2024-25
Constitution of Students' Union UCL

COMPUTER SCIENCE SOCIETY

1. **Name**

   1.1. The name of the club/society shall be Students' Union UCL Computer Science 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. The president will be responsible for:

   1. All the decisions and actions of the society.

   2. Ensuring all finance related activities are carried out properly.

   3. Applying for the Departmental Society Grant.

   4. The President must ensure every division is doing well and must intervene where necessary.

5. The President must ensure that events organised are operating optimally to benefit the members.

6. The President may also serve as an Activities Zone member.

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 will be responsible for:

1. Managing the financial budget of the society, including organising and authorising society expenditure.

2. Ensuring financial accessibility to events.

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 will be responsible for:

1. Ensure all activities are safe and inclusive so they are enjoyable for anyone from any background.

2. Being a point of contact for members who are in need of additional support and redirect them to relevant resources and contact.

3. The welfare fund and requesting activities using this funding.

3.4. Additional Committee Members

3.4.1. *(x1)* General Secretary will be responsible for:

1. The administrative work for the society, including close monitoring of social media message enquiries and emails, as well as help to generate the society's event schedule for the year.

2. Assisting the committee with official forms and documents as well as organising weekly meetings whereby you will be in charge of taking minutes.

3. Being the first point of contact between the Student Union and/or Computer Science Department and the society.

3.4.2. *(x1)* Vice President will be responsible for:

1. Assisting the president with realising the society's goals and executing strategies.

2. Building constructive relationships with stakeholders such as key Departmental staff and the Union.

3. Continuously evaluate the effectiveness of the society's initiatives and adapt strategies accordingly.

3.4.3. *(x1)* Head of Marketing will be responsible for:

1. Responsible for all the marketing of the society.

2. Developing the membership base, designing and advertising all events on all social media platforms.

3.4.4. *(x1)* Head of Events will be responsible for:

1. Organising and running events for the society along with the assistance of the events executive and other members of committee.

3.4.5. *(x1)* Head of Operations will be responsible for:

1. Ensuring smooth internal organisation by keeping documentation up-to-date, managing tasks, and meeting deadlines.

2. Actively seeking opportunities to collaborate with clients, such as industry partners or sponsors.

3. Organising regular meetings, giving progress updates, and communicating between different parts of the committee.

3.4.6. *(x1)* Events Executive will be responsible for:

1. Assisting the Head of Events on the organisation and execution of all CSS events.

2. Being present at all events to ensure they run smoothly.

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:

i. Academic events: In-person and online co-working sessions, mentorship programs

ii. Career events: Alumni speaker events and sessions by current students sharing their experiences with internships / application processes

iii. Social activities: board game nights, pub socials, video game competitions

iv. Wellbeing Initiatives: talks from 2nd/3rd year CS students on navigating their academic lives and coping with stress

v. Collaboration with non-departmental societies to get members involved in cultural, social and professional events.

vi. Hackathons.

vii. Tours around London and the UCL campus during Welcome week.

viii. Freshers events including a pub crawl

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

i. Merchandise for UCL CSS members

ii. Potentially 12/24 hour hackathons

iii. weekly hangouts / board games for members

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 Computer Science 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:	Abdullah Saeed
	Signature:	Abdullah Saeed
	Date:	25/06/2024
Treasurer	Name:	Suhas Hariharan
	Signature:	Suhas Hariharan
	Date:	25/06/2024