

Hoppers Constitution

The University of Edinburgh Gender Minorities in Informatics Society

General

The name of the Society shall be “Hoppers”, “Hoppers Society” or “The University of Edinburgh Gender Minorities in Informatics Society”.

1. As the official society for Gender Minorities in Informatics at the University of Edinburgh our aims shall be as follows:
 - To empower women, non-binary and transgender people in Informatics
 - To create a supportive and inclusive community for our members in order to facilitate networking with like-minded people
 - To provide members with an opportunity to gain new technical and soft skills
 - To facilitate creating student-industry relationships to broaden future employment opportunities for our members
 - To educate all students about the importance of equality and diversity in every aspect of life
2. Membership shall be free and open to all matriculated students and staff members of Edinburgh University.
3. The benefits of being a member of the Society include:
 - Participation in organised technology-related events
 - Discounts on organised social events
 - Voting in the Annual General Meeting and Emergency General Meeting
4. The Society has taken and will continue to take all necessary steps to ensure that our meetings, events and social events are accessible to all, irrespective of any disability.
5. Discrimination or harassment, direct or indirect, based on a person’s gender, age, race, nationality, religious belief, socioeconomic background, disability, sexual orientation, or any other distinction will not be tolerated. As such the Society operates a safe space policy.
6. The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct, 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.

7. The Society has ensured and will continue to ensure that it complies with any relevant data protection legislation.
8. The Society shall be non-profit making. The Committee and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.

Committee

1. All Executive Committee members, as well as the Head of Socials, Head of Tech, Head of Media, Head of Big Events, Head of Sponsorship, Volunteer Coordinator and Diversity and Wellness Officer shall be subject to election annually.
2. The business of the Society shall be managed by the committee.
3. All committee members, except for the Staff Representative, must be matriculated students of the University of Edinburgh.
4. To ensure cooperation between the Society and the School of Informatics, the Head of the School of Informatics, or a person appointed by the Head of the School, shall act as the Staff Representative. It is entirely up to the Representative to what degree they wish to participate in the committee.
5. The committee must consist of a President, Secretary and Treasurer (the Executive Committee) as a minimum.
6. The Executive Committee
 - The Executive Committee will be elected at the AGM.
 - No person may be elected to more than one of these posts simultaneously.
7. President
 - The President shall be ultimately responsible for the conduct of the Society.
 - The President will chair the committee meetings and Emergency General Meetings.
 - The President will act as the main point of contact between the Society and the School of Informatics.
 - The President shall ensure other committee members are fulfilling their duties.
 - The President shall help other committee members whenever necessary.
 - The President is responsible to the Committee and the School of Informatics.
 - Should the President resign or fail in fulfilling their duties, the Secretary will act as a Temporary President until a new President will be elected at an EGM.
8. Secretary
 - The Secretary shall be responsible for the administration of the Society.
 - The Secretary shall also be responsible for correspondence within or on behalf of the Society, excluding media or sponsorship-related communication, and prepare the agendas and the minutes of every committee meeting, AGM and EGM.
 - The Secretary will be responsible for booking venues for committee meetings and the official events (other than social events).
 - Should the Secretary resign or fail in fulfilling their duties, a new Secretary will be elected at an EGM.
9. Treasurer
 - The Treasurer shall be accountable to the committee and members for the finances of the Society.

- The Treasurer shall keep track of any income and expenses for the Society and make these data available to other committee members.
 - The Treasurer shall prepare an outline for the yearly budget in the first semester of each academic year.
 - Should the Treasurer resign or fail in fulfilling their duties, a new Treasurer will be elected at an EGM.
10. The following are the guidelines as to what role the person in these positions shall have in the Society:
- (a) The Head of Socials shall ensure one social event on average is organised every month during term time.
 - (b) The Head of Tech shall ensure one technical event on average is organised every month during term time and shall contact companies regarding technical events.
 - (c) The Head of Media shall be responsible for all of our social media platforms, including, but not limited to, Facebook, Instagram and LinkedIn. The Head of Media shall ensure any information about events or recruitment opportunities that companies ask the Society to promote is sent out to the mailing lists and posted on our social media. The Head of Media shall also send out the newsletter to the mailing lists at the beginning of every month. Additionally, the Media Sector shall be responsible for the Society's website and designing merchandise.
 - (d) The Head of Big Events shall be responsible for organising Ada Lovelace Day in October and International Women's Day in March.
 - (e) The Head of Sponsorship shall be the main point of contact between the Society and potential sponsors. The Head of Sponsorship shall actively seek sponsorship from companies in Edinburgh and beyond.
 - (f) The Volunteer Coordinator shall be responsible for recruiting and managing the volunteers willing to help in organising big events.
 - (g) The Diversity and Wellness Officer shall ensure inclusivity in the Society. The Officer shall be the main point of contact between our members and the Society. The Officer shall also promote the Code of Conduct and ensure it is not being violated.
 - (h) A Sector Coordinator in any given sector shall assist the Head of their sector in fulfilling their responsibilities.

