

2024-25

Constitution of Students' Union UCL

MODO Fashion Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [MODO Fashion 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. You will be responsible for discussions pertaining to and ensuring that the Union's money and resources are used appropriately and reasonably to benefit society members and allow activities to run.
- 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. You will be responsible for discussions pertaining to and ensuring that the Union's money and resources are used appropriately and reasonably to benefit society members and allow activities to run.

3.2.3. Ensuring that:

- Money is spent correctly
- Transactions are recorded accurately
- Society money is spent to benefit members
- People attending and participating in the society are paying members unless agreed otherwise (e.g. for a taster session).

3.2.4. You are responsible for running your Society's accounts including:

- Signing all forms for payments, money requests and orders
- Keeping your Executive Committee informed of your club or Society's financial position
- Budgeting for this year
- Ensuring your club or Society does not get into debt
- Find ways to generate income to fund major events
- Keep an accurate, UP-TO-DATE record of all transactions going in and out of your account. All money expenditure needs to be transparent.
- Treasurers should therefore be involved with setting and approving most Society budgets events and expenditure along with the President.

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. *Welfare Officer must encourage members to interact with the society regardless of individual backgrounds, abilities, or beliefs.*

3.3.3. The main responsibilities of the Welfare officer include:

- Discover and create networks for all students including undergraduates, postgraduates, PHD, and those under 18 or with disabilities via social media or other means.
- Run and promote activities for (but not exclusively to) groups mentioned above.
- Effectively signpost the advice and support services available to ensure the physical and emotional wellbeing of members
- Work closely with the Social Secretary and Treasurer to organize events aimed at improving the welfare of society members.
- Provide support to target and prevent any possible bullying or discriminatory behaviours in the society
- Ensuring no discrimination of individuals and equal opportunities for all members

3.4. Additional Committee Members

3.4.1. Vice President

3.4.1.1. The vice president shall deal with any logistical issues in the society alongside the president, and shall be their primary source of support.

3.4.1.2. The main responsibilities of the vice president include:

- Working closely alongside president during the planning and running of events
- Assisting different departments within the society
- On-call disaster relief and event supervision
- Ensure society members are meeting deadlines and participating up to an appropriate standard.
- For further information regarding vice-president tasks refer to section 5.7 of the Club and Society Regulations.

3.4.2. Social Secretary

3.4.2.1. The Social Secretary is tasked with effectively organising, communicating and recording all social activities to members.

3.4.2.2. The main responsibilities of the social secretary include:

- Organising socials
 - The social secretary will need to ensure that venues are suitable to their proposed event, the needs of your members and budget!

- They will have to liaise with the president, vice president, and treasurer to book venues as far ahead as possible (to ensure venue availability and secure the necessary finances before making such a booking)
 - They must keep track of other planned events, as socials often work well post-event.
- The social secretary must keep accurate records of society socials and financial data for future Society use. If any money is being spent from personal accounts, it is important to keep proof of transactions for re-imburement by the treasurer.
- It is also important for the social secretary to liaise with the head of photography to possibly organise the presence of a photographer at socials to take photos which can be used for PR related purposes.
- The social secretary must maintain up to date event and activity records of how many people attend the event and any feedback provided.
- The Social Secretary must know when major events e.g. fashion show, large socials and conferences will be held; working with President and Treasurer to seek and organize fundraising, equipment, transport and possible guest speakers.
- Regular communication with members regarding upcoming events via social media is necessary to keep members engaged!

3.4.3. Model Coordinator

- 3.4.3.1. The model coordinator is responsible for promoting inclusivity within the society by allowing members to discover and share their confidence through promotion and organization of modelling-related activities.
- 3.4.3.2. The main responsibilities of the Model Coordinator include:
 - Planning photoshoots and workshops with the head of photography, president, and any other related parties (e.g. the head of production, for fashion shows, or the editor in chief, for magazine-related features)

- Selecting models for society activities including photoshoots or runway shows; this process should be entirely objective and based on suitability with the events given theme or style, rather than personal relationships.
- Model selection should take place with communication with the editor-in-chief, and president, along with other creative parties involved, such as but not limited to the head of photography.
- Organising workshops or other activities to encourage newcomers to explore modelling and develop new skills
- Discuss plans with the president and treasurer so they may allocate a budget to fund any modelling activities
- Photoshoots must be frequent and open to all society members. Unless agreed otherwise, models participating in photoshoots for MODO magazine should only be open to members. Non-members shoots may be organised as a fund-raising event and to encourage increasing membership base.
- The model coordinator should promote inclusivity in modelling activities. Equal opportunities should be advertised to people of any gender or race.

