The name of the Society shall be the University of Nottingham Students’ Union Computer Science Society.

2 Aims and Objectives

2.1 The Aim of the Society is:

2.2 To act as a central social hub for all students and affiliates in the School of Computer Science where they can socialise and express themselves out of the academic circle

2.3 The Objectives of the Society are:

(a) To promote awareness of the Computer Science Department across campus;
(b) To provide a social network for people with an interest in computers;
(c) To strengthen links between students in different years, courses and academic levels within the Department;
(d) To provide support to other students in the Department, e.g. technical support;
(e) To provide a better interface for the Learning Community Fora.
(f) To co-ordinate and provide events as requested by any member of the Society.
(g) To support the career development of students within the school, and provide careers & networking events

2.4 As an affiliated Society of the Students’ Union, the Society shall at all times abide by the constitution and subsequent Bye-Laws of the union.

3 Membership

3.1 On payment of the Membership Fee, Full Membership of the Society shall be open to all Full Members of the University of Nottingham Students’ Union, who are in agreement with the Society’s aims and objectives as defined in clause 2 of this constitution.

3.2 Subject to approval by the Society Committee, on payment of the Membership Fee, Associate Membership of the Society shall be open to all Associate Members of the University of Nottingham Students’ Union, who are in agreement with the Society’s aims and objectives as defined in clause 2 of this constitution.

3.3 The Membership Fee shall be decided at the Annual General Meeting.
4 Committee

4.1 The Committee of the Society shall be responsible for the effective running of the Society in line with the Aims and Objectives. The Committee shall be further responsible for:

- to attend all relevant meetings or send apologies in their absence;
- to represent the society, where required, in an appropriate and professional manner.

4.2 Committee members of the Society shall consist of:

(a) President -
- shall have overall oversight for the Society.
- shall have overall responsibility for the Society, including chairing of meetings;
- shall build and maintain relationships with the School of Computer Science;
- shall liaise with individuals and bodies within and outside of the Students’ Union with an interest in the society;
- shall be responsible for the overall of the society, and act as the highest individual authority within CompSoc.

(b) Treasurer -
- shall be responsible for the financial administration of the Society.
- shall maintain records of all of the society’s transactions, and keeping the accounts of the Society;
- shall prepare a statement at the end of the Financial Year and be responsible for the observance of other finance provisions;
- shall work with the President to pursue potential sponsorship;
- shall be responsible for liaising and maintain relationship with the Students’ Union Treasury Department, and Society Treasurers.

(c) General Secretary -
- shall be responsible for the general administration of the Society.
- shall be responsible for the general administration of the Society, including minutes and calling of all meetings;
- shall be responsible for managing committee training and pursuit of STARS accreditation;
- shall ensure that all Students’ Union Health & Safety guidelines are adhered to at all events.
- shall maintain membership records, and act as the Returning Officer for the Society’s elections and AGM

(d) Social Secretary -
- shall be responsible for the organisation and communication to members of forthcoming socials and events;
- shall ensure that non-alcoholic events and socials are provided throughout the year.

(e) Publicity Secretary -
- shall be responsible for the design and coordination of all CompSoc branding and publicity;
- shall be responsible for the publicity of all society events, and organisation of Freshers’ and Refreshers’ Fair;
- shall be responsible for raising the awareness of the society on campus, and within the School;
- shall be responsible for the maintenance and updating of the CompSoc website.
(f) **Sports Secretary** -
• shall be responsible for the organisation and coordination of the societies sports teams;
• shall maintain relationships with the IMS coordinators for all teams;

(g) **First year Secretary** -
• shall inherit all of the responsibilities of the Social Secretary;
• shall be responsible specifically for building interest and publicising the society to First Year Undergraduates.

(h) **Postgraduate Secretary** -
• shall be responsible for publicising the society and organising events aimed specifically at Postgraduates

(i) **Academic Secretary** -
• shall be responsible for organising academic trips for the society;
• shall be responsible, with the School of Computer Science, for organising careers events;
• shall liaise with the School Education Rep, to see how the society can aid their work.

(j) **Women’s Secretary** -
• shall be a person that self-defines as a Woman.
• shall be responsible for representing the views of female students within the society and the school;
• shall liaise and work with the school to improve the student experience of all female students;
• shall promote the society and its event to the school’s female students.

4.3 Committee members must be full members of Society and subsequently full members of the University of Nottingham Students’ Union.

4.4 Committee members, who fail to fulfil their duties, may be removed from position by a simple majority vote of no confidence at an Extraordinary General Meeting (EGM) after attempting to reach a resolution through informal discussions with the Activities Officer. To propose a vote of no confidence, a written petition outlining the reasons for such a vote must be submitted to the Activities Officer from at least 20% of members, or 40 members, whichever is less, to the Society Committee.

4.5 Following receipt of the petition, the Activities Officer will then inform the committee and issue them 5 Union days to serve notice to the full members of the Club that an EGM will be taking place to hear this petition.

4.6 Any issues relating to the misconduct of a committee member should be referred to the Code of Conduct.

5 **Finance**

5.1 All monies shall be held in accounts at the Students’ Union Finance Office with no accounts held externally.
5.2 All monies shall be used to support the Society’s Aims and Objectives as outlined in Clause 2 of the constitution.

6 Elections

6.1 All committee members must be democratically elected and hold hustings at an Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

6.2 Elections shall be carried out in accordance with the Students’ Union Bye-Laws on Elections on all committee positions. It is recommended that elections are carried out online, through the Students’ Union.

7 General Meetings

7.1 The Annual General Meeting (AGM) shall be held annually in accordance with the Societies Bye-Law.

7.2 An Extraordinary General Meeting (EGM) may be called by the Society committee for attendance by the membership.

7.3 Notice of the AGM or EGM must be communicated to the Society’s membership a minimum of 5 Union days in advance.

7.4 The quorum for the AGM or EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.

7.5 If an AGM or EGM is declared inquorate, the Society shall report this to the Activities Officer.

7.6 The Society must submit the full agenda and minutes of their AGM or EGM to the Societies Council (if requested).

8 Constitution

8.1 Any amendments not relating to the Aims and Objectives of the Society Constitution may be changed by a two-thirds majority of all Full Members present at an AGM or EGM.

8.2 Any amendments relating to the Aims and Objectives of the Society Constitution will need to be ratified by a two-thirds majority of all Full Members present at an AGM or EGM and ratified by Societies Council.
8.3 The Society Constitution shall be subordinate to the Students’ Union Bye-Laws.

Office Use only:

Date of Affiliation
Notes: