

Constitution for “UCL Medical Physics and Biomedical Engineering” Departmental Society

1. Name

a. The formal name of this Departmental Society shall be “UCL Medical Physics and Biomedical Engineering Society”.

b. The Society shall be affiliated to 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](#)).

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 recognizes 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 Departmental 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:

- A. leading the Society
- B. organising key annual events
- C. responsible for committee communication
- D. membership engagement
- E. establishing and maintaining professional relationships with external stakeholders
- F. liaising with the Union on Society matters
- G. Responsible for the overall running of the society and final decision making
- H. Delegate individual tasks and responsibilities to manage and organize the society
- I. Help make strategic decisions for the society

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:

- A. applying for necessary grants and sponsorships
- B. arrange the financial budget of the Society
- C. ensuring financial accessibility to 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:

- A. completing Welfare Officer Programme
- B. providing wellbeing events for members
- C. social and community outreach
- D. membership wellbeing and safety at events.

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

d. Vice President(s)

i. The *Vice President(s)* will be responsible for:

- A. Support the President in running the society
- B. Help the President delegate individual tasks and responsibilities to manage and organize the society
- A. Work closely with the Treasurer to create feasible budgeting plan
- B. Make strategic decisions for the society

e. Assistant Vice President

i. The *Assistant Vice President* will be responsible for:

- A. Support the President and Vice President(s) in running the society
- B. Help the President delegate individual tasks and responsibilities to manage and organize the society
- C. Keep track of the deadlines set by the President and Vice President(s)

f. Marketing Manager(s)

i. The *Marketing Manager(s)* will be responsible for:

- A. Creating marketing material for society events, national celebrations, and UCL-run events that the society supports
- B. Collaborating with any other Marketing Managers from different societies for society marketing material for Open Days, prospectuses, etc.
- C. Helping the Social Media team to plan content for the society's online posts
- D. In charge of the newsletter (monthly or bi-monthly)
- E. Delegate tasks and deadlines to Marketing Executive(s)
- F. Lead the Marketing Team

g. Marketing Executive(s)

i. The *Marketing Executive(s)* will be responsible for:

- C. Creating marketing material for society events, national celebrations, and UCL-run events that the society supports
- D. Collaborating with any the Marketing Manager for society marketing material for Open Days, prospectuses, etc.

- E. Helping the Social Media team to plan content for the society's online posts
- F. Complete the tasks delegated by the Marketing Manager(s)

h. Social Media Manager(s)

- i. The *Social Media Manager(s)* will be responsible for:
 - A. Develop a social media strategy and set goals to increase engagement
 - B. Manage all society's social media channels such as Facebook, Twitter, and Instagram
 - C. Create engaging multimedia content
 - D. Working closely with Marketing Team on social media campaigns and content
 - E. Delegate tasks and deadlines to Social Media Executive(s)
 - F. Lead the Social Media Team

i. Social Media Executive(s)

- i. The *Social Media Executive(s)* will be responsible for:
 - A. Develop a social media strategy and set goals to increase engagement with the Social Media Manager
 - B. Manage all society's social media channels such as Facebook, Twitter, and Instagram
 - C. Create engaging multimedia content
 - D. Working closely with Marketing Team on social media campaigns and content
 - E. Complete tasks given by the Social Media Manager(s)

j. Events Manager(s)

- i. The *Events Manager(s)* will be responsible for:
 - A. Research venues, suppliers, then negotiate prices and make bookings
 - B. Manage all pre-event planning, organising guest speakers
 - C. Liaise with the Treasurer to manage the budget for events
 - D. Manage and coordinate the Events Team
 - E. Delegate roles to the committee for events where appropriate
 - F. Delegate tasks to Events Executive(s)

k. Events Executive(s)

- i. The *Events Executive(s)* will be responsible for:

