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The Constitution of Students’ Union UCL

University College London Singapore Society

# **Name**

## The name of the Society shall be the University College London Singapore Society (“the Society”).

## The Society shall be affiliated to the Students’ Union UCL.

# **Statement of Intent**

## The constitution, regulations, management and conduct of the Society shall abide by all the Students’ Union UCL Policy and shall be bound by the Students’ Union UCL Memorandum and Articles of Association and Byelaws (“the Memorandum and Articles of Association and Byelaws”), the Students’ Union UCL Club and Society Regulations (“the Club and Society Regulations”) and the Students’ Union UCL Club and Society Procedures and Guidance (“the Club and Society Procedures and Guidance”), laid out in “how to guides”.

## The Society stresses that it abides by the Students’ Union UCL Equal Opportunities Policy (“the Equal Opportunities Policy”), and that the Society’s regulations pertaining to membership of the Society or election to the Committee of the Society shall not contravene this policy.

## The Club and Society Regulations can be found at the Students’ Union UCL website at <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

# **Terms, Aims and Objectives**

## The Society shall hold the following as its aims and objectives.

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

## The aims and objectives of the Society are to help Singaporeans integrate into London student life and to expose UCL students to Singapore culture.

## The main events the Society organises are:

### The Society’s Chinese New Year Dinner;

### The Society’s Easter Ball;

### University College London ​Singapore Freshmen Pre-Departure Talk;

### University College London ​Singapore Freshmen Orientation Camp;

### The Society’s Halloween Boat Party;

### The Society’s Annual General Meeting (AGM);

### The Society’s Annual Theatre Production; and

3.4.8 The Society’s Mentorship Programme.

# **Membership**

## ​The following shall be eligible to become members of UCL Singapore Society:

### Students’ Union UCL Full Student Members; and

### Students’ Union UCL Associate Members.

## All members shall pay an annual subscription to join the society.

## The membership fee shall be decided by the Committee.

# **The Club/Society Committee**

## The Committee shall consist of the following Officers:

### the President;

### the Vice President;

### the Director of Finance;

### the Secretary;

### the Creative Director;

### the Director of Communications;

### the Sports Director;

### the Director of Engagements; and

### the Director of Sponsorships.

## All members of the Committee shall be:

### members of the Society; and

### current students on a full or part-time course at UCL.

## No Committee member shall hold more than one office within the Society during each academic year.

## ​Office shall be held from 12 June to 10 June of each academic year.

## An outgoing member may be eligible for re-election should they remain a member of the Society.

# **Management and Job Descriptions**

## *The President*

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

### The President shall represent the Society and as the principal officer of the Society, she/he shall be responsible for making sure that the Society is run according to this Constitution, and the Students’ Union UCL Club and Society Regulations, Students’ Union UCL Good Practice Guidelines and Standing Orders.

### It is the responsibility of the President to call General Meetings of the Society and organize proper elections for the following year’s Committee, in accordance with Club and Society Regulations.

### The President shall be the primary point of communication between the Students’ Union and the members of the Society. It is therefore required that she/he attends the relevant Students’ Union UCL Committees.

### The President shall have ultimate responsibility for all activities of the Society, including joint responsibility for the financial affairs with the Director of Finance.

### The President shall overlook any networks with external organisations such as, but not limited to, the United Kingdom Singapore Student Council and other Singapore Societies.

### The President shall be responsible for ensuring that members are identifiable through membership cards or otherwise.

## *The Vice President*

### The Vice President shall assist the President in overseeing the administration of the Society and stand-in in her/his absence.

### The Vice President shall primarily focus on the internal coordination within the Society, such as but not limited to, internal meetings and events.

### The Vice President shall oversee the organisation and execution of the Society’s main events.

### The Vice President will inform and encourage engagement of the Society’s members to relevant and/or appropriate Union campaigns.

## *The Director of Finance*

### The Director of Finance will take on the role of the Treasurer as laid out in section 5.8 of the Club and Society Regulations.

### She/he is to oversee the finances of the society by maintaining financial accounts.

### She/he is responsible for the filling up of Students’ Union UCL paperwork, such as but not limited to, the Event Approval Form, Payment Request Form for individual claims, Grant Fund Request Form in due time.

### The Director of Finance shall ensure proper collection of income receipts from ticket sales and coordinate with the Director of Sponsorships on sponsorship requests and receipt of funds from sponsors.

