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# Constitution for English Departmental Society

1. **Name**

a. The formal name of this Departmental Society shall be English 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](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.

**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

* Leading the Society
* Ensuring communication within committee
* Organizing key annual events,
* Creating membership engagement
* Establishing and maintaining professional relationships with external stakeholders
* Liaising with the Union on Society matters, room bookings)

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

* Applying for necessary grants and sponsorships
* The financial budget of the Society
* Achieving financial aims
* Ensuring financial accessibility to events
* Organizing Society payments

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

* Completing Welfare Officer Program
* Providing wellbeing events for members
* Organizing events for key dates like Mental Health Day
* Social and community outreach
* Membership wellbeing and safety at events

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

d. Academic Rep(s)

*(this is an optional position for the already elected Departmental Academic Student Reps - you can find your Academic Rep in this* [directory](https://studentsunionucl.org/academic-representatives) *and find your Faculty Rep in this* [directory](https://studentsunionucl.org/faculty-reps) *- or if you would like to arrange an introduction, let us know!)*

i. The Academic Rep’s primary role is laid out on this [webpage](https://studentsunionucl.org/make-change/representing-you/who-can-help-you/academic-representatives/academic-representative-roles%2523Course).

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

iii. The Academic Rep is eligible to apply for the Departmental Society Grant.

d. Optional Committee Member for student demographic (e.g. Foundation Year, Mature Students, Specific Academic community)

ii. The Vice President will be responsible for

* Supporting the President in their duties
* Helping with the general management of the Society and the Committee, including Committee meetings
* Setting goals for the Society
* Coordinating the Society’s activities
* Taking over the duties of the President if they are absent at meetings or events

e. Optional Committee Member for Departmental-Interest activities (e.g. social events, skill building or sports)

ii. The Social Secretary will be responsible for

* Organizing the Society’s social events

iii. The Marketing Secretary will be responsible for

* Managing and updating the Society’s social media accounts, including Facebook and Instagram
* Promoting the Society’s events via social media and through the English Department
* Keeping a record of all online account passwords to be passed on to fellow committee members and future committee members

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 ofEnglishSociety. 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.

**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 core activities of the Society shall be:

1. *Social Interactive activities* 
   1. *Welcome Week social gathering*
   2. *Literary-themed pub quizzes*
   3. *Literary film nights*
   4. *Coffee mornings after lectures*
   5. *Book clubs*
   6. *Zoom “café talks” with first-year students who may have questions about the Department*
   7. *Literary-themed ball*
   8. *Visit literary-themed locations, including museums*
2. *Wellbeing Initiatives* 
   1. *Book exchanges*
   2. *Study support groups throughout the year and during exams*
   3. *Walks*
   4. *Creative writing sessions*
3. *Academic events*
   1. *Talks with guest speakers*
   2. *Literary debates/discussion groups*
4. *Career events* 
   1. *Alumni speaker events*
   2. *Talks with potential future employers to shine light on different career paths*

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. English Society Merchandise (tote bags or hoodies)*

*ii. Create a podcast*

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 English 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: | Ella Maria Barker |
| Signed: | Ella Maria Barker |
| Date: | 21/06/2022 |
| Treasurer name: | Meera Harischandra |
| Signed: | Meera K Harischandra |
| Date: | 21/06/2022 |