

The Constitution of Students' Union UCL German Society

1 Name

- 1.1 The name of the club/society shall be UCL German 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

- 3.1 The committee shall consist of the following members:
 - 3.1.1 President
 - 3.1.2 Treasurer
 - 3.1.3 Welfare Officer
 - 3.1.4 Chairman
 - 3.1.5 General Secretary
 - 3.1.6 Vice President
 - 3.1.7 Director of Academic Events
 - 3.1.8 Director of Language Classes
 - 3.1.9 Director of Marketing and Communications
 - 3.1.10 Director of Social Events
 - 3.1.11 Director of Speaker Events
 - 3.1.12 Director of Sponsorship
 - 3.1.13 First Year Representative (2x)
 - 3.1.14 Postgraduate Representative

3.2 The committee shall perform the following duties:

3.2.1 The President

3.2.1.1 The President's primary role is laid out in section 5.7 of the Club and Society Regulations.

3.2.2 The Treasurer

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

3.2.3 The Welfare Officer

3.2.3.1 The Welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

3.2.4 The Chairman

3.2.4.1 Shall not be an elected committee member, but they shall be the outgoing president.

3.2.4.2 Shall provide advice and support to the President on the future of the Society, and on individual events organised by the Society.

3.2.5 The General Secretary

3.2.5.1 Shall organise committee meetings on behalf of the President.

3.2.5.2 Shall be responsible for taking minutes of meetings and ensuring their distribution to the committee members.

3.2.5.3 Shall act to increase the efficiency of the Society by facilitating communication between the Directors, and by keeping all committee members informed about the Society's on-going activities and achievements.

3.2.6 The Vice President

3.2.6.1 Shall help the President in their duties. They shall provide advice and support to the President on the future of the Society, and on individual events organised by the Society.

3.2.6.2 Shall, if the President is absent, take over all responsibilities and duties that would normally be those of the President.

3.2.7 The Director of Academic Events

3.2.7.1 Shall have responsibility for maintaining and improving relationships between the Society and the UCL German Department. They shall foster a mutually beneficial relationship between the Society and the Department.

3.2.7.2 Shall strive to ensure the Society offers its members a wide range of diverse events and aim to reach out to a wide variety of organisations to set up connections.

3.2.7.3 Shall work together with the Director of Marketing and Communications to publicise in advance of events.

3.2.8 The Director of Language Classes

3.2.8.1 Shall organise the language programme of the society with the aim of offering maximum benefit to members of all language abilities.

3.2.8.2 Shall set up and run a fair interview process with potential teachers at the start of the academic year, and choose candidates based on their potential teaching ability.

3.2.8.3 Shall manage these teachers on a week-to-week basis ensuring that they are providing the language classes at a consistently high standard.

3.2.8.4 Shall mentor these teachers and assist them where required

3.2.8.5 Shall strive to increase the popularity and prestige of the Society's language class programme.

3.2.9 The Director of Marketing and Communications

- 3.2.9.1 Shall conduct a comprehensive and effective marketing strategy for the Society and all its individual events to ensure that as many students as possible can benefit from the society's activities throughout UCL.
- 3.2.9.2 Shall be responsible for keeping the society members informed of all society activities. They shall write and distribute weekly newsletter during term, laying out the activities of the Society to its members.
- 3.2.9.3 Shall update the Society Website and social-media platforms (e.g., Facebook, Twitter, Instagram) and ensure the functionality and efficiency of all.
- 3.2.9.4 Shall be responsible for writing and distributing weekly newsletters and mid-week updates in conjunction with the President and other committee members.
- 3.2.9.5 Shall co-manage, develop and internally market career events, socials, speaker and cultural events, and language classes.
- 3.2.9.6 Shall help co-ordinate the administrative aspects of events.

3.2.10 The Director of Social Events

- 3.2.10.1 Shall be responsible for the planning and execution of all social events, including Stammtisch and regular film screenings.
- 3.2.10.2 Shall strive to let the Society offer its members a wide range of events so as to let each member benefit from society activities.
- 3.2.10.3 Shall work together with the Director of Marketing and Communications to market events in advance of the actual event.

3.2.11 The Director of Speaker Events

- 3.2.11.1 Shall organise and head the planning and execution of the UCL German Society speaker events along with the President.
- 3.2.11.2 Shall work together with The Director of Marketing and Communications, The Director of Sponsorship, The Treasurer and any other relevant Committee Members who in their capacities will assist in the organisation of the speaker events.
- 3.2.11.3 Shall be free to form a team of society members, whether these are committee members or not, to assist in the organisation of the speaker events.
- 3.2.11.4 The outgoing Director of Speaker Events shall provide advice and support to the incoming Director of Speaker Events.

3.2.12 The Director of Sponsorship

- 3.2.12.1 Shall be responsible for establishing and maintaining links to companies.
- 3.2.12.2 Shall formulate convincing pitches and present them to the appropriate contact persons.
- 3.2.12.3 Shall keep the partners updated on the progress of the Society.

3.2.13 The First Year Representative (2x)

- 3.2.13.1 Shall constitute a close connection with first year students and work on integrating as many first-year students as possible into the Society.
- 3.2.13.2 Shall work with the Director of Marketing and Communications to maximise membership of first-year students.

- 3.3 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.

- 3.4 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.5 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.

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:
 - 4.3.1 The German Society Oktoberfest
 - 4.3.2 Bi-weekly Stammtisch
 - 4.3.3 Language Classes
 - 4.3.4 Sponsorship Events
 - 4.3.5 Intercollegiate Events
 - 4.3.6 Pre-Departure Events in Germany
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1 Film Screenings
 - 4.4.2 Intersocietal Events
 - 4.4.3 Christmas Market Trips
 - 4.4.4 Trips to Berlin
- 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 German 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:	Felix Neubauer
President signature:	<i>Felix Neubauer</i>
Date:	19.06.2022
Treasurer name:	Janik Bastian
Treasurer signature:	<i>J. Bastian</i>
Date:	19.06.2022