Delegation of tasks is encouraged, however, those in the relevant positions should take responsibility for delegating and ensuring the tasks get done.

11. Should any of the non-executive committee members resign or fail in fulfilling their duties, one of the Sector Coordinators shall take over the role until the next election takes place.
12. Should any of the committee members violate the Code of Conduct or fail to fulfil their duties, a Committee Review will be triggered. Failing to fulfil the duties includes:
- Missing two consecutive committee meetings without a prior notice and a valid explanation.
 - Failing to complete the tasks outlined in this constitution.
 - Failing to be in contact with the committee for more than two weeks.
 - Taking any action against the Society's values and goals.
13. A Committee Review shall take place during a committee meeting. The present committee members shall discuss the performance of the committee member under review and vote on

whether the member shall be removed from the committee. The member under review shall leave the room for the time of the Committee Review if present at the meeting.

14. The Committee shall hold a feedback session once a semester to reflect upon the accomplishments, failures and possible improvements of each Sector.
15. The committee may find it helpful to appoint members to additional positions on the committee after the elections. This must be decided by a two third majority of the current committee.
16. In the event of ambiguity within this constitution, the committee may vote, by simple majority, to settle any disputes.

Committee Meetings

1. The committee shall meet at least twice a month in term time.
 - At least one of the meetings shall be attended by every committee member. At least one representative from each sector shall attend the second meeting.
2. The Secretary shall take attendance and minutes at each committee meeting.
3. The quorum to vote on significant decisions shall be two thirds of the members of the committee with at least two of the President, Treasurer and Secretary.
4. As a general rule the meetings shall also be open to any members who wish to discuss an item on the agenda with the committee or raise any other issue. However, if for any reason any member of the committee wants a meeting to be restricted to the committee only, a request should be made to the Secretary and the Secretary in concurrence with the President can restrict the meeting to committee members only.
5. The minutes of a committee meeting must be made available to members of the Society upon request.

Annual General Meeting

1. All members shall be entitled to stand and to vote in elections.
2. All members must receive at least 14 days written notification of the annual general meeting and of elections not held at the AGM. An email suffices as a written notification.
3. Motions to be discussed should be presented to the Secretary in advance of the AGM.
4. The AGM must take place between week 7 and week 11 of semester 2.
5. When elections are held there will always be an option to re-open nominations (RON). If RON gets the greatest amount of votes the position will be kept open and an EGM shall be called by the committee to fill the position.
6. Nominations for the Executive positions shall be made in advance of the AGM. Nominations for other positions may be made at the AGM. If there were no nominations for one of the Executive positions in advance of the AGM, they may be made during the AGM.
7. If no nominations are made for the President position, the Secretary should take over the role.
8. The following should be the procedure for amending the constitution:
 - (a) The committee must make the amended constitution available to society members no later than 14 days prior to the general meeting.
 - (b) Suggested changes to an amended constitution must be submitted to the committee no later than seven days prior to the general meeting.
 - (c) Changes to an amended constitution will be presented at the general meeting and will be voted upon. Changes to an amended constitution must be passed by a two third majority. After all changes have been voted on, the amended constitution with the passed changes will be voted on.
 - (d) The amended constitution must be passed with a two third majority at the general meeting.

Emergency General Meeting

1. An EGM can be called in the following ways:
 - (a) The resignation of any elected Executive Committee member will trigger an EGM at the earliest opportunity unless an AGM is held within 4 weeks.
 - (b) A quorate committee may vote, by simple majority, to hold an EGM on constitutional amendments.
2. The committee shall decide on a date for an EGM which must be within 4 weeks of it being called for.
3. All members must receive at least 14 days written notification of an EGM. An email suffices as a written notification.
4. The administrative running of an EGM shall be identical to that of an AGM.

Signatures

The acting Executive Committee shall sign a paper copy of the constitution to show agreement with the above terms:

President

Date

Secretary

Date

Treasurer

Date