

2024-25

Constitution of Students' Union UCL

English Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [English 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

President

The president's primary role is laid out in section 5.7 of the Club and Society Regulations.

- The President may also serve as an Activities Zone member.
- The President is eligible to apply for the Departmental Society Grant.
- The President will be responsible for:
 - General management and coordination of the committee and goals of the English Society
 - Facilitating good communication within the committee and amongst society members
 - Organising key annual events
 - Establishing and maintaining professional relationships with the English Language and Literature department and other external stakeholders
 - Liaising with the Students' Union on society matters (e.g. room bookings)

Treasurer

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

- The Treasurer may also serve as a Counsel member.
- The Treasurer is eligible to apply for the Departmental Society Grant.
- The Treasurer will be responsible for:
 - Managing the English Society's financial accounts and records
 - Applying for necessary grants and sponsorships
 - The financial budget of the English Society
 - Ensuring membership is paid
 - Ensuring society expenses are accounted for
 - Ensuring students' financial accessibility to events

Welfare Officer

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

- The Welfare Officer is eligible to apply for the Departmental Society Grant.
- The Welfare Officer will be responsible for:
 - Completing Welfare Officer Program
 - Providing wellbeing events and spreading information on wellbeing for members
 - Social and community outreach
 - Overseeing members' wellbeing and safety at events
 - Signposting members to wellbeing and mental health resources

Additional committee positions:

Marketing Officer

- Directs the marketing approach of the English Society
- Manages and updates social media accounts of the English Society
- Promotes and publicises the English Society's events
- Managing production and distribution of society merchandise
- Keeping account of online passwords

Social Officer

- Organises the social events and activities of the English Society

Workshop Officer

- Organises the workshops and competitions of the English Society

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.

The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

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:

- Weekly social activities
 - Literary film nights
 - Museum visits
 - Picnics
 - Pub socials
- Bimonthly workshops
 - Literary-themed workshops (e.g. creative writing)
 - Career advice workshops (e.g. making the most out of a degree with transferable skills)
- Academic support services
 - Representative system
 - Sharing writing advice and support

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

- English Society merchandise
- English Society annual ball/festival

- 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 **English 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: Nancy Zhang (Zhang Nan Xi)
	Signature: Nancy Zhang (Zhang Nan Xi)

	Date: 27/6/2024
Treasurer	Name: Jocelyn Mo Yung (Mo Yung Chee Ching)
	Signature: Jocelyn Mo Yung (Mo Yung Chee Ching)
	Date: 27/6/2024