EDINBURGH NAPIER UNIVERSITY SECURITY SOCIETY

SOCIETY CONSTITUTION

ENUSEC COMMITTEE

04/05/2018 | APPROVED: 05/05/2018

CONTENTS

1. The name of the society will be: Edinburgh Napier University Security Society (ENUSEC).

2. ENUSEC will be located at: 10 Colinton Road, Edinburgh, EH10 5DT

3. ENUSEC will not generate profit.

4. ENUSEC's aims and objectives will be:
   a. To share knowledge about a variety of topics related to security for, the benefit of our members.
   b. To provide our members with the opportunity to attend security-related competitions, exhibitions and events, alongside organising our own events on behalf of the University.
   c. To organise and give guest lectures and hands-on demonstrations related to security.
   d. To provide students with the opportunity to develop technical and physical experience with security-related concepts
   e. To represent the computer courses at Edinburgh Napier University.
   f. To improve course content and the student experience, both on and off campus.

5. ENUSEC will host an Annual General Meeting (AGM). The AGM will be held in the second trimester in week thirteen of Edinburgh Napier University's academic year calendar.

6. The committee will not refuse applications on grounds of race, gender, sexuality, age, disability, religious beliefs or political views.

7. The Committee may, at its own discretion, co-opt additional Committee members it where it believes it is necessary, or to fill vacancies which may arise.

8. Proposed changes to the Constitution must be made two to four weeks prior to the AGM. The Secretary will distribute proposed changes to the ENUSEC Committee. The ENUSEC members will vote on the changes during the AGM. All members of the previously named Committee must vote.

9. A majority vote must be reached in all elections and referendums.

10. Should ENUSEC wish to disband, a unanimous vote from all Committee members will be required.

2 - CODE OF CONDUCT

1 - BERLIN CODE OF CONDUCT

1. ENUSEC will follow the Berlin Code of Conduct.

2. The Berlin Code of Conduct can be found here: https://berlincodeofconduct.org

2 - USE OF THE BERLIN CODE OF CONDUCT

1. Witnessing and Reporting Unacceptable behaviour:

    a. Any unacceptable behaviour can be reported to the committee either in person or on any of our social media platforms. Complains should preferably be directed to the Social Event officer or the Secretary.

2. Professionalism
    a. Professional behaviour is expected and we follow the guidelines set out by the British Computer Society.
    b. The guidlines set out by the British Computer Society can be found here: https://www.bcs.org/category/6030

3. Breaches
    a. <u>Warnings</u>
        If any members is found in breach of the Code of Conduct or acting unprofessional according to BCS's code of conduct, then the committee will issue up to 2 warnings before voting for moving to expulsion.
    b. <u>Expulsion</u>
        After 2 warnings and upon a majority vote by committee, the committee may expel any member whose conduct is likely to bring the society into disrepute.

3 - THE COMMITTEE

1 - STRUCTURE

1. The ENUSEC committee will consist of the following positions:
   a. Academic Advisor
   b. President
   c. Vice President
   d. Secretary
   e. Treasurer
   f. Technical Officer
   g. Social Events Officer

2. A term will last from the AGM, at which the new committee is appointed, for approximately one year (until the subsequent AGM). Each committee position will last for one term following election.

3. The ENUSEC Committee will meet in person quarterly, with additional meetings to be scheduled as required.

4. All paying members of ENUSEC who are students of the School of Computing are eligible to be a member of the ENUSEC committee.

2 - ROLE DESCRIPTIONS

1. Academic Advisor
   a. Act as a mentor to both the President and the Committee by providing, where necessary, advice and guidance, and by assisting in communicating with the cyber security academic group.
   b. Provide a strong link between the cyber security teaching and research staff and the student-led society.
   c. Be an honorary member of the society who is expected to help organise and attend events and weekly meetings where possible.
   d. Co-opted member of the ENUSEC Committee.

2. President
   a. Chair ENUSEC meetings and the AGM.
   b. Delegate responsibilities and roles to ensure that goals are being achieved by the Committee.
   c. Liaise with the member societies, the School of Computing staff, the wider university staff, and any industry partners.
   d. Provide direction and vision for the Society as a whole.

