University of Canterbury Computer Society

Constitution

DEFINITIONS

- 'Charities Act' means The Charities Act 2005 or any Act which replaces it.
- 'UCSA' means the University of Canterbury Students' Association.

1. NAME

1. The name of the society will be "University of Canterbury Computer Society"; hereinafter referred to as the Club. The name can also be abbreviated to "CompSoc".

2. OBJECTIVES

1. The objectives of the Club shall derive, and not be at conflict with, the aims, objectives and policies of the UCSA or the Charities Act or any regulations made under the Charities Act
2. The objectives of the Club shall be:
    a. To advance the education of students attending the University of Canterbury studying technology and technology-related degrees and papers.
    b. To remove barriers from education in Computer Science and Software Engineering and make it more accessible for people of diverse backgrounds.
3. The Club shall not be operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the Club is operating and upon dissolution.

3. POWERS

1. The objectives of the Club shall be realised by activities including, but not limited to
    a. Creating a network of students studying technology and technology related degrees and papers.
    b. Providing knowledge and resources to members to assist in both their studies and entering industry.
    c. Running seminars, panels, workshops, and events to educate students in technology, technology-related, and soft skills areas.
    d. Enriching university life for members through social events
    e. Connecting members to companies working in technology and technology-related industries.

4. MEMBERSHIP

1. The following persons shall be eligible for membership:
    a. Any member of the UCSA
    b. Any graduate member of the UCSA
    c. Any staff member of the University of Canterbury.
    d. Any associate member who shall be any other member admitted to the Club at the discretion of the Committee.
2. Membership is granted upon completion of registration and payment of any applicable membership fee.
3. The registration form for each year shall be created and released no later than the start date of the first semester. The form shall include, at minimum:
    a. Full Name
    b. Membership type (Student, Graduate, Staff, etc.)
    c. Student ID (if applicable)
    d. Contact Email
    e. Agreement to abide by club rules and policies
4. Membership expires at the end of the calendar year, unless otherwise agreed on an individual basis by the Committee.
5. The annual membership fee to be paid by each member shall be decided each calendar year by the Committee.

5. COMMITTEE

1. Roles within the club are outlined in Schedule 2, this includes the leadership team that are the President, Vice President, Secretary, Treasurer and Events Coordinator. All other roles are representatives, managers or officers.
2. Officers and Representatives shall hold office until the next Annual General Meeting following their election, unless they:
    a. Resign, or
    b. Lose a vote of no confidence at a Committee or General Meeting during their term of office.
    c. Become incapacitated.
3. To resign from the Committee, a member must contact the Leadership Officers of the Club at least 2 weeks in advance and carry out their full duties during this notice period, unless the Committee agrees that they can resign immediately.
4. Additional ex officio officers may be nominated as non-voting executives for which their roles and appointment to such roles will be at the Committee's discretion, but each individual must be approved by a two thirds majority Committee vote.
5. Membership of the Committee may be terminated when the Committee holds the view that a Committee member is failing to complete their duties as prescribed in Schedule 2 to an acceptable standard on an ongoing basis by following the provisions outlined in Schedule 1.

6. Membership of the Committee may be terminated when the Committee holds the view that a Committee member's actions have damaged the reputation of the Club or that a Committee member is acting in a manner contrary to the purposes, objectives, and aims of the Club. The process for termination of membership of the Committee is described in Schedule 1.
7. If a conflict of interest is declared by a Committee member, the Committee member whom the conflict applies to will be asked to abstain from all votes in relation to the issue. The Committee must validate that there are grounds for a conflict of interest.
8. At no time will a candidate or their representative for a Committee position produce paper or electronic publications of any type announcing their candidacy in the university, UCSA grounds, or grounds and buildings that belong to organisations that provide services to students. Social media posts will be limited to the candidates personal account only and should not be advertised on the Club's official social media pages.
9. To be eligible, Officers must not be disqualified under section 36B of the Charities Act from being appointed or holding office as an Officer of the Society. For example, individuals who are under 16 years of age are not eligible.
10. To be eligible for the role of Treasurer, candidates must also be 18 years of age or older by the time of handover.

