

## The Constitution of Students' Union UCL

### Punjabi Society

#### 1 Name

- 1.1 The name of the club/society shall be Students' Union UCL **Punjabi 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.  
[You may add specific details to the job description of your president if you wish.](#)

##### Treasurer

- 3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.  
[You may add specific details to the job description of your treasurer if you wish.](#)

##### Welfare Officer

- 3.3 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.  
[You may add specific details to the job description of your welfare officer if you wish.](#)

##### Additional Committee Members

- 3.4 Additional Committee Members:

##### 3.4.1 Vice President (x2)

UCL Punjabi Society's Vice Presidents works extremely closely with the elected president and executive committee to coordinate the activities for the year as well as overlook the work of other committee members. You will help with the decision-

making process of our biggest events as well as ensure that they run as planned on the day. You'll be one of the first points of contact for any queries or assistance required by committee members and fulfil duties and responsibilities very similar to those held by the president and treasurer.

### **3.4.2 Marketing Director**

As marketing director, you will help produce, and provide the vision for, all promotional material involved with events, sponsorship and branding of UCL Punjabi Society. From developing posters to building upon our brand-new website, you will have a large deal of responsibility towards the visual aspect of the society. You will work closely over summer with the sponsorship team to build an updated sponsorship package for the 2021/22 year. Experience in graphic design/ Photoshop is desired, but not mandatory.

### **3.4.3 Sales Officer (x2)**

Being in charge of the handling and promotion of sales for all UCL Punjabi Society events means that you will be at the heart of ensuring the success and turnout of our events. Whether that be aiming to sell out London's biggest Student desi club night in just a few days or selling out our Punjabi Society ball and dinner you will have an extremely important role that works closely with the elected president and the treasurer. You will need to generate innovative new ways to sell tickets and raise awareness of events, as well as provide weekly sales updates and strategies within committee meetings.

### **3.4.4 Sponsorship Director**

The role of sponsorship director is one of the most important to the society. You will take charge in generating deals with several businesses to help raise funds for UCL Punjabi Society that can be invested into bigger events, and form links with companies whose access will benefit members of our society. You will work during the summer period and build upon our newly designed sponsorship package in coordination with the marketing team.

- 3.5 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.
- 3.6 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.7 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:  
[Games Nights](#), [Discussion Nights](#), [Mental Health Talks](#),
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:

Boat Party, Ball, Venue Events, academic tutorials, film nights, music nights, Bazaar

- 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 **Punjabi 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:	ANMOL SINGH
President signature:	ANMOL SINGH
Date:	29/07/2022
Treasurer name:	TANVEER NIAZ
Treasurer signature:	TANVEER NIAZ
Date:	29/07/2022