

The Constitution of Students' Union UCL

UNIVERSITY COLLEGE LONDON FILM & TV SOCIETY

1 Name

- 1.1 The name of the club/society shall be the University College London Union (UCL) Film & TV 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

President

- 3.1 The president's primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.1.1 They shall represent the society and shall be responsible for making sure that the club/society is run according to its constitution, the Students' Union UCL Club and Society Regulation, Good Practice Guidelines, and Standing Orders of Students' Union UCL.
- 3.1.2 It is the responsibility of the President to call General Meetings of the society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.
- 3.1.3 They shall be the primary point of communication between the Union and the society members. It is therefore required that s/he attends the relevant Union Committees.

Treasurer

- 3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.2.1 They shall carry out the day-to-day financial and logistical duties of the society, and are responsible to the union for club/society finances to the membership
- 3.2.2 Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the club/society ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorize withdrawals or expenditure from the club/society accounts.
- 3.2.3 Shall maintain a society budget and a record of the society's finances.

Welfare Officer

- 3.3 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations. Responsible for encouraging members to join and interact with the society at every level no matter the background, ability, requirements or beliefs of that individual. Also responsible for establishing a more thorough alumni network.

Additional Committee Members

- 3.4 Secretary
Responsible for ensuring that committee meetings are effectively organised and documented—this entails scheduling, preparing meeting agendas, and taking meeting minutes. Also in charge of drafting the biweekly/monthly Filmsoc Newsletter addressed to all Filmsoc members.
- 3.5 Studio, Equipment and IT Manager (x3)
Responsible for managing the studio space, the society's equipment and its IT infrastructure.
- 3.6 Social and Screening Producer (x2)
Responsible for organising weekly film screenings and socials for members.
- 3.7 Workshop Producer (x2)
Responsible for reaching out to members of the film industry, either previous UCL alumni or any other professionals, to set up workshops with them that will allow members of the society to deepen their knowledge.
- 3.8 Drama Producer
Responsible for overseeing all of the society's fiction filmmaking productions.
- 3.9 Videography and Livestreaming Officer
Responsible for completing any video-related work in the society or in partnership with other societies at UCL, as well as helping the society livestream all events as needed.
- 3.10 Documentary Producer
Responsible for overseeing all of the society's fiction filmmaking productions.
- 3.11 Blog and Podcast Editor-in-Chief (x2)
Responsible for the day-to-day and long term running of the blog and podcast, connecting with student writers, managing festival coverage, maintaining the website, and editing.
- 3.12 Archive Officer
Responsible for the archiving, organisation and storage of all historical society media.
- 3.13 The Festival sub-committee shall be appointed by December of the academic year, and consist of the following appointed members:
- 3.13.1 Festival Producer
- 3.13.2 Festival Marketing Officer
- 3.13.3 Festival Director
- 3.13.4 Festival Finance and Operations Officer
- 3.14 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.
- 3.15 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.16 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.
- 3.17 All committee members may, at their discretion, appoint society members to assist in their departments as sub-committee members. Such appointment can be made at any point in the academic year and is subject to the approval of the President.
- 3.17.1 Sub-committee duties shall be delegated at the discretion of the relevant committee member(s).

- 3.17.2 Sub-committee members shall be entitled to access the appropriate documentation and committee meetings in order to complete their role effectively.
- 3.18 All committee and sub-committee must be members of the society and therefore must pay the full membership fee at the start of the year. They must also be current students on a full or part time course at UCL.
- 3.19 No principal officer of the committee shall hold more than one post during each academic year. Additional officers may hold more than one position, subject to the discretion of the President and the committee, in the event of an unexpected resignation by another member of the committee and/or in the absence of other candidates at an EGM.
 - 3.19.1 In the case of committee resignations, another committee member holding a position as an additional officer may be appointed at the discretion of the President and the committee to act in the vacant position until an EGM is held.
 - 3.19.2 Any committee member appointed to act in another committee position must have their appointment confirmed by vote at an EGM, where other candidates may put themselves forward for the position. In the absence of other candidates, a two-thirds majority is required for confirmation and the committee member may hold two positions for the remainder of the academic year.
 - 3.19.3 No committee member shall, in any case, hold more than two positions during each academic year.
- 3.20 In the event of committee resignations or vacancies following an AGM where no committee member is appointed to act in the vacant positions, the responsibilities of the role will be assumed by the principal officers of the committee until an EGM is called.
- 3.21 A post may be held by two people at the discretion of the President on reasonable grounds and by election at an AGM or EGM, except the positions of President and Treasurer.
- 3.22 An outgoing member may be eligible for re-election should they remain a member of the club.
- 3.23 Management of the society shall be vested in the Society Committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Society's activities.
- 3.24 The Committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations document.
- 3.25 Committee members are elected to represent the interests and well-being of Society members and can be held to account. If Society members are not satisfied by the performance of their representative officers, they may call for a motion of no-confidence in line with section 5.6 of the Club and Society Regulations and section 8 of this constitution.