6. ELECTION OF THE COMMITTEE

1. The Officers and Representatives shall be elected at an Annual General Meeting (AGM).
2. All elections for roles shall be by show of hands, anonymous ballot, or voting system, save as provided in clause 6.3 for the election of Leadership Officers.
3. Notwithstanding clause 6.2, the election of Leadership Officers (President, Vice President, Secretary, and Treasurer) shall be conducted as follows:
    a. A sub-committee of at least 2 people will be appointed to select candidates for Leadership Officer roles for the incoming Committee, as follows:
        1. the sub-committee will be selected from members of the outgoing Committee;
        2. only Committee members who are not re-running for any role are eligible to be appointed to the sub-committee;
        3. If there are not sufficient eligible candidates within the outgoing Committee, an external person who is not running for any role may be appointed to the sub-committee by a two thirds majority vote of the outgoing Committee.
    b. Any member may apply to become a Leadership Officer by submitting a written application to the sub-committee. Following a written application, the sub-committee may also request to interview applicants.

    c. The sub-committee will select applicants to fill the Leadership Officer roles for the incoming Committee, which must then be confirmed by a vote of confidence/no-confidence at the Annual General Meeting.
    d. Where a vote of no confidence carries in respect of a candidate selected under clause 6.3(c), that Leadership Officer role shall instead be filled by nomination and election in accordance with clauses 6.1 and 6.2.
    e. A candidate selected under this clause must still meet the eligibility requirements in clauses 5.9 and 5.10 before being put forward to the Annual General Meeting.
4. Should a Leadership Officer position be vacant, a General Meeting is required to be called within three weeks to appoint a new member to fulfil that role.
5. Should a General Officer or Representative position be vacant, a two thirds majority vote by all current Committee members is required to appoint a member to fulfil that role.

7. MANAGEMENT

1. The Committee of the Club, as provided for in Clauses 5.1 and 6.1, shall manage the internal affairs of the Club; shall exercise supervision over properties and members; shall purchase all materials required by the Club and pass accounts for payment.
2. The Committee shall have power to carry out and enforce the constitution.
3. At all Committee meetings, 5 Committee members shall form a quorum.
4. The President, Vice President(s), Secretary or any two members of the Committee shall have the power, at all times, to call a meeting of the Committee of the Club.
5. The Committee of the Club shall control the common seal, and only use it in situations sanctioned by the majority of the Committee.
6. The Committee does not have the power to do anything that contravenes anything contained in the Charities Act or this Constitution

8. FUNDS

1. The funds of the Club, from whatever source derived, shall be applied only towards the promotion of the aims, objectives, and charitable purposes of the club and no portion of any funds shall be paid or transferred directly or indirectly, by way of dividend, bonus, salary, or otherwise to any member of the Club, with the exception of reimbursement to members of legitimate and actual expenditure on behalf of the Club which the Committee authorises.
2. Monies shall be received by the Treasurer, who shall deposit them in an account of the Club's.
3. The Club is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the UCSA
4. The club shall not borrow money from third parties with the exception of the use of trade credit.

9. ANNUAL GENERAL MEETING AND GENERAL MEETING

1. Notice of Annual General and General Meetings shall be posted on the UCSA Notice Board, as well as on the Club's notice board and social media pages, not less than seven days prior to the meeting taking place.
2. The Annual General Meeting of the Club shall be held during the third or fourth term of the academic year of the University of Canterbury . The regular business of the meeting shall be:
    a. To receive the Annual Report (President).
    b. To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year (Treasurer).
    c. To elect Officers and Committee members for the forthcoming year.
    d. To transact any other general business of the Club.
3. A General Meeting of the Club shall be called by the Secretary on receiving a written request by the President, by at least 10 members, or by the Committee on its motion.
4. The mode of voting at all meetings shall be by a show of hands, verbal vote, anonymous ballot, or voting system.
5. At all General Meetings of the Club, all members shall be entitled to vote.

10. FINANCIAL YEAR

1. The financial year of the Club shall begin on the 1st of January, and terminate on the 31st of December that same year.

11. CONSTITUTION

1. The Secretary and Treasurer shall keep copies of this Constitution, which shall be available to members on application.
2. No part of this Constitution shall be altered, rescinded, or added to except at a General Meeting of the Club called for that purpose and every proposed alteration must be handed to the Secretary not less than seven days before the date of such a meeting.
3. No motion to alter, rescind, or add to this constitution shall be deemed to be carried at a General Meeting unless two-thirds majority vote in favour of the changes to be received from the members present.
4. The UCSA Clubs Officer, the UCSA, and Charities Services (if the Club is a registered charity) must be notified in writing of any alterations made.
5. No motion to alter, rescind, or add to this Constitution shall be deemed to be carried if the UCSA Executive deems the change to be contrary to the interests, aims, or objectives of the UCSA.
6. No addition to, deletion from or alteration of the Constitution shall be made which would allow personal pecuniary benefit or profit to any individuals. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

12. STANDING ORDERS

1. The Standing Orders of this Club shall be those of the UCSA.

13. AFFILIATION

1. The Club shall apply for affiliation to the UCSA on an annual basis, and will abide by the decisions and rulings of its Executive. The conduct of the affairs of the Club shall be in accordance with the Constitution of the UCSA.

