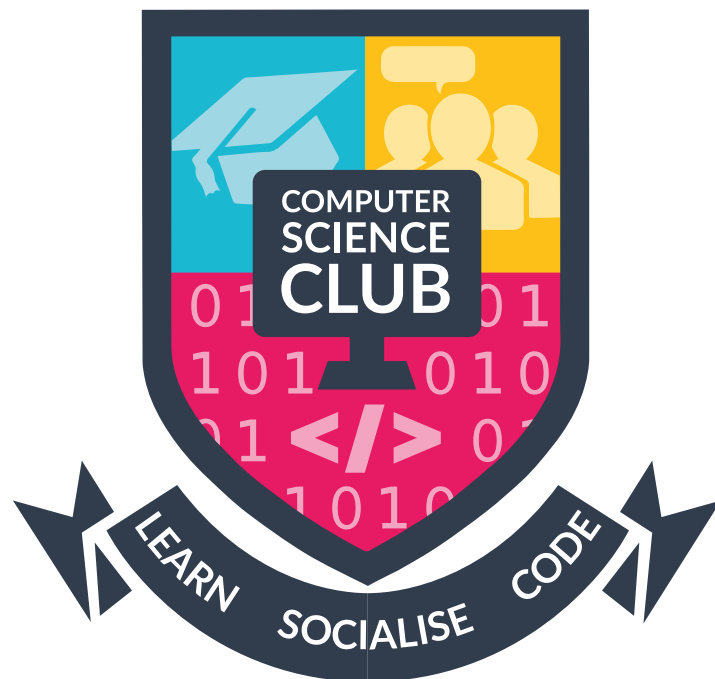


Schedule 1 of the Constitution of  
**The University of Adelaide  
Computer Science Club**  
ABN 32 530 974 501



Adopted by the Executive on the 16th of October 2023.

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# **Chapter 1**

## **Introduction**

### **1.1 Purpose**

The purpose of this Schedule is to establish a register of positions within the Club, and to define the responsibilities of each position.

### **1.2 Definitions**

Definitions of terms used in this Schedule are as defined in the Constitution.

### **1.3 Precedence of Positions**

Positions are defined within this Schedule in order of precedence.

### **1.4 Amendments**

This Schedule may be amended by the Executive by a simple majority vote. This includes the ability to establish new positions, or to remove existing positions, as well as to amend the responsibilities of existing positions. Any amendments to this Schedule must be consistent with the Constitution and the Clubs Policy of YouX.

## Chapter 2

# Executive Positions

### 2.1 President

The President is the highest-ranking member of the Club, and is responsible for the overall management of the Club.

#### 2.1.1 Responsibilities

The President is responsible for:

- (a) Presiding over all meetings of the Club and the Executive; and
- (b) representing the Club in all official matters; and
- (c) ensuring that the Club is run in accordance with the Constitution and this Schedule; and
- (d) ensuring that the Club is run in accordance with the Clubs Policy of YouX; and
- (e) calling meetings of the Committee, the Executive, and General Meetings; and
- (f) the overall management of the Club.

#### 2.1.2 Eligibility

The President must be a student of the University of Adelaide. They must have, prior to their term, been a member of the Committee.

### 2.2 Vice-President

The Vice-President is the second-highest-ranking member of the Club, and is responsible for assisting the President in the overall management of the Club.

### **2.2.1 Responsibilities**

The Vice-President is responsible for:

- (a) assisting the President in the overall management of the Club; and
- (b) acting as President in the absence of the President.

### **2.2.2 Eligibility**

The Vice-President must have, prior to their term, been a member of the Committee.

## **2.3 Treasurer**

The Treasurer is responsible for the financial management of the Club. They are responsible for the safekeeping of the Club's funds, and for ensuring that the Club's financial records are kept up to date.

### **2.3.1 Responsibilities**

The Treasurer is responsible for:

- (a) the financial management of the Club; and
- (b) the safekeeping of the Club's funds; and
- (c) ensuring that the Club's financial records are kept up to date; and
- (d) delivering a financial report to the Annual General Meeting; and
- (e) delivering a financial report to the Executive at the end of the 1st Semester.

### **2.3.2 Eligibility**

The Treasurer must be a student of the University of Adelaide. They must have, prior to their term, been a member of the Committee.

