

## The Constitution of Students' Union UCL

### GIVING VOICE SOCIETY

#### 1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Giving Voice 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.
- 3.2 Will fulfil the following specific duties:
  - To be the spokesperson and representative at meetings, events and other society-related activities.
  - To take an active role in the committee in decision-making and planning.
  - To coordinate with and support other committee members.
  - To actively advertise the society, events and activities.
  - Have a good knowledge of the society constitution as well as rules and roles of the various office holders.
  - Ensure that the committee members complete all tasks they are assigned.
  - Be involved and always informed as to the present activities, personnel, events and financial position of the society.
  - Manage the running of the club's Annual General Meeting to ensure that it runs smoothly, presentations are made and a vote is properly conducted.

### Treasurer

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

3.4 Will fulfil the following specific duties:

- Be responsible for all financial matters of the Society and shall ensure that they remain within the Society's Constitution and within the Club and Society Regulations.
- Authorise all expenditure on behalf of the Society except for when they need to reclaim money themselves, in which case the President shall authorise this expenditure.
- Be responsible for completing the relevant Grant Application Forms for the Society.
- Keep the President informed on the financial affairs of the Society.
- Work closely with all other committee members in the organisation and planning of events and activities.

### Welfare Officer

3.5 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations

3.5 Will fulfil the following specific duties:

- Ensure all members have fair access to society events no matter the background, ability, requirements, or beliefs of that individual.
- Collect information on the membership base's accessibility needs.
- Offer bespoke feedback to the SU representing the needs of the membership base, including how to assist the society to become more inclusive and make appropriate adaptations.
- Lobby for practical provisions for all types of accessibility, creating appropriate and targeted projects as a society/club with others and/or the Union.
- Progress engagement with Union campaigns by informing members of relevant events and opportunities.
- Signpost effectively to advice and support services available for the physical and mental well-being of your members. Training will be provided by the SU regarding this.

### Additional Committee Members-

3.6

3.6.1 Vice President- duties:

- Support the President in meetings, organisation of events and other society-related activities.
- Take an active role in the committee in decision-making and planning.
- Step in for the President in the event that they are unable to attend a meeting or event.
- Coordinate with and support other committee members
- Actively advertise the society, events and activities.
- Assume the duties of the President if the office becomes unoccupied.
- Take charge of all works and obligations delegated by the president.

3.6.2 Communications Officer (may be jointly held)- duties:

- Take minutes at every committee meeting and to ensure that the online folder has a copy.
- Ensure that the Facebook page (and WordPress blog) are up to date and functioning correctly.

- E-mail all members about future events and remind them about purchasing membership, dates of events and other relevant information.
- Record any important information from meetings, events and activities.
- Take photos at each event to post on Facebook, any other social media, and put in the Giving Voice folder.
- Manage committee email account.

#### 3.6.3 Publicity Officer (may be jointly held)- duties:

- Advertise and publicise events and activities carried out by the society amongst members and non-members.
- To advertise the society to as many people as possible, to gain greater funding for future events.
- To advertise, via the appropriate social networking sites, the society and the events.
- To create and hand out flyers and leaflets on UCL SU approved sites to advertise events, following UCL SU guidelines.
- To approach businesses for potential sponsorship of the society, following UCL SU guidelines.

#### 3.6.4 Undergraduate Representative (may be jointly held)- duties:

- Advise the committee on increasing awareness and engagement with the wider student body beyond speech and language therapy students.
- Advise the committee on event ideas and adaptations to engage a wider student body.
- Take an active role in organising the freshers fair stand to be as accessible to non-speech and language therapy students as possible.
- Ensure non-SLT student members are well-informed about future events and remind them about purchasing membership, dates of events and other relevant information.

#### 3.6.5 Community Outreach Officer (may be jointly held)- duties:

- Advise the committee on issues related to community outreach/ volunteering
- Plan and organise appropriate volunteering opportunities for members, linked to the objectives of the society
- Engage with union campaigns related to volunteering or community outreach
- Act as a point of liaison between the society and the students union relating to all issues of volunteering and community liaison

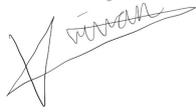
3.7 Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.

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

3.9 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:
- To raise awareness of and celebrate Speech and Language Therapy as a profession
  - To raise awareness and improve knowledge of the experiences of those speech, language, communication, and swallowing difficulties, and signpost to support and further information
  - To improve the development of a professional understanding between and links with other relevant professions (medical and educational)
  - Provide a platform for people who have been affected by speech, language and communication difficulties to share their experiences
  - Raise funds for charities related to speech, language, communication, and/or swallowing difficulties
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
- Social and networking events
- 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 Giving Voice 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:	Wai Yan Lo
President signature:	
Date:	23.6.2022
Treasurer name:	Sorcha Bradford
Treasurer signature:	<i>Sorcha Bradford</i>
Date:	23.6.2022