

Edinburgh University Hoppers Society Constitution



c/o The Activities Office
5/2 Bristo Square
Potterrow
EH8 9AL

Paragraphs

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** Clauses in blue are subject to change based on the nature of your society

**** Clauses in red are required in the constitution by the Students' Association**

1. Name

1.1. Official Title

- a. The Society shall be known as **Hoppers: Gender Diversity in Informatics**, hereinafter referred to as the Society.
- b. The Society may also be known as **Hoppers**, both titles having equal validity to the title outlined in Sect 1.1(a)

2. Aims

2.1. The aims of the Society shall be

- a. To cultivate an open community that provides a supportive and inclusive environment where people are comfortable and build both technical and networking skills to thrive in the tech environment.
- b. To organise events where we cooperate with large and small companies to provide our members with the best opportunities and contacts to build a career.
- c. To raise awareness about the underrepresentation and inequality faced by gender minorities in the technology field.
- d. To empower all gender minorities in technology.

3. Membership

3.1. Forms of Membership

- a. Full Membership of the Society is open to all matriculated students of Edinburgh University.
- b. Membership shall be at least 75% matriculated students of Edinburgh University.
- c. Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.
- d. If any dispute of membership should arise, the list registered through the Students' Association database will be used as the official list.
- e. Membership shall also be open to any non-students and students from other Universities who are interested in the Society.
- f. All gender minorities (i.e, primarily students who do not identify as a cisgender male) in the School of Informatics are recognised as members of our society.

3.2. Membership Entitlements

- a. All gender minorities (i.e, primarily students who do not identify as cisgender male) in the School of Informatics are added to our mailing list and will get notifications on the events we are hosting.
- b. Only official members will get information on special opportunities advertised by our sponsors.
- c. Only official members are entitled to vote at the AGM and EGM.

- d. All members shall be entitled to provide suggestions of events and motions they would like to be passed. The suggestions for events can be given at any time of the year but motions to be passed can only be suggested during an AGM or EGM.

3.3 Membership Responsibilities

- a. Provide a safe and welcoming space for other members.
- b. Be understanding and respectful of how other members choose to identify.
- c. Do not act in a way that would harm the reputation of the society or make others uncomfortable.
- d. Do not cause damage to any property or venues for society events.

3.4. Breach of Member Responsibilities (and Conflict Resolution)

- a) **The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:**
 - a. **Informal Warning**
 - b. **First Written Warnings will be issued for a minor offence or complaint;**
 - c. **Final Written Warnings will be issued for: a further offence or complaint or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning.**
 - d. **Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.**
 - e. **Edinburgh University Students' Association ("the Students' Association") Societies department will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies' department against such removal.**
- b) **The General Committee may, at their discretion, issue a warning to any member or guest who disturbs a Society meeting or event, causes distress or harm to other members, or brings the Society into disrepute.**
- c) **If the warning is ignored that person may be ejected from the venue; barred from attending future meetings and events; and in the case of members may have their membership revoked with no refund.**

4. Management

4.1. The General Committee

- a. **The business of the Society shall be managed by a Committee of Office Bearers.**
- b. **Any full student member of the Society shall be entitled to sit on the Committee.**
- c. **The Office Bearers must be members of the Society and a matriculated student of Edinburgh University.**
- d. **All Office Bearers will complete annual online training as outlined by the Activities Team.**

4.3. Executive Office Bearers

- a. The Committee must consist of a President, Secretary, and Treasurer (the Executive Officers) as a minimum.
- b. These Office Bearers will be elected at the Annual General Meeting.
- c. No person may be elected to more than one of these posts simultaneously.

4.4. President

- a. The President will chair the General Committee and Emergency General Meetings.
- b. The President is responsible to the Annual General Meeting and the General Committee and is ultimately responsible for the conduct of the Society.
- c. It is the President's responsibility to ensure the Society has submitted their annual report, risk assessment and re-registration forms to the Activities Office.
- d. Should the President resign a new President or Acting President will be voted in at an EGM.
- e. The president shall act as the main point of contact for the school.
- f. It is the president's responsibility to manage the Hoppers gmail inbox and the Hoppers google drive.
- g. The president shall ensure there are consistent events happening throughout the year.
- h. The president shall update the website/roles and responsibilities/constitution during an AGM/EGM with the approval of the entire committee.

