

## The Constitution of Students' Union UCL

### Genetics Society

#### 1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Genetics 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.

##### Treasurer

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

##### Welfare Officer

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

##### 3.4 Additional Committee Members

- 3.41. Vice President's primary responsibilities are to assist the President in managing the Society, to act as interim President when the need arises, to coordinate the work of committee's members and to act as a primary point of contact if the President is unavailable
  - 3.4.1.1 Vice President should also actively engage with other Societies, organisations and academic partner with the aim of establishing and strengthening professional connections.

##### 3.4.2 Head of the Journal Club

- 3.4.2.1 Head of the Journal Club's primary responsibilities are:

- 3.4.2.1.1 Organization and advertising of Journal Club events in collaboration with Events Officer and Social Media Officer.
- 3.4.2.1.2 Leading and moderating Journal Club sessions.
- 3.4.2.1.3 Keeping track of the past and future Journal Club sessions and its presenters.
- 3.4.2.1.4 Encouraging the members of the Society to present in Journal Club.
- 3.4.2.2 In absence of volunteer presenters for Journal Club, Head of the Journal Club should prepare to act as a presenter and aim to hold Journal Club sessions on a regular basis.
- 3.4.2.2.1 Creating content for the Journal Club sessions with the help of Associate Committee Members.
- 3.4.3 Outreach Officer
- 3.4.3.1 Outreach Officer's primary responsibilities are:
  - 3.4.3.1.1 Building and maintaining good professional relationships with speakers, organisations, academic partners, Societies and sponsors.
  - 3.4.3.1.2 Searching for potential professional connections with the help of Associate Committee Members.
  - 3.4.3.1.3 Assisting the President and the Vice president in communicating with potential speakers, organisations, academic partners, Societies and sponsors.
- 3.4.4 Social Media Officer
- 3.4.4.1 Social Media Officer's primary responsibilities are:
  - 3.4.4.2 Managing and moderating the content of the Society's page in social media platforms with the help of Associate Committee Members.
  - 3.4.4.3 Advertising prospective events by collaborating with Design Officer, Managing Editor, Head of the Journal Club, Outreach Officer, Education Officer.
  - 3.4.4.4 Creating educational and news content related to genetics in collaboration with Managing Editor and Associate Committee Members and posting it on social media platforms.
  - 3.4.4.5 Advertising Society's Newsletter on social media platforms in collaboration with Head of the Newsletter.
- 3.4.5 Education Officer
- 3.4.5.1 Education Officer's primary responsibilities are:
  - 3.4.5.2 Organization of educational workshops about genetics.
  - 3.4.5.3 Creation of educational content for such workshops in collaboration with the Associate Committee Members.
  - 3.4.5.4 Leading and moderating Workshop's.
  - 3.4.5.5 Advertising Workshops in collaboration with Social Media Officer.
- 3.4.6 Events Officer
- 3.4.6.1 Events Officer's primary responsibilities are:
  - 3.4.6.2 Leading role in the organisation of any kind of events.
  - 3.4.6.3 Creating a budget for the prospective event in collaboration with the Treasurer.
  - 3.4.6.4 Purchasing necessary equipment and transporting it to the event's location
  - 3.4.6.5 Preparation of the booked location for the event.
  - 3.4.6.6 Carrying out checks of the booked location prior to the event to ensure safety and comfort of the participants and assigning Associate Committee Members.
- 3.4.7 Managing Editor
- 3.4.7.1 Managing Editor's primary responsibilities are:
  - 3.4.7.2 Prepare written content for posts in social media in collaboration with the Social Media Officer.
  - 3.4.7.3 Prepare written content of the Newsletter.
  - 3.4.7.4 Manage records of the Newsletter subscribers.
  - 3.4.7.5 Operate a technological platform to send the Newsletter to its subscribers monthly.

### 3.4.8 Design Officer

3.4.8.1 Design Officer's primary responsibilities are:

3.4.8.2 Creating digital content for advertising the Society (i.e. posters, brochures, pictures for social media, logos, merchandize design).

### 3.4.9 Associate Committee Members

3.4.9.1 Associate Committee Members work under the guidance of the Committee members mentioned in 3.1-3.3 and 3.4.1-3.4.10

3.4.9.2 Their primary responsibilities are to assist a Committee Member (3.1-3.3; 3.4.1-3.4.10) of their choice in their work tasks.

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:

4.3.1 Speaker Events

4.3.2 Journal Clubs

4.3.3 Monthly Newsletter

4.3.4 Social Events

4.3.5 Career Fairs

4.3.6 Workshops

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

4.4.1 Conjoined events with other societies and organisations

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 Genetics 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:	Ichika Aradono
President signature:	<i>Ichika Aradono</i>
Date:	7 <sup>th</sup> August, 2023

Treasurer name:	Berra Aydin
Treasurer signature:	<i>Berra Nur Aydin</i>
Date:	7 <sup>th</sup> August, 2023