### It is also within the duties of the Director of Finance to organise logistics for events, assist organising sub-committees in preparation of events, and pre-event and post-event budgeting.

## *The Secretary*

### The Secretary is to organize internal administrative documents and communication within the Committee, including tasks such as, but not limited to:

#### taking minutes during meetings;

#### maintaining the Society’s email account; providing reminders for deadlines; and

#### maintaining communication channels between Committee members.

### The Secretary shall oversee all remaining administrative tasks not delegated to any other member of the Committee.

## *The Creative Director*

### The Creative Director is responsible for planning the Society’s Annual Theatre Production. She/he shall work alongside the Director of Communications as the Society’s publicist and will be responsible for drafting and issuing updates via online means.

### The Creative Director shall also maintain the society’s photo archives for use in publications and news releases.

### The Creative Director shall overlook the publication of the Fresher’s Booklet.

### The Creative Director will shall produce the Society’s Annual Theatre Production, which may include, but is not limited to:

#### the sourcing of the role of director, scriptwriter (if intended to be an original piece of theatre work), stage manager and other roles deemed necessary for the production of the show; and

#### conducting auditions for casting in collaboration with the director of the Society’s Annual Theatre Production.

## *The Director of Communications*

### The Director of Communications shall overlook any developments to the Society’s webpage or social media accounts.

### The Director of Communications is responsible for publicity of society’s internal events and news updates.

### The Director of Communications shall account for and keep in confidence a database of contact information of Singaporeans in UCL and alumni members.

### The Director of Communications shall be the Welfare Officer of the Society, and thus shall attend relevant training, in collaboration with The Advice Service and UCL Student Support and Wellbeing, in how and where to signpost, complaints and grievance procedures and services and support available from Students’ Union UCL and UCL.

### The Director of Communications shall signpost effectively to advice and support services available for the physical and mental well-being of the members of the Society.

## *The Sports Director*

### The Sports Director shall maintain a sporting culture in the Society by being the point of contact for all sports captains, starting up new sports groups when demand is sufficient and administering locations for these groups to train if deemed fit.

### The Sports Director shall publicise, administer and organise sporting contingents to the sporting events such as, but not limited to Warwick Summer Games (WSG) and Nottingham Winter Games (NWG).

### The Sports Director shall also organise friendly matches with other Societies when demand is sufficient.

## *The Director of Engagements*

### The Director of Engagements is responsible for planning and executions of events planned by the society.

### The Director of Engagements will provide oversight on planning of all events, passing on accumulated know-how to respective planning committees.

### The Director of Engagements shall maintain a calendar of events and ensures activities are spaced out through the academic year, taking into account any school vacations and examination periods.

### The Director of Engagements shall keep in touch with the Society’s members to gain feedback on their needs and wants, to plan activities tailored to them.

## *The Sponsorship Director*

### The Sponsorship Director shall maintain good relations with existing sponsors through means, such as but not limited to, annual reports, emails and networking opportunities.

### The Sponsorship Director shall expand the Society’s sponsorship base by actively seeking for potential sponsors and propose annual sponsorship plans specifying who to approach for which events, and the possibility of new sponsors.

## Management of the society shall be vested in the Committee, who shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the Society’s activities.

## The Committee will perform the roles as described in section 5 of the Club and Society Regulations.

## The Committee are elected to represent the interests and well-being of Society members and to be held to account. If the Society’s members are not satisfied by the performance of their representative officers, they may call for a motion of no- confidence as described in section 5.6 of the Club and Society Regulations.

## Any complaints concerning the activities of any individual member should be submitted to the Students’ Union UCL Clubs, Societies and Student Development Officer.

# **The Annual General Meeting (“AGM”)**

## The AGM shall be held in the second semester of the academic year and shall adhere to the deadline set by the Activities and Events Officer of the Students’ Union UCL.

## It shall have as its main business:

### the presentations of the Officers Reports for the past year; and

### the election of the Committee for the next session.

## ​Notice of the AGM shall be circulated to all society members at least 5 term days in advance, and an agenda of the AGM shall be circulated to all society members at least 3 term days in advance.

## ​Quorum shall be set at 15% of the Society’s membership ​or ​10 eligible attendees, whichever is greater. If the AGM is not quorate, any decision taken will need to be ratified by the Student’s Union UCL Activities Board before it can be implemented.