14. HANDOVER

1. Upon election of a new Committee, the outgoing Committee shall be responsible for ensuring the newly appointed Leadership Officers receive, within 14 days:
    a. All financial accounts of the Club
    b. A list of all the Club members (including contact details)
    c. All Usernames, Passwords, and Documentation relating to the Club social media platforms, email system, and any other service that the Club has account(s) for
    d. Any other details that would be helpful for the governance of the Club.

15. WINDING UP

1. The Club shall be wound up if a motion to that effect is passed by a two-thirds majority at a General Meeting.
2. In the event of the Club winding up, all property and assets (including any monies held in the Club bank account), shall be held in trust by the UCSA for not less than four years, and shall be given to a UCSA-affiliated Club with the same objectives and similar charitable purpose or purposes when such a Club is formed. If, after four years, no similar UCSA-affiliated Club is formed, the UCSA shall have the power to dispose of assets and properties as it sees fit. All profits from such disposal shall go towards the UCSA Club Funds and only be used for charitable purposes.

SCHEDULE 1 - Termination Provisions

1. Membership termination in the following way:
    a. If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club, the Committee may give written notice of this to the Member (“the Committee’s Notice”). The Committee’s Notice must:
        i. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club;
        ii. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.

iii. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
iv. State that if the Committee terminates the Member's Membership, the Member may appeal to the Club.

b. 14 days after the Member receives the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Club at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Committee's Notice.
c. If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at a General Meeting called for that purpose within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation.
d. When the Member is heard at a General Meeting, the Club may question the Member and the Committee Members in relation to the situation.
e. The Club shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member, the Club's decision will be final.

2. Committee termination in the following way:
    a. If a Committee member has a complaint laid against them or requires disciplinary action as outlined in Clause 5.5 or 5.6 of the Constitution, then the Committee must follow a three strike policy. Any step can be repeated or skipped at the Committee's discretion, but valid justification for such action must be approved by the Committee
    b. The first step for addressing any behaviour that is breaching the Rules or acting in a manner inconsistent with the purposes of the Club will be an official verbal warning from either the President, Vice President, or a representative member of the Committee.
    c. If the behaviour is repeated, or severe enough to skip a verbal warning, the second step will be an official written warning from the Committee. The Committee's Warning must:
        i. Explain how the Committee Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club;
        ii. State what the Committee Member must do in order to remedy the situation; or state that the Committee Member must write to the Committee giving reasons why a vote of no confidence should not be held.
        iii. State that if, within 7 days of the Committee Member receiving the Committee's Warning, the Committee is not satisfied, the Committee

may in its absolute discretion immediately call a meeting for the purpose of a vote of no confidence.

iv. State that if the Committee votes no confidence, the Committee Member may appeal to the Club at a General Meeting held within the following 28 days. The Committee Member is free to call for a General Meeting for these purposes as prescribed in 10

d. The third step will be a vote of no confidence. In the event that the previous two steps are skipped, the Committee may vote to hold a Committee Meeting for the purpose of a vote of no confidence. If the Committee has sent a written warning to the Committee member in question notifying that a vote may be called, the President, Vice President, Secretary, or any two Committee members may call a meeting for the purpose of a vote of no confidence. The meeting must happen at least 7 days after the notification that the meeting will be held.
    i. For a vote of no confidence to pass the Committee must vote anonymously in a paper ballot.
    ii. There must be a two thirds majority in favour of no confidence.
    iii. If the vote is a majority, but doesn't reach two thirds, then the Chairperson may immediately call for a re-vote. The Committee member in question cannot be the Chairperson. The Chairperson may make a deliberate vote, but does not get the deciding vote.
    iv. The vote may be repeated a maximum of two times in a single meeting

