

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 Activities Committee 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 Activities Committee.
- 1.5 Queries regarding interpretation should be referred to the Activities and Employability 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.
 - 2.1.3 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 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 Activities Committee.

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 Activities Committee 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 Activities Committee 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 the 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 Activities Committee.
- 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 the 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 Employability Officer.
- 6.7.1 The committee (excluding the Activities and Employability Officer) should meet whenever required.
- 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:
 - 6.7.4.1 The President (or Vice-President), or any other committee member acting as Chair;
 - 6.7.4.2 Any one of the Secretary or Treasurer (i.e. core committee member), who shall not simultaneously be acting as Chair;
 - 6.7.4.3 One other committee member;
 - 6.7.4.4 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 Employability Officer for investigation, with the final decision resting with Activities Committee, 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 Employability 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 Employability 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 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 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 the Student Groups department.
- 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 and to submit copies of these to Student Groups Department if required.
- 9.2 To maintain a persistent list of committee actions for reference between meetings, and engage in other such tasks that help to support the effective functioning of the committee.

- 9.3 To maintain an attendance list for committee meetings, and raise concerns to the President and Vice-President where appropriate.
- 9.4 To maintain and update membership lists for the group, and ensure that Student Groups Department has current records.
- 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 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 create and manage the Committee Contacts List each year and make it available to other committee members. The contents of this list is detailed in point 14.

10.0 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 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 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.

11.0 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 Activities Committee 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, 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 Employability 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 Activities Committee. 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.

12.0 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 Activities Committee.
- 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 twenty members.

13.0 Cessation of Recognition and Discipline

- 13.1 Activities Committee 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 (twenty for societies, ten 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 Employability Officer shall invite any group being considered for derecognition or disciplinary action to a meeting of Activities Committee 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 Activities Committee cannot derecognise an association, it can require an Extraordinary General Meeting to elect a new committee, or enforce other disciplinary actions.

14.0 Committee Contacts List

- 14.1 Provided they give consent to the storage of their data, the contacts list is to include the following people:
- All current members of the committee.
 - All members of the committee in the last academic year.
 - The current Chair of AFNOM.
 - The current Chair of the Game Development Society (GDS).
 - The Head of Student Experience at the School of Computer Science.
 - Anyone a majority of the committee thinks should be added.
- The list is to be recreated each year, and names only added if the contacts give consent. It is to be stored securely such that only committee members may access it, and all data is to be destroyed after the period of the year.
- 14.2 In addition to those listed in **14.1**, the contacts list shall also contain a permanent list of previous presidents, the academic years over which they served, and up to date contact details for them.
- 14.3 Individuals may request that their details be removed from the contacts list at any time, and the committee must oblige.
- 14.4 As part of the handover process (**11.6**), the outgoing committee shall refresh and pass on the committee contacts list to the incoming committee.
- 14.5 The inclusion of members beyond the CSS committee 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. Committees are encouraged to invite these members to committee meetings where appropriate.

Date approved by group: 1st Feb 2024.

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