

2024-25

Constitution of Students' Union UCL

In Aid of UNICEF Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL **In Aid of UNICEF 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. **In addition, in charge of room bookings, facilitating committee meetings, and overall running of the society.**

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. **Keep a strict and accurate record of all fundraising monies and expenditure, reporting them to UNICEF UK when necessary.**

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. Actively seek out welfare initiatives, while keeping up morale within the society.
- 3.3.3. Responsible for internal communication and paperwork such as preparing the agenda for society meetings, keep attendance and minutes.

3.4. Additional Committee Members

3.4.1. Head of Sponsorship

- 3.4.1.1. Actively seek and apply for sponsorship from external organisations outside Student Union.
- 3.4.1.2. Develop a sponsorship process plan and timeline; create sponsorship agreement with sponsorship partners.
- 3.4.1.3. Manage relationships with partners to ensure a mutually beneficial relationship.

3.4.2. External Relations Officer

- 3.4.2.1. Liaise with sponsors and speakers, building connection with relevant organisations and people; Organise and promote guest speaker events occasionally.
- 3.4.2.2. Be the main contributor to the regular newsletter, providing draft and format if needed.

3.4.3. Social Media Officer

- 3.4.3.1. Responsible for social media strategy and marketing, with a goal to engage and inspire active members and raise the society's profile to run successful events.
- 3.4.3.2. Creating visuals for posts on social media and other communications.

3.4.4. Social secretary

- 3.4.4.1. Leading socials, community building and engagement within the society; Liaise with event venues, actively seek ideas for activities at social gatherings.
- 3.4.4.2. Monitor social media inboxes/email and reply to enquires in a timely manner.

3.4.5. Fundraising Officer

- 3.4.5.1. Overseeing monthly fundraising events during term time, which is an important core activity of the society.

- 3.4.5.2. Plan fundraising events that raise awareness, allows members of the society to engage, and also are financially feasible.
- 3.4.6. Volunteering Officer
 - 3.4.6.1. Reach out to organisations with volunteering opportunities, liaising with collaborators, organising events related to volunteering.
 - 3.4.6.2. Developing an effective platform with volunteering opportunities accessible by members.
- 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. Educational talks related to UNICEF, the NGO sector, and current issues.
 - 4.3.2. Raising funds for UNICEF.
 - 4.3.3. Campaigning for humanitarian issues.
 - 4.3.4. The start-of-year welcome events.
 - 4.3.5. Bi-weekly committee meetings.
 - 4.3.6. Organising social events for members.
- 4.4. In addition, the club/society shall also strive to organise **other activities** for its members where possible:
 - 4.4.1. Virtual events in line with the society's aims and objectives.
 - 4.4.2. Organising skill-building activities.

- 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 **In Aid of UNICEF 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.

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| President | Name: Stephanie Chuang |
| | Signature: Stephanie Chuang |
| | Date: 28/6/2024 |
| Treasurer | Name: Kai Yuan Mor |
| | Signature: Kai Yuan Mor |
| | Date: 28/6/2024 |