



Tech Society Constitution

PREAMBLE

The purpose of this constitution is to regulate and clarify the administration and management of sports club/society activities. It is to be used to ensure that all activities undertaken and carried out by the club/society will conform to the standards, policies, procedures and values of the Union of Brunel Students.

The club/society has agreed to the following:

ARTICLE 1: NAME

1.1 The name of the club/society shall be **Tech Society** hereinafter referred to as 'the club/society'.

ARTICLE 2: AIMS AND OBJECTIVES

2.1 The aim of the club/society shall be: To cater to the community of tech-minded people by organising social and academic events

2.2 The objectives of the club/society shall be:

2.2.1 Hosting annual hackathon

2.2.2 Hosting study and support sessions

2.2.3 Hosting social events

2.2.4 Hosting and promoting events, workshops, interview exercises and networking opportunities

2.2.5 Organising and attending competitions related to technology

2.2.6 Developing tech-related projects

ARTICLE 3: MEMBERSHIP

3.1 Full Membership is open to any registered Brunel student upon payment of the full membership subscription fee as set by the elected club/society Executive Committee (in line with any membership fee initiatives implemented by the Union of Brunel Students). Full Membership provides the holder with voting rights at General Meetings and Elections. Full Membership also provides access to all privileges provided by the club/society.

3.2 The Vice-President Student Activities shall automatically be an Ex-Officio member of the club/society.

ARTICLE 4: THE CLUB/SOCIETY COMMITTEE

- 4.1 Only current full members of the club/society may hold Committee positions. Should this membership lapse or be withdrawn, the student will be deemed to have resigned from any elected position within the club/society.
- 4.2 The Club/Society Executive Committee will have two tiers.
- 4.3 The Club/Society shall have a Chairperson, a Treasurer and a Secretary.
- 4.4 *Executive Committee*, are responsible for the day-to-day administration and management of the club/society, and shall consist of:
- a. Chair
 - b. Treasurer
 - c. Secretary
 - d. Web Officer
 - e. Creative Director
 - f. The Vice-President Student Activities of the Union of Brunel Students (Ex-Officio)
- 4.5 *Non-Executive Committee* who are responsible for the duties and responsibilities associated with their respective positions, and shall consist of:
- a. N/A
- 4.6 The Vice-President Student Activities of the Union of Brunel Students, as an Ex-Officio member of the club/society Executive Committee, shall not count for or against quoracy at any club/society Executive Committee meeting. They do not have any voting rights.
- 4.7 The positions available on the club/society committee shall be defined at a club/society general meeting. Following the creation of any new club/society committee positions at a general meeting this Constitution must be amended to include that position and outline its responsibilities.
- 4.8 The club/society committee shall be elected, via a secret online ballot of Full Members, from amongst the candidates that nominated themselves on the online platform provided by the Union of Brunel Students, and that were approved as eligible to be nominated by the Union of Brunel Students.
- 4.9 In accordance with this Constitution, the Executive Committee is responsible for:
- a) Ensuring the funds of the club/society are managed correctly, and are in the long-term best interest of the club/society, and upon request, make available financial information to any Member;
 - b) Organising the activities and events of the club/society;
 - c) Upholding the Constitution of the club/society and the Union of Brunel Students
 - d) Ensuring the aims and objectives of the club/society are reflected in its activities.
- 4.10 The Committee Members must attend relevant Committee Training.

ARTICLE 5: DUTIES OF THE CLUB/SOCIETY EXECUTIVE COMMITTEE MEMBERS:

5.1 The Chair

- a) Shall be responsible for calling all meetings;
- b) Shall be responsible for chairing meetings, ensuring that the agenda is followed, that all business is completed, and that all decisions are properly understood and recorded;

- c) Shall act as the principal representatives of the club/society throughout the year, taking decisions whenever the need arises, in consultation with other the club/society committee and Full Members whenever possible;
- d) Shall act as the principal representatives of the club/society in dealings with the Union of Brunel Students, Brunel University, and (following consultation and agreement with the Student Activities Department) other organisations including the media;
- e) Shall have, at his/her disposal, the right to make a decision, on behalf of the Executive Committee, in the event the Executive Committee cannot reach a majority decision by way of voting – hereafter to be known as the “Governing Decision Rule”;
- f) Shall ensure that all other Officers are performing their duties. If these roles are not fulfilled they should take on the responsibilities or delegate them to ensure that the tasks are carried out.