## **2.4 Secretary**

The Secretary is responsible for the administrative management of the Club. They are responsible for the safekeeping of the Club's records, and for ensuring that the Club's records are kept up to date.

### **2.4.1 Responsibilities**

The Secretary is responsible for:

- (a) the administrative management of the Club; and
- (b) the safekeeping of the Club's records; and
- (c) minuting all meetings of the Club and the Executive; and
- (d) minuting all General Meetings; and
- (e) ensuring that the Club's records are kept up to date.

### **2.4.2 Eligibility**

The Secretary must have, prior to their term, been a member of the Committee.

## **2.5 Partnerships & Sponsorships Manager**

The Partnerships & Sponsorships Manager is responsible for the management of the Club's partnerships and sponsorships, & for the direction of the partnerships & sponsorships team. They are responsible for the establishment of new partnerships and sponsorships, and for the maintenance of existing partnerships and sponsorships.

### **2.5.1 Responsibilities**

The Partnerships & Sponsorships Manager is responsible for:

- (a) the management of the Club's partnerships and sponsorships; and
- (b) the establishment of new partnerships and sponsorships; and
- (c) the maintenance of existing partnerships and sponsorships; and
- (d) the direction of the partnerships & sponsorships team; and
- (e) making recommendations to the Committee regarding partnerships and sponsorships; and
- (f) presenting a report detailing the Club's partnerships and sponsorships at the Annual General Meeting.

### **2.5.2 Eligibility**

The Partnerships & Sponsorships Manager must have, prior to their term, been a member of the Committee.

## **2.6 Social Media & Marketing Manager**

The Social Media & Marketing Manager is responsible for the management of the Club's social media team & ensuring timely advertisement of events.

### **2.6.1 Responsibilities**

The Social Media & Marketing Manager is responsible for:

- (a) the management of the Club's social media team; and
- (b) ensuring timely advertisement of events; and
- (c) ensuring that the Club's social media accounts are kept up to date.

### **2.6.2 Eligibility**

The Social Media & Marketing Manager must have, prior to their term, been a member of the Committee.



## Chapter 3

# Office Bearing Positions

### 3.1 Duck Lounge Liaison

The Duck Lounge Liaison is responsible for the management of the Duck Lounge. They are responsible for the maintenance of the Duck Lounge, and for liasing with the School of Computer Science regarding the Duck Lounge.

#### 3.1.1 Responsibilities

The Duck Lounge Liaison is responsible for:

- (a) the management of the Duck Lounge; and
- (b) the maintenance of the Duck Lounge; and
- (c) liasing with the School of Computer Science regarding the Duck Lounge; and
- (d) making recommendations to the Committee regarding facilities in the Duck Lounge, including but not limited to furniture, equipment, and decorations.

#### 3.1.2 Eligibility

All members of the Club are eligible to nominate for Duck Lounge Liaison.

### 3.2 Partnerships & Sponsorships Officer

The Partnerships & Sponsorships Officer is responsible for the procurement of the Club's partnerships and sponsorships. They are responsible for the establishment of new partnerships and sponsorships, and for the maintenance of existing partnerships and sponsorships.

#### 3.2.1 Responsibilities

The Partnerships & Sponsorships Officer is responsible for:

- (a) the procurement of the Club's partnerships and sponsorships; and
- (b) the establishment of new partnerships and sponsorships; and
- (c) the maintenance of existing partnerships and sponsorships.

### **3.3 Social Media & Marketing Officer**

The Social Media & Marketing Officer is responsible for the management of the Club's social media accounts, and for the marketing of the Club.

#### **3.3.1 Responsibilities**

The Social Media & Marketing Officer is responsible for:

- (a) the operation of the Club's social media accounts; and
- (b) the marketing of the Club; and
- (c) the promotion of Club events.

#### **3.3.2 Eligibility**

All members of the Club are eligible to nominate for Social Media & Marketing Officer.

### **3.4 Equity Officer**

The Equity Officer is responsible for the management of the Club's equity initiatives. They are responsible for ensuring Club events are accessible to all members of the Club, and for ensuring that the Club is a safe and inclusive environment for all members of the Club.