- A. Research venues, suppliers, then negotiate prices and make bookings
- B. Help Events Manager(s) to plan and organising events and guest speakers
- C. Help Events Manager(s) to liaise with the Treasurer to manage the budget for events
- D. Complete tasks given by Events Manager(s)

I. Sponsorship Manager

i. The *Sponsorship Manager* will be responsible for:

- A. Liaise with possible and current sponsors
- B. Create presentations and pitches for acquiring new sponsors
- C. Help the Treasurer with managing the finances of the society
- D. Lead the Sponsorship team and delegate tasks to the Sponsorship Executive(s)

m. Sponsorship Executive(s)

i. The *Sponsorship Executive(s)* will be responsible for:

- A. Liaise with possible and current sponsors
- B. Create presentations and pitches for acquiring new sponsors
- C. Help the Treasurer and the Sponsorship Manager with managing the finances of the society
- D. Complete tasks delegated by the Sponsorship Manager

n. Outreach Manager

i. The *Outreach Manager* will be responsible for:

- A. Community-based education and outreach programs
- B. Prepare outreach presentations and manage the team for various outreach events
- C. Establish new and old relationships with collaborative partners and events speakers
- D. Communicate with any stakeholders outside the society where appropriate
- E. Manage the Outreach Team and delegate tasks to Outreach Executive(s)

o. Outreach Executive(s)

i. The *Outreach Executive(s)* will be responsible for:

- A. Help the Outreach Manager to organize community-based education and outreach programs
- B. Prepare outreach presentations for various outreach events

- C. Help Outreach Manager establish new and old relationships with collaborative partners and events speakers
- D. Communicate with any stakeholders outside the society where appropriate
- E. Complete the tasks given by the Outreach Manager

p. Committee Members and extended management of the society shall be vested in the society's operation and shall endeavor to meet regularly during Term Time.

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

r. Committee Members are elected to represent the interest of the Society and the overall student body of **UCL Medical Physics and Biomedical Engineering Society**. Committee Members are able to be held to account for their described roles and responsibilities.

s. 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.

4. Terms, Aims and Objectives

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

The Medical Physics and Biomedical Engineering Society is established for creating an amicable and collaborative environment for like-minded students who have an interest in medical physics and biomedical engineering.

The society will

- i. act as the bridge between the Medical Physics and Biomedical Engineering Department and any students within UCL who are interested with the help of the Student's Union
- ii. help students gain technical skills in medical electronics, medical imaging, programming in medicine, and more
- iii. create an amicable and collaborative environment for like-minded students who have an interest in medical physics and biomedical engineering
- iv. give students insights on the medical physics and biomedical engineering industry and research
- v. improve the sense of community people who are interested in the department and medical physics and biomedical engineering

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 core activities of the Society shall be:

i. Welcome Week social gatherings, pub quizzes, pizza parties, and more social activities for developing a sense of belonging and community for students and staff within and across Department

ii. Outreach activities such as help the department during Open Days with flyers, stall, presentations, or posters, conduct Outreach Presentations to Secondary Schools to reach new Prospective Students and increase interest in Medical Physics and Biomedical Engineering

- iii. Academic events such as talks / panels with guest speakers, dissertation presentations, workshops in Medical Physics and Biomedical Engineering such as computing and medical electronics to grow the interest in medical physics and biomedical engineering and help students gain more technical skills that enhance the student experience of the Society membership and go beyond the UCL degree

iv. Alumni speaker or networking events, potential employee meet and greet and panels, career fair, mentorship programme where the society will work with alumni and potential future employers that expand members potential horizons during and after UCL

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. Hoodies for committee members

ii. Support groups during exams that focus on promoting positive mental health and sense of belonging amongst students in and across Departments

iii. Collaborations with other Departmental Societies

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 **UCL Medical Physics and Biomedical Engineering 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.

President name:	Zehra Beril Evcil
Signed:	Zehra Beril Evcil
Date:	09/12/2021
Treasurer name:	Dilara Dupont
Signed:	Dilara Dupont
Date:	09/12/2021