



HackSoc Constitution

Date Recognised/Renewed: June 19, 2020

1. Society Name: HackSoc

1.1 The name of the society shall hereby be referred to as HackSoc, and shall be stated as such in all correspondence (e.g. room bookings).

1.2 The society may also be referred to as:

1.2.1 HackSoc Notts

1.2.2 HackSoc Nottingham

1.2.3 University of Nottingham Programming Society

1.2.4 University of Nottingham Hacking Society

1.2.5 University of Nottingham Hackathon Society

1.2.6 University of Nottingham Tech Society

2. Aims & Objectives

2.1 The aims of the society are:

2.1.1 To provide opportunities for the Students' Union "hackers"¹ and technologists from all backgrounds and interests within technology to interact with one another.

2.1.2 To aid in expanding the skills of the Students' Union members through collaboration and pursuit of common interests, related to the field of "hacking", including programming, electronics, development and technology start-ups.

2.1.3 To provide an environment in which Student's Union members can express their ideas and build great things together.

2.2 The objectives of the society are:

2.2.1 To hold events in which members can meet to share and develop ideas.

¹A person who delights in exploring the details of programmable systems and stretching their capabilities; solving problems in a playful and creative way.

2.2.2 To hold events in which experienced members can share their experience of a particular area with other members, i.e. tutorials on a particular programming language.

2.2.3 To hold events that allow members to expand their knowledge and understanding of technologies through workshops, external speaker engagements, and meetups.

2.2.4 To organise trips and events that allow members to engage with the wider technology community.

2.2.5 To represent the interests of the members at relevant external events, such as hackathons, meetups, and conferences.

2.2.6 To attract students from a diverse range of courses, to enable those that may not have scope to express their interests on their course to do so.

2.2.7 To maintain a strong relationship with the wider UK and European student hacker community.

3. Superordinate Policies

3.1 The Society shall abide by the Clubs and Societies Code of Practice and the Students' Union Equal Opportunities Policy.

4. Membership

4.1 Full Membership of the Society shall be open to all Full Members of the University of Nottingham Students' Union on payment of the Membership fee.

4.1.1 The Membership fee shall be decided at the Annual General Meeting, but shall not be below £1 unless approved by the societies executive committee, or development coordinator if previously approved.

4.1.2 The Membership fee of the Society shall be £0.

4.2 Associate membership of the Society shall be open to associate members of the University of Nottingham Students' Union, that have been approved by a simple majority vote of the committee, on payment of the associate membership fee.

4.2.1 The associate membership fee shall be decided by a vote of committee at their first meeting following the annual general meeting.

4.2.2 The associate membership fee shall default to £5.

5. Committee

5.1 There shall be a Society Committee.

5.2 The Committee shall be responsible for the day to day running of the Society and may decide upon any matter which has not been decided upon at a General Meeting. The Committee shall be further responsible for:

5.2.1 Ensuring grant money shall be used exclusively to further the Aims and Objectives of the Society.

5.2.2 Ensuring Membership of the Society is open to all Members of the Students' Union.

5.2.3 Submitting an annual grant bid for funds from "Societies" prior to any specified deadline.

5.2.4 Assisting any review of the Society's activities and use of funds carried out by a Standing Committee of the Students' Union.

5.2.5 Upholding the Constitution of the Society and ensuring that the activities of the Society reflect the Aims and Objectives.

5.2.6 Reviewing the Society's development plan annually and submitting a new development plan where appropriate.

5.2.7 Submitting an annual equipment inventory form and adding additional equipment purchased throughout the year.

5.3 The secretaries of the Society shall consist of a President, a Vice President, a General Secretary, a Treasurer and other secretaries and officers as deemed necessary:

5.3.1 **President** will do the following:

- Be the chair of the society
- Have the overall responsibility for the Society
- Be present at all meetings of the Societies Council and in the event of absence, send a representative from the Society's Committee or an apology to the Activities Officer
- Support the Treasurer in keeping the Society financially viable
- Maintain healthy relationships with potential and actual sponsors
- Create and maintain important relationships for the society, e.g. relationships with other student groups and local communities such as Tech Nottingham
- Pursue new corporate sponsors and sponsorship opportunities
- Ensure all events that require corporate backing to be successful, have as much support as possible
- Prepare a written handover for their successor

