

2024-25

Constitution of Students' Union UCL

Medical Physics and Biomedical Engineering Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [Medical Physics and Biomedical Engineering 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 may also serve as an Activities Zone member.
 - 3.1.3. The President is eligible to apply for the Departmental Society Grant.
 - 3.1.4. The President will be responsible for:
 - 3.1.4.1. Leading the society
 - 3.1.4.2. Organising key annual events

- 3.1.4.3. Responsible for committee communication
- 3.1.4.4. Membership engagement
- 3.1.4.5. Establishing and maintaining professional relationships with external stakeholders
- 3.1.4.6. Liaising with the union on society matters
- 3.1.4.7. Responsible for the overall running of the society and final decision making
- 3.1.4.8. Delegate individual tasks and responsibilities to manage and organise the society
- 3.1.4.9. Help make strategic decisions for 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. The Treasurer may also serve as a Counsel Member
- 3.2.3. The Treasurer is eligible to apply for the Departmental Society grant
- 3.2.4. The Treasurer will be responsible for:
 - 3.2.4.1. Applying for necessary grants and sponsorships
 - 3.2.4.2. Arranging the financial budget for the society
 - 3.2.4.3. Ensuring financial accessibility to events

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 will be responsible for:
 - 3.3.2.1. Completing Welfare Officer Programme
 - 3.3.2.2. Providing wellbeing events for members
 - 3.3.2.3. Social and community outreach
 - 3.3.2.4. Membership wellbeing and safety at events
- 3.3.3. The Welfare officer is eligible to apply for the Departmental Society Grant

3.4. Additional Committee Members

- 3.4.1. Vice President(s)
 - 3.4.1.1. The Vice President(s) will be responsible for:
 - 3.4.1.1.1. Support the President in running the society.
 - 3.4.1.1.2. Help the President delegate individual tasks and responsibilities to manage and organize the society.
 - 3.4.1.1.3. Work closely with the Treasurer to create feasible budgeting plan.

- 3.4.1.1.4. Make strategic decisions for the society.
- 3.4.2. Assistant Vice President
 - 3.4.2.1. The *Assistant Vice President* will be responsible for:
 - 3.4.2.1.1. Support the President and Vice President(s) in running the society
 - 3.4.2.1.2. Help the President delegate individual tasks and responsibilities to manage and organize the society
 - 3.4.2.1.3. Keep track of the deadlines set by the President and Vice President(s)
- 3.4.3. Marketing Manager(s)
 - 3.4.3.1. The *Marketing Manager(s)* will be responsible for:
 - 3.4.3.1.1. Creating marketing material for society events, national celebrations, and UCL-run events that the society supports
 - 3.4.3.1.2. Collaborating with any other Marketing Managers from different societies for society marketing material for Open Days, prospectuses, etc.
 - 3.4.3.1.3. Helping the Social Media team to plan content for the society's online posts
 - 3.4.3.1.4. In charge of the newsletter (monthly or bi-monthly)
 - 3.4.3.2. Delegate tasks and deadlines to Marketing Executive(s)
 - 3.4.3.3. Lead the Marketing Team
- 3.4.4. Marketing Executive(s)
 - 3.4.4.1. The *Marketing Executive(s)* will be responsible for:
 - 3.4.4.1.1. Creating marketing material for society events, national celebrations, and UCL-run events that the society supports
 - 3.4.4.1.2. Collaborating with the Marketing Manager for society marketing material for Open Days, prospectuses, etc.
 - 3.4.4.1.3. Helping the Social Media team to plan content for the society's online posts
 - 3.4.4.1.4. Complete the tasks delegated by the Marketing Manager(s)
- 3.4.5. Social Media Manager(s)
 - 3.4.5.1. The *Social Media Manager(s)* will be responsible for:
 - 3.4.5.1.1. Develop a social media strategy and set goals to increase engagement
 - 3.4.5.1.2. Manage all society's social media channels such as Facebook, Twitter, and Instagram
 - 3.4.5.1.3. Create engaging multimedia content

- 3.4.5.1.4. Working closely with Marketing Team on social media campaigns and content
- 3.4.5.1.5. Delegate tasks and deadlines to Social Media Executive(s)
- 3.4.5.1.6. Lead the Social Media Team
- 3.4.6. Social Media Executive(s)
 - 3.4.6.1. The *Social Media Executive(s)* will be responsible for:
 - 3.4.6.1.1. Develop a social media strategy and set goals to increase engagement with the Social Media Manager
 - 3.4.6.1.2. Manage all society's social media channels such as Facebook, Twitter, and Instagram
 - 3.4.6.1.3. Create engaging multimedia content
 - 3.4.6.1.4. Working closely with Marketing Team on social media campaigns and content
 - 3.4.6.1.5. Complete tasks given by the Social Media Manager(s)
- 3.4.7. Events Manager(s)
 - 3.4.7.1. The *Events Manager(s)* will be responsible for:
 - 3.4.7.1.1. Research venues, suppliers, then negotiate prices and make bookings
 - 3.4.7.1.2. Manage all pre-event planning, organising guest speakers
 - 3.4.7.1.3. Liaise with the Treasurer to manage the budget for events
 - 3.4.7.1.4. Manage and coordinate the Events Team
 - 3.4.7.1.5. Delegate roles to the committee for events where appropriate
 - 3.4.7.1.6. Delegate tasks to Events Executive(s)
- 3.4.8. Events Executive(s)
 - 3.4.8.1. The *Events Executive(s)* will be responsible for:
 - 3.4.8.1.1. Research venues, suppliers, then negotiate prices and make bookings
 - 3.4.8.1.2. Help Events Manager(s) to plan and organising events and guest speakers
 - 3.4.8.1.3. Help Events Manager(s) to liaise with the Treasurer to manage the budget for events
 - 3.4.8.1.4. Complete tasks given by Events Manager(s)
- 3.4.9. Sponsorship Manager
 - 3.4.9.1. The *Sponsorship Manager* will be responsible for:

