

THE CONSTITUTION OF THE UNIVERSITY COLLEGE LONDON GERMAN SOCIETY

1. Name

1.1 The name of the society shall be the University College London German Society.

1.2 The society shall be affiliated to Students' Union UCL.

2. Terms, Aims and Objectives

2.1 The society shall hold the following as its aims and objectives. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

2.2 Build a social network across all years to create a German speaking environment within UCL which hosts informative, interactive and fun events reflecting aspects of the culture and lifestyle of German-speaking countries.

2.3 Promote and develop an interest in German culture and language as well as German related issues as well as facilitating a cultural exchange amongst all nationalities.

2.4 Provide information about German related career opportunities.

2.5 Attract experienced guest speakers from German-based organisations, or organisations that have a vested interest in German affairs.

2.6 Establish links to German societies at other universities with the view of working in partnership to host joint events and to create a social network across universities.

3. Statement of intent

3.1 The constitution, regulations, management and conduct of the society shall abide by all Students' Union UCL Policy, and shall be bound by the Students' Union UCL Constitution, the Club and Society Regulations and Good Practice Guidelines.

3.2 The society stresses that it abides by Students' Union UCL Equal Opportunities Policy, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.

4. Membership

4.1 The following shall be eligible to become members of UCL German Society:

4.1.1 Students' Union UCL Full Student Members

4.1.2 Students' Union UCL Associate Members

4.2 All members shall pay an annual subscription to join the society; the membership fee shall be decided by the society committee.

5. The Society Committee

5.1 The committee shall consist of the following members:

5.1.1 President

5.1.2 Treasurer

5.1.3 Vice President

5.1.4 Chairman

5.1.5 General Secretary

5.1.6 Director of Academic Events

5.1.7 Director of Language Classes

5.1.8 Director of Speaker Events

5.1.9 Director of Marketing and Communications

5.1.10 Director of Social Events

5.1.11 Director of Sponsorship

5.1.12 First Year Representatives (x2)

5.1.13 Welfare Officer

5.2 All committee members must be members of the society and therefore must pay the full membership fee at the start of the year. They must also be current students on a full or part time course at UCL, and spending the whole academic year of their role in the UK.

5.3 All committee members must be elected in line with Students' Union UCL regulations at either a quorate AGM or EGM.

5.4 No committee member shall hold more than one elected post during each academic year except for the chairman and welfare officer

5.5 Office shall be held from the end of the previous academic year until the end of the current academic year.

5.6 An outgoing member may be eligible for re-election should they remain a member of the society.

6. Management of the Society

6.1 Management of the Society shall be vested in the Society Committee.

6.2 Any complaints concerning the activities of any individual member should be submitted to the Student Activities Officer who will direct it to the appropriate Students' Union UCL Board.

6.3 The Society Committee shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Society's activities.

6.4 Committee members will facilitate the smooth running of the Society by communicating and responding to colleagues.

7. Job Descriptions

7.1 The President

7.1.1 Shall represent the society and shall be responsible for making sure that the society is run according to its constitution, the Students' Union UCL Club and Society regulations, Good Practice Guidelines, and Standing Orders of Students' Union UCL.

7.1.2 It is the responsibility of the President to call General Meetings of the society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.

7.1.3 Shall be the primary point of communication between the Union and the society members. It is therefore required that they attend the relevant Union Committees.

7.1.4 Shall act to facilitate the work of the Directors, to facilitate a close working relationship amongst the committee members, as well as to ensure a smooth and effective planning and execution of events.

7.2 The Treasurer

7.2.1 Shall carry out the day-to-day financial duties of the society, and is responsible to the union for society finances to the membership.

7.2.2 Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the society ensuring that these are made through the Union Finance Department; only the Treasurer, or in their absence the President, may authorise withdrawals or expenditure from the society accounts.

7.2.3 Shall maintain a society account book.

7.2.4 Shall work with the Director of Sponsorship to ensure inflows into the Society Account.

7.3 The Vice President

7.3.1 Shall help the President in their duties. They shall provide advice and support to the President on the future of the Society, and on individual events organised by the Society.

7.3.2 Shall, if the President is absent, take over all responsibilities and duties that would normally be those of the President.

7.4 General Advisory Role: The Chairman

7.4.1 Shall not be an elected committee member, but they shall be the outgoing president.

7.4.2 Shall provide advice and support to the President on the future of the Society, and on individual events organised by the Society.

7.5 The General Secretary

- 7.5.1 Shall organise committee meetings on behalf of the President.
- 7.5.2 Shall be responsible for taking minutes of meetings and ensuring their distribution to the committee members.
- 7.5.3 Shall act to increase the efficiency of the Society by facilitating communication between the Directors, and by keeping all committee members informed about the Society's on-going activities and achievements.

7.6 The Director of Academic Events

- 7.6.1 Shall have responsibility for maintaining and improving relationships between the Society and the UCL German Department. They shall foster a mutually beneficial relationship between the Society and the Department.
- 7.6.2 Shall strive to ensure the Society offers its members a wide range of diverse events and aim to reach out to a wide variety of organisations to set up connections.
- 7.6.3 Shall work together with the Director of Marketing and Communications to publicise in advance of events.

