

Constitution for Civil Engineering Departmental Society

1. Name

- a. The formal name of this Departmental Society shall be **Civil Engineering Society UCL**.
- b. The Society shall be affiliated to Students' Union UCL.

2. and 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 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 Departmental Society Committee

3.1. 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 inspiring and leading the committee and being the face of the society. They will also be responsible for establishing a consistent means of communication between committee members, as well as ensuring all goals set out by the society at the start of the year are met (i.e. organising a meeting with the whole committee to set out plans for the year). The president will also be working with the treasurer in booking rooms.

3.2. 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 sponsorships and keeping track of the financial budget for the society. They will also be responsible for achieving financial aims, ensuring financial accessibility to events, and organising society payments. The treasurer will also work with the president in bookings rooms for events.

3.3. 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 Welfare Officer Programme, providing wellbeing events for all society members, completing health and safety and inclusivity checks for all events, organising key dates such as Mental Health Day, being the main social and community outreach.

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

3.4. Fourth year/MSc representative

The committee member will be responsible for communicating between the society and fourth year/MSc students, organising careers events, and ensuring inclusivity of those students in all other events

3.5. Social secretary (x2)

The committee members will be responsible organising social events and welcome events (quiz nights, pub crawls, picnics, etc.) for all society members. They will be responsible to finding the suitable venues (when relevant). In addition, they will be required to liaise with the Welfare Officer to ensure their events are inclusive and meet health and safety requirements.

3.6. Industrial secretary (x2)

The committee members will be responsible for organising industrial events such as talks from the industry, careers fairs, and networking events. They will be responsible to finding the suitable venues (when relevant). In addition, they will be required to liaise with the Welfare Officer to ensure their events are inclusive and meet health and safety requirements.

3.7. IT Officer

The IT Officer is responsible for editing posters for all events as well as handling the society's social media platforms (Instagram and Facebook). The IT Officer will also be responsible for writing blogs for important dates such as Mental Health Week and Women In Engineering.

3.8. General Secretary

This committee member will be required to write out emails and organising weekly committee meetings. They will also be the main point of contact for collaborations with other societies for potential events. This committee member will also be required to keep the society's moodle page up to date, and handle the society's merch.

3.9 Vice President

This committee member will be required to help out the president in all of their responsibilities. They will also be responsible for monitoring the work of social and industrial teams.

3.10. First year rep (x4)

This committee member will be the main point of contact between the society and first years. They will assist in planning events for first years as well as gathering feedback and ideas from all years through surveys and forms.

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

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

3.13. 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

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

4.2. The 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 Society shall be:

i. From a social and interactive aspect, the society will aim at having multiple social events which will help the morale of members and give them an opportunity to interact with each other. Specifically, the society will hold, but not limited to, the following events: Welcome events for first years as well as MSc students, pub crawls, movie nights, and quiz nights. These events will help in developing a sense of belonging and community between students and staff. The society will also use Discord as a platform available for all students. This platform will be used for events such as movie nights as well as a place where support groups can gather if they need to online. CivSoc will also be working with the Civil, Engineering, and Geomatic Engineering (CEGE) department in order to improve the sense of communication between students and staff members.

ii. The society will aim at promoting the wellbeing of students not just through events but also through blogs. Wellbeing events such as yoga classes and sports events will be planned. Discord will also be promoted as a place for study groups and support groups. In addition, blogs will be written and posted on our social media platforms and website which will target the importance of wellbeing.

iii. The society will organise talks from several people in the civil engineering industry (i.e. Atkins, ARUP) as it has done before where these speakers can inspire and talk about their experience and career pathways. Alumni will also be invited, as well as institutions such as the Institute of Civil Engineering (ICE) in order to promote their memberships and explain their benefits to students. A yearly careers fair will also be organised where engineering companies will be invited, this gives members an opportunity to ask companies questions and learn more about them. The companies invited will not be limited to civil engineering companies but will include companies from different fields (such as marketing and banking) as we know that will be of the members interest. The aim of these events is to help members get more familiar with companies, placements, and potential graduate jobs. The CEGE department will help in finding the appropriate contacts for talks and other events.

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.

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

- i. The society will hope to begin planning field trips for its members where students can have site visits on construction projects and gain more knowledge about their relevant fields.
- ii. Another aim is to potentially plan social trips outside of London (traveling) for members to gain a better and stronger feeling of belonging and create fun memories.

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.

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 society general meeting. Activities Network Executive shall approve any such alterations

4.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL **Civil 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:	Youssef Elsherif
Signed:	Youssef Elsherif
Date:	15/09/2022

Treasurer name:	Zakariya Yiadom Boakye
Signed:	Zakariya Yiadom Boakye
Date:	15/09/2022