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 in the course of the academic year as its commitment to its membership.
- 4.3 The core activities of the club/society shall be:
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
- 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 Film & TV 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.

5 Membership

- 5.1 The following shall be eligible to become members of the UCL Film & TV Society:

- 5.1.1 Students' Union UCL Full Student Members
- 5.1.2 Students' Union UCL Associate Members
- 5.2 All members shall pay an annual subscription to join the society; the membership fee shall be decided by the society committee. The current amount is 10 pounds sterling for Social Membership, and 25 pounds sterling for Production Membership.
- 5.3 All members shall agree to abide by the Studio Rules set out in ucfilm.com/rules.
- 5.4 All members shall treat other members of the society with respect.

6 The Annual General Meeting

- 6.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:
 - 6.1.1 The presentation of the Officers Reports for the past year.
 - 6.1.2 The election of the Committee for the next session.
- 6.2 An agenda giving notice of the AGM must be circulated to all society members at least a week in advance.
- 6.3 Nominations for society officers must be posted at least a week in advance of the AGM and closed before the meeting.
 - 6.3.1 In the event of there being no nomination for a post within the stipulated time, the nominations may be accepted at the AGM.
- 6.4 The quorum of the AGM shall be 15% of the full membership of the society. If this limit is not reached, no decision taken by the meeting will be official unless it has been ratified by Activities Board.
- 6.5 The meeting should be chaired by the President of the society or by any person that the meeting sees fit, if he/she is a member of the society, and a full member of the Union.
 - 6.5.1 The Chair of the meeting is expected to maintain neutrality and moderate discussions at the meeting.
 - 6.5.2 If the Chair is deemed to have failed at his/her duties, the meeting can be adjourned by a motion put forward by any full member of the society present at the meeting, with the support of a two-thirds majority of members present.
 - 6.5.3 If an AGM is adjourned under article 7.5.2., a new chair must be appointed by the committee and the meeting must be rescheduled at the society's earliest convenience.
- 6.6 Each candidate for President and Treasurer may appoint two full members of the society to give testimony on the candidate's suitability during the discussion at the AGM if such discussion is held. No more than one of the two appointed speakers may be current members of the committee.

7 Resignations and Motions of No Confidence

- 7.1 If a society President or Treasurer chooses to resign before the end of their term of office, they should consult with the rest of the committee and then they must approach the Student Activities & Events Officer for advice before they stand down.
- 7.2 An Extraordinary General Meeting (EGM) must be held and, upon election, the new President/Treasurer must sign an acting President/Treasurers contract and attend a brief training session with the Student Officer.
- 7.3 If other Officers choose to resign, they should submit their request in writing to the President. An EGM may then be called to elect a member to fill the position.
 - 7.3.1 In accordance with article 5.6, a committee member holding an additional officer position may be appointed by the President and the committee to fulfil the duties of the vacant position until an EGM is called.
- 7.4 A motion of no confidence in any Officer may be called by either a petition signed by at least 15% or 10 of the full members of the society (whichever is greater) or by a two-thirds majority vote at a group committee meeting.

7.5 If a no confidence motion is called then an EGM must be held, and for the no confidence motion to be carried it must be supported by two-thirds of those present and voting.

8 Finance

- 8.1 The society will hold an account with the Union and shall administer this in accordance with the Students' Union UCL financial procedures.
- 8.2 Budgets for all events shall be taken to the Finance & Democracy Officer in order to be approved.



9 Health and Safety

- 9.1 The society acknowledges its duty of care to its members and will abide by Students' Union UCL's Health and Safety Policy.

10 The Constitution

- 10.1 The society acknowledges its duty of care to its members and will abide by Students' Union UCL's Health and Safety Policy.
- 10.2 This constitution has been approved and accepted as the Constitution for the UCL Film & TV Society. By signing this document, the President and Treasurer have declared that they have read and abide by the Clubs and Societies Regulations.

This constitution has been approved and accepted as the constitution for the UCL Film & TV Society, signed,

President name:	SAUL LOTZOF
President signature:	
Date:	02/07/2022
Treasurer name:	Jasmine Austin
Treasurer signature:	
Date:	02/07/2022