4.5. Treasurer

- a. The Treasurer shall be accountable to the committee and members for the finances of the society.
- b. The Treasurer shall keep and prepare Accounts of the Society and provide a provisional budget, as exhaustive as possible, to be presented at the Annual General Meeting.
- c. It is the Treasurer's responsibility to ensure the annual financial report is complete and submitted along with the society's annual report.
- d. Should the Treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an EGM.

4.6. Secretary

- a. The Secretary shall be responsible for the administration of the society.
- b. The Secretary shall also be responsible for any correspondence within or on behalf of the Society and prepare the agendas and the minutes of every committee meeting, AGM and EGM. This includes sending 5 day and 24 hour reminders of the meeting.
- c. Should the Secretary resign, a new Secretary or Acting Secretary will be voted in at an EGM.
- d. The secretary shall keep track of all the passwords used by the society and ensure the calendar is up to date.

4.7. Non-Executive Officers

- a. The Non-Executive Positions are elected at the Annual General Meeting. If one or more of the committee positions is not fulfilled at the AGM, the committee can open up the empty positions for election at an EGM. Students applying for these positions should be informed that these positions will not be eligible for HEAR recognition.
- b. These Officers shall include a Head of Tech, Tech coordinator(s), Head of Media and Marketing, Media and Marketing coordinator(s), Head of Sponsorship, Sponsorship Coordinator(s), Head of Flagship Events, Flagship Events Coordinator(s), Head of Socials, Socials coordinator(s), Web Developer, Postgraduate Representative, Ordinary Office Bearer, Executive Assistants and Equality, Diversity, Inclusivity, and Wellbeing Officer though any of these positions may be left empty should the society deem them unnecessary for a particular session.
- c. Said appointments will be elected at the Annual General meeting.
- d. The Head of Tech will act as the main contact for our sponsors and ensure that we have regular tech events running throughout the year (at least 2 a month). They will aim to have at least 25 sign ups to each of these events. The Tech coordinator(s) will aid the Head of Tech in fulfilling these aims.
- e. The Head of Media and Marketing will manage all the society's social platforms and ensure that we circulate information about our events and our sponsors opportunities to the appropriate groups. The Media and Marketing coordinator(s) will aid the Head of Media and Marketing in fulfilling these tasks.
- f. The Head of Sponsorship will act as one of the points of contacts with our sponsors and other companies. They will be responsible for recruiting companies to become sponsors for the society and ensure that all the contracts have been appropriately updated and signed at the earliest time.
- g. The Head of Socials will be responsible for organising regular social events throughout the year (at least 2 a month). They will aim to have at least 25 sign ups to each of these events. The Socials coordinator(s) will aid the Head of Socials in fulfilling these aims.
- h. The Web developer will be responsible for maintaining and updating the Edinburgh Hoppers website. They will also be in charge of creating any websites required for larger Hoppers events.
- i. The Equality, Diversity, Inclusivity and Wellbeing Officer must organise semesterly events to support equality, diversity, inclusivity, and mental health, the well-being of the society and is responsible for making sure our events and language used are inclusive.
- j. The Head of Flagship Events will act as the main point of contact for organizing two Hoppers' flagship events - the Ada Lovelace day event and the International Women's day event. They will aim to fulfill necessary requirements to achieve successful, inclusive, and diverse annual events, providing invaluable opportunities. The Flagship Events Coordinator(s) will aid the Head of Flagship Events in fulfilling these tasks.
- k. Postgraduate Representative should organise semesterly opportunities to support the postgraduate student community.
- l. Ordinary Office Bearer will be responsible for carrying out any reasonable, general duties as required by other committee members to support the society.
- m. Executive Assistants should support the Executive Team with their tasks and will help to organise general events such as Fresher's events, AGM/EGM.

4.8. Conduct

- a. All Office Bearers shall act in good faith towards the Society in all actions they undertake on its behalf.

4.9. Recall

- a. The members shall have the right at an Extraordinary General Meeting to seek the recall of any or all of the Office Bearers by a special resolution (i.e.: a 75% vote in favour of the resolution).
- b. For such a vote to be binding on the Society the Meeting must be quorate.
- c. The quorum shall be at least double the number of committee members plus one.
- d. Grounds for recall may be founded on the failure of any office holder or member of the General Committee to comply with the terms of the constitution, or for any other reason deemed legitimate by the General Meeting.

