

2024-25

Constitution of Students' Union UCL

European Horizons Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [European Horizons 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 shall:
 - 3.1.2.1. preside over all General and Executive Board meetings;
 - 3.1.2.2. set the agenda for the above;
 - 3.1.2.3. have the power to break a voting tie; and
 - 3.1.2.4. have the responsibility to carry out the duties of the Executive Board members in the event of contravention of their constitutional duties.

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 shall:

- 3.2.2.1. attend to all financial matters of the society;
- 3.2.2.2. be responsible for passing down funds to the consecutive year's Board;
- 3.2.2.3. be authorized to sign checks in the name of the society;
- 3.2.2.4. be responsible for all forms of fundraising going to fund activities of the society; and
- 3.2.2.5. serve as the President's main assistant in the formulation of any and all budget proposals.

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 shall:

- 3.3.2.1. ensure the mental wellbeing of all members;
- 3.3.2.2. be available for members and in case of mental problems direct the student to UCL support services;
- 3.3.2.3. organise social activities.

3.4. Additional Committee Members

3.4.1. The Secretary shall:

- 3.4.1.1. keep the minutes to all General and Executive Board meetings;
- 3.4.1.2. obtain any administrative materials (forms, administrative permission) required for the society's events;
- 3.4.1.3. be responsible to document and file all events in a running archive; and
- 3.4.1.4. serve as the President's main assistant in clerical matters (as determined by the President).

3.4.2. The Head of Events shall:

- 3.4.2.1. be responsible for organising events;
- 3.4.2.2. deliver events, within the budget, that meet the expectations and specificities as agreed by the Executive Board;
- 3.4.2.3. liaise with invitees to find out their exact event requirements;

- 3.4.2.4. produce detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, staffing and budgets);
 - 3.4.2.5. manage all pre-event planning, e.g. organising guest speakers and delegate packs;
 - 3.4.2.6. oversee the dismantling and removal of the event and clear the venue efficiently;
 - 3.4.2.7. research venues, suppliers and contractors, and then negotiate prices and hire;
 - 3.4.2.8. set, communicate and maintain timelines and priorities on every event;
 - 3.4.2.9. produce post-event evaluation to inform future events;
 - 3.4.2.10. research opportunities for new speakers and events.
- 3.4.3. The Head of Marketing shall:
- 3.4.3.1. be responsible for the promotion of the society and its activities;
 - 3.4.3.2. be responsible for the recruitment of new members;
 - 3.4.3.3. be responsible for managing the social media of the society;
 - 3.4.3.4. research opportunities for new speakers and events.
- 3.4.4. The First Year Representative shall:
- 3.4.4.1. be responsible for the promotion of the society and its activities for first year students;
 - 3.4.4.2. be responsible for assisting the board to organise new events;
 - 3.4.4.3. survey first year students to make the society more accessible for first year students.
- 3.4.5. The Head of Partnerships shall:
- 3.4.5.1. be responsible for maintaining our already existing partnership cooperations;
 - 3.4.5.2. be responsible for establishing connections with new sponsors and partners.
- 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. A policy memo writing workshop, where members can learn about policy, how to write policy memos, and core policy issues for the European Union and then participate in a policy memo writing competition, either by themselves or in small groups, which will be judged by the society's committee.
 - 4.3.2. Frequent speaker events and discussions on various topics relating to politics and international relations, specifically relating to Europe, the European Union, and transatlantic collaboration, featuring external speakers and/or UCL speakers.
 - 4.3.3. Social activities such as pub quizzes and pastry crawls.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible, such as:
 - 4.4.1. A career panel featuring people working in fields related to the topics covered by our society (politics, European affairs, etc).
 - 4.4.2. A crisis simulation where members are presented with a hypothetical political crisis and need to solve it through debate, discussion, and cooperation.
- 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 [European Horizons 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: Carlota Pinto Garcia Ferro Bernardino
	Signature: Carlota Ferro Bernardino
	Date: 18 th July 2024
Treasurer	Name: Aimé Lou Elias Daia Mühlemann
	Signature: Aimé Mühlemann
	Date: 19 th July 2024