5.2 The Treasurer:

- a) Shall be responsible for collecting all money due to the club/society in a timely fashion;
- b) Shall pass any invoices or expense claims through to the Student Activities Department in a timely fashion;
- c) Shall ensure that all funds are spent properly in the long-term best interests of the club/society;
- d) Shall report regularly to the club/society committee on the financial position of the club/society;
- e) Shall present an end of year Financial Report to the Annual General Meeting;
- f) Shall, in consultation with other Executive Committee Members, submit the annual Budget Application (within the Development plan) to the Student Activities Department.

5.3 The Secretary:

- a) Shall be the principle administrator of the club/society;
- b) Shall be responsible for sending the information email, which shall publicise upcoming meetings and events, to all members;
- c) Shall ensure any correspondence with the club/society is dealt with quickly and efficiently;
- d) Shall make arrangements for the meetings, ensuring venues are booked and that members receive the agenda in advance;
- e) Shall take minutes at all meetings and ensure they are typed and distributed to all Members upon request;
- f) Shall be responsible for the filing and maintenance of the Club/society records;
- g) Shall, in addition to appropriate Committee Members, take the lead responsibility for the equipment of the club/society.

5.4 The Web Officer:

- a) Shall be responsible for the maintenance of club/society webpage on brunelstudents.com as well as any other web pages under the control of the club/society.
- b) Shall be responsible for the club/society’s email account and social media accounts.
- c) Shall be responsible for the maintenance of the above-mentioned pages and accounts and ensuring that they are operating smoothly and effectively.

- d) Shall ensure that all members concerned are contactable, and that the club/society stores any contact details in line with the Union of Brunel Students data protection policy.

5.5 **The Creative Director:**

- a) Shall take the lead in promotional activity on behalf of the club/society such as Fresher's Fayre,
- b) Shall be responsible for the branding of the club/society
- c) Shall be responsible for updating the content of the club/society webpage on brunelstudents.com as well as any other web pages
- d) Shall be responsible for updating the content of the club/society social media accounts.
- e) Shall be responsible for updating event calendars connected with the above-mentioned pages.
- f) Shall make sure content is in line with the guidance available on brunelstudents.com.

ARTICLE 6: MEETINGS

6.1 Club/Society Executive Committee Meetings

- 6.1.1 The club/society Executive Committee shall hold a meeting at least every fortnight during term-time, with the exception of examination periods. The quorum is more than half of the committee members.

6.2 Monthly Meetings

- 6.2.1 The Club/society Committee shall hold a meeting every month during term-time, with the exception of examination periods. These meetings shall be attended by the elected Officers and any other Members who wish to attend.

6.3 Annual General Meetings

- 6.3.1 The Annual General Meeting shall be held instead of the Monthly Meeting on a convenient date in the second term of each academic year. Members shall be issued notice at least 10 working days in advance, via email. Matters to be discussed at the meeting shall be publicised via email at least 3 working days prior to the meeting. Members wishing to move any resolution at the Annual General Meeting must submit the resolution to the Chair and Secretary in writing, at least 5 working days before the meeting. The Annual General Meeting must be held by no later than the end of the second term of each academic year.

6.4 General Meetings

- 6.4.1 A General Meeting may be called by a petition of any 5 Full Members to the Chair, this petition must be submitted at least 5 working days prior to the date which the General Meeting is proposed. Any General Meeting shall take place in addition to the Monthly Committee Meeting for that month.
- 6.5 The quorum at any General Meeting shall be 35% of the members for societies with less than 50 members. Societies with 50 members or more will have a quorum of 25% of the Members. For sports clubs the quoracy at a General Meeting shall be 25% of members for Individual Sports clubs (badminton, tennis, athletics), 35% of members for team sports clubs (hockey, rugby union, football).
- 6.6 Notes of the decisions made at all Monthly Committee Meetings shall be taken and should be available to the Student Activities Department within 5 working days of a request. Minutes of any General Meeting shall be submitted, within 10 working days, to the Student Activities Department or shall not be recognised by the Students' Union.

