# 

# The Constitution of Students’ Union UCL

# English Society

### Name

#### The name of the club/society shall be Students’ Union UCL English Society.

#### The club/society shall be affiliated to Students’ Union UCL.

### Statement of Intent

#### 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](http://studentsunionucl.org/governing-documents), [Byelaws](http://studentsunionucl.org/governing-documents), [Club and Society Regulations](http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations) and the club and society procedures and guidance – laid out in the ‘[how to guides](https://studentsunionucl.org/how-to-guides)’.

#### 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.

#### The Club and Society Regulations can be found on the following webpage: <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

### The Society Committee

#### President

#### The president’s primary role is laid out in section 5.7 of the Club and Society Regulations.

* The President may also serve as an Activities Zone member.
* The President is eligible to apply for the Departmental Society Grant.
* The President will be responsible for:
  + General management and coordination of the committee and goals of the English Society
  + Facilitating good communication within the committee and amongst society members
  + Organising key annual events
  + Establishing and maintaining professional relationships with the English Language and Literature department and other external stakeholders
  + Liaising with the Students’ Union on society matters (e.g. room bookings)

#### Treasurer

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

* The Treasurer may also serve as a Counsel member.
* The Treasurer is eligible to apply for the Departmental Society Grant.
* The Treasurer will be responsible for:
  + Managing the English Society’s financial accounts and records
  + Applying for necessary grants and sponsorships
  + The financial budget of the English Society
  + Ensuring membership is paid
  + Ensuring society expenses are accounted for
  + Ensuring students’ financial accessibility to events

#### Welfare Officer

#### The welfare officer’s primary role is laid out in section 5.9 of the Club and Society Regulations.

* The Welfare Officer is eligible to apply for the Departmental Society Grant.
* The Welfare Officer will be responsible for:
  + Completing Welfare Officer Program
  + Providing wellbeing events and spreading information on wellbeing for members
  + Social and community outreach
  + Overseeing members’ wellbeing and safety at events
  + Signposting members to wellbeing and mental health resources

#### Additional committee positions:

#### Marketing Officer

* Directs the marketing approach of the English Society
* Manages and updates social media accounts of the English Society
* Promotes and publicises the English Society’s events
* Managing production and distribution of society merchandise
* Keeping account of online passwords

#### Social Officer

* Organises the social events and activities of the English Society

#### Workshop Officer

* Organises the workshops and competitions of the English Society

#### 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.

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

#### 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.

### Terms, Aims and Objectives

#### The club/society shall hold the following as its aims and objectives.

#### The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

#### The core activities of the club/society shall be:

#### Weekly social activities

#### Literary film nights

#### Museum visits

#### Picnics

#### Pub socials

#### Bimonthly workshops

#### Literary-themed workshops (e.g. creative writing)

#### Career advice workshops (e.g. making the most out of a degree with transferable skills)

#### Academic support services

#### Representative system

#### Sharing writing advice and support

#### In addition, the club/society shall also strive to organise other activities for its members where possible:

#### English Society merchandise

#### English Society annual ball

#### 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.

#### 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 Club and Society Regulations.

|  |  |
| --- | --- |
| President name: | Jessie Cho (Cho Ming Lok) |
| President signature: | Jessie Cho (Cho Ming Lok) |
| Date: | 4/7/2023 |
| Treasurer name: | Keziah Cho (Cho Shu Nga) |
| Treasurer signature: | Keziah Cho (Cho Shu Nga) |
| Date: | 4/7/2023 |