first year, etc.
5. The First Year (Fresher's) Representative is a special case and will be elected at the first STMU (Or EGM) in the first semester before the end of October. If the position is not filled the committee may select a willing first year or hold subsequent re-elections.
6. The following are guidelines as to what role the person in these positions shall have in the society:
  - (a) The Vice President shall oversee and work with the SIGs as well as being responsible for the STMUs (Finding speakers and handling venues).
  - (b) The committee may find volunteers responsible for promotional materials being made for events. The Secretary shall be ultimately responsible for news and updates being posted to the website and maintaining any social networks CompSoc may have a presence on, although this may be delegated to others if the Secretary feels this would be beneficial.
  - (c) The Secretary is also ultimately responsible for the creation of any society apparel such as hoodies, although this may be delegated to others if the Secretary feels this would be beneficial. The Social Secretary shall be responsible for booking venues (Other than STMU related venues and Hackathon related venues) for and running the societies official events.
  - (d) The Year Representatives shall be responsible for communicating to and promoting the society to students in their year.
  - (e) The Hack Secretary shall be responsible for organising and assembling an organisation team/SIG for any hackathons the committee wishes to run.
  - (f) The Technical Secretary shall be responsible for maintaining any servers and services that the society is running for both the committee and members. The Tech Sec will also be responsible for any technical setups for society events.

It is important to note that the above are suggestions to what those elected to the positions should be responsible, not absolute rules. Delegation is encouraged and necessary, but those in the relevant positions should take responsibility for delegating the tasks and making sure they get done.

7. Non elected positions on the committee are as follows:-
  - (a) To ensure cooperation between the School of Informatics and CompSoc, the school-representatives for the school of informatics automatically have a place and vote on the committee. It is entirely up to the representative to what degree he or she wants to participate in the committee.
  - (b) The leaders of the Special Interest Groups have a place and vote on the committee (see below, Special Interest Groups)
8. The committee may find it helpful to appoint members to additional positions on the committee after the elections. These must be co-opted onto the committee by a two third majority of the current committee.

### 3 Special Interest Groups (SIGs)

1. Any member of CompSoc may, and is encouraged to, start a special interest group pertaining to any common interest the members may have. What follows are guidelines on the rights and rules regarding SIGs.
2. When forming a new SIG a request should be handed in to the committee outlining the main goals and purpose of the SIG.
3. The following points will be considered by the committee when processing the application of a new SIG:-
  - (a) The SIG should have a clearly defined goal, purpose or other reason for existence deemed appropriate by the committee.
  - (b) The SIG should have at least 4 members. In extraordinary circumstances this can be overruled by the vote of 2/3 of the committee.
  - (c) The SIG should have current CompSoc-member as a leader. The leader shall be responsible for running the group and reporting back to the Vice President and the CompSoc committee. It is encouraged that the selection of a leader should be done democratically within the group.
4. New SIGs must be approved by two thirds of the committee.
5. Once an SIG is accepted:-
  - (a) The leader of any accepted SIG will automatically have a seat and a vote on the CompSoc committee.
  - (b) is entirely up to the SIG how it wants to handle signing up members, arranging meetings or other matters pertaining to the general administration of the SIG.
  - (c) The SIG has the right to receive support from the committee within reason, including but not limited to financial support, creation of advertising materials and free promotion on the CompSoc website, newsletter and Facebook-group. Requests for such support should be given in writing to the committee.
  - (d) The leader of an SIG should continuously keep the committee informed of the activities of the SIG.
6. If the committee feels an SIGs activities has become incompatible with the interests and aims of the society, the committee may, by a two third majority, decide to dis-associate CompSoc from the SIG.

#### 3.1 Leadership of SIGs

7. The choice of a leader should be entirely up the SIG. If a major dispute about leadership of an SIG is brought to the attention of the committee, a member of the committee will temporarily act as a leader for the SIG and attempt to find a solution. If no agreement is made within a reasonable amount of time the committee may choose to appoint a leader, or decide to dis-credit the SIG.
8. When an SIG gets a new leader the change in leadership should be reported to the committee by the old leader.