#### **3.4.1 Responsibilities**

The Equity Officer is responsible for:

- (a) the management of the Club's equity initiatives; and
- (b) ensuring Club events are accessible to all members of the Club; and
- (c) ensuring that the Club is a safe and inclusive environment for all members of the Club; and
- (d) making recommendations to the Committee regarding diversity and inclusion in the Club.

#### **3.4.2 Eligibility**

All members of the Club are eligible to nominate for Equity Officer.

## **3.5 First Year Representative**

The First Year Representative is responsible for representing the interests of first year students in the Club. They are responsible for ensuring that first year students are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to first year students.

### **3.5.1 Responsibilities**

The First Year Representative is responsible for:

- (a) representing the interests of first year students in the Club; and
- (b) ensuring that first year students are aware of the Club's events and initiatives; and
- (c) ensuring that the Club's events and initiatives are accessible to first year students; and
- (d) making recommendations to the Committee regarding first year students in the Club.

### **3.5.2 Eligibility**

The First Year Representative must be a first year student of the University of Adelaide. All first year students of the Club are eligible to nominate for First Year Representative.

## Chapter 4

# Major Representative Suite Positions

### 4.1 Artificial Intelligence Representative

The Artificial Intelligence Representative is responsible for representing the interests of students studying Artificial Intelligence in the Club. They are responsible for ensuring that students studying Artificial Intelligence are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to students studying Artificial Intelligence.

#### 4.1.1 Responsibilities

The Artificial Intelligence Representative is responsible for:

- (a) Running an event in the field of Artificial Intelligence at least once during their term; and
- (b) representing the interests of students studying Artificial Intelligence in the Club; and
- (c) ensuring that students studying Artificial Intelligence are aware of the Club's events and initiatives; and
- (d) ensuring that the Club's events and initiatives are accessible to students studying Artificial Intelligence; and
- (e) making recommendations to the Committee regarding students studying Artificial Intelligence in the Club.

#### 4.1.2 Eligibility

The Artificial Intelligence Representative must be a student of the University of Adelaide, and must be studying Artificial Intelligence. All members of the Club studying Artificial Intelligence are eligible to nominate for Artificial Intelligence Representative.

## **4.2 Cybersecurity Representative**

The Cybersecurity Representative is responsible for representing the interests of students studying Cybersecurity in the Club. They are responsible for ensuring that students studying Cybersecurity are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to students studying Cybersecurity.

### **4.2.1 Responsibilities**

The Cybersecurity Representative is responsible for:

- (a) Running an event in the field of Cybersecurity at least once during their term; and
- (b) representing the interests of students studying Cybersecurity in the Club; and
- (c) ensuring that students studying Cybersecurity are aware of the Club's events and initiatives; and
- (d) ensuring that the Club's events and initiatives are accessible to students studying Cybersecurity; and
- (e) making recommendations to the Committee regarding students studying Cybersecurity in the Club.

### **4.2.2 Eligibility**

The Cybersecurity Representative must be a student of the University of Adelaide, and must be studying Cybersecurity. All members of the Club studying Cybersecurity are eligible to nominate for Cybersecurity Representative.

## **4.3 Data Science Representative**

The Data Science Representative is responsible for representing the interests of students studying Data Science in the Club. They are responsible for ensuring that students studying Data Science are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to students studying Data Science.

### **4.3.1 Responsibilities**

The Data Science Representative is responsible for:

- (a) Running an event in the field of Data Science at least once during their term; and
- (b) representing the interests of students studying Data Science in the Club; and

- (c) ensuring that students studying Data Science are aware of the Club's events and initiatives; and
- (d) ensuring that the Club's events and initiatives are accessible to students studying Data Science; and
- (e) making recommendations to the Committee regarding students studying Data Science in the Club.

#### **4.3.2 Eligibility**

The Data Science Representative must be a student of the University of Adelaide, and must be studying Data Science. All members of the Club studying Data Science are eligible to nominate for Data Science Representative.

### **4.4 Distributed Systems & Networking Representative**

The Distributed Systems & Networking Representative is responsible for representing the interests of students studying Distributed Systems & Networking in the Club. They are responsible for ensuring that students studying Distributed Systems & Networking are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to students studying Distributed Systems & Networking.