5.3.2 **Vice President** will do the following:

- Share responsibility of the society with the President
- Chair meetings of the Society and of its Committee
- Be responsible for organising regular meetings and notifying committee of all other meetings that require committee attendance
- Be responsible for taking minutes at meetings
- Be responsible for communicating to the committee any messages that require action
- Be the primary contact between the president and the special interest groups
- Be responsible for the smooth running of the committee
- Prepare a written handover for their successor

5.3.3 **General Secretary** will do the following:

- Be responsible for the general administration of the Society
- Lead the events SIG
- Handle any incoming requests for projects
- Be the Returning Officer for the Society’s elections
- Prepare a written handover for their successor

5.3.4 Treasurer will do the following:

- Keep records of all transactions
- Be responsible for keeping the accounts of the Society
- Be responsible for the observance of finance provisions
- Be responsible for dealing with the SU paperwork regarding sponsors and invoices
- Attend the Treasurer training course
- Be responsible for keeping the Society financially viable
- Prepare a written handover for their successor

5.3.5 Welfare and Inclusivity Secretary will do the following:

- Develop a culture oriented around inclusivity for the community
- Be responsible for assessing the culture of the society in order to maximise appeal to a diverse group of members
- Shall prepare a written handover for their successor
- Support activities that encourage diversity in the technology community, such as maintaining relationships with Tech Nottingham’s Women in Tech meet up
- Shall be the primary point of contact for all welfare related issues for members
- Shall sit on and be an active member of the School of Computer Science’s EDI Committee
- Shall prepare a written handover for their successor

5.3.6 Development Secretary will do the following:

- Be responsible for the organising, scheduling, and running of the society’s workshop events
- Be responsible for the creation of all first-party workshop content
- Be responsible for approving any third-party workshop content
- Ensure workshop materials are made available through the GitHub organisation
- Maintain the HackSoc GitHub organisation and repositories
- May appoint a deputy to be, or be responsible for ensuring that the technical infrastructure maintained by the society is in fully functioning order and able to cope with any new requirements throughout the year
- May appoint a deputy to be, or be responsible for maintaining back-end infrastructure of the HackSoc websites
- May appoint a deputy to be, or be responsible for the renewal and registration domain names
- Prepare a written handover for their successor

5.3.7 Social Media Secretary will do the following:

- Maintaining the society’s social media accounts
- Ensure the society has an active social media presence on all platforms
- Ensure all events are supported with effective advertising through social media
- Work with the marketing secretary to design the social media presence of our marketing campaigns
- Shall prepare a written handover for their successor

5.3.8 Marketing Secretary will do the following:

- Maintaining the society's mailing lists
- Shall prepare a weekly newsletter
- Manage all of the society's marketing campaigns
- Ensure all events are supported with effective advertising through digital and print media
- Ensure all events and news items are up to date on the HackSoc website
- Maintain the SU page for the society, ensuring activities and key minutes are uploaded
- Produce press releases where required and liaise with school regarding HackSoc activities
- Shall prepare a written handover for their successor

5.3.9 Graphics Officer will do the following:

- Actively update and maintain the HackSoc branding
- Develop branding guidelines as needed
- Be responsible for all print media produced
- Be responsible for all static digital media produced
- Shall prepare a written handover for their successor

5.3.10 HackNotts Organisers will do the following:

- Be collectively responsible for the organising of HackSoc's annual Hackathon, HackNotts
- Foster relationships within the wider hackathon community
- Shall have four core positions:

Head of Finance shall:

- Acquiring sponsors for HackNotts
- Managing the budget for HackNotts
- Work closely with the treasurer to manage finances
- Approve expenses for HackNotts

Head of Logistics shall:

