

Society Constitution Form

Date Recognised/Renewed: April 6, 2017

Society Name: HackSoc

1.1 The name of the society shall hereby be referred to as HackSoc, and shall be stated as such in all correspondence (e.g. room bookings).

Aims & Objectives

1.2 The aims of the society are:

- To provide opportunities for the Students' Union "hackers"¹ from all backgrounds and interests within technology to interact with one another.
- To aid in expanding the skills of the Students' Union members through collaboration and pursuit of common interests, related to the field of "hacking", including programming, electronics, development and technology start-ups.
- To provide an environment in which Student's Union members can express their ideas and build great things together.

1.3 The objectives of the society are:

- To hold events in which members can meet to share and develop ideas.
- To hold events in which experienced members can share their experience of a particular area with other members, i.e. tutorials on a particular programming language.
- To represent the interests of the members at relevant external events, such as National Codeathons/Hackathons and Algorithm Solving competitions.
- To attract students from a diverse range of courses, to enable those that may not have scope to express their interests on their course to do so.

1.4 The Society shall abide by the Clubs and Societies Code of Practice and the Students' Union Equal Opportunities Policy.

Membership

1.5 Full Membership of the Society shall be open to all Full Members of the University of Nottingham Students' Union on payment of the Membership fee.

1.6 Associative Membership of the Society shall be open to all Associate Members of the University of Nottingham Students' Union on payment of the Membership fee.

1.7 The Membership fee shall be decided at the Annual General Meeting, but shall not be below £1 unless good reasons have been given to the Societies Executive committee in time to be discussed prior to the AGM.

1.8 The Membership fee of the Society shall be £5.

Committee

1.9 There shall be a Society Committee.

¹A person who delights in exploring the details of programmable systems and stretching their capabilities; solving problems in a playful and creative way.

1.10 The Committee shall be responsible for the day to day running of the Society and may decide upon any matter which has not been decided upon at a General Meeting. The Committee shall be further responsible for:

- Ensuring grant money shall be used exclusively to further the Aims and Objectives of the Society.
- Ensuring Membership of the Society is open to all Members of the Students' Union.
- Submitting an annual grant bid for funds from "Societies" prior to any specified deadline.
- Assisting any review of the Society's activities and use of funds carried out by a Standing Committee of the Students' Union.
- Upholding the Constitution of the Society and ensuring that the activities of the Society reflect the Aims and Objectives.
- Reviewing the Society's development plan annually and submitting a new development plan where appropriate.
- Submitting an annual equipment inventory form and adding additional equipment purchased throughout the year.
- Providing the Students' Union with details of your membership by returning your members details on the provided spreadsheet.

1.11 Officers of the Society shall consist of a President, a General Secretary, a Treasurer and other officers as deemed necessary:

- **President** will do the following:
 - Have the overall responsibility for the Society
 - Chair meetings of the Society and of its Committee
 - Be present at all meetings of the Societies Council and in the event of absence, send a representative from the Society's Committee or an apology to the Societies Officer
 - Support the Treasurer in keeping the Society financially viable
 - Maintain healthy relationships with potential and actual sponsors
 - Create and maintain important relationships for the society, e.g. relationships with other student groups and local communities such as Tech Nottingham
 - Pursue new corporate sponsors and sponsorship opportunities
 - Ensure all events that require corporate backing to be successful, have as much support as possible
 - Prepare a written handover for their successor
- **General Secretary** will do the following:
 - Be responsible for the general administration of the Society
 - Be responsible for organising regular meetings and notifying committee of all other meetings that require committee attendance
 - Be responsible for taking minutes at meetings
 - Be responsible for answering general enquiries through the HackSoc email inbox
 - Be responsible for communicating to the committee any messages that require action