#### 3.2 Special Cases

9. Note that the above are guidelines which should be followed in the general case. In some instances it will be impractical for an SIG to follow the above rules. This may include external groups or clubs with a university division that wishes to associate itself with CompSoc or on-campus groups associated with larger tech-companies. In these cases it will be entirely at the committees discretion how the relationship between the SIG and CompSoc will work. The SIG will still require a two third majority of the committee to be approved.

## 4 AGM

1. Before the AGM the committee shall provide a document which outlines the activities and events which took place since the last AGM. This document should give members attending the AGM an insight into the activities of the society and give the new committee a guide to what they should go on to do in their term.
2. All members shall be entitled to stand and to vote in elections
3. All members must receive at least 14 days written notification of the annual general meeting and of elections not held at the AGM.
4. The society shall also inform the EUSA Societies Office of the date, time and place of the societys AGM.
5. The AGM of the society must take place between week 7 and week 11 of semester 2.
6. The quorum of a general meeting shall be 10% of the current membership unless:-
  - (a) The number of members is less than 50, in which case the quorum shall be 5 members
  - (b) The number of members exceeds 200 in which case the quorum shall be 20 members.
7. Votes shall be cast by the raising of hands, unless any member requests otherwise, in which case votes shall be cast by secret ballot.
8. New Office Bearers must be assigned to the Society Profile immediately upon election
9. The following shall be the procedure for amending the constitution:-
  - (a) The committee must make the amended constitution available to society members no later than 14 days prior to a general meeting.
  - (b) Suggested changes to an amended constitution must be submitted to the committee no later than two days prior to the general meeting.
  - (c) Changes to an amended constitution will be presented at the general meeting and will be voted upon. Changes to an amended constitution must be passed by a two third majority. After all changes have been voted on, the amended constitution with the passed changes will be voted on.
  - (d) The amended constitution must be passed with a two third majority at the general meeting.
10. When elections are held there will always be an option to re-open nominations. This option will be presented as an additional candidate, Ron. If Ron gets the greatest amount of votes the position will be kept open and an EGM shall be called by the committee to fill the position. There will not be a Ron candidate for the positions of President, Secretary, Treasurer. Nominations may be made at the AGM, subject to the nominee's consent.
11. If no nominations are received for any of President, Secretary or Treasurer, the incumbent committee shall call an EGM within 4 weeks. If all 3 positions are not filled following an EGM, the incumbent committee shall inform EUSA that the society has become defunct. Anybody can reform the society by contacting EUSA, however this must be done within 3 years or all society assets will be lost.

## 5 EGM

1. An EGM can be called in the following ways:-
  - (a) The resignation of any elected committee-member will trigger an EGM at the earliest opportunity unless an AGM is held within 4 weeks.
  - (b) A quorate committee may vote, by simple majority, to hold an EGM on constitutional amendments.
  - (c) A quorate committee may vote, by two thirds majority, to hold an EGM to re-elect a committee member. This member would be entitled to run again for the same position and if re-elected could not be removed from the position by another EGM until an AGM is held.
  - (d) Any member of the society may bring about an EGM to amend the constitution or replace an elected member/members of the committee by collecting signatures of at least a third of the society, with a minimum of 30 members.
2. The committee shall decide on a date for an EGM which must be within 4 weeks of it being called for. If an EGM is called for outside of term-time the committee must decide on a date within 4 weeks of the start of term.
3. All members must receive at least 14 days written notification of an EGM. An e-mail suffices as a written notification.
4. An EGM can be called with the purpose of either amending the constitution or re-electing a committee member.
5. The quorum of a general meeting shall be the same as that for an AGM.
6. The administrative running of an EGM shall be identical to that of an AGM.

## 6 Committee Meetings

1. The committee shall meet at least once every 14 days in term-time.
2. The quorum of a committee meeting shall be 75% of the members of the committee with at least two of the president, treasurer and secretary.
3. As a general rule the meetings shall also be open to any members who wish to discuss an item on the agenda with the committee or raise any other issue. However, if for any reason any member of the committee wants a meeting to be restricted to the committee only, a request should be made to the Secretary and the Secretary in concurrence with the President can restrict the meeting to committee members only
4. The minutes of a committee meeting must be made available to members of the society within a week of the meeting being held.

## 7 Signatures

1. The acting executive committee shall sign one or more paper copies of the constitution to show agreement with the above terms:

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President

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Date

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Secretary

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Date

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Treasurer

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Date