



Glasgow University Tech Society

Scientia imperium est

Constitution

June 2024

1 Chapter I - Overview

Article 1 - Name

The name of the society shall be ‘Glasgow University Tech Society’ (hereafter referred to as The Society’) and shall be abbreviated as GUTS.

Article 2 - Equal Opportunities

The Society will comply with the University’s policies, including policies on equal opportunities. The Society shall promote equal opportunities, whatever a person’s race, colour, ethnic or national origin, religion, beliefs, political positions, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, and family circumstances The Society will also be committed to accommodating those with special needs.

Article 3 - Objectives

The Society’s objectives shall be:

Paragraph A - to offer students the opportunity to develop leadership and networking skills.

Paragraph B - to create a platform for software and hardware development, IT start-ups and tech enterprise.

Paragraph C - to broaden interest in Computing Science and related disciplines.

Paragraph D - to introduce students to team programming and its management.

Paragraph E - to promote the open source movement.

Paragraph F - to collaborate on technology related projects in areas such as web development, mobile development, open hardware, scientific modelling, security and cryptography, and game development, among others.

Article 4 - Activities

The Society will achieve its objectives and purposes through the following activities, which are open to all its members, and in special circumstances, to the wider public:

Paragraph A - an annual Hackathon.

Paragraph B - an annual ball.

Paragraph C - creating special interest groups to collaborate on technology related projects.

Paragraph D - an annual introductory event for first year students.

Paragraph E - events and projects in collaboration with other societies at the University of Glasgow.

2 Chapter II - Membership and Governance

Article 5 - Membership

Paragraph A - full membership will be automatically granted to all students registered at The School of Computing Science at the University of Glasgow. Full membership shall expire on the first day of the first semester following completion or termination of studies.

Paragraph B - students registered at other universities or other individuals interested in The Society will be able to join as Associate Members if their application is approved by the Executive Board. Such a membership runs until revoked by the Executive Board.

Paragraph C - every member is obliged to sign the Declaration of Responsibility as provided by The School of Computing Science in order to be allowed access to the School's facilities.

Paragraph D - Associate Members shall not account for more than 20% of the total membership number.

Article 6 - Governance

Paragraph A - The Society shall be under the control of the membership. As such, all full members of The Society shall have the right to elect their representatives for the available positions in the Executive Board.

Paragraph B - The Society shall have six office bearers, forming the Executive Board: President, Vice President, Secretary, Treasurer, Welfare Officer, and Social Secretary.

Paragraph C - the committee shall consist of the Executive Board of The Society, former members of the Executive Board, and the organising committee.

Paragraph D - the organising committee are those who help organise The Society's events.

Paragraph E - all members of the Committee shall either be registered students at the University of Glasgow, or alumni of the University of Glasgow. Only members of the Committee who are currently a registered University of Glasgow student will be qualified to run for the Executive Board or have any voting rights.

Article 7 - Executive Board and Responsibilities

Paragraph A - concerning all members of the Executive Board:

- Members of the Executive Board shall select two current Executive Board members to hold dual control of the bank account of The Society. This will normally be the current President and the current Treasurer.
- The bank account will always be either one associated solely with The Society, or be an SRC holding account. No funds will be held in any personal accounts or other means of storage.
- Members or the membership of The Society shall obtain previous approval from the Executive Board in order to use the name, resources and image of The Society.
- Members shall approve the creation of special interest groups based on critical mass, indication of support and checks on any ethical issues.
- The Executive Board shall decide annually which groups will persist into the new academic year based on attendance at meetings and evidence of progress.
- Members shall attend all Executive Board meetings. If a member is not able to attend the meeting, said member must notify the President or Vice President at least 24 hours in advance.
- Members are responsible for maintaining and improving the image of The Society through their actions and behaviour.
- A member's position in the Executive Board shall be taken into discussion at the Executive Board meeting if a member is absent for two consecutive Executive Board meetings or one AGM or EGM without prior approval of the President or the Vice President.
- A member's position in the Executive Board shall be taken into discussion if a member does not comply with their responsibilities or act against the interests of The Society.
- Discussions concerning a member's position in the Executive Board must have a 50% plus one support from the rest of the Executive Board members and must be corroborated with at least one of the above points regarding their responsibilities and actions.
- Any member of the Executive Board can be removed from their position with the approval of two thirds of the Executive Board.
- Any vacancy that may occur in an office shall be filled by an Extraordinary General Meeting, an eligible member shall be elected to serve the remainder of the term.

