

The Constitution of Students' Union UCL

UCL European Horizons Society

Name

We, the members of University College London, put forth this Constitution for European Horizons Chapter at University College London, henceforth called University College London Chapter.

ARTICLE 1: Aims

Our Chapter shares European Horizon's mission statement and acts accordingly:

Having grown up with a Europe markedly different from that of the past, we believe in and feel responsible for the promise of the European project, European integration, and the European Union. We are a US-based non-partisan think-tank that aims to link students, scholars, and young professionals with one another and with European decision makers and develop visions for the future of the EU and its role in the world. We strive to enrich dialogue and contribute to a more global perspective on European affairs. To achieve these objectives, we will convene an annual conference, publish and distribute policy and academic research, and establish a network of university chapters.

ARTICLE 2: Membership and Voting Privileges

Section 1 The membership of the University College London Chapter shall consist of currently enrolled University students OR scholars academically affiliated with the University OR any individual nominated by the President of the Chapter to participate.

Section 2 The club must always maintain at least five (5) members.

Section 3 All members must attend at least three (3) meetings per term. Failure to do so will render them ineligible for continued membership.

Section 4 The secretary will manage a membership database, including contact details (email address and permanent cell-phone numbers). Individuals may contact the Secretary in order to be added to or removed from the list. Being enlisted is a prerequisite for continued membership.

Section 5 Voting Privileges shall be accorded to all members of the University College London Chapter.

ARTICLE 3: Meetings

Section 1 (General Meetings) General Meetings shall be held on a frequency decided by the President, and open to all members. The agenda for General

Meetings shall be set by the President and shared with the members before the meeting. General Meetings shall be chaired by the President.

Section 2 (Executive Board Meetings) Executive Board Meetings shall be held at least weekly during the academic year. The time and place for such meetings shall be decided by the President at the beginning of each semester. The purpose of Executive Board Meetings shall be to adopt a concerted plan of action toward fulfilling the goals of the organization. The President shall run executive Board Meetings.

Section 3 (Closure of Discussion) Discussion shall be closed at the discretion of the President at both Executive Board Meetings and General Meetings.

Section 4 (Minutes) The Secretary will be responsible for recording the minutes of every Board Meeting. The President and the Secretary will be responsible for sending the minutes of every Board Meeting to the Chapters Coordinator of European Horizons on a monthly basis.

ARTICLE 4: Executive Board

Section 1 (Composition of the Executive Board) The Executive Board of the Chapter shall include a President, a Treasurer, a Secretary, a Head of Events, and First Year Representative, Head of Marketing, Head of Partnerships and Welfare Officer. The composition of the Executive Board shall only be changed by amendment to the Constitution. Any board member may suggest projects, initiatives, etc. which shall be subject to debate.

Section 2 (President) The President shall:

- a) preside over all General and Executive Board meetings;
- b) set the agenda for the above;
- c) be the only member, together with the Treasurer, authorized to sign checks in the name of the Chapter;
- d) have the power to break a voting tie; and
- e) have the responsibility to carry out the duties of the Executive Board members in the event of contravention of their constitutional duties.

Section 3 (Event and Finance) There should be two members in charge of this pole.

The Financial (Treasury) part shall include:

- a) attending to all financial matters of the Chapter;
- b) being responsible for passing down funds to the consecutive year's Board;
- c) being authorized to sign checks in the name of the Chapter;
- d) being responsible for all forms of fundraising going to fund activities of the Chapter; and
- e) serving as the President's main assistant in the formulation of any and all budget proposals.

The Event Managing part shall include:

1. being responsible for events' organisation;
2. delivering events, within the budget, that meet the expectations and specificities as agreed by the Executive Board;

3. liaising with invitees to find out their exact event requirements;
4. producing detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, staffing and budgets);
5. managing all pre-event planning, e.g. organising guest speakers and delegate packs;
6. overseeing the dismantling and removal of the event and clearing the venue efficiently;
7. researching venues, suppliers and contractors, and then negotiating prices and hiring;
8. setting, communicating and maintaining timelines and priorities on every event;
9. producing post-event evaluation to inform future events;
10. researching opportunities for new speakers and events.

Section 4 (Secretary) The Secretary shall:

- a) keep the minutes to all General and Executive Board meetings;
- b) obtain any administrative materials (forms, administrative permission) required for the Chapter's events;
- c) be responsible to document and file all events in a running archive; and
- d) serve as the President's main assistant in clerical matters (as determined by the President).

Section 5 (Head of Events) The Head of Events shall:

- a) be responsible for organising events;
- b) deliver events, within the budget, that meet the expectations and specificities as agreed by the Executive Board;
- c) liaise with invitees to find out their exact event requirements;
- d) produce detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, staffing and budgets);
- e) manage all pre-event planning, e.g. organising guest speakers and delegate packs;
- f) oversee the dismantling and removal of the event and clear the venue efficiently;
- g) research venues, suppliers and contractors, and then negotiate prices and hire;
- h) setting, communicating and maintaining timelines and priorities on every event;
- i) produce post-event evaluation to inform future events;
- j) research opportunities for new speakers and events.

Section 6 (Head of Marketing) The Head of Marketing shall:

- a) Be responsible for the promotion of the Chapter and its activities;
- b) Be responsible for the recruitment of new members;
- c) Be responsible for managing the social media of the Chapter;
- d) research opportunities for new speakers and events.