## An Extraordinary General Meeting (EGM) can be held at any point in the year and shall be scheduled when there is a proposed change to the Constitution, or an election of a Committee member is to be held. It shall have the same notice requirements and quota requirements as an AGM. Any EGM to be held shall adhere to section 5 of the Club and Society Regulations.

## Any meeting should be chaired by the President of the Society or by any person that the meeting sees fit, if she/he is a member of the society, and a full member of the Students’ Union UCL.

# **Elections**

## Elections shall be held at the Society’s AGM.

## The presiding Committee shall oversee all election matters, including campaign rules and associated election procedures, in accordance of the Rules and Regulations of Clubs & Societies.

## Any presiding member of the Committee seeking re-election shall not be involved in overseeing these matters.

## Nominations for members of the Committee shall be subject to the following provisions:

### nominations for society officers shall be posted at least a week in advance of the AGM;

### there shall be no cap on the number of nominations for each office; however, where this number exceeds ten, the President, on advice from the Committee, shall exercise his or her discretion in encouraging a nominee to run for another office or in barring a nominee from contesting the elections;

### nominations may be accepted at the AGM itself should a member receive the nominations of 10% of the quorum or five members, whichever is greater; this member shall consent to her/his nomination; and these nomination votes may be taken by a show of hands;

### nominations can only be made to an office if there are ten or fewer accepted nominations made in advance, under rule 7.3; the maximum number of provisional nominations which can be made at the AGM is such that the total number of candidates running for a position in the Committee does not exceed ten; and

### all positions will be subject to a choice of Re-opening Nominations (“RON”); where RON receives a vote share of 50% or more, the President shall suspend any further voting for that position and will accept new nominations.

## Voting for members of for members of the Committee shall be subject to the following provisions:

### the candidate who garners more than 50% of the votes casted shall be duly elected;

### only registered members of the Society are entitled to vote;

### should no nominee emerge with a 50% majority vote, the nominee with the least votes will be eliminated and a subsequent round of voting would commence; this will continue until a nominee secures a 50% majority vote with the nominee winning the least number of votes being eliminated at each round;

### proxy voting shall not be permitted;

### should the conduct of a candidate not be in line with the spirit of fair play, he or she will be subject to disqualification by the preceding Committee; and

### all votes shall remain strictly confidential.

## Unsuccessful candidates for the office of President may opt in to run for the office of Vice-President on the day of the elections.

## Where no candidate is voted into a post or a candidate is resigned from a position, the President will undertake the position’s duties until such time as the position is filled.

# **Resignations**

## If a member of the Committee chooses to resign before the end of their term of office, she/he shall consult with the rest of the Committee and then they shall approach the Students’ Union UCL Clubs, Societies & Student Development Officer for advice before they resign.

## An Extraordinary General Meeting (EGM) shall be held and, upon election, the newly elected Committee shall commence their term. Where there is a resignation of the President or Treasurer, the newly elected President or Treasurer shall sign an acting President/Treasurer contract and attend a brief training session with the Clubs, Societies & Student Development Officer.

# **The Constitution**

## The Constitution shall be approved annually at the Society’s AGM and shall be recorded down in the minutes of the meeting.

## ​Where there is a proposed change to the Constitution, the society will convene at an AGM or EGM, where the change will be proposed. Any alterations to the constitution shall only be by consent of two-thirds majority of the quorum present at a general meeting. The Activities Board and Government Committee shall ratify any such alterations.

## ​The 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.

## ​The constitution has been approved and accepted as the Constitution for the Students’ Union UCL Singapore 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.

**Finance**

## The Society will hold an account with the Union and shall administer this in accordance with the Student’s Union UCL financial procedures.

## ​The Director of Finance shall be the main administrator of this account and shall provide event budgets, where applicable, to the Students’ Union UCL Finance & Administration Officer in order to be approved.

# **Health and Safety**

## The Society acknowledges its duty of care to its members and will abide by Students’ Union UCL Health and Safety policy.

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| President name: | Hazel Cheng Hsin Yu |
| President signature: |  |
| Date: | 29 June 2023 |
| Treasurer name: | Kristin Toh |
| Treasurer signature: |  |
| Date: | 29 June 2023 |