- 6.7 Students' Union and Societies Guild Forum Meetings must be attended by at least one club/society Committee Member if the total membership is below 50. The club/society chair is the primary delegate to such meetings. If attendance is not possible, responsibility for identifying (and communicating) alternative attendees remains with the Chair.

ARTICLE 7: VOTING

- 7.1 Every Full Member is entitled to one vote on every voting matter. Only Full Members shall be allowed to vote. No proxy votes shall be accepted for any purpose.

ARTICLE 8: SUBSCRIPTIONS

- 8.1 Full Membership of any club/society requires Union Sport Membership/Societies Guild Membership, before Membership of that club/society is finalised.
- 8.2 The annual subscription fee shall be preliminary set for the next academic year by the Executive Committee, and if required, in consultation with Non-Executive Committee Members. The annual subscription fee must be in line with any Union of Brunel Students policies regarding membership fees.

ARTICLE 9: DISCIPLINE

- 9.1 Should the Club/society or any Member thereof break any clause of the Constitution, Bye-Laws, or Policy of the Union of Brunel Students they shall be subject to an internal disciplinary as identified within the Union's constitution (and its bye laws).
- 9.2 The Vice-President Student Activities has the right, should he/she deem it to be appropriate, to encourage the committee of the club/society to discuss an internal resolution as a first stage.
- 9.3 The Executive Committee of the club/society, in consultation with the Vice-President Student Activities can impose a temporary suspension, subject to further discipline, on the person in breach of article 12 of this constitution.

ARTICLE 10: DISCIPLINARY PROCESS OF MEMBERS

- 10.1 Should the Executive Committee of a club/society be minded to initiate Disciplinary Proceeds against one of its membership, they must first consult Vice-President Student Activities.
- 10.2 The Club/Society Executive Committee, in consultation with other Officers, shall have the power to expel any Member from the club/society for misconduct or behaviour of a nature opposed to the aims and objectives of the club/society or the Union of Brunel Students.
- 10.3 The Disciplinary of any Member of the Club/society must be agreed by a majority of the club/society Executive Committee Members.
- 10.4 During Disciplinary Proceedings the Chair of the Club/Society Executive Committee is **NOT** entitled to exercise their right of "Governing Decision". In the event of a hung decision, the Disciplinary Proceedings cease to continue, and the matter is passed to the Vice-President Student Activities.
- 10.5 Any Member of the club/society, who is expelled by the club/society Executive Committee, may appeal to the Vice-President Student Activities of the Union of Brunel Students in writing within 10 working days.
- 10.6 Members subject to Disciplinary for reasons outlined in this Constitution are not eligible for a refund of any membership fee paid.

ARTICLE 11: DISCIPLINARY OF COMMITTEE MEMBERS

- 11.1 Should Members of the Committee be minded to pursue Disciplinary proceedings against a Committee Member, advice from the Vice President Student Activities must first be sought. A recommendation will be made for either a standard Disciplinary or a Vote of No Confidence.
- 11.2 A Vote of No Confidence has to be held at a General Meeting, and is successful if the majority voted in favour of the motion.
- 11.3 The Disciplinary procedure for such actions needs to be consistent with the Union's Constitution, and the content of this document.

ARTICLE 12: REGULATIONS

- 12.1 The club/society shall abide by the Constitution and Bye-Laws, and all Policy of the Union of Brunel Students. Any clause of this Constitution or any resolution passed at a General Meeting of the club/society that is inconsistent with the aforementioned entities, shall be deemed void and possess no effect insofar as it is inconsistent.
- 12.2 Any club/society General Meeting shall have the power to make such rules and regulations pertaining to the conduct of the Members of the club/society as it deems necessary. Following the creation of any new rule or regulation at the Annual General Meeting, this Constitution must be amended to include it.
- 12.3 All rules and regulations created in relation to the club/society must be in accordance with this Constitution.
- 12.4 All actions by the club/society and their membership should be in accordance with the University and Union of Brunel Students Code of Conduct.