Section 7 (First Year Representative) The first year representative shall:

- a) Be responsible for the promotion of the Chapter and its activities for first year students;
- b) be responsible for assisting the board to organise new events;
- c) Survey first year students to make the society more accessible for first year students.

Section 8 (Welfare Officer) The Welfare Officer shall:

- a) ensure the mental wellbeing of all members;
- b) be available for members and in case of mental problems direct the student to ucl support services
- c) organise social activities.

Section 9 (Head of Partnerships) The Head of Partnerships shall:

- a) Be responsible for maintaining our already existing partnership corporations;
- b) be responsible for establishing connections with new sponsors and partners.

Section 10 (Role of the Executive Board) The Executive Board shall be the highest decision-making body of the Chapter. Executive Board decisions shall be made through a general consensus. The Executive Board shall be in charge of determining the goals of the organization during their term, amending the constitution, setting the time and place for events, establishing temporary positions, and all other matters related to fulfilling the purpose of the organization.

ARTICLE 5: Elections

Section 1 (Terms of Office) The Executive Board shall serve a term of one academic year (three terms). All Executive Board members shall be eligible to run for reelection, or for a new office at the end of their term.

Section 2 (Time of Elections) The first election shall be held immediately after the constitution has been drafted and ratified. Subsequently, elections shall be held not later than 3 weeks into the academic year/semester in which elections are due. The newly elected board shall take office immediately after elections.

Section 3 (Eligibility) All currently registered students in good standing in the University, who have voting privileges in the Chapter, can hold office.

Section 4 (Nominations) Only self-nominations shall be accepted.

ARTICLE 6: Resignation and Replacement

Section 1 (Resignation) All Executive Board members wishing to resign shall present a formal letter of resignation to the remaining Executive Board stating their reason(s) for resigning. The letter shall be read publicly at the next Executive Board meeting.

Section 2 (Replacement) Upon vacancy of any Board positions, emergency elections shall be held within one-week at the Board's discretion. Replacement officials shall only serve for the remainder of their predecessor's term.

Section 3 (Removal from Office) An Executive Board member may be removed from office by an uncontested decision by all other executive board members at an Executive Board meeting following a probationary period imposed by the President.

ARTICLE 7: Voting

Section 1 (Limited use of Formal Voting) Organizational decisions should be reached by consensus at both General and Executive Board meetings. The President, however, may use his or her discretion in calling for a formal vote on a matter if a consensus cannot be reached.

Section 2 (Requirements to Prevail in a Formal Vote) Formal voting shall occur in a manner prescribed by the President. A simple majority, open-ballot system is preferred. The President shall break any tie. Voting by proxy shall not be permitted in any case.

Section 3 (Voting) All voting for Executive Board members shall be conducted by a closed ballot simple plurality system. In the event that there is a tie in the voting, there shall be a run-off between the tied candidates with the same closed ballot simple plurality system applying. If there is still a tie, the outgoing President shall cast the tiebreaking vote.

ARTICLE 8: Finances

Section 1 (Account Accessibility) Only the President and the Treasurer shall have access to bank accounts of the Chapter and have the right to sign checks in the name of the Chapter.

Section 2 (Disbursement) The President shall make all decisions regarding disbursement of funds so as to best achieve the organization's purpose after proper consultation with the Treasurer.

Section 3 (Personal Financial Involvement) The Executive Board shall approve all personal spending on behalf of the Chapter after proper consultation with the Treasurer. If personal money is spent with the approval of the Executive Board, then the money shall be reimbursed within the fiscal year.

Section 4 (Inactivity) If in any year the Chapter becomes inactive or fails to fulfill its obligations as defined by the bylaws of European Horizons, European Horizons shall hold the funds in trust for a period of five (5) academic years. If the Chapter fails to re-organize within that time period, its funds shall be turned over to, and belong to, European Horizons.

ARTICLE 9: Interaction with other entities of European Horizons

Section 1 The Chapter is responsible to maintain close communication with the Executive Board of European Horizons and other European Horizon chapters. This

includes responding to email correspondence within 24 hours during weekdays and 48 hours during week-ends.

Section 2 The Chapter is responsible for participating in at least two-thirds (2/3) of all annual meetings of the Chapters' Committee.

Section 3 All decisions made by the European Horizons Executive Committee are binding for the Chapter. This includes the checklists of activities European Horizons requires chapters to fulfill. Provisions of the bylaws of European Horizon's always trump provisions of the Chapter's Constitution. For the purpose of these bylaws, European Horizons refers to the 'European Students League in the United States, Inc.'"

ARTICLE 10: Amendments and Precedents

Section 1 (Amendments) Amendments shall serve as permanent changes to the constitution. They shall be introduced and voted on at a general meeting. Any motion to introduce an amendment needs to be made public to the Chapter's members one (1) week before the general meeting. Amendments shall require a formal vote with the support of two-thirds (2/3) of the members present and voting.

Section 2 (Precedents and Constitutional Interpretation) The President, in consultation with the Executive Committee of European Horizons, shall serve as the primary interpreter of the constitution.

President name:	Clinton Chiu
President signature:	Clinton Chiu
Date:	05/08/2021
Treasurer name:	Kevin Bocaj
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Date:	05/08/2021