- Work closely with the Students' Union to ensure all paperwork is filed
- Work closely with the General Secretary
- Be responsible for sourcing of suppliers
- Be responsible for communicating with suppliers for the event
- Liaise with Major League Hacking

Head of Experience shall:

- Be responsible for the hacker experience at HackNotts
- Be responsible for determining and planning mini events and other activities at HackNotts
- Work with any other societies or groups that we may collaborate with at HackNotts
- Work closely with the Social Media and Communications officer to manage social media for HackNotts
- Work with sponsor representatives at and before HackNotts to ensure they have positive experiences

Head of Human Resources shall:

- Be responsible for recruiting volunteers for HackNotts
- Be responsible for training volunteers
- Be responsible for coordinating volunteer schedules
- Ensure all volunteers have a suitable amount of downtime during HackNotts
- Appoint additional organising team member as they see fit

- Shall prepare a written handover for their successors

5.3.11 Speaker Acquisition Secretary will do the following:

- Be responsible for acquiring speakers for HackSoc speaker events
- Work closely with organisers of flagship events ² to acquire speakers.
- Ensure all guest speakers are confirmed 3 weeks prior to the event they'll be speaking and ensuring that the appropriate events forms are completed.
- Shall prepare a written handover for their successor.
- Support activities that encourage outreach in the technology community, such as maintaining relationships with Tech Nottingham by regularly attending meetups.

5.3.12 Industrial Partners Secretary will do the following:

- Aid the Speaker Acquisition Secretary and treasurer in procuring industry sponsors for HackSoc events.
- Attend industry events to network to build up industry contacts.
- Assist the Speaker Acquisition Secretary in finding and contacting speakers to partake in HackSoc events.
- Follow up on appropriate industry partner suggestions proposed by other members of the committee.
- Work closely with organisers of events ³ to acquire sponsorship for events.
- Work with potential sponsors to sell advertising spaces in the HackSoc newsletter.
- Ensure that sponsorship is appropriately priced.
- Shall prepare a written handover for their successor.

5.3.13 Cyber Security Secretary will do the following:

- Be responsible for organising cybersecurity workshop
- Be responsible for educating members on cybersecurity issues
- Be responsible for organising and/or attending a Capture the Flag (CTF) Cyber Security challenge twice a year
- Be responsible for the organising and activities of the cyber-team, including the attendance of Security conferences and meetups
- Be responsible for liaising with the School of Computer Science on all cybersecurity activities

5.4 The **executive committee** shall consist of:

- Society President
- Society Vice President
- General Secretary
- Treasurer

5.5 Committee members must be Full Members of the University of Nottingham Students' Union

5.6 Committee members may be removed from their position by a motion of "No-Confidence" by a two-thirds majority of Full Members present at a General Meeting.

5.7 Presidential candidates may only be drawn from those who have held or currently hold an elected committee position in HackSoc, unless a candidate is to run unopposed, at which point any member

²Large events with dedicated organisers, e.g. inspireWiT, HackSoc

³Including Speaker Events and Workshops

of the society may run in opposition, provided they have attended at least 2 hackathons, 2 workshops, and 5 total regular HackSoc events.

5.8 Presidents gain a “Benevolent Dictator for Life” (a common title in Programming subculture, often used to refer to the creator of a programming language, which although giving no formal power, implies respect of their opinion and expertise) status upon the end of their term. In this capacity they may act as an advisor to their successor and ensure the smooth conclusion of provisions that may not have been successfully completed in the length of their term; for example, a president begins to oversee a large sponsorship deal, but the discussions take more than a year and it is preferable for this member to continue oversight of the deal after their presidential term is up.

5.9 HackNotts Organisers do not hold a voting role on committee. The committee should allow the HackNotts organisers to cast a vote on issues pertaining to HackNotts. HackNotts organisers should attend all committee meetings.

5.10 Appointed Society officers do not hold a voting role on committee. The committee should allow officers to vote on issues pertaining to their responsibilities.

6. Special Interest Groups

6.1 The **Events Special Interest Group (SIG)** shall be responsible for the regular scheduling and running of the societies regular events (e.g. workshops, speaker events, meetups).

