

Constitution for Computer Science Society 2020-08-10

1 Name and Affiliation

1. The name of the society shall be the Computer Science Society (CSS). The society shall be affiliated to the University of Bristol Union (Bristol SU).

2 Aims

1. The aims of the society shall be to encourage the development of the Computer Science Department and community spirit between its members.
2. The Society shall abide by the Union's Code of Conduct and any other policies laid down by the Union's Board of Trustees

3 Membership and Membership rights

1. Any student who is based in the Department of Computer Science is welcome to non-ticketed events. Students who wish to attend ticketed events may be required to acquire society membership through the Student Union Website..
2. Membership shall be open to all ordinary members of the University of Bristol Union.
3. All members shall have equal voting rights.
4. Disciplinary issues shall be dealt with in accordance with the Student Union's Code of Conduct

4 Committee Officers

1. There shall be a Committee, consisting of:
 - A President, is responsible for the society overall, sets the direction of the society, organises meetings, manages other committee members and has the casting vote.
 - A Vice-President, assists the president with their tasks, communicates with companies and organises sponsorships.
 - A Secretary, records minutes in meetings, communicates with the SU and keeps the Google Drive organised.
 - A Treasurer, controls and tracks spending, deals with invoices and ensures SU rules and the law are

being followed.

- A Webmaster, manages the CSS website, logins and ensures we store personal data securely.
- A Technical Events Manager, organises the CSS event calendar and organises and runs technical events and trips.
- A Company Liaison, communicates with companies, assists the Vice-President with sponsorships and assists with company lead tech talks.
- A Press and Advertising Officer, designs and manages the CSS newsletter and social media.
- An Outreach Officer, represents the CSS in outreach activities, and organises events with other societies.
- An Equality, Diversity and Wellbeing Officer, ensures that we are an inclusive of all groups and manages the family scheme.
- A Sport and Social Officer, organises the CSS sports teams and social events.
- Two General Officers, assist all other committee members with their duties.
- A First Year Rep, represents the interests of first year students.
- A Postgraduate Rep, represents the interests of postgraduates.

The Treasurer must not be a final year student. However, if given approval by the Bristol SU Societies Network, a final year student may take the position.

2. The Committee may co-opt further Society members to be Committee members.
3. The term of office shall run from the handover meeting following the election/co-option, until the next election.
4. Committee members may only be removed by a vote of no confidence at a General Meeting.
5. The Committee shall be responsible for the general policy of the society, subject to the By-laws of the University of Bristol Union.

5 Financial

1. The accounts of the society shall be audited by a member of the University staff and submitted to the Union's Finance Team as and when requested, this being at least once per annum.
2. All financial arrangements must be made in accordance with the current instructions to the Society Treasurer(s), as laid down by the Societies Network.
3. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance and Administration shall jointly be empowered to issue financial instructions on behalf of the Society if: (i) the Society folds with outstanding financial affairs, or (ii) change of mandate forms are not completed, and the previous Committee are out of reasonable contact, or (iii) financial irregularities are found.

6 General Meetings

1. The quorum for all General Meetings shall be at least twice the number of officers plus one.
2. There shall be an Annual General Meeting in the latter half of the spring or spring term. Notice shall be published at least seven days beforehand.
3. An extraordinary General Meeting may be called by ten members or at the decision of the Committee by application to the Secretary. Notice shall be published at least seven days beforehand.

7 Elections

1. Elections shall be held at the Annual General Meeting to elect officers as specified in section 4. A by-election may be held at any General Meeting where the post is vacant. Nominations may be opened in advance of a General Meeting at the discretion of the committee.
2. Voting shall in all cases be by ranked preference, or a vote by simple majority if time constraints do not allow ranked preference to take place, with the option to re-open Nominations in either case. Simple majority voting shall be by a show of hands unless it is suggested otherwise, in which case a secret ballot shall be held. In the case of a tie, the President will cast the deciding vote.

8 Equality and Diversity

1. The committee must make a reasonable attempt to gather dietary requirements prior to catered events and adapt food and drink provision appropriately.

9 Amendments

1. Any amendments to this Constitution must be passed by a two-thirds majority at any General Meeting, subject to ratification by the University of Bristol Societies Network.

10 Appendix

10.1 History

- 2008-10-06. Earliest known version, written by Sophie Johnson (CSS President 2008-09)
- 2017-06-04. Re-typeset by Ross Gardiner (CSS Vice-President 2017-18)
- 2018-04-25. Amendment to Section 7.1 and added 'Equality and Diversity' Section, written by Kenneth

Lomas (CSS Secretary 2018-2019)

- 2018-06-20. Clarified the committee members in Section 4.1 as per request of the University of Bristol Students' Union, written by Adam Deegan (CSS President 2018-19)
- 2019-7-25. Updated as per SU request for reaffiliation, written by Theano Xirouchaki (CSS President 2019-20)
- 2020-6-25. Updated to include changes passed in the 2020 AGM, altering committee officers in Section 4.1 and the possible voting options in Section 7.2, written by Matthew Crees (CSS Secretary 2020-21)
- 2020-8-10. Updated as requested from the SU. Added descriptions of each role in Section 4.1, added Section 5.3 on SU finances, clarifies voting options in Section 7.2, written by Matthew Crees (CSS Secretary 2020-21)