3.4.4. Head of Design

3.4.4.1. The main responsibilities of the Head of Design include:

- Organising and leading sewing classes, as well as promoting inclusivity in these activities
- Caring for, and maintaining the sewing equipment provided by the union
- Applying for any grants to buy any necessary equipment
- Fashion show organisation
 - Setting deadlines for sketches to be submitted for the show
 - Helping designers with tips and advice on how to best complete the collections
 - Working closely with the Model Coordinator to submit model preferences on time and schedule fittings

- Managing designers and collections during the show to ensure the best presentation to the audience

3.4.5. Head of Production

3.4.5.1. The head of production is in charge of organising the biannual fashion shows, as well as organising any related workshops which may benefit members.

3.4.5.2. The main responsibilities include:

- Organising photoshoots and video shoots for MODO members, either for skill development, PR, or as preparation for the fashion show
- Finding locations, themes and coordinating availabilities with photographers and models
- Searching for the show venue and arranging venue viewings with the presidents
- Working closely with the treasurer to discuss the event budget
- Organising the backstage activity for the Annual fashion shows including putting together the volunteer task packs

3.4.6. Head of Marketing, Creative Direction, and PR

3.4.6.1. Head of Marketing and PR position involves working closely with the team to will lead the organisation's communications channels (Instagram, facebook, the website, and the MODO magazine) and support our staff and students to plan and implement effective campaigns and messages through multiple channels, including digital, print and face-to-face.

3.4.6.2. The main responsibilities include:

- Content creation and direction – Responsible for delivering our content strategy to drive high engagement with our students across all of our platforms. This includes ensuring there is a consistent theme across platforms including the magazine (ensuring the graphic designers and head of photography are on the same page as to how to deliver the editor in chiefs vision), Instagram, and the website.
- PR – responsible for raising the positive profile of the society to the university body, community, media etc.

- Creating and spreading out marketing material regarding the upcoming social events, fashion shows and other society activities. These must be distributed on all platforms including Instagram, facebook, e-mail and website
- Answering messages received on FB, Instagram or the website.
- Uploading the MODO magazine on the website in collaboration with the editor-in-chief
- Constantly update and engage the public in Instagram, facebook, website etc.
- Creating marketing campaigns to boost the membership
- Ensuring that the student body is familiar with the society's activities and are well informed on the opportunities
- Working closely with the President, Social Secretary, the MODO editor-in-chief, and the Treasurer on events advertisement and marketing.

3.4.7. MODO Magazine Editor-In-Chief

3.4.7.1. Editor-in-Chief is responsible for the Magazine department of the MODO Fashion Society.

3.4.7.2. The main responsibilities include:

- Planning and setting deadlines for article collections
- Work to create online (and print) magazine issues, which will be uploaded by the head of marketing on the MODO website
- Manage the graphic design team and communicate with the head of marketing to put together a complete, cohesive magazine issue featuring writers and models from the society, which will be advertised on the society website and social media channels.
- Engaging society members in fashion journalism and open avenues for opportunities relating to fashion journalism
- Organising article photoshoots and the cover shoots in collaboration with the President, Vice President, Model Coordinator, Heads of Photography

- Organising socials to ensure close communication with other departments of MODO Fashion society
- Organising launch events to promote the MODO magazine publications and inviting guest speakers to help MODO members discover new brands and opportunities in the fashion industry.

3.4.8. Head of Sustainable Development

3.4.8.1. Head of Sustainable development must raise awareness of the importance of Sustainability in fashion through different social activities

3.4.8.2. The main responsibilities include:

- Collaborating with other university societies and Sustainability UCL to organise public events to promote sustainability in fashion
- Working closely with the designers and other society members to promote sustainable development in that sector
- Contacting external organisations/speakers to help develop external engagement and increase awareness of the issues related to fashion contribution to the environmental degradation

3.4.9. Head of Photography

3.4.9.1. The main responsibilities include:

- Coordinate with photographers and videographers about different availabilities for photoshoots/videoshoots.
- Plan regular shoots with the Model Coordinator, both for promotional material and model development.
- Work with the editor-in-chief and model coordinator to take photos for the magazine publications
- Book studio spaces for photoshoots
- Direct photographers backstage during the MODO fashion shows

3.4.10. Head of Outreach and Volunteering



3.4.10.1. The main responsibilities include:

- Collaborating with charities for events, volunteering opportunities and fundraisers to make a difference in our community
 - Selecting charities which are in-line with MODO's work and are inclusive of all members.
 - Work alongside Social Secretary for events and Head of Marketing to promote these events and other outreach projects
- 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. Annual MODO Fashion Show
 - 4.3.2. Annual Winter Ball/Themed fashion party
 - 4.3.3. Themed Photoshoots
 - 4.3.4. Model Walk/Training Sessions
 - 4.3.5. MODO Magazine Launch
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
- 4.4.1. Sustainable Jewellery Workshop
 - 4.4.2. Careers in Fashion Speaker Event/conference
 - 4.4.3. Sustainable Mini Fashion Show during Fresher's Week

- 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 [MODO Fashion 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: Ava Raimés
	Signature: 
	Date: 28/6/24
Treasurer	Name: Mehak kaur
	Signature: 
	Date: 28/6/24