

**2024-25**

## **Constitution of Students' Union UCL**

### **Muslimah Careers Society**

#### **1. Name**

- 1.1. The name of the club/society shall be Students' Union UCL [Muslimah Careers 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.
- 3.2. Treasurer
  - 3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 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.
- 3.4. Additional Committee Members

- 3.4.1. Vice President
  - 3.4.1.1. An ad hoc position to ensure the society runs smoothly. Will be responsible for filling up any gaps in the committee by helping where extra work is required to lessen the load on team heads. Will work closely with the core committee, be a key part of the conflict resolution team, and assist in the strategic planning of the society.
- 3.4.2. Head of Marketing & Socials
  - 3.4.2.1. Oversees a team of member volunteers within the marketing & socials team. Manages the society's communications channels, including Instagram and LinkedIn accounts and WhatsApp group chats. Responsible for creating and publishing marketing material to promote society activity to the membership and wider audiences.
- 3.4.3. Head of Events
  - 3.4.3.1. Oversees a team of member volunteers within the events team. Responsible for organising the society's activities, ensuring they are accessible and enjoyable to participants. Expected to, alongside the core committee, be the face of the society to vendors.
- 3.4.4. Head of Mentorship
  - 3.4.4.1. Oversees a team of member volunteers within the mentorship team. Responsible for organising the annual mentorship programme, overseeing mentor and mentee applications, liaising with the events team to organise a launch social event, and general management of mentor-mentee relations throughout the programme duration.
- 3.4.5. Head of Sponsorship & Outreach
  - 3.4.5.1. Oversees a team of member volunteers within the sponsorship & outreach team. Responsible for building relationships with relevant companies, form collaborations or partnerships, and secure sponsorship funding for the society. Expected to, alongside the core committee, be the face of the society to firms.
- 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. Speakers panel events with working professionals invited to discuss a wide range of topics relevant to the career(s); networking social events where participants can meet the committee and interact with other society members; organising in-person company office visits, presentations, and tours; skills workshops including, but not limited to, personal development, financial literacy, mock interviews and personal branding; and the mentorship programme allowing members to form connections with role model professionals offering career guidance and application help.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
  - 4.4.1. Wellness events, such as 'sip & paint' sessions, before exam season in Term 3 aimed at providing de-stress opportunities for society members; additional welcome socials to offer more activities during freshers' fortnight; unique work experience opportunities for society members with partner firms not found outside of the society; and further company in-person visits where possible or wanted.
- 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 [Muslimah Careers 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: Hamna Ali
	Signature: HA
	Date: 18/07/2024
Treasurer	Name: Muskan Sheikh
	Signature: MS
	Date: 18/07/2024