

# Constitution of Women In Tech Birmingham

## 1. Name

The name of the group shall be **Women in Tech Birmingham**.

## 2. Aims

The aims of Women in Tech Birmingham will be:

- Inspire more women to take up roles in tech across the West Midlands
- Embolden the women already working in technology
- Help transform technical working culture

## 3. Membership

Membership is open to anyone who:

- is aged over 18 years old; and
- supports the aims of Women in Tech Birmingham; and
- Becomes a member of the Women in Tech Birmingham meetup group.

Membership will begin once the proposed member has joined the Meetup group, provided they meet the first two criteria.

### **Ceasing to be a member**

Members may resign at any time by removing themselves as members of the Meetup group.

Any offensive behaviour that contravenes the Code of Conduct (full details of which can be found in the Section 4), will not be permitted. Anyone behaving in an offensive way or breaking the Code of Conduct may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee before a final decision is made.

## 4. Code of Conduct

Women in Tech Birmingham do not tolerate discrimination or harassment of participants in any form. This includes offensive verbal comments related to race, ethnicity, gender, gender identity and expression, age, sexual orientation, disability/ability, physical appearance, body size, religion, deliberate intimidation, stalking, following, heckling, harassing photography or recording, deliberate disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention and behaviour.

Women in Tech Birmingham will not discriminate on the grounds of race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or

political belief, pregnancy or maternity, marital status or age, in respect to admitting individuals to membership or attendances at events.

## **5. Officers and committee**

The business of the group will be carried out by a committee that will meet as necessary and not less than four times a year.

The Committee will consist of at least 6 committee members. Additional committee members can be co-opted into the committee with a majority vote of existing committee members.

The committee responsibilities are as follows:

- Chair, who shall chair both general and committee meetings
- Co-chair, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer, who shall be responsible for maintaining accounts
- Creative Officer, who shall be responsible for managing branding and marketing
- Event Co-ordinator, who shall be responsible for organising events and managing sponsorship
- Marketing and Comms Director, who shall be responsible for managing partnerships and social media
- Strategy Officer, who shall be responsible for developing and leading long term strategy of the group.

Any committee member not attending a meeting without prior notice and valid reasoning for three meetings will be contacted by the committee and asked if they wish to resign.

Any committee member who wishes to resign from their role can do so in writing to the committee. A replacement officer can be appointed to the vacant role by a majority vote of remaining committee members.

The quorum for committee meetings shall be no less than 4 committee members.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified at least 3 weeks before the date of the meeting, giving the venue, date and time.

At the AGM:-

- A designated committee member, decided no less than 7 days in advance of the meeting, will present a report of the work of Women in Tech Birmingham over the year.
- Any proposals provided to the Committee in writing at least 7 days in advance of the meeting will be discussed.

Any Women in Tech Birmingham member will be able to attend. They will be free to ask questions, and offer feedback on proposals where deemed appropriate by the Committee.

## **6.2 Special General Meetings**

A Special General Meeting will be called at the request of the majority of the committee stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda.

Any Women in Tech Birmingham member will be able to attend. They will be free to ask questions, and offer feedback on proposals where deemed appropriate by the Committee.

## **6.3 Committee Meetings**

Committee meetings may be called by any committee member. These meetings should be held at least once per quarter, in order to properly facilitate the aims of the group.

The quorum for Committee meetings is four Committee members.

Committee Meetings are not open to anyone other than members of the committee.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

Notes shall be taken at all meetings and stored such that all committee members can access and edit as needed.

Minutes for Annual General and Special General meetings will be made available to the wider membership within one month of the meeting.

## **8. Finances**

An account will be maintained on behalf of Women In Tech Birmingham at a bank agreed by the committee. At least two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be agreed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each committee meeting.

All money raised by or on behalf of Women in Tech Birmingham is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **9. Amendments to the Constitution**

Amendments to the constitution can be made at Committee Meetings, provided a two thirds majority of the committee are present and vote to agree.

## **10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money not received by a grant for a specific activity, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of Women in Tech Birmingham on:-

Date 13/04/2024

Name and position in group: Emily Lamidieu - Chair

Signed .....Emily Lamidieu.....

Name and position in group: Joanna Woodward - Co-Chair

Signed .....Joanna Woodward.....