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# The Constitution of Students’ Union UCL

**Constitution for the Computer Science Departmental Society**

### Name

#### 1.1. The name of the club/society shall be Students’ Union UCL University College London Computer Science Society (UCL CSS)

#### 1.2 The club/society shall be affiliated to Students’ Union UCL.

### Statement of Intent

#### 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](http://studentsunionucl.org/governing-documents), [Byelaws](http://studentsunionucl.org/governing-documents), [Club and Society Regulations](http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations) and the club and society procedures and guidance – laid out in the ‘[how to guides](https://studentsunionucl.org/how-to-guides)’.

#### 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.

#### The Club and Society Regulations can be found on the following webpage: <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

### The Departmental Society Committee

#### 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.

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

#### 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.

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

#### Welfare Officer

3.3

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.

#### Additional Committee Members

#### 3.4

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. *(x2)* 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
4. *(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.

#### Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.

#### The committee members shall perform the roles as described in section 5 of the Students’ Union UCL Club and Society Regulations.

#### Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students’ Union UCL Club and Society Regulations.

### Terms, Aims and Objectives

#### The club/society shall hold the following as its aims and objectives.

#### The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

#### The core activities of the club/society shall be:

#### These are the activities that you will definitely carry out every academic year. The Union will only fund core activities.

1. Social Interactive activities: 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.
5. Collaboration with non-departmental societies to get members involved in cultural, social, professional events
6. Coding Competition/Hackathon
7. *Tours around London and the UCL campus during Welcome week.*

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

#### 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.

i. Merchandise for the UCL CSS members

ii. Inter university Computer Science competition.

#### 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 Executive shall approve any such alterations.

#### This constitution has been approved and accepted as the Constitution for the Students’ Union UCL University College London Computer Science Society (UCL CSS). 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.

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| President name: | Baixu Chen |
| President signature: | Baixu Chen |
| Date: | 27/06/22 |
| Treasurer name: | Hardik Agrawal |
| Treasurer signature: | Hardik Agrawal |
| Date: | 27/06/22 |