

UKSEDS Rules and Regulations

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1 Status

- 1.1. The Rules and Regulations are subject to the Constitution. At all times the Rules and Regulations should be interpreted in line with the spirit of the Constitution.

2 Amendment

- 2.1. The Rules and Regulations may be changed from time to time by a majority vote of the Committee. Changes to the Rules and Regulations must be in accordance with the spirit of the Constitution.

3 Membership

- 3.1. There are three types of membership:
 - 3.1.1. *Full Student Membership:* This gives the individual the right to vote at the AGM, stand for election to the Committee, take part in national UKSEDS projects, receive all mailings (electronic and hard copy), and attend some events free of charge on payment of an annual membership fee. The membership fee will be set by the Executive Committee at a rate designed to be low enough to ensure it is not a barrier to students getting involved, but high enough to contribute meaningfully to the running for UKSEDS. If a student is already a member of an officially affiliated UKSEDS Branch they can become full members of UKSEDS at no extra cost for every year that they are a member of that branch on provision of contacts details. They may however be charged an additional fee for attending certain events.
 - 3.1.2. *Full Non-Student Membership:* This membership exists to encourage those who are no longer students to stay involved with UKSEDS and share their knowledge and experience with students. Non-Student Members have the right to vote at the AGM, stand for election to the Executive Committee, take part in national UKSEDS projects, receive all mailings (electronic and hard copy), and attend some events free of charge on payment of an annual membership fee. An annual fee will be set by the Executive Committee, which should be at least double that of the Full Student Membership fee. (An exemption to be made for new graduates who are currently unemployed and who may continue to pay the student rate until such time as they obtain their first paying job).
 - 3.1.3. *Corporate Membership:* The Executive Committee may introduce corporate membership schemes. These are a form of fundraising/sponsorship and help to improve relations with industry. Corporate Members do not have voting rights.

4 Voting Rights

- 4.1. Only Full Members may vote at the AGM, other emergency general meetings, and on changes to the constitution.
- 4.2. A simple majority of those attending or taking part in electronic votes is required.

5 The Executive Committee

- 5.1. *Roles and Responsibilities*

As set out in the constitution the Executive Committee consists of a Chair, Vice-Chair, Secretary, Treasurer, and additional members as detailed below. This committee is responsible for deciding the strategy and activities of the organisation, and for its the day-to-day running.
- 5.2. *Positions*

The officer positions are:

- 5.2.1. *The Chair* who shall
 - i. chair committee meetings,
 - ii. handle disputes,
 - iii. ensure the good running of the organisation,
 - iv. cast the deciding vote in the event of ties.
 - 5.2.2. *The Vice-Chair* who shall
 - i. deputise for the Chair in all areas when the Chair is not available for any reason.
 - 5.2.3. *The Treasurer* who shall
 - i. keep accounting records
 - ii. ensure all bills are paid promptly,
 - iii. ensure all income is banked promptly,
 - iv. report to the Executive Committee on income and expenditure and the state of the finances,
 - v. prepare budgets as required.
 - 5.2.4. *The Secretary* who shall
 - i. take minutes where required
 - ii. maintain administrative records
 - 5.2.5. *Two At-Large Members* who shall
 - i. manage and taking responsibility for UKSEDS activities as decided by the Executive Committee.
- 5.3. All members of the Executive Committee are expected to attend regular meetings (whether over the internet or in person) and take part in discussions between meetings (be they by email, a forum, or some other means).
 - 5.4. All members of the Executive Committee are expected to volunteer to take on areas of responsibility and specific actions and to perform said responsibilities and actions on a timely basis.
 - 5.5. A minimum of three members of the Executive Committee is required for a quorum at a decision-making meeting.
 - 5.6. A simple majority of those attending is required to make decisions.
 - 5.7. A members of the Executive Committee may be removed from their position by a vote of the Board of Trustees.
 - 5.8. The Executive Committee may appoint volunteers to additional roles as and when required, and may authorise individuals and sub groups to make decisions on certain matters without consulting the Committee.

6 Branches

- 6.1. Branches of UKSEDS are defined as being affiliated university societies.
- 6.2. Branch may be established in any UK universities, and more than one branch may exist in each university.
- 6.3. Branches may determine how they organise themselves internally, but must ensure that they provide the Executive Committee with an up to date contact at all times.
- 6.4. Branch members are given Full Member status but must provide their contact details in order to take full advantage of this.
- 6.5. Branches must update the Executive Committee on their main activities at least once a year.