Paragraph B - **The President** shall:

- Be the spokesperson for The Society.
- Be the point of contact to the School of Computing Science.
- Convene and chair the meetings of the Executive Board and the Committee unless unavailable.
- Coordinate the work and activities of the Executive Board and the Committee.
- Provide directions to the activities of all Executive Board members.

Paragraph C - **The Vice President** shall:

- Assume the duties of the President should the office become vacant, or in the absence of the President.
- Assist other members of the Executive Board and the Committee in completing their jobs.
- Act as the parliamentarian for The Society.
- Provide feedback to The Society regarding its operations and functioning.
- Act as the final tie-breaker for Executive Board decisions where an absolute majority vote is required, but a 50-50 split result occurred.
- Be the President's advisor in any important decisions.

Paragraph D - **The Secretary** shall:

- Keep minutes of AGMs, EGMs, and general Executive Board and Committee meetings.
- Make these minutes available in a public medium within 28 days of the relevant meetings, unless there is, in the judgement of either the President or an absolute majority of the board, good reason to withhold meeting minutes.
- Where meeting minutes are withheld, take responsibility for putting on public record the rationale for this.
- Supply the rationale for withholding minutes to individual requesting members, in cases where publicising the rationale for the withholding of minutes would in itself be opposed by either the President or an absolute majority of the board.
- Notify the President of vacant board roles.
- Consider if the Executive Board is achieving the objectives defined in this constitution.
- Assist the Vice President in completing their job.

Paragraph E - **The Treasurer** shall:

- Maintain a record of the income and expenditure of The Society.
- Prepare the accounts and keep up to date bank statements.
- Prepare a detailed report of all financial activities of The Society and present it in all AGMs or upon request in an EGM or at an Executive Board meeting.
- Make reasonable attempts to provide item(s) of financial information to any member who requests these via email in the interests of transparency, but apply professional discretion in withholding any information that would prejudice the good financial health of The Society; decisions by the Treasurer to withhold financial information can be overturned by an absolute majority vote of the Executive Board.
- Disburse money to other members of the Executive Board for authorised uses.

Paragraph F - **The Welfare Officer** shall:

- Together with the Social Secretary, oversee outreach of The Society and take responsibility for maximising its effectiveness.
- Make information regarding helping at events available.
- Act as a point of contact for any members with concerns or disputes, and be able to signpost to support services and resources.
- Act as a mediator for disputes amongst members.
- Be conscious of accessibility and inclusivity at events.
- Be prepared to offer solutions and compromises when handling disputes, and be prepared to escalate more serious issues through the appropriate channels.

Paragraph G - **The Social Secretary** shall:

- Endeavour to take the lead in the end-to-end planning of events, including but not limited to venue hire, food/drink provision, distribution of merchandise, operational instructions to volunteers, and proposed timing of events.
- Facilitate the running of successful events in line with the consensus of the Executive Board.
- Work closely with the Treasurer to ensure that all events planning and related activities are within any relevant budgetary constraints indicated by the Treasurer.
- Provide general oversight of the social media and marketing operations of The Society and relay advice and concerns to the Executive Board.

3 Chapter III - Meetings, Elections, and Constitutional Amendments

Article 8 - Meetings

Paragraph A - Executive Board Meetings shall be held bi-monthly and have a minimum of five days' notice.

Paragraph B - Committee Meetings shall be held as deemed necessary by the President and have a minimum of three days' notice.

Paragraph C - Annual General Meetings (AGMs) shall:

- Take place in March every year.
- Enable members of the Executive Board to discuss the strengths, weaknesses, and future direction of The Society.
- Enable members of the Executive Board to discuss the financial, marketing, communication and project reports of The Society.
- Have fourteen days' notice given by the Secretary.
- Allow membership to make comments and suggestions. To this end, the Secretary is responsible for engaging with the membership, collecting comments and suggestions, and presenting these to the Executive Board.
- Have a quorum of one half of the Executive Board.

Paragraph D - Extraordinary General Meetings (EGMs) shall:

- Be called either by the President, 33% of the Executive Board, or by submission of a formal written request by 10% of the membership.
- Have three days' notice given by the Secretary.
- Have a quorum of one half of the Executive Board.

Paragraph E - the Executive Board shall:

- Bear collective responsibility for investigating any submitted complaints (via email or otherwise) about inadequate notification of an AGM/EGM, by compiling and publishing a root cause document within 7 days of the receipt of the first of such complaints for any given AGM/EGM.