SCHEDULE 2 - Committee Roles

1. President and Vice President
    a. At all General and Committee Meetings of the Club and/or its Committee, the President shall occupy the Chair. Should they be absent, then a Committee member, appointed by the Committee, shall take the Chair.
    b. The chairperson, at any meeting, shall in all cases have a deliberate vote and also a casting vote should equal voting occur.
    c. The President of the Club has the ability to delegate tasks to Committee members that fall within the scope of that Committee member's role, or if they do not fall within the scope of any specific role as specified in this schedule. A Committee member can request the President delegate their task(s) to another member.
    d. In the President's absence, these roles shall be filled by the Vice President
    e. The Vice President has multiple roles
        i. Interacting with industry, organising industry events, and working with UC Careers.
        ii. Maintaining cohesive working relationships within the Committee and other university entities.
        iii. Evaluate membership activity and attendance during any event the Club is involved with, and provide feedback to the rest of the Committee.

2. Secretary, Treasurer, and Assistant Treasurer
    a. The Secretary shall attend all meetings and keep accurate minutes of the proceedings, read and file all communications and other papers, issue notices of meetings, conduct all correspondence, and attend generally to all clerical duties in connection with the Club.
    b. The Secretary will be primarily responsible for liaising with the UCSA, including registering for Clubs Days and training, as well as room bookings. They will further see that affiliation to the UCSA is completed annually.
    c. The Secretary shall also keep a register of members, identifying both University of Canterbury student members and others.
    d. The Treasurer shall collect and account for all subscriptions, and shall dispose of them as directed by the Committee, and keep proper books, The Treasurer shall also, prepare a Financial Report on Income and Expenditure for the financial year to the Annual General Meeting, and prepare the Statement of Assets and Liabilities for the financial year for the Annual General Meeting and file annual return with Charities Services (if the Club is a registered charity).
    e. The Treasurer shall also keep a record of equipment or property purchased, the cost, the receipt, and where such equipment is stored. The Treasurer shall arrange insurance as necessary.
    f. The Assistant Treasurer shall assist the Treasurer as required.
3. **Event Coordinator**
    a. The Event Coordinator shall keep track of the Club's overall events programme, providing direction and support to the Academic Events Manager(s) and Social Events Manager(s).
    b. The Event Coordinator shall ensure a cohesive events calendar and consistent quality across academic and social events.
    c. The Event Coordinator shall report on the Club's events programme to the Committee.
    d. The Event Coordinator shall liaise with sponsors and the leadership team to ensure that events held on their behalf are successfully delivered.
4. Equity Officer(s)
    a. The goal of the Equity Officer is to continually look and advocate for ways the Club, the faculty, and the university can be more equitable.
    b. The Equity Officer shall work with faculty on diversity and raise awareness in the department.
    c. They shall also be a point of contact for students to raise concerns and issues.
    d. They shall also be able to acknowledge and recognise points of improvements (be it within the club or not) and be willing and motivated to act on them.
    e. They shall hold another role in the Committee.
5. Marketing Manager(s)

    a. The Marketing Manager(s) shall be responsible for keeping a uniform image and brand for the Club, as well as creating marketing materials relevant for the Club.
    b. They shall be responsible for coordinating social media outreach, creating events on social media, and engaging with the online membership.
    c. They shall be responsible for keeping the Club image professional, as well as approachable to our members.
    d. All posts made on these accounts must be in line with the philosophy of the Club and made in the knowledge that they are representative of the Club.
6. Academic Events Manager(s)
    a. The Academic Events Manager(s) shall be responsible for creating, organising, and running events to further the academic interests of all members of the Club, in relation to Computer Science, Software Engineering, and related areas, under the direction of the Event Coordinator.
7. Social Events Manager(s)
    a. The Social Events Manager(s) shall be responsible for creating, organising, and running events to further the social interests of all members of the Club, and to provide events that have appeal to its members, under the direction of the Event Coordinator.
    b. This includes running a diverse range of events appealing to a diverse membership to increase members engagement and to foster a community.
8. General Representative(s)
    a. The General Representative(s) shall be responsible for assisting with events and club tasks as required or otherwise not specific to any other committee role, providing the perspective of and engaging with their represented group.
    b. The General Representative(s) shall be comprised of no more than 3 members, with a maximum of 2 members from each year group.
9. First Year Representative(s)
    a. The First Year Representative(s) shall be considered a First Year Representative if the majority of the courses they take are 100-level.
    b. There shall be no more than 2 First Year Representatives.
10. Ex officio Officer(s)
    a. Ex officio officer(s) will include roles such as photographer. These individuals are not required to be at the weekly meetings unless it is relevant to their role.