4.10. Annual General Meeting

- a. All members of the Society are entitled to attend Annual General Meetings (hereinafter referred to as the AGM).
- b. It is the responsibility of the Secretary to ensure that members receive at least 14 days written/email notification of the AGM and of elections not held at the AGM.
- c. Motions to be discussed should be presented to the Secretary in advance of the AGM.
- d. Only fully-matriculated students are entitled to vote at the AGM.
- e. All Office Bearer roles shall be subject to election annually at the AGM.
- f. All members who are matriculated students of the University of Edinburgh shall be entitled to stand and to vote in elections.
- g. Motions carried by the necessary majority (i.e. a 50% vote in favour of the motion) at quorate AGMs are binding on the Society.
- h. The quorum shall be at least double the number of committee members plus one.
- i. It is the responsibility of the outgoing Treasurer to present the final reports for the previous year and a complete account of the current state of finances. They must present an accurate breakdown of the definite commitment for which the Society has been engaged in the current year, henceforth to be known as the Budget. Emphasis must be placed on comparing this Budget with current income.
- j. The Secretary shall report on the administrative affairs of the society.
- k. The Executive Officers or the General Committee may waive the rule and accept motions at any time before or during the AGM.
- l. Elections for Executive Offices shall be held using the First Past the Post System – the nominee with the most votes shall be appointed to the Office
- m. In the event of a draw in an Executive Office Election, the election will be run again between the majority candidates. If this run again fails to achieve a majority win, the floor will be opened to further nominations for the post and/or reconsidering of nominations of the standing candidates.

4.11. Emergency General Meeting

- a. The President may call an Extraordinary General Meeting for matters arising in the course of the year which require consideration by members.
- b. Following the receipt of such a request by the Secretary the General Committee shall have twenty-eight (28) days to implement the request, and must take reasonable measures to notify the members of the time and place of the Extraordinary General Meeting.
- c. The EGM shall follow the procedure of the AGM outlined in 4.10 above.
- d. All members must receive at least 14 days written/email notification of the EGM.
- e. In the event of an Executive position becoming vacant, the President will call an EGM to elect a replacement.
- f. Any newly elected Office Bearers will be communicated to the Societies Team after the election has taken place.

5. Finance

5.1. Finance Policy

- a. The Treasurer must endeavour to ensure that the ordinary expenditure of any given year is not more than the ordinary income of that year.
- b. The financial year shall run from 1st April to 31st March.
- c. The definition of ordinary and extraordinary expenditure is the responsibility of the General Committee.

5.2. General Finance

- a. The Society shall be non-profit making. The Office Bearers and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.
- b. Core income shall be defined as income arising from membership fees and any other source as agreed by the General Committee.
- c. Any reserves at the end of the Financial Year shall be carried over into reserves for the following Financial Year.
- d. A loss carried forward into the following financial year must be notified and explained at the Annual General Meeting.

6. Policy

6.1. Re-registration, Annual Reports and Financial Reports

- a. Re-registration of the society must be submitted in accordance with the deadlines set by the Activities Team.
- b. Annual and Financial Reports must be completed and submitted as part of the re-registration process following the AGM in the second semester.

6.3. Society Status

- a. A Society may not register to obtain any legal status, including a limited company or a charitable status.

6.4. Equal Opportunities Policy

- a. The Society shall uphold and maintain its policy on the equality of opportunity as defined in the Equal Opportunities Policy.
- b. The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.
- c. The Society will ensure that it complies with any relevant data protection legislation.
- d. The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the society, the university and wider society, and will not be tolerated.
- e. The Students' Association has a Zero Tolerance policy for sexual harassment and violence. This means that any case of sexual harassment or violence will be escalated to the final disciplinary stage (removal). Appeals will go through the formal complaints process of the Students' Association.
- f. The Students' Association understands harassment to include all forms, whether expressed orally, in writing, or on any cyber or digital platform.
- g. The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised Societies.

7. Dissolution

7.1. Dissolution of the Society

- a. The Society shall not be wound up except by a resolution of three quarters of those present at an Extraordinary General Meeting called for that purpose.
- b. All funds remaining after the satisfaction of all debts and liabilities following such a resolution shall be passed on to a charitable organisation having objects similar to those of the Society as the General Committee.

8. Alteration of the Constitution

8.1. Alteration

- a. Any motion to alter the Constitution will have to be supported by two-thirds of the members present at the AGM or EGM, 14 days notice of which shall be given.
- b. The Students' Association considers the ruling society constitution to be that which is displayed on the Society Profile.

9. History

This constitution was accepted at an AGM held on 05/04/2023.