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**Constitution for the Computer Science Departmental Society**

1. **Name**

a. The formal name of this Departmental Society shall be University College London Computer Science Society (UCL CSS).

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.

1. **The Departmental Society Committee**

*2.1 The Structure of the Society Committee*

2.1.1 The Society Committee shall be comprised of a Leadership Committee

2.1.2 The Leadership Committee shall be comprised of the President, the Treasurer and the Welfare Officer and all remaining optional committee members whom are also known as ‘executives’.

*2.2 Committee Rules and Regulations*

2.2.1 The President, Head’s, Welfare Officer and Treasurer must always be elected through a democratic election process

2.2.2 They shall be elected yearly at the Annual General Meeting held in Term 2

*2.3 Committee Roles and Responsibilities*

a. The President *(x1)*

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.

v. The President must ensure every division is doing well and must intervene where necessary

vi. The President must ensure that events organised are operating optimally to benefit the members

b. The Treasurer *(x1)*

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.

v. The Treasurer upholds the same responsibilities as the President with regards to the well-functioning of the society

c. The Welfare Officer *(x1)*

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 attend union related training, organise welfare awareness events, advertise themselves as a point of contact for all students in the society and sign-post to possible professional contacts in the university where necessary

iii. The Welfare Officer will not be expected to provide professional advice themselves nor will they be permitted to; their role is primarily to sign-post

v. The Welfare Officer will encourage members to join and interact with the society at every level no matter the background, ability, requirements, or beliefs of that individual.

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

d. Postgraduate Representative

i. The Postgraduate Representative’s primary role is to encourage postgraduate students to join the society and its’ events,

ii. The Postgraduate Representative is responsible for communicating appropriate academic/course/student issues between Departmental staff connections and Departmental Committee/members.

e. Optional Committee Member for Departmental-Interest activities

1. *(x2)* Advisory Vice President will be responsible for:
   1. Assisting the committee in general duties.
   2. Building constructive relationships with stakeholders such as key Departmental staff and the Union.
2. *(x1)* General Secretary will be responsible for:
   1. The administrative work for the society, including close monitoring of social media message enquiries and emails, as well as help to generate the society’s event schedule for the year.
   2. Assisting the committee with official forms and documents as well as organising weekly meetings whereby you will be in charge of taking minutes.
   3. Being the first point of contact between the Student Union and/or Computer Science Department and the society.
3. *(x1)* The Head of Mentorships will be responsible for:
   1. Creating a year-long mentorship scheme for academic mentors (current UCL students)
   2. Contacting and working closely with the UCL Alumni Community who will act as career mentors for the mentorship program as well as organise talks from the mentors
   3. Overseeing training and recruitment for all mentors
4. *(x1)* The Head of Events will be responsible for:
   1. Planning, organisation and execution of all UCL CSS events
   2. Will work in close relation with the Treasurer and Head of Marketing to organise and execute events
5. *(x1)* The Head of Marketing and Public Relations will be responsible for:
   1. Responsible for all the marketing of the society
   2. Developing the membership base, advertising all events around campus, managing the Facebook page and group, and all other social media platforms.

f. 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.

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

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

i. 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.

j. Additional help for these committee members can be recruited in the form of executives. This is to help get work done more efficiently.

**4. Terms, Aims and Objectives**

a. The Society shall hold the following as its aims and core objectives.

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

c. The aims of the Society shall be:

1. Organise events in the realm of Computer Science that can provide insight to our members to help guide them in their academic and professional journeys.
2. Provide opportunities for members to socialise and meet with likeminded people, thus we can foster a tight-knit community
3. Collaborate with existing societies to help bring events to our society members.
4. Advance initiatives to safeguard Mental Health and EDI within the department.

d. The core activities of the Society shall be:

1. Social Interactive activities: Welcome Week social gathering, UCL Computer Science individual cohort group chat, FAQ sessions with incoming first year students, Discord Server to host online game nights and discussions
2. Wellbeing Initiatives: Support groups during exams, talks from senior students on how to navigate their academic lives, or programs to generally increase wellbeing
3. Academic events: In-person and online co-working sessions, mentorship program
4. Career events: Alumni speaker events and Internship Experience sharing sessions by current students, designed to increase members’ knowledge of and exposure to a range of careers in Technology.

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. T-shirts for the UCL CSS members

ii. Collaboration with non-departmental societies to get members involved in cultural, social, professional events

iii. Coding Competitions, Inter-University Computer Science Exhibition

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 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 Computer Science 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: | Shabir Singh Dhillon |
| Signed: | Shabir Singh Dhillon |
| Date: | 25/8/2021 |
| Treasurer name: | Siqi Zhu |
| Signed: | Siqi Zhu |
| Date: | 31/08/2021 |