

## The Constitution of Students' Union UCL

### Writers' Society

#### 1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Writers' 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.
- 3.2 The President will act on behalf of the society to guide its members, including its committee, and provide a service for all creative writers at UCL who wish to take part.
- 3.3 The president must fill or find persons to fill the roles of committee members who are absent or lacking.
- 3.4 The president has a responsibility to permit freedom of the spoken and written word in the work submitted to the society but has the right and the obligation to intervene when said work or feedback inflames open discrimination and abuse from and to its members.
- 3.5 The President must organize bi-weekly committee meetings for which a majority of the committee is available and must make sure they are attended. In said meetings, those committee members who are unable to turn up should catch up with its events by the notes that will be written up in each meeting.

##### Treasurer

- 3.6 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.7 The Treasurer will manage the budget of the society with the primary goal of allowing its termly magazine, 'The Writer's Block', and annual Anthology, 'The Writers' Society Anthology' to continue.
- 3.8 The Treasurer shall be responsible for raising funds for the society to achieve their primary goal.

## Welfare Officer

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



## Additional Committee Members

- 3.10 Chair of Prose Group – to organise, chair and publicise the fortnightly Prose and Scriptwriting Feedback Sessions, to offer support for the prose editing teams for the magazine and anthology, and responsibility to nominate a judge for prose for the competition, in years when the competition takes place.
- 3.11 Chair of Poetry Group – to organise, chair and publicise the fortnightly Poetry Sessions, to offer support for the poetry editing teams for the magazine and anthology, and responsibility to nominate a judge for poetry for the competition, in years when the competition takes place.
- 3.12 Materials Editor – to compile, enlist writers, select work, design (or find collaborators for design aspects), promote and distribute the publications of the society, and liaise with the treasurer in order to finance this endeavour.
- 3.13 Events Manager – to arrange the monthly Open Mic Nights at a public house or UCLU bar, to find speakers for this event from amongst the Society's members and to find guest speakers who can inspire its members. Additionally, the events managers should arrange, in collaboration with the President and other committee members, any other non-staple event not in this constitution that the society wishes to put on.
- 3.14 Chair of Performing Arts – to arrange monthly performance workshops, to organize the selection of our UniSlam team and their coordination.
- 3.15 Secretary – to create and distribute the society's online newsletters, take minutes at committee and society meetings, handle general correspondence, and assist other committee members with administrative tasks.
- 3.16 Publicity Manager – to make posters for events, write fortnightly emails and manage the society social media across different platforms.
- 3.17 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.
- 3.18 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.19 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 Prose Feedback Sessions – A fortnightly meeting of creative prose writers. The aim is to provide roundtable feedback for three or more pieces of work submitted in advance of the session, providing the writer with information to improve their work. This session should last two hours.
  - 4.3.2 Poetry Feedback Sessions – A fortnightly meeting of poets. The aim is to provide roundtable feedback for a selection of poetry brought to the session providing the writers with information to improve their work. This session should last two hours.

- 4.3.3 Open Mic Nights – An evening of spoken word performances from members of the society and guests. Should be organized at least once a month.
- 4.3.4 Read Share Write Sessions – A fortnightly meeting of create writers. The aim is to for each writer to bring the work of a published author who has inspired them to the meeting and share their work with the group. This session will last two hours and will be held either in a UCL Room or in an external venue.
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
  - 4.4.1 “In Conversation With” series – talks by authors, poets, scriptwriters, publishers, editors, and others in the creative industries.
  - 4.4.2 Creative writing sessions – a monthly session during which writers can collaboratively explore prompts, themes, and other sources of inspiration in order to create new work. These sessions may be related to upcoming publications or events.
  - 4.4.3 International Writing sessions – events where members are invited to share their work or other literary works in languages other than English.
  - 4.4.4 UniSlam – annual festival bringing together poets from the UK and Ireland for the UK's largest team poetry slam tournament, workshops, talks, masterclasses and fringe events. The Writers' Society should try to send a team of performers every year.
- 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 Writers’ 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:	HARALD SPEIRS
President signature:	
Date:	24/10/2023
Treasurer name:	MICHELLE LEUNG
Treasurer signature:	
Date:	24/10/2023