3. Vice president
   a. Co-ordinate the society on behalf of the President to ensure the goals are achieved.
   b. Advise the President on matters concerning the Society and its members.
   c. Remain an active part of the Society community and contribute to the organisation of its projects.
   d. Communicate with members of the Society and take feedback on which direction the Society should go in.
   e. Communicate feedback from members to the Committee and ensure issues are addressed.

4. Secretary
   a. Co-ordinate and organise the AGM and interim meetings.
   b. Take minutes during meetings.
   c. Collaborate with the Events Officer to promote and report on social events.
   d. Manage internal processes.
   e. Manage merchandise.

5. Treasurer
   a. Maintain the finances of the society and present the accounts to the entire Committee at the AGM and interim meetings.
   b. Order items on behalf of the Committee and pay any outstanding bills.
   c. Collect any membership fees and fees associated with running events.

6. Technical Officer
   a. Responsible for all ENUSEC hardware and equipment, including the ENUSEC servers.
   b. Maintain a list of ENUSEC's equipment.

7. Social Events Officer
   a. Organize regular social events for ENUSEC's members.
   b. Manage social media accounts.

4 - VOTING INFORMATION, PROCESS AND RULES

1 - INFORMATION

1. All positions-holders, except for the Academic Advisor, are expected to be School of Computing students and paying members of ENUSEC.

2. Individuals interested in standing for the Committee should contact the current Committee to be added to the Nomination List. This must be done prior to week thirteen of the second Trimester.

3. The Academic Advisor will be a co-opted member of the ENUSEC Committee. They will be selected by the members of the ENUSEC Committee annually.

4. All paying society members will have one vote for each Committee position. Voting is not mandatory.

5. Voting will take place at the AGM.

2 - PROCESS

1. Voting will be performed using the First Past the Post voting system. For each role, the applicant with the most votes will win.

2. All votes for all positions will be cast on the same ballot paper, and all elections will be held at the same time.

3. The option to re-open nominations will be given for each role. If nominations are re-opened, members attending the AGM will be allowed to step forward and run against the other candidates who have already applied for the role.

4. The votes will be taken in and counted. If there is a tie or a vote to re-open nominations, the candidates will make another short speech, and the votes will be recounted.

3 - VOTING RULES

1. There will be one vote per position per active paying member.

2. The member must have had a membership for 3 months or more.

3. Voting should be private and in silence to avoid lobbying.

4. Voting will be anonymous.

5. Voting cards will be folded in half and be put in the ballot box at the front upon completion.

6. All spoiled ballots will be discounted.

7. You must vote for every role.

8. You must place an X or √ beside the candidate you wish to elect for each role.

9. You may only vote once for each role.

10. You may vote for the same candidate twice if they are standing for multiple roles.

11. In the case that there is a vote to re-open nominations, to vote for a newly-stood candidate the voter must write the candidate's name under the RON section to cast a vote for them.

4 - COUNTING RULES

1. Votes will be counted by all members of the current ENUSEC Committee.

2. If there is a tie or a vote to reopen nominations the votes will be submitted again and recounted by all members of the current ENUSEC Committee.

3. In the case that there is a tie and the votes are redistributed and recounted and it is a tie again, the tied candidates will be asked to compete in a lock-pick-off against each other. First to pick both practise locks wins.

5 - FINANCES

1. ENUSEC will not generate profit.

2. The funds will be used for publicity, hardware equipment and organising events.

3. The funds will not be for personal expenses or for the benefit of individual members.

4. The Society's finances will be presented to the Society by the Treasurer at interim meetings and at the AGM. Details of finances will be published in the minutes of each AGM.

5. Although it is Treasurer's duty to pay bills, in the event that the Treasure is unavailable, the President, Vice President or Secretary may authorize payments.

6. If a new Treasurer is elected, they shall be given necessary information about recent and planned transactions and have access to the details of the ENUSEC bank account.

7. Should ENUSEC be disbanded, any assets of the society shall be donated to Edinburgh Napier University School of Computing.

APPROVAL

Written by Peter Aaby (President 2015-2018) and Euan McFadzean (Secretary 2017-2018) on 4th of May 2018.

Approved by ENUSEC Committee on the 4th of May 2018.

Approve by ENUSEC Members by majority vote during the AGM on the 5th of May 2018.