

2024-25

Constitution of Students' Union UCL

BIOPHARMACEUTICAL SOCIETY

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Biopharmaceutical 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. Plan the direction of the society for the year together with other committee members.
- 3.1.3. Oversee and help execute all the tasks required for the society to function efficiently.
- 3.1.4. Maintain an effective relationship with UCL Students' Union.

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

- 3.2.3. Manage the society's finances, submits forms and invoices as required.
- 3.2.4. Approve expenses from other committee members of the society.
- 3.2.5. Be accountable to the union and the members for Society finances.
- 3.2.6. Keep accurate current financial information.
- 3.2.7. Maintain an effective relationship with UCL Students' Union.

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. The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.
- 3.3.3. Ensure that both committee and members are looked after and deal with any welfare issues that may arise.
- 3.3.4. Shall encourage members to join and interact with the society at every level no matter the background, ability, requirements or beliefs of that individual.
- 3.3.5. Shall promote activities for (but not exclusively): Postgraduate students, Mature students, Black, Asian and Minority Ethnic Students, Students with disabilities, Beginners and new members.

3.4. **Additional Committee Members**

3.5. Vice President; Media and Publicity Officer; Event Officer; Social Secretary

3.5.1. Vice President:

- 3.5.1.1. Support the president in planning and executing events and be prepared to step in if the president is unavailable. Oversee other committee members to ensure smooth planning and execution of events. Reach out to external speakers for talks, events and potential sponsorships.

3.5.2. Media and Publicity Officer:

- 3.5.2.1. Develop a comprehensive marketing plan for the society and manage social media accounts to grow the UCL Biopharmaceutical society audience and reach through that medium. They are responsible for creating and regularly updating a marketing calendar describing what content will be shared on which social media platform at which dates and times. This will include designing any posts that will be shared on social media platforms and websites ahead of any events, and deadlines will be discussed with either the President or the Vice President.

3.5.3. Events Officer:

- 3.5.3.1. Reach out to external speakers for talks, events and potential sponsorships. Plan the events (talks and conferences) and ensure all the logistic needs are met ahead of time.

3.5.4. Social Secretary:

- 3.5.4.1. Plan social events for both members and committee members. This includes sending out forms for availabilities (for committee) and planning all logistics and communicating with the Media and Publicity Officer to ensure these **events are advertised**.

- 3.6. 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.
- 3.7. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.8. 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. Talks from external speakers of their scientific discovery and career.
 - 4.3.2. Talks from external speakers in areas of interest to the members.
 - 4.3.3. Mentorship programme to pair UCL students with external specialist mentors to advise students on how to pursue a career in biopharmaceutical industry.
 - 4.3.4. Drug Discovery Conference held annually in the second term, that will introduce members to talks and panel discussions, as well as be an opportunity to network with external and UCL-affiliated speakers.
- 4.4. In addition, the club/society shall also strive to organise **other activities** for its members where possible:

- 4.5. Social events to meet and network with other students in the society.
- 4.6. Provide termly opportunities for members to suggest areas or activities of interest and take initiative in executing it.
- 4.7. 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.
- 4.8. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Biopharmaceutical 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.

	Name: Eshaan Saigal
President	Signature: <i>Eshaan Saigal</i>
	Date: 26 th June 2024
	Name: Haonan Liu
Treasurer	Signature: <i>Haonan Liu</i>
	Date: 26 th June 2024