Article 9 - Elections

Paragraph A - elections shall be held during the AGM, or at an EGM in the event of a vacant position within the Executive Board.

Paragraph B - elections shall be held by secret paper ballot. Proxy voting shall not be permitted.

Paragraph C - voting is open to all full members of The Society. Associate members shall not have voting rights.

Paragraph D - all candidates running for an Executive Board position must fulfil any criteria set by bodies the society is affiliated with.

Paragraph E - all candidates must complete an application form and submit it to the Executive Board at least one day before the election.

Paragraph F - in the event of a contested election, the candidate(s) that are not elected may run for any other open position.

Paragraph G - the term of office shall be two semesters for all positions. New office bearers shall take office at the conclusion of the annual ball, or on 1st June should no ball be organised or should it take place before the AGM.

Paragraph H - newly elected Executive Board members shall be formally introduced at the annual ball.

Paragraph I - current Executive Board members may contest vacant Executive Board positions at an EGM without forgoing their current position. Should they be successful in achieving a new position, their former position shall become vacant, and an election for that position will be held immediately.

Paragraph J - a returning officer will oversee and count the votes for all elections, selected at random from those Committee members who are not running. If all Committee members are running, a member of the current Executive Board who is not running shall be selected at random to oversee the election.

Paragraph K - all election rules will be highlighted to candidates at least 7 days prior.

Article 10 - Constitutional Amendments

Paragraph A - constitutional amendments can only be made in AGMs or EGMs.

Paragraph B - a constitutional amendment can only be proposed by the submission of a formal written request by either 10% of the membership, 10% of the Committee, or a majority of the Executive Board.

Paragraph C - in order to pass, a constitutional amendment must be approved by either: two thirds of Executive Board members present and voting and majority of members present and voting, or three quarters of members present and voting.

4 Chapter IV - Intra-Society Complaints Procedure and Data Protection

Article 11 - Complaints Process

Paragraph A - complaints against The Society shall be handled by the Welfare Officer. They may consult the most senior member of The Society who is not involved in the complaint.

Paragraph B - all external complaints should usually be addressed to the Welfare Officer, with the exception of cases that are of such a nature that another board member would be more suited or preferable to the complainant, i.e. the complaint is pertaining to the Welfare Officer, or is of a sensitive nature.

Paragraph C - all complaints should be acknowledged within five working days and aim to have been resolved within ten working days of the board member being contacted.

Paragraph D - if the complainant is not satisfied with the initial result, the complaint can be reopened and reviewed by a different board member, or if difficulty persists, the issue can be passed to the School of Computing Science.

Paragraph E - records of any complaints shall be kept until the end of the academic year, at which point they are destroyed or the identifying information is removed.

Article 12 - Disciplinary Process

Paragraph A - office-bearers should always treat one another and members with dignity and respect, act with integrity and not in conflict with the interests of The Society, or bring it into disrepute.

Paragraph B - for minor matters an informal discussion ought to take place with both parties to discuss any concerns, prior to any formal action.

Paragraph C - when a member has breached expectations, this will be dealt with by the Welfare Officer.

Paragraph D - the reported member should be made aware of any allegations and have an opportunity to make a statement to clarify their position and perspective prior to any action being taken.

Paragraph E - depending on the severity of the offence, sanctions may include a written warning to end a particular behaviour, suspension from The Society for a period of time or expulsion in serious cases.

Paragraph F - members will have the right to appeal the result, initiating a review as outlined in Article 11 Paragraph D.

Paragraph G - breaches of the code of student conduct can be made to the University

Senate, via student-conduct@glasgow.ac.uk. While such an investigation is taking place, the reported member may be temporarily suspended until there is a clear outcome.

Paragraph H - if a student approaches The Society to report an incident related to gender-based violence or sexual assault, The Society should not attempt to resolve this internally without first seeking specialist support and should instead talk this through with the SRC Advice Centre for advice & support. If such an issue is raised, the member(s) involved should be referred to the university's First Responder team.

Paragraph I - records of any sanctions on a member are kept until that member graduates or otherwise leaves the university. Records should be reviewed and removed where necessary as part of the handover process each March.

Article 13 - Data Protection

Paragraph A - The Society records personal information about its members (e.g. names, contact details etc.) for the purposes of running The Society (legitimate interest). This information will be held securely and only for as long as it is needed. The information will not be sold or otherwise passed on to third parties without individuals' consent. Members of The Society have the right to a copy of the information held about them on request to the Executive Board (via email or otherwise), and to correct any inaccuracies in the information held.