

Student Group 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, referred to as 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 The Guild of Students, or the Activities Committee, 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 Activities Committee.
- 1.5 Queries regarding interpretation should be referred to the Officer responsible for the area, 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
- 1.7 Upon decision by the Activities Committee to make amends to the Constitution, any changes will be retrospectively applied to all groups Constitutions.

2.0 Objectives of the 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.
 - 2.1.3 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.
 - 2.1.4 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.
- 2.2 All activities of this group must be related to the objectives
- 2.3 Membership and admittance to the student group activities shall be open to all University of Birmingham students. The only exception shall be based upon legal restrictions and safeguarding. The Committee members shall ensure that activities of the group are pursued in the best interests of student members and independently of any political, religious, or other group external to the Guild of Students

3.0 Affiliations

- 3.1 The group may affiliate to the following bodies/organisations:
 - 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 Activities Committee

4.0 Address

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

5.0 Membership

- 5.1 The membership fee for this group shall be: £5
- 5.2 Groups must be open for all members of the Guild to join. Associations are restricted to those who self-define as being able to join.
- 5.3 Only full members of the Guild of Students may hold committee positions and take part in the democratic running of the group.
- 5.4 The Student Group will ensure that all regular participants of activities are registered members of the Group

6.0 Responsibilities of committee members

- 6.1 To be responsible for the running and proper management of the Group
- 6.2 To be responsible for the financial affairs of the group in line with the Guild's Financial Procedures Manual and in the interests of members
- 6.3 To uphold the clauses contained in this constitution
- 6.4 To uphold the clauses contained in the Bye-laws, Memorandum and Articles of Association and all other policy of the Guild of Students
- 6.5 To represent the group at any meetings required by the Guild of Students
- 6.5 To ensure their correct contact details are held by the Guild of Students
- 6.6 To ensure the group accounts do not become overdrawn without the agreement of Activities Committee
- 6.7 To be personally liable to the Guild for any debts owed by the group to the Guild (applicable to authorised signatories only)
- 6.8 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 the Guild of Students
- 6.9 Committee members should not gain personal financial benefit through holding office
- 6.10 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 Guild
- 6.11 The committee should meet whenever required, but at least two times per term.
- 6.12 The Chair shall call a committee meeting at the request of any two members of the Committee
- 6.13 Every committee member shall be given at least two days' notice of an ordinary meeting
- 6.14 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

- 6.15 If any vacancies occur in the membership of the committee during its term of office, the committee will inform the Guild of Students, the vacancy shall be democratically filled as soon as is practical
- 6.16 The AEO is an ex-officio member of the committee
- 6.17 Financial liability shall be devolved to the Guild of Students 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 Chair

- 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 apologies have been given.
- 7.5 To ensure every member of the committee is content in their role and performing their duties.

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 the Guild of Students 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 be responsible for all grant applications to the Guild of Students
- 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 the Guild of Students
- 8.6 To attend all committee meetings unless apologies have 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 the Guild of Students if required
- 9.2
- 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 deal with correspondence with members, interested students and external bodies.
- 9.6 To ensure the promotion of the group and its activities to encourage increased awareness of and participation in the group.
- 9.7 To ensure that the 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.

- 9.8 To attend all committee meetings unless apologies have been given.
- 9.9 To make agendas for committee meetings available to members.
- 9.10 To make minutes for committee meetings available to members.

10. Roles and Responsibilities of other committee members

- 10.1 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 To assume the duties of the President if the President is unable to do so.
- 10.1.3 To assume duties of the Treasurer or Secretary during meetings if they are unable to do so.
- 10.1.3 To work with the President to ensure everybody in the committee is content in their role and doing their jobs.
- 10.1.4 To advise and communicate with the President and other committee members, helping to deal with issues that arise within the committee.
- 10.1.5 To attend all committee meetings unless apologies have 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 apologies have been given.
- 10.2.6 An Interim First Year Rep can be elected to represent first years before a new first year can be elected in the new year.

10.3 Publicity Officer

- 10.3.1 To promote the society and the events to all students.
- 10.3.2 To take part in public relations activities including social media and general advertising.
- 10.3.3 To maintain a professional image for the society.
- 10.3.4 To delegate, oversee, and manage publicity-related activity undertaken by (and pertinent to) other members of the committee.
- 10.3.5 To attend all committee meetings unless apologies have 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 feed back to the committee from the members of the society.
- 10.4.5 To attend all committee meetings unless apologies have been given.

10.5 Special Events Officer

- 10.5.1 To lead the organisation of large, joint or one-off events for the society.
- 10.5.2 To complete appropriately 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 apologies have been given.

10.6 Socials Secretary

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

10.7 Sports Secretary

- 10.7.1 To coordinate the organisation of events focusing on sports, including Esports.
- 10.7.2 To complete appropriately 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 apologies have been given.

10.8 Equality, Diversity, and Inclusion Officer

- 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 apologies have 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 which 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 apologies have been given.
- 10.9.6 To represent the interests of the students on Industrial Year courses and encourage non-members to join the society.

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 apologies have been given.
- 10.10.6 An Interim PGT Rep can be elected to represent PGTs before a new PGT can be elected in the new academic year.

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 apologies have been given.
- 10.11.6 Attend the School of Computer Science Staff Research Student Consultative Committee (SRSCC) as a representative of CSS.

11 Committee Meetings

- 11.1 Agendas for Committee Meetings must be made available to members.
 - 11.1.1 Agendas should be made available in advance of each meeting.
- 11.2 Minutes for Committee Meetings must be made available to members.
 - 11.2.1 Minutes should be made available within a week of the date of each meeting.
 - 11.2.2 Minutes may be redacted before publication if required.

Date approved by group: _____