#### **4.4.1 Responsibilities**

The Distributed Systems & Networking Representative is responsible for:

- (a) Running an event in the field of Distributed Systems & Networking at least once during their term; and
- (b) representing the interests of students studying Distributed Systems & Networking in the Club; and
- (c) ensuring that students studying Distributed Systems & Networking are aware of the Club's events and initiatives; and
- (d) ensuring that the Club's events and initiatives are accessible to students studying Distributed Systems & Networking; and
- (e) making recommendations to the Committee regarding students studying Distributed Systems & Networking in the Club.

#### **4.4.2 Eligibility**

The Distributed Systems & Networking Representative must be a student of the University of Adelaide, and must be studying Distributed Systems & Networking. All members of the Club studying Distributed Systems & Networking are eligible to nominate for Distributed Systems & Networking Representative.

## **4.5 Software Engineering Representative**

The Software Engineering Representative is responsible for representing the interests of students studying Software Engineering in the Club. They are responsible for ensuring that students studying Software Engineering are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to students studying Software Engineering.

### **4.5.1 Responsibilities**

The Software Engineering Representative is responsible for:

- (a) Running an event in the field of Software Engineering at least once during their term; and
- (b) representing the interests of students studying Software Engineering in the Club; and
- (c) ensuring that students studying Software Engineering are aware of the Club's events and initiatives; and
- (d) ensuring that the Club's events and initiatives are accessible to students studying Software Engineering; and
- (e) making recommendations to the Committee regarding students studying Software Engineering in the Club.

### **4.5.2 Eligibility**

The Software Engineering Representative must be a student of the University of Adelaide, and must be studying Software Engineering. All members of the Club studying Software Engineering are eligible to nominate for Software Engineering Representative.

## **4.6 Information Technology Representative**

The Information Technology Representative is responsible for representing the interests of students studying Information Technology in the Club. They are responsible for ensuring that students studying Information Technology are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to students studying Information Technology.

### **4.6.1 Responsibilities**

The Information Technology Representative is responsible for:

- (a) Running an event in the field of Information Technology at least once during their term; and

- (b) representing the interests of students studying Information Technology in the Club; and
- (c) ensuring that students studying Information Technology are aware of the Club's events and initiatives; and
- (d) ensuring that the Club's events and initiatives are accessible to students studying Information Technology; and
- (e) making recommendations to the Committee regarding students studying Information Technology in the Club.

#### **4.6.2 Eligibility**

The Information Technology Representative must be a student of the University of Adelaide, and must be studying Information Technology. All members of the Club studying Information Technology are eligible to nominate for Information Technology Representative.



## Chapter 5

# Committee Positions

### 5.1 General Committee

General Committee members are responsible for assisting the Executive and Office Bearers in the management of the Club.

#### 5.1.1 Eligibility

All members of the Club are eligible to nominate for General Committee.

### 5.2 Responsibilities of all Members of the Committee

All members of the Committee have a responsibility to:

- (a) Attend all meetings of the Committee, and General Meetings; and
- (b) act in the best interests of the Club; and
- (c) act in accordance with the Constitution and this Schedule; and
- (d) act in accordance with the Clubs Policy of YouX.

### 5.3 Number of Positions

The number of positions in the Committee may be limited by the Executive at their discretion. The Executive may limit the number of positions in the Committee to a number less than the number of nominations received. The current composition of the Committee as approved by the Executive is listed in Appendix A.

## Appendix A

### Table of Positions & their number of offices

Position	Amount
President	1
Vice-President	1
Treasurer	1
Secretary	1
Partnerships & Sponsorships Manager	1
Social Media & Marketing Manager	1
Duck Lounge Liaison	1
Partnerships & Sponsorships Officer	2
Social Media & Marketing Manager	2
Equity Officer	1
First Year Representative	1
Artificial Intelligence Representative	1
Cybersecurity Representative	1
Data Science Representative	1
Distributed Systems & Networking Representative	1
Software Engineering Representative	1
Information Technology Representative	1
General Committee	10
<b>Total</b>	<b>29</b>

THIS SCHEDULE HAS BEEN REVIEWED AND APPROVED BY THE  
EXECUTIVE.

DATE OF EXECUTIVE APPROVAL:     /     /

THIS SCHEDULE HAS BEEN ENDORSED AND SIGNED BY

---

INSERT NAME

INSERT TITLE

DATE OF  
ENDORSEMENT:     /     /