7.7 The Director of Language Classes

- 7.7.1 Shall organise the language programme of the society with the aim of offering maximum benefit to members of all language abilities.
- 7.7.2 Shall set up and run a fair interview process with potential teachers at the start of the academic year, and choose candidates based on their potential teaching ability.
- 7.7.3 Shall manage these teachers on a week to week basis ensuring that they are providing the language classes at a consistently high standard.
- 7.7.4 Shall mentor these teachers and assist them where required
- 7.7.5 Shall strive to increase the popularity and prestige of the Society's language class programme

7.8 The Director of Speaker Events

7.8.1 Shall organise and head the planning and execution of the UCL German Society speaker events along with the President.

7.8.2 Shall work together with The Director of Marketing and Communications, The Director of Sponsorship, The Treasurer and any other relevant Committee Members who in their capacities will assist in the organisation of the speaker events.

7.8.3 Shall be free to form a team of society members, whether these are committee members or not, to assist in the organisation of the speaker events.

7.8.4 The outgoing Director of Speaker Events shall provide advice and support to the incoming Director of Speaker Events.

7.9 The Director of Marketing and Communications

7.9.1 Shall conduct a comprehensive and effective marketing strategy for the Society and all its individual events to ensure that as many students as possible can benefit from the societies activities throughout UCL.

7.9.2 Shall be responsible for keeping the society members informed of all society activities. They shall write and distribute weekly newsletter during term, laying out the activities of the Society to its members.

7.9.3 Shall update the Society Website and social-media platforms (Facebook, Twitter, Instagram and Snapchat) and ensure the functionality and efficiency of all.

7.9.4 Shall be responsible for writing and distributing weekly newsletters and mid-week updates in conjunction with the President and other committee members

7.9.5 Shall co-manage, develop and internally market career events, socials, speaker and cultural events, and language classes

7.9.6 Shall help co-ordinate the administrative aspects of events

7.8 The Director of Social Events

- 7.8.1 Shall be responsible for the planning and execution of all social events, including Stammtisch and regular film screenings.
- 7.8.2 Shall strive to let the Society offer its members a wide range of events so as to let each member benefit from society activities.
- 7.8.3 Shall work together with the Director of Marketing and Communications to market events in advance of the actual event.

7.9 The Director of Sponsorship

- 7.9.1 Shall be responsible for establishing and maintaining links to companies.
- 7.9.2 Shall formulate convincing pitches and present them to the appropriate contact persons.
- 7.9.3 Shall keep the partners updated on the progress of the Society.

7.10 First Year Representatives

- 7.10.1 There shall be two First Year Representatives.
- 7.10.2 Shall be elected during Term I.
- 7.10.3 Shall constitute a close connection with first year students and work on integrating as many first year students as possible into the Society.
- 7.10.4 Shall work with the Director of Marketing and Communications to maximise membership of first year students.

7.11 Webmaster

- 7.11.1 Shall not be an elected committee member, rather appointed due to professional and technical ability by the committee, if required.
- 7.11.3 Shall be responsible for the general maintenance of the society's websites www.germansociety.co.uk and www.uclgermansociety.co.uk

7.11.3 Shall strive to implement changes and modifications to the website in line with the committee's expectations and constantly work towards a more comprehensive, progressive and professional web presence of the Society.

7.12 Welfare Officer

7.12.1 Shall discover and create networks for (but not exclusive to) Beginners, Post-graduate students, Mature students, Students with disabilities and BME students.

7.12.2 Shall determine, organise and run projects bespoke to the minority demographic of the society/club.

7.12.3 Shall inform and encourage engagement of members to relevant and/or appropriate Union campaigns.

7.12.4 Shall signpost effectively to advice and support services available for the physical and mental well-being of your members.

7.12.5 Shall attend training (in collaboration with The Advice Service and UCL Student Support and Wellbeing), in how and where to signpost, complaints and grievance procedures and services and support available from The Union and UCL.

8. Resignations

8.1 If a society President or Treasurer chooses to resign before the end of their term of office, they should consult with the rest of the committee and then they must approach the Student Activities Officer for advice before they stand down.

8.2 An Extraordinary General Meeting (EGM) must be held and, upon election, the new President/Treasurer must sign an acting President/Treasurer contract and attend a brief training session with the Student Activities Officer.

9. Finance

9.1 The society will hold an account with the Union and shall administer this in accordance with the Students' Union UCL financial procedures.

9.2 The society Treasurer will provide the Finance and Democracy Officer with a

detailed budget report for the following academic year during the first half of the second term of the academic year.

9.3 Budgets for all events shall be taken to the Finance and Democracy Office in order to be approved.

10. Health and Safety

10.1 The society acknowledges its duty of care to its members and will abide by the Students' Union UCL Health and Safety policy.

11. The Constitution

11.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a quorate general meeting. Activities Board and Governance Committee shall approve any such alterations.

11.2 The Constitution shall be binding on the society officers.

P. Weischer, 31.08.2021