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# The Constitution of Students’ Union UCL

# Salsa Society

### Name

#### The name of the club/society shall be Students’ Union UCL Salsa 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 is in charge of making the society run smoothly. For this you will need to be able to support and guide all the committee members throughout the year. You’ll need to be confident, be able to make decisions, organised, dedicated and have good leadership skills in order to make everything work. Being approachable and friendly will help you a good deal as the role involves organizing and encouraging the rest of the committee and other society’s members. Being the President is a demanding role but it’s also the most rewarding one, when you see all that the society can achieve with someone to steer it in the right direction.

#### Treasurer

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

#### The Treasurer is responsible for the society’s finances, payments, event budgeting, applying for funding and sponsorship as well as keeping a record of society’s financial information. You need to be confident with numbers and have communication skills as you will need to be in contact with other committee members, teachers and choreographers, UCL Union and potential sponsors. The Treasurer will always be involved with what’s going on with the society so it’s an amazing opportunity to dive into the world of salsa.

#### Welfare Officer

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

#### You will have to ensure the wellbeing of our members, be a friendly face so that they feel comfortable to come to you with any issues they are facing. You will oversee welfare events required by the Union and volunteering projects during the academic year. The role involves approaching charities and volunteering centres to collaborate with as well as other societies to establish partnerships and create community outreach opportunities for our members. The volunteering projects involve organising Latin dance workshops to fundraise or teach the community. This is a rewarding role which lets you get involved with the volunteering and fundraising world.

#### Additional Committee Members

#### Any additional committee positions you have should be outlined in your constitution below.

#### **Vice President**

#### The Vice President is the President’s right hand - you will be there to support the President and help them keep the society going. You’ll help with the communication with the Students Union, with the teachers and with other committee members to assure everything is working smoothly. You may be involved in tasks such as creating the classes timetable for each term, arranging shifts with other committee members for the classes, helping to find interesting workshops and guest teachers or communicating with societies from other universities to arrange common events. In short, you will share the responsibility for society’s daily activities with the President to make the running of the society smoother than ever before.

#### **Competitions Coordinator**

#### The Competitions Coordinator is in charge of organising and setting up our teams. You will need to hold auditions, find choreographers, organise rehearsals and make sure our teams are ready to perform and compete at various events. The role involves selecting competitions and shows for our teams to perform in and making sure the teams are prepared accordingly. You’ll have to be motivated to be able to encourage the teams and the choreographers to commit and bring the teams to excellence. The role also involves liaising with the Treasurer and the Union to make sure choreographers have been registered and are being paid. The amount of work you put on this role will be reflected by the achievements of our teams so if you are ready for a challenging but greatly rewarding role make sure to apply for this one.

#### **Events Coordinator**

#### The events coordinator's main role will be to organise the biggest ever Salsa Soc event: Our very first UCL Latin Congress. As the main organiser your role will be to oversee all the planning of the congress: finding a suitable space, hiring teachers for workshops and DJs for parties, getting other universities involved and promoting the congress amongst other Latin societies in London and beyond. You will also need to liaise with the Treasurer and the Union with regards to budgeting and safety planning. Additionally, you will help plan other events like the annual trip to Birmingham, where you will be responsible for arranging accommodation, transport and festival tickets for all the society members involved. If you want to make history in the society as the organizer of the first ever UCL Latin Congress and are ready to take on the challenge, then this is the role for you.

#### **Communications officer**

#### As the Communications officer you will be the first point of contact within the society. You will be in charge of managing our Facebook page and groups, Instagram account as well as replying to the Facebook inbox and managing our mail account. The most important aspect is going to be sending out our weekly newsletter and posting about our events on social media. If you are good with words and are active on social media this role is meant for you. Having good communication and timetabling skills is essential as you need to post about events promptly. Additionally, you will be taking minutes in any of the committee meetings and be sure you know what is going on at all times in the society so you can keep everyone well informed.

#### **Social secretary**

#### The Social Secretary is in charge of organising the society’s workshops and any activities outside the classes. You will also need to find and arrange discounts and guest lists for events outside of UCL. You should prepare and organise a range of socials so all the members can take part and feel included. Ideally you will organise events and workshops fortnightly, but if demand is high and the budget allows it, you could organise many more. Good time management is necessary as guest lists need to be sent to promoters on a regular basis.

#### 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:

#### 4.3.1 Weekly Salsa Classes

#### 4.3.2. Weekly bachata classes

#### 4.3.3. Latin dance workshops

#### 4.3.4. Socials within UCL and Salsa clubs around London

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

#### 4.4.1 Competitions and shows around the UK

#### 4.4.2. Summer Trip

#### 4.4.3. Salsa Ball

#### 4.4.4. End of Year Party

#### 4.4.5. UCL Latin Congress

#### 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 Salsa 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.

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| President name: | Alexa Wong |
| President signature: | Alexa Wong |
| Date: | 17/7/23 |
| Treasurer name: | Ilia Albamonte-Sianni |
| Treasurer signature: | Ilia Albamonte-Sianni |
| Date: | 17/7/23 |