6.1.1 The members of the events SIG shall be:

- General Secretary
- Development Officer
- Speakers Acquisition Secretary
- Cyber Security Secretary

6.1.2 The General Secretary shall be responsible for reporting on the activities of the events SIG.

6.2 The **Social Media Special Interest Group (SIG)** shall be responsible for societies brand and social media presence.

6.2.1 The members of the events SIG shall be:

- Vice President
- Development Secretary
- Social Media Secretary
- Marketing Secretary
- Graphics Officer

6.2.2 The Vice President shall be responsible for reporting on the activities of the Social Media SIG.

6.3 The **HackNotts Special Interest Group (SIG)** shall be responsible for the planning and running of the societies annual hackathon.

6.3.1 The members of the HackNotts SIG shall be:

- Society President or Vice President
- HackNotts Organiser - Head of Finance

- HackNotts Organiser - Head of Logistics
- HackNotts Organiser - Head of Experience
- HackNotts Organiser - Head of Human Resources

6.3.2 The HackNotts SIG shall appoint a member to be responsible to reporting the activities of the group.

6.4 The committee has the power to form **Large Form Event Special Interest Groups (SIGs)** to be responsible for running large form events (e.g. margins, Women in Tech)

6.4.1 The members of Large form Event SIGs shall be:

- Vice President
- Any other relevant committee positions at the discretion of the committee.

6.4.2 The Vice President shall be responsible for reporting the activities of a Large Form Event SIG.

7. Sub Groups

7.1 The Cyber sub-group shall be a group of members with an exceptional interest in cyber-security and penetration testing, led by the Cyber Security Secretary, that are committed to competing in CTF competitions, as well as attending conferences and meetups.

8. Finance

8.1 All monies shall be held in accounts at the Students' Union Treasury.

8.2 All monies shall be used to support the Society's activities.

9. Elections

9.1 All secretaries must be elected at the annual general meeting (AGM).

9.2 Vacant secretary positions may be elected at an extraordinary general meeting (EGM).

9.3 Elections shall be carried out in accordance with the General Regulations for Elections section of the Students' Union Elections byelaw.

9.4 The voting method for all elections shall be the Single Transferable Vote.

9.5 All votes must be cast using anonymous closed ballots.

9.6 All nominees for elected committee positions must have obtained society membership prior to the calling of the general meeting.

10. Appointment

10.1 Officer roles can be appointed by a majority vote of the committee.

10.2 HackNotts Organisers can be appointed by a majority vote of committee

11. General Meetings

11.1 The annual general meeting of the Society must be held within the last two weeks of the Spring term unless the Activities Officer is notified and agrees otherwise.

11.2 An extraordinary general meeting can be called by 20 full members of the society, or 3 elected officers of the society, who must inform the General Secretary. The General Secretary shall inform the Activities Officer within 2 Students' Union days of the original notice.

11.3 The quorum for general meetings shall be 20 full members, or 20% of full members of the society, whichever is smaller.

11.3.1 Should quorum not be established within 30 minutes of the published start time of the general meeting, those present, provided it's more than half of the committee and five non-committee members, may vote to establish quorum.

11.4 Only Members who obtained their society membership prior to the calling of the general meeting contribute to the formation of quorum.

11.5 Only Members who obtained their society membership prior to the calling of the general meeting may vote at the meeting.

12. Constitution

12.1 The Constitution may be changed by a two-thirds majority of all Full Members present at a General Meeting.

12.2 The Society Constitution shall be subordinate to the Students' Union Constitution and Regulations.

13. Authority

13.1 The following order of Authority shall be observed in the Society:

1. A General Meeting
2. Society Committee
3. Society Executive Committee
4. Society President
5. Other officers of the Society
 - (a) Vice President
 - (b) General Secretary & Treasurer
 - (c) Remaining secretaries
 - (d) Remaining officers

13.2 In the event of deadlock the society president may issue a casting vote.

13.2.1 Should the society president be unable to vote, the vice president may issue a casting vote.