

The Constitution of Students' Union UCL

UCL Guild Society

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Guild 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.
 - 3.1.1. The President will be held accountable for ensuring that the 5 cofounding societies of the Guild remain within the Guild. They will also be responsible for ensuring that good relations develop between Guild Societies.
 - 3.1.2. The President is also responsible for guiding fellow members of the Committee and supporting them in matters both society and non-society related.

Treasurer

- 3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
 - 3.2.1. The Treasurer is responsible for distributing the budget in the splits agreed to the societies within the Guild. The splits are decided between the Guild President and the different president of the societies within the Guild.
 - 3.2.2. The Treasurer is also responsible for making sure the Guild itself has enough money to carry out its own endeavours and activities.
 - 3.2.3. The Treasurer is ultimately responsible for successfully invoicing companies that have agreed to sponsor the society.

Welfare Officer

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

Additional Committee Members

3.4 Head of Sponsorship

3.4.1. The Head of Sponsorship is responsible for pitching and leading sponsorship efforts across the entire Guild. They will need to work closely with the President to ensure the society attracts a wide range of sponsors across the financial scale.

3.4.2. Responsibilities will include making sure the society has an up-to-date pitchbook, pitch to potential sponsors and overseeing all relationships throughout the year.

3.4.3. The Head of Sponsorship is also responsible for the organisation and execution of all sponsor-related material and events.

3.5 Head of Outreach and Relations

3.5.1. The Head of Outreach and Relations is responsible for bringing the Guild closer to its subsidiary societies.

3.5.2. Role has responsibilities for making sure the Guild engages with Alumni and the wider community.

3.6 Head of Marketing

3.6.1. The Head of Marketing primary role is to design all online and offline marketing materials for the Society. The role also has responsibilities for growing the UCL Guild brand as well as ensuring marketing practices across the societies within the Guild are consistent.

3.6.2. The position also has responsibilities for ensuring a weekly newsletter goes out to members, as well as growing the membership base and promoting all Guild events across campus.

3.6.3. Further tasks include planning the Society's appearance on the Welcome Fair and supplying our members with merchandise.

3.7 Head of Events

3.7.1. The Head of Events has responsibility for ensuring academic events clashes are kept to a minimum across the societies within the Guild.

3.7.2. Role has responsibilities for social events as well, which requires whoever is in this position to organise prestige socials such as the Annual Fresher's Boat Party and Charity Ball.

3.8 Chairman and Board of Advisors

3.8.1. The previous president has the right to claim a position as the Honorary Chairman unless unanimous voted otherwise by the newly elected Leadership Committee.

3.8.2. The role of the Chairman is limited to an advisory role. The Chairman may only participate in society affairs if consulted directly by the President, Treasurer, or the respective Heads of each division.

3.9 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.

3.10 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.11 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.

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:
- 4.3.1. Sponsors' and partners' events, including recruitment talks and training workshops
 - 4.3.2. Ensuring the societies within the Guild keep clashes to a minimum
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
- 4.4.1. Social activities for meeting new and like-minded individuals
 - 4.4.2. Charity fundraising events
- 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 Guild 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:	Sherman Lim
President signature:	<i>Sherman Lim</i>
Date:	29 Jun 2021
Treasurer name:	Bryan Soo
Treasurer signature:	<i>Bryan Soo</i>
Date:	29 Jun 2021