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**Constitution for “SELCS Language” Departmental Society**

1. **Name**

 a. The formal name of this Departmental Society shall be “SELCS Language Society”.

 b. The Society shall be affiliated to the Students’ Union UCL.

**2. Statement of Intent**

 a. The constitution, regulations, management and conduct of the Society shall abide by all Students’ Union UCL Policies, and shall be bound by Students’ Union UCL Memorandum and Articles of Association and Bye-laws, the Club and Society Regulations and the Club and Society Procedures and Guidance (refer to “How To Guides” on the Union [website](https://studentsunionucl.org/how-to-guides)).

 b. The Society stresses that it abides by the Union’s Equal Opportunities Policies, and that Society regulations pertaining to membership, election, or management of this Society shall not contravene these policies.

 c. The Club and Society Regulations can be found at:

<https://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>

 d. The Society recognises that it also reflects the UCL Department that it is associated with and will work collaboratively with Departmental Staff in a professional and appropriate manner. The Society will ensure it is clear that it declares itself as the Departmental *Society*, and not the Department itself, to avoid any confusion or misrepresentation.

**3. The SELCS Society Committee**

 a. The President

 i. The President’s primary role is laid out in section 5.7 of the Club and Society Regulations.

 ii. The President may also serve as an Activities Zone member.

 iii. The President is eligible to apply for the Departmental Society Grant.

 iv. The President will be responsible for leading the Society, overseeing key events, committee communication and membership engagement, establishing and maintaining professional relationships with external stakeholders, communicating with individual societies, liaising with the Union on Society matters, room bookings and overseeing committee meetings.

 b. The Treasurer

 i. The Treasurer’s primary role is laid out in section 5.8 of the Club and Society Regulations.

 ii. The Treasurer may also serve as a Counsel member.

 iii. The Treasurer is eligible to apply for the Departmental Society Grant

 iv. The Treasurer will be responsible for applying for necessary grants and sponsorships, the financial budget of the Society, achieving financial aims, ensuring financial accessibility to events, organising Society payments and liaising with other committee members regarding costs of events.

 c. The Welfare Officer

 i. The Welfare Officer’s primary role is laid out in section 5.9 of the Club and Society Regulations.

 ii. The Welfare Officer will be responsible for completing the Welfare Officer Programme, providing wellbeing events for members, organising events for key dates (e.g. Mental Health Day), social and community outreach, membership wellbeing and safety at events and ensuring all students feel comfortable and safe throughout the course of their studies.

 iii. The Welfare Officer is eligible to apply for the Departmental Society Grant.

 d. The Academic Rep(s)

*(this is an optional position for the already elected Departmental Academic Student Reps -  you can find your Academic Rep in this* [*directory*](https://studentsunionucl.org/academic-representatives) *and find your Faculty Rep in this* [*directory*](https://studentsunionucl.org/faculty-reps) *- or if you would like to arrange an introduction, let us know!)*

 i. The Academic Rep’s primary role is laid out on this [webpage](https://studentsunionucl.org/make-change/representing-you/who-can-help-you/academic-representatives/academic-representative-roles%2523Course).

 ii. The Academic Rep is responsible for communicating appropriate

academic/course/student issues between departmental staff connections and Departmental Committee/members.

 iii. The Academic Rep is eligible to apply for the Departmental Society Grant.

 e. The First Year Representative

 i. The First Year Representative will be responsible for representing the interests of all first-year undergraduate members of the SELCS Society, including but not limited to: creating communication platforms between such members, working with the Events Rep to organise first-year events and working with the Department to ensure academic welfare.

g. Committee Members and extended management of the society shall be vested in the society’s operation and shall endeavour to meet regularly during Term Time.

 h. Committee Members will perform the roles as described in section 5 of the Students’ Union UCL Club and Society Regulations.

 i. Committee Members are elected to represent the interest of the Society and the overall student body ofSELCS Society. Committee Members are able to be held to account for their described roles and responsibilities.

 j. If a Society Member is not satisfied with the performance of their Committee Members, they may call a motion of no-confidence in line with the Union’s Club and Society Regulations.

 k. No member shall hold more than one position in office at a time, with exception to the First Year Representative.

**4. Optional Committee**

1. Optional Committee positions (herewith given) shall be exercised only when deemed necessary by the incumbent President.

1. Such positions voted into office of the SELCS Society Committee agree to abide by Section 3) g-k of this Constitution.

1. The Social Media Representative

i. The Social Media Representative will be responsible for managing all society social media, ensuring and promoting engagement of the society social media, announcing events on social media and reporting any issues of abuse or threats to the President and Welfare Officer.

1. The Marketing Representative

i. The Marketing Representative will be responsible for producing marketing material for the society, in particular for social media and liaising with the Social Media Rep and Events Rep about events and announcements.

1. The Events Representative

i. The Events Representative will be responsible for organising events for the society, liaising with other societies for joint events, requesting financial support from the treasurer and reporting to the committee upcoming events.

**5. Terms, Aims and Objectives**

a. The objective of the SELCS Society shall be to provide a platform to promote social integration between its members.

b. The Society shall aim to serve its members and their interests through the fulfilment of the Committee’s duties. All earnings and property pertaining to the society shall be used for these purposes.

c. The Society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

 d. The core activities of the Society shall be:

 i. Affiliate-home student coffee chats, social evenings, “get-to-know London” pub quizzes and crawls, Christmas event and Halloween night out, pizza parties and welcome drinks to meet departmental and affiliate students.

 ii. Academic and language support groups, affiliate support groups, mentorship guidance for academic and social and mental health coffee outings.

 iii. Year abroad information sessions, chats with final-year students, module selection chats, talks with guest speakers, dissertation presentations and foreign-language book clubs.

 iv. Alumni speaker events, careers panels, meet potential employees, sponsor events and coffee chats with language graduates.

These are the activities that you will definitely carry out every academic year to foster a sense of course based community. The Union will only fund core activities that meet these criteria.

d. In addition, the Departmental Society shall also strive to organise other activities for its members where possible:

 i. Travel photo competition, SELCS podcast and out-of-London outings.

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. Departmental Societies may approach their own Department or external sponsors for financial support, as long as it is declared to the Union.

 e. This constitution shall be binding on the Club/Society Officers and shall only be altered by consent of a two-thirds majority of the full members present at a society general meeting. Activities Network Executive shall approve any such alterations

 f. This constitution has been approved and accepted as the Constitution for the Students’ Union UCL SELCS Society. By signing this document the President and Treasurer have declared that they have read and abide by the Students’ Union UCL Clubs and Societies Regulations.

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| President name: | Georgina Oates |
| Signed: |  A pair of glasses  Description automatically generated with medium confidence |
| Date: | 05/10/21 |
| Treasurer name: | Charlie Dart |
| Signed: |  |
| Date: | 05/10/21 |