

## The Constitution of Students' Union UCL

### University College London Public Affairs and Social Service Society

#### 1 Name

- 1.1 The name of the club/society shall be Students' Union UCL [University College London Public Affairs and Social Service Society](#).
- 1.2 The club/society shall be affiliated to Students' Union UCL.

#### 2 Statement of Intent

- 2.1 The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2 The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found on the following webpage: <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

#### 3 The Society Committee

##### President

- 3.1 The president's primary role is laid out in section 5.7 of the Club and Society Regulations.
  - The President is the leader of the Society and its primary representative both inside and outside of UCL; he/she is therefore responsible for maintaining a positive public image during their term of office.
  - He/she is responsible for sculpting the annual agenda of the Society and for delegating tasks to his/her fellow Officers of the Executive Committee. In situations where the President deems appropriate, he/she may make executive decisions on behalf of the Society. However, the President should not transgress collective decisions made by the Executive Committee.

The President's other responsibilities include, but are not limited to:

- Acting as the Society's figurehead and representing the Society in the public sphere;
- Serving as the Society's first-point-of-contact when liaising with both internal and external parties;
- Communicating regularly with Presidents of related student societies;
- Scrutinising and approving all official correspondence;
- Maintaining transparency within the Society;
- Chairing all Society meetings;
- Facilitating venue bookings via UCL for Society events and activities;
- Endeavouring to attend all (HK)PASS functions;

- Attending regular meetings and training sessions organised by the Student Union of UCL; and
- Overseeing the continued development and expansion of the Society.

## Treasurer

3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

The Treasurer's other responsibilities include, but are not limited to:

- Overseeing the finances of the Society, and keeping the Executive Committee apprised the Society's financial state on a regular basis;
- Processing and accounting for all financial transactions;
- Arranging for reimbursement of expenses;
- Preparing a budget application summary to be filed with the UCL on an event-by-event basis;
- Preparing relevant documentation for all funding applications;
- Procuring sponsorship for the Society;
- Drafting sponsorship agreement for the Society, to be filed with and signed on behalf of the Society by UCL;
- Attending regular meetings and training sessions organised by UCL

## Welfare Officer (Vice President)

3.3 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

- The Vice President is the President's aide and advisor, and is responsible for assisting the President in his/her decision-making. The Vice President shall also assist the President in overseeing the workings of all subdivisions within the Society: to this end, the Vice President plays a vital bridging role in maintaining cohesion within the Society.

The Vice President's other responsibilities include, but are not limited to:

- Assisting the President in his/her duties and taking up the role of President in his/her absence;
- Communicating regularly with related student societies;
- Supervising and monitoring the conduct and behaviour of Members in General Meetings; and
- Organising regular social events and functions.

## Additional Committee Members

Any additional committee positions you have should be outlined in your constitution below.

### 3.4 Additional Committee Roles

#### Secretary

The Secretary's responsibilities include, but are not limited to:

- Attending to all internal administrative matters, such as taking minutes at Society meetings, and formulating schedules and timetables;
- Curating a directory of Members, sister societies, external parties and miscellaneous contacts;
- Transmitting official correspondence to its intended recipient, subject to prior approval by the President; and
- Servicing the Society's online administrative tools, such as the Gmail account and the Google Drive.

#### Public Affairs Officer (PAO)

The PAO's responsibilities include, but are not limited to:

- Leading the Public Affairs Sub-committees;
- Devising a range of Public Affairs events in both Hong Kong and the United Kingdom, such as discussion forums, debates, and interviews; and

- Serving as the Society's liaison with guest speakers and prominent figures in the public sphere; and
- Communicating with other societies concerning relevant Public Affairs functions.

## Social Service Officer (SSO)

The SSO's responsibilities include, but are not limited to:

- Leading the Social Service Sub-committees;
- Devising a range of Social Service events in both Hong Kong and the United Kingdom, such as volunteering placements and fundraisers;
- Serving as the Society's liaison with volunteering partners and non-governmental organisations; and
- Communicating with other societies concerning relevant Social Service activities.

## Careers Officer (CO)

The CO's responsibilities include, but are not limited to:

- Disseminating news and information pertaining to careers opportunities to the Society's members on a regular basis;
- Serving as the Society's liaison and maintaining healthy relations with careers-related partners; and
- Organising careers-based events and functions.

## Publications and Promotions Officer (PPO)

The PPO's responsibilities include, but are not limited to:

- Leading the Publications and Promotions Subcommittee;
- Producing all publications, such as business cards, pamphlets and presentation slides;
- Producing all promotional materials for Society events;
- Documenting or arranging for the documentation of the Society's activities through photographs and video footage; and
- Maintaining the Society's online presence through the official Facebook group, Instagram, website, and any other media.

- 3.5 Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
- 3.6 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.7 Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

## 4 Terms, Aims and Objectives

- 4.1 The club/society shall hold the following as its aims and objectives.
  - To raise awareness about socio-political and environmental issues in Hong Kong, China and the rest of the world through discussion and debate;
  - To benefit the underprivileged through social service activities such as volunteering and fundraising;

- To provide a platform for UCL students to be exposed to information about different careers; and
- To collaborate with other societies and universities so as to promote the exchange of ideas.

4.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

4.3 The core activities of the club/society shall be:



- Public Affairs events: such as discussion forums, debates
- Social Service events: such as volunteering events, fundraising activities
- Careers events: such as mentorship programs, career workshop
- Social events: such as cultural trip, lunches and dinners

4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:

These are the activities that you would like to carry out every academic year if you can. The Union will support these activities but not fund them.

4.5 This constitution shall be binding on the club/society officers, and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.

4.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL University College London Public Affairs and Social Service Society. By signing this document the president and treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President name:	KEITH KWOK
President signature:	
Date:	30.06.2023
Treasurer name:	ELIM LO
Treasurer signature:	
Date:	30.06.2023