

2024-25

Constitution of Students' Union UCL

African Caribbean Society (ACS)

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL **African Caribbean 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. Committee

3.1. President

- 3.1.1. The Presidents' primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.1.2. Additional responsibilities
 - Liaise with the UCL Students Union
 - Setting the agenda for the society in terms of approving the events calendar for the year
 - Take a supervisory role for Panafrik organisation and oversee the progression of all the acts.

- Developing relationships with other ACS committees around London/the UK and other UCL societies
- Work with the treasurer to set and approve a budget for the year and ensure the society stays within this budget.
- Represent the society at public functions and act as the voice of the members.
- Organise the selection of first year representatives.
- Take a supervisory role for society sponsorship.
- Provide admin services for the society by handling all union forms.

3.2. Treasurer

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

3.2.2. Additional Responsibilities

- Allocate the society's funds throughout the year.
- Work with the President to set a budget for the society at the beginning of the year.
- Handle all expense forms and budget forms requested by the Students Union and assist the President in all other union related activities.
- Work closely with the President and Vice President in terms of event execution.

3.3. Welfare Officer

3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.

3.3.2. Additional Responsibilities

- Responsible for encouraging participation in volunteering and extracurricular activities that have a positive impact on student welfare.
- Must have an interest in developing students' skills and enhancing their experiences outside of their course.
- Develop and promote opportunities for students to participate in volunteering.
- Advocate the value of participation and volunteering to students.
- Make use of the Welfare Fund effectively
- Support the fundraising of the society and all charity initiatives.
- Provide advice on opportunities and support available through the Union and the UCL support services.

3.4. Additional Committee Members

3.4.1. Vice President

3.4.1.1 Responsibilities

- To always support the President with: decision making, planning the event calendar, event execution, corresponding with stakeholders, representing the ACS at external events etc.
- To act as the President's right hand and to step up in their absence .This means being willing and able to carry out any of the President's duties should they be unavailable.
- To ensure the rest of the committee are carrying out their jobs effectively and handle and handle any conflicts that might arise within the committee.
- Producer of Panafrik: Responsible for all the logistics, involved in the production (including sourcing and managing after party venue),responsible for organising show venue.

3.4.2. Secretary

3.4.2.1. Responsibilities

- To take notes at the meetings.
- The organise the production of the committee hoodies and any other merchandise for the year.
- To assist other committee members in their roles when necessary.
- To assist with room booking and scheduling during Panafrik.
- To run the room booking function for the society with help from the President.
- To ensure the newsletter is sent out weekly.

3.4.3. Panafrik Director

3.4.3.1. Responsibilities

- To be in charge of organising all aspects of Panafrik including the script, dances ,musical acts, costumes etc, with the help of the Vice President and Event's Officer

- To be in charge of recruiting helpers such as choreographers for dances and people to help with vocalists.
- To coordinate the Panafrik rehearsal schedule
- To manage all aspects of Panafrik promo with the promotion's officers
- To work with the President and Treasurer to ensure Panafrik remains within the budget for the ACS.
- To organise the Panafrik launch event and ensure auditions are fair and accessible to all ACS members.

3.4.4. Events Officers (x2)

3.4.4.1. Responsibilities

- To be in charge of organising the social calendar for the society.
- To create and provide an events calendar accessible to society members.
- To work with the treasurer to ensure the society stays within budget.
- To oversee the execution and planning of social and cultural events
- To take an active role in the organisation of Black history month events in October
- To ensure that social events include all members of the society including non-drinkers, students that live off campus and are varied and diverse.
- To be able to communicate with members to improve events going forward.
- Support the Panafrik Directors as assistant Panafrik Directors

3.4.5. Sponsorship and Careers Officers (x3)

3.4.5.1. Responsibilities

- Must be available to take meeting with sponsors in June and July 2018,thus must be able to be in London at these critical times.
- To meet and contact old and potential sponsors and attempt to raise funds for the society through the agreements that you strike with them.
- To draw up sponsorship contracts(template provided by the UCL Students Union) and ensure they are properly signed and archived.

- To liaise with sponsors throughout the year and work with the social media officer to ensure they are properly promoted.
- To fully understand the terms of your sponsorship agreement and ensure that the society is always fulfilling its contractual obligations.
- To organise all careers events run by the society
- To reach out to organisations that focus on diversity and inclusion in graduate recruitment such as Rare Recruitment and SEO and foster relationships between them and the society.
- To ensure members are exposed to a wide range of career advancement opportunities in fields including engineering, finance, creative arts etc.

3.4.6. Sports officer (x2)

3.4.6.1. Responsibilities

- Ensuring both male and female participation in sporting events and create opportunities for inclusivity of members with disabilities.
- Ensuring there is communication to the members involved regarding where they will be playing and things they should bring.
- Organising the team and the lineups for the game
- Facilitating inter-society and inter UOL sporting events of either a competitive or social nature.

3.4.7. Social Media Officer (x2)

3.4.7.1. Responsibilities

- To manage the society's website and social media accounts.
- To work on the UCL ACS' marketing strategy and social media campaigns.
- To be able to communicate with internal and external contacts that reach out to the society via these platforms.
- To oversee the publication of all society events through photography or videos.
- To make full use of a range of social media platforms e.g. LinkedIn, Tiktok, Instagram

- 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. **Annual Cultural Show – Panafrik (Including rehearsals throughout the year)**
 - 4.3.2. **Social events (such as Freshers Connect and Games Nights)**
 - 4.3.3. **Events which are held with external speakers such as panel discussions during Black History Month, the Finance Conference and the Creatives Conference.**
- 4.4. In addition, the club/society shall also strive to organise **other activities** for its members where possible:
 - 4.4.1. **Sporting Events (Football, Netball and Basketball etc)**
 - 4.4.2. **Charity Initiatives**
 - 4.4.3. **Student Speaker Panel Events**
- 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 **African Caribbean 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: Jadon Kofi Arthur
	Signature: Jadon Kofi Arthur
	Date: 27.06.2024
Treasurer	Name: Abdulhamid Abayomi
	Signature: Abdulhamid Abayomi
	Date: 27.06.2024