- 3.4.9.1.1. Liaise with possible and current sponsors
- 3.4.9.1.2. Create presentations and pitches for acquiring new sponsors
- 3.4.9.1.3. Help the Treasurer with managing the finances of the society
- 3.4.9.1.4. Lead the Sponsorship team and delegate tasks to the Sponsorship Executive(s)

3.4.10. Sponsorship Executive(s)

3.4.10.1. The *Sponsorship Executive(s)* will be responsible for:

- 3.4.10.1.1. Liaise with possible and current sponsors
- 3.4.10.1.2. Create presentations and pitches for acquiring new sponsors
- 3.4.10.1.3. Help the Treasurer and the Sponsorship Manager with managing the finances of the society
- 3.4.10.1.4. Complete tasks delegated by the Sponsorship Manager

3.4.11. Outreach Manager

3.4.11.1. The *Outreach Manager* will be responsible for:

- 3.4.11.1.1. Community-based education and outreach programs
- 3.4.11.1.2. Prepare outreach presentations and manage the team for various outreach events
- 3.4.11.1.3. Establish new and old relationships with collaborative partners and events speakers
- 3.4.11.1.4. Communicate with any stakeholders outside the society where appropriate
- 3.4.11.1.5. Manage the Outreach Team and delegate tasks to Outreach Executive(s)

3.4.12. Outreach Executive(s)

3.4.12.1. The *Outreach Executive(s)* will be responsible for:

- 3.4.12.1.1. Help the Outreach Manager to organize community-based education and outreach programs
- 3.4.12.1.2. Prepare outreach presentations for various outreach events
- 3.4.12.1.3. Help Outreach Manager establish new and old relationships with collaborative partners and events speakers
- 3.4.12.1.4. Communicate with any stakeholders outside the society where appropriate
- 3.4.12.1.5. Complete the tasks given by the Outreach Manager

- 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 Medical Physics and Biomedical Engineering Society is established for creating an amicable and collaborative environment for like-minded students who have an interest in medical physics and biomedical engineering.
- 4.3. The society will
 - 4.3.1. act as the bridge between the Medical Physics and Biomedical Engineering Department and any students within UCL who are interested with the help of the Student's Union
 - 4.3.2. help students gain technical skills in medical electronics, medical imaging, programming in medicine, and more
 - 4.3.3. create an amicable and collaborative environment for like-minded students who have an interest in medical physics and biomedical engineering
 - 4.3.4. give students insights on the medical physics and biomedical engineering industry and research
 - 4.3.5. improve the sense of community people who are interested in the department and medical physics and biomedical engineering
- 4.4. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.5. The core activities of the club/society shall be:
 - 4.5.1. Welcome Week social gatherings, pub quizzes, pizza parties, and more social activities for developing a sense of belonging and community for students and staff within and across Department

- 4.5.2. Outreach activities such as help the department during Open Days with fly- ers, stall, presentations, or posters, conduct Outreach Presentations to Secondary Schools to reach new Prospective Students and increase interest in Medical Physics and Biomedical Engineering
- 4.5.3. Academic events such as talks / panels with guest speakers, dissertation presentations, workshops in Medical Physics and Biomedical Engineering such as computing and medical electronics to grow the interest in medical physics and biomedical engineering and help students gain more technical skills that enhance the student experience of the Society membership and go beyond the UCL degree
- 4.5.4. Alumni speaker or networking events, potential employee meet and greet and panels, career fair, mentorship programme where the society will work with alumni and potential future employers that expand members potential horizons during and after UCL
- 4.6. The society shall also strive to organise other activities for its members where possible:
 - 4.6.1. Hoodies for committee members
 - 4.6.2. Support groups during exams that focus on promoting positive mental health and sense of belonging amongst students in and across Departments
 - 4.6.3. Collaborations with other Departmental Societies
- 4.7. 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.
- 4.8. This constitution has been approved and accepted as the Constitution for the Students' Union UCL [Medical Physics and Biomedical Engineering 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: Christopher Behnert-Smirnov
	Signature: C.Behnert-Smirnov
	Date: 22/06/2024
Treasurer	Name: Joy Zhang
	Signature: J.Zhang
	Date: 25/06/2024