ARTICLE 13: POWERS OF THE CLUB/SOCIETY

- 13.1 Any General Meeting of the club/society shall have the power to overrule any decision of a Committee Meeting. Under such circumstances, the Chair of the Club/society Executive Committee is **NOT** entitled to exercise their right of "Governing Decision". In the event of a hung decision the Chair does not have the right to cast a vote, and thus the result of the motion would remain the status quo.
- 13.2 Any General Meeting shall have the power to pass a Resolution of No Confidence in the club/society Committee in its entirety or in individual members of the Club/society Committee. Such is subject to article 11 of this document.

ARTICLE 14: FINANCES

- 14.1 All expenditure by the club/society must be authorised by the Student Activities Department before that expenditure occurs.
- 14.2 The Club/Society Executive Committee in its entirety may be held responsible for any financial acts, debt, or omissions resulting from actions that were formally approved by them.
- 14.3 Officers may be held responsible for any financial acts, debt, or omissions resulting from actions undertaken by them without the approval of the Club/Society Executive Committee.
- 14.4 The Members of the club/society shall not be liable for debts contracted by the club/society committee, officers, or any person purporting to act on behalf of the club/society.
- 14.5 The club/society as an entity will be liable for any debts engaged by the Committee.
- 14.6 The club/society Executive Committee shall not be liable for debts contracted by any persons purporting to act on behalf of the Club/society, unless such person has the formal authorisation of the club/society Executive Committee in contracting such debt.
- 14.7 The Club/society may not hold any funds in any bank accounts other than the internal accounts provided by the Union of Brunel Students.

ARTICLE 15: EQUIPMENT

- 15.1 The Secretary and appropriate Committee Members shall have lead responsibility for equipment held by the club/society and shall ensure that it is kept in a safe and accessible place.
- 15.2 Any loss or damage to equipment shall be reported to the Student Activities Department as soon as possible.
- 15.3 The Secretary and appropriate Committee Members shall ensure that a full inventory of the equipment owned by the Club/society is kept and updated as necessary. A copy of this inventory must be submitted annually with the Budget Application to the Student Activities Department.
- 15.4 Any inappropriate and malicious damage or theft caused by a member of the club/society, to any equipment used by that club/society, will be held liable for the full cost of the damage or replacement. The individual may also be considered for disciplinary action.

ARTICLE 16: AFFILIATION

- 16.1 The club/society is an affiliated club/society under of the Constitution and Bye-Laws of The Union of Brunel Students.
- 16.2 The club/society is an affiliated club/society of the British Computing Society, The Chartered Institute of IT
- 16.3 The club/society may affiliate to any external organisation that is in line with its aims and objectives, and as long as such affiliations adhere to the Constitution and Bye-Laws, and all Policy of The Union of Brunel Students. Such affiliations will be identified as per any expenditure requested to Student Activities who shall (unless such decision is unreasonable, or break the Union constitution, bye laws or national law) act on the club/society's behalf to ensure such affiliations are undertaken (and in doing so fulfil its obligation to record all affiliations).

ARTICLE 17: AMENDMENTS

- 17.1 This Constitution may be added to or amended by a resolution at any club/society General Meeting. If the amendment entails the annulment of a pre-existing rule, the amendment must be passed by two thirds of the Full Members present. In all other circumstances a simple majority is required to pass a resolution at any General Meeting of the Full Members present. The Societies Guild Committee must approve all amendments before they become effective.

ARTICLE 18: INTERPRETATION OF THIS CONSTITUTION

- 18.1 This document shall be interpreted in light of the Constitution, Bye-laws and policy of the Union of Brunel Students and this Constitution. This Constitution shall be binding on the club/society and its membership, and should be interpreted in good faith, and in the light of the context, object and purpose for which it was written.

ARTICLE 19: ENTRY INTO FORCE

- 19.1 This Constitution enters into force at the time the club/society has notified the Vice-President Student Activities.

ARTICLE 20: AGREEMENT TO BE BOUND

- 20.1 The club/society agrees to be bound by this Constitution, by way of notification to the Vice-President Student Activities and signature of the Chair.

Signature:

A handwritten signature in black ink, appearing to read 'M. Zain', with a horizontal line underneath the name.

Zainuddin Mohammed

Chair of Club/Society 2022-2023