

**2024-25**

## **Constitution of Students' Union UCL**

### **Connect.ed Society**

#### **1. Name**

- 1.1. The name of the club/society shall be Students' Union UCL [Connect.ed 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. Shall oversee and co-ordinate all society activities.
  - 3.1.3. Shall ensure society milestones are met.
  - 3.1.4. Shall be responsible for holding regular committee meetings.
  - 3.1.5. Shall be jointly responsible with the Treasurer for producing Connect.ed Annual Report outlining the committee's activities over the year. This report needs to be made available

publicly either through the society's social media/website or through a presentation at the annual general meeting.

### 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. Shall be jointly responsible with the President for producing Connect.ed's Annual Report [see above 3.1.5].
- 3.2.3. Shall carry out the day to day financial duties of the society and is responsible to the union for society finances to the membership
- 3.2.4. Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the society ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorise withdrawals or expenditure from the society accounts.
- 3.2.5. Shall maintain a society account book.

### 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. Shall be responsible for further developing this new role introduced by the Union.
- 3.3.3. Shall collaborate with Welfare Officers from other societies for demographic specific activities.
- 3.3.4. Shall be aware and participate in the Union campaigns relevant to the society.
- 3.3.5. Improve demographic representation in the Research Mentorship Program.
- 3.3.6. Shall be responsible for the implementation, organisation and administration of any additional events, initiatives or projects that are implemented in the future in order to promote welfare of society members. These potential additional events, initiatives or projects must be presented to and approved by the entire committee before implementation

### 3.4. Additional Committee Members

- 3.4.1. Media and Communications Officers
  - 3.4.1.1. Shall be responsible for taking meeting minutes.
  - 3.4.1.2. Shall be responsible for all social media accounts of the society.
  - 3.4.1.3. Shall oversee email correspondence.

- 3.4.1.4. Shall be responsible for all formal and informal publicity for events organised by the society.
- 3.4.1.5. Shall be responsible for sending newsletters to members on a regular basis.
- 3.4.2. Project and Initiatives Officers
  - 3.4.2.1. Shall be responsible for the implementation, organisation and administration of all activities relevant to the Research Mentorship Program in co-ordination with the society President.
  - 3.4.2.2. These activities include, but are not limited to, recruiting mentors and mentees, coordinating information events, and carrying out relevant correspondence.
  - 3.4.2.3. .c. Shall be responsible for the implementation, organisation and administration of any additional research programs or outreach programs that are initiated in the future in co-ordination with the society President. These potential additional research programs or outreach programs must be presented to and approved by the entire committee before implementation.
- 3.4.3. Events Officers
  - 3.4.3.1. Shall be responsible for organising and executing academic and social events. These include but are not limited to information and briefing sessions, Fresher's Fair, Faculty-Themed Weeks, panels, talks, workshops, networking events and socials.
- 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. Flagship Research Mentorship Programme
  - 4.3.2. Faculty-Themed Weeks of panels, workshops and events
  - 4.3.3. Research-related panels, workshops and networking events
  - 4.3.4. Annual Academic Symposium
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
  - 4.4.1. Flagship Research Mentorship Programme
  - 4.4.2. Faculty-Themed Weeks of panels, workshops and events
  - 4.4.3. Research-related panels, workshops and networking events
  - 4.4.4. Annual Academic Symposium
- 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 [Connect.ed 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: Emily Chen Xinyu
	Signature: Emily Chen Xinyu
	Date: 28 June 2024
Treasurer	Name: Junho Yeom
	Signature: Junho Yeom
	Date: 28 June 2024