

The Constitution of Students' Union UCL

Crook Society

1 Identity

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

- » 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.

3.1 President

- The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
- The President is responsible for leading the committee to
- The President will also liaise with the Faculty of Engineering and meet regularly with the relevant parties that support student life within the Department of Biochemical Engineering.
- The President will work with the Treasurer to coordinate with the SU and fill out any necessary forms, including but not limited to Payment Request Forms, Purchase Request Forms, Sales Invoice Request Forms, Activity Regulation Forms, etc.

3.2 Treasurer

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

- The treasurer will provide financial information to members who request them.
- Treasurers are responsible for creating a budget and ensuring our society sticks to it when organising and executing events.
- Treasurers will assist in filling out and submitting relevant forms, including but not limited to Payment Request Forms, Purchase Request Forms, Sales Invoice Request Forms.
- The Treasurer will also liaise with the Faculty of Engineering regarding budgeting, risk assessments and reimbursements for society members

3.3 Welfare Officer and General Secretary

- The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.
- The Welfare Officer is responsible for member engagement and welfare, including but not limited to guest lectures, talks, field trips, etc. while ensuring the society is inclusive and accessible to all.
- Taking meeting minutes and reminding the committee of to-do lists and scheduling needs throughout the week.

Additional Committee Members

Any additional committee positions you have should be outlined in your constitution below.

3.4 Vice President

- Will Assist the President in administrative duties.
- Will perform the President's duty temporarily in the absence of President during meetings and events.
- Will ensure the smooth running of operations during events, talks and socials.
- The Vice-President will help the President lead the society and be responsible for internal communication and paperwork, such as taking minutes, creating agendas, and task-lists.

3.5 Social Media and Marketing Officer

- The social media and marketing secretary is to manage the society's social media accounts, using them to market and announce current and future events, as well as to show society activities.
- Responsible for all marketing and publicity, such as promotional material, event photography, social media, and the society newsletter.

3.6 Event Secretary

- The Events Secretary is responsible for reaching out to and communicating with external speakers, liaising with collaborators and collaborating societies, organising educational events, and developing the society professional network.
- Responsible for the planning and execution of non-regular society activities,
- Assisting the social media and marketing secretary in promoting events and promoting student participation.

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 over the academic year as its commitment to its membership.

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

- Organise socials for undergraduate students of the Department of Biochemical Engineering, although members outside of the department are welcome to join. These events shall have the purpose of socialising and fostering a spirit of community and wholesomeness among the undergraduate students of our department.

- Organise staff-student socials so students and staff will be more comfortable and familiar with each other, which would foster a more harmonious and effective working environment.
- Organise career events and talks with external speakers from various industries to enrich the knowledge of students regarding their interests, passions, and studies.
- Organise sporting events that foster healthy competition and spirit among the students.

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

- Possible collaborations with other clubs and societies to organise events, talks, sporting activities that would enrich student life.
- Host mental health awareness talks and events to ensure all students will feel supported.
- Arrange field trips with relevant organisations within relevant fields/industries.

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 Executive shall approve any such alterations.

4.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Crook 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:	Pamela Emanuelle Ishak
President signature:	
Date:	30/06/2022
Treasurer name:	Nathanael Widjaja
Treasurer signature:	
Date:	29 June 2022