- Be responsible for maintaining membership records
- Handle any incoming requests for projects
- Be the Returning Officer for the Society’s elections
- Prepare a written handover for their successor
- **Treasurer** will do the following:
 - Keep records of all transactions
 - Be responsible for keeping the accounts of the Society
 - Be responsible for the observance of finance provisions
 - Attend the Treasurer training course
 - Be responsible for keeping the Society financially viable
 - Prepare a written handover for their successor
- **Outreach and Inclusivity Secretary** will do the following:
 - Develop a culture oriented around inclusivity for the community
 - Be responsible for assessing the culture of the society in order to maximise appeal to a diverse group of members
 - Shall prepare a written handover for their successor
 - Support activities that encourage diversity in the technology community, such as maintaining relationships with Tech Nottinghams Women in Tech meet up
 - Be responsible for organising the annual Women In Technology conference in collaboration with the Tech Nottingham Women in Tech Community and the University of Nottingham
 - Shall prepare a written handover for their successor
- **Infrastructure Secretary** will do the following:
 - Be responsible for ensuring that the technical infrastructure maintained by the society is in fully functioning order and able to cope with any new requirements throughout the year
 - Be responsible for maintaining back-end infrastructure of the HackSoc websites (footnote to explain websites == hacksocnotts.co.uk, hacknotts.com and inspire-wit.com)
 - Be responsible for registering ownership of URLs
 - Maintain the HackSoc GitHub organisation and repositories
 - Coordinate the HackSoc weekly coding lessons and ensure materials are made available through the GitHub organisation
 - Prepare a written handover for their successor
- **Social Media and Communications Secretary** will do the following:
 - Maintaining the society’s social networks and member mailing lists
 - Manage announcements to members through online channels
 - Ensure all events are supported with effective advertising through digital and print media

- Maintain the SU page for the society, ensuring activities and key minutes are uploaded
- Produce press releases where required and liaise with school regarding HackSoc activities
- **Web Design and Graphics Secretary** will do the following:
 - Actively update and maintain the HackSoc website design
 - Actively update and maintain the HackSoc branding
 - Develop branding guidelines as needed
 - Shall prepare a written handover for their successor
- **Hack Secretary** will do the following:
 - Be responsible for searching for Hackathons, advertising these to the Society (with the Social Media and Communications Secretary), and coordinating group attendance
 - Foster relationships within the wider hackathon community
 - Be responsible for organising the annual Hackathon/Programming Competition in collaboration with the University of Nottingham known as HackNotts
 - Shall prepare a written handover for their successor

1.12 Officers must be Full Members of the University of Nottingham Students' Union

1.13 Officers may be removed from their position by a motion of “No-Confidence” by a two-thirds majority of Full Members present at a General Meeting.

1.14 Presidential candidates may only be drawn from those who have held or currently hold an executive position in HackSoc, unless a candidate is to run unopposed, at which point any member of the society may run in opposition, provided they have attended at least 3 national hackathons.

1.15 Presidents gain a “Benevolent Dictator for Life” (a common title in Programming sub-culture, often used to refer to the creator of a programming language, which although giving no formal power, implies respect of their opinion and expertise) status upon the end of their term. In this capacity they may act as an advisor to their successor and ensure the smooth conclusion of provisions that may not have been successfully completed in the length of their term; for example, a president begins to oversee a large sponsorship deal, but the discussions take more than a year and it is preferable for this member to continue oversight of the deal after their presidential term is up.

1.16 The Member of staff responsible for student experience within the School of Computer Science maintains the rank of voting officer. They may attend all committee meetings and be involved in decision making. The purpose of this is to benefit both the society, and the School of Computer Science in maintaining our close relationship and primary membership base.

Finance

1.17 All monies shall be held in accounts at the Students' Union Treasury.

1.18 All monies shall be used to support the Society's activities.

Elections

1.19 All officers must be elected at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

1.20 Elections shall be carried out in accordance with the Students' Union Regulations, Chapter Elections.

1.21 The voting method for all elections shall be the Single Transferable Vote.

General Elections

1.22 There must be an AGM of the Society within the last two weeks of the Spring term unless the Societies Officer is notified and agrees otherwise.

1.23 An EGM can be called by 20 Full Members of the Society, or 3 Officers of the Society, who must inform the General Secretary. The General Secretary shall inform the Societies Officer within 2 Students' Union days of the original notice.

1.24 The quorum for the AGM and EGM shall be 20 Full Members of the Society.

Constitution

1.25 The Constitution may be changed by a two-thirds majority of all Full Members present at a General Meeting.

1.26 The Society Constitution shall be subordinate to the Students' Union Constitution and Regulations.

Authority

1.27 The following order of Authority shall be observed in the Society:

1. A General Meeting
2. Society Committee
3. Society President
4. Other officers of the Society
 - (a) General Secretary & Treasurer
 - (b) Remaining officers