

The Constitution of Students' Union UCL

SCHOOL OF SLAVONIC AND EAST EUROPEAN STUDIES (SSEES) SOCIETY

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL SSEES Society.
- 1.2.
- 1.3. 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

1. The president's primary role is laid out in section 5.7 of the Club and Society Regulations.
 - 3.1.2. The President is responsible for calling and chairing meetings of the SSEES Committee, setting the agenda, and ensuring that the agenda is completed.
 - 3.1.3. The President will co-chair the meetings of the SSEES Staff-Student Consultative Committee jointly with the SSEES Director.
 - 3.1.4. The President will engage directly with the SSEES Lead Academic Representative to support these positions, and ensure their duties are being carried out. The President will also ensure that any academic/teaching concerns are brought up with relevant members of staff, both during and outside of the existing forums.

3.1.5. The President will engage directly with the SSEES Student Mentors to support these positions, and ensure their duties are being carried out. The President will also ensure that any welfare concerns are brought up with relevant members of staff, both during and outside of the existing forums.

3.1.6. The President will oversee the activities of all other Officer Positions, and delegate further responsibilities when required.

Treasurer

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

3.2.2. The Treasurer will also be responsible for handling any money raised by the Committee itself (e.g. through events, associate members fees).

3.2.3. The Treasurer will handle any charitable funds raised by the Committee and any sponsorship given to the Committee and ensure their correct usage.

3.2.4. The Treasurer will, in co-operation with the Vice-President, ensure that inventories are taken of the Committee's supplies, and that stocks of supplies are replenished when needed.

Vice-President

3.3.1. The Vice-President shall assist the President and the Committee at meetings, take the minutes, and assist in the preparing of the agenda.

3.3.2. The Vice-President will chair meetings of the SSEES Committee in the absence of the President, and will assist the President in their duties.

3.3.3. The Vice-President will manage Associate Membership of the SSEES Society, when required, and will drive engagement with other UCL Societies, Academic Sections, and non-SSEES Students.

3.3.4. The Vice-President will, in co-operation with the Treasurer, ensure that inventories are taken of the Committee's supplies, and that stocks of supplies are replenished when needed.

3.3.5. The Vice-President will assist the President with engaging directly with the SSEES Lead Academic Representative, and work with them to deliver academic/teaching concerns to the Committee.

3.3.6. The Vice-President may be delegated further specific responsibilities by the President.

3.3.7. The Vice-President position, if filled, will take over the remit for other Officer positions, should those positions fail to be filled.

Engagement Officer

3.4.1. The Engagement Officer is responsible for the design and distribution of publicity for the Committee, including but not limited to publicising SSEES Society events, and informing our members of our activities.

3.4.2. The Engagement Officer will be chiefly responsible for running the SSEES Society social media pages and email addresses, and ensuring that the Society responds to queries from SSEES Students and others.

3.4.3. The Engagement Officer will seek to ensure that the views of SSEES Students are brought to the attention of the Committee.

3.4.4. The Engagement Officer will work with the SSEES Events, Publicity, and Academic staff to promote cooperation between the Committee and the Department.

Events Officer

3.5.1. The Events Officer will work alongside the other Officer Positions to organise, budget, and administer social events for the society. They will ensure that all the relevant requirements (e.g. Risk Assessments, Staff Contacts) for events to take place are met.

First Year Representative

3.6.1. The First Year Representative, elected in October, will act as a first point of contact and drive engagement amongst First Year students and represent their feedback to the Committee.

Post-Graduate Representative

3.7.1. The Post-Graduate Representative, elected in October, will act as a first point of contact and drive engagement amongst Post-Graduate students, and represent their feedback to the Committee.

3.8. Management of the society shall be vested in the Society Committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Society's activities.

3.9. The Committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations document.

3.10. Committee members are elected to represent the interests and well-being of Society members and are able to be held to account. If Society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line

with section 5.6 of the 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. To organise and run events for SSEES Students and Associate Members of the SSEES Society (when relevant).

4.3.2. To promote the culture of Eastern Europe at SSEES and UCL (and beyond) through social events, academic talks, tasting/experience events and more.

4.3.3. To ensure the welfare of all SSEES Students and Society Members and provide a relaxed, informal environment in which to socialise, and a forum for feedback and concerns to be voiced.

4.3.4. To work jointly with other relevant groups and societies to expand our membership, horizons, activities and potential.

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

4.4.1. 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.

4.4.2. To promote analysis of current and relevant topics through discussions and debates.

4.4.3. To provide additional practical information about life at SSEES by creating an informative social media presence.

4.4.4. To provide additional academic information by promoting inter-student connections and the sharing of knowledge at SSEES and beyond.

4.4.5. To invite external speakers to events in order to broaden the horizons of SSEES students.

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 Zone shall approve any such alterations.

4.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL SSEES 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:	Freya Proudman
President signature:	Freya Proudman
Date:	27/06/2021
Treasurer name:	Zobia Rashid
Treasurer signature:	Zobia Rashid
Date:	27/06/2021