

2024-25

Constitution of Students' Union UCL

Portuguese Speaking Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Portuguese Speaking 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 is the general coordinator of the whole society. It is therefore their duty to be aware and involved with the running of each section of the society.
 - 3.1.3. As the figurehead of the society, it is the duty of the president to be present at every social event, lest extraordinary circumstances prevent them from doing so.
 - 3.1.4. The president must, along with the treasurer, be actively involved in seeking external funding 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. It is the remit of the treasurer to actively seek external funding, so as to advance society and provide all our members with equal opportunities.

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's main responsibility is to be the point of contact for any member of the society that has any personal or academic issues and wants support from UCL.
- 3.3.3. The welfare officer should encourage members to join and interact with the society at every level and ensure that the characteristics protected Under the Equality Act 2010 are respected by every society member.

3.4. Additional Committee Members

3.4.1. Events Officer

- 3.4.1.1. The events officer must, in carrying out his tasks, abide by section 7 of the Club and Society regulations.
- 3.4.1.2. The events officer's primary role is the research and organisation of all social events.
- 3.4.1.3. It is also the remit of the events officer to coordinate external events which the society may attend and/or participate in

3.4.2. First Year Representative

- 3.4.2.1. The function of the first-year representative is to help diffuse the events and actions of the Portuguese Speaking Society, having the focus of sharing it among new UCL students.
- 3.4.2.2. The position is available to first or second-year undergraduates as well as postgraduate students. First-year students will be given priority with the sole purpose of the likelihood of commitment of those in the Portuguese Speaking Society for longer
- 3.4.2.3. This position is nominated by the elected Committee during the month of October of each academic year at the Committee's discretion in relation to the number or how with no right of appeal by the members of the society unless held an EGM. The

members nominated have to be approved by unanimity by all committee members elected.

3.4.2.4. As it is not a position elected it has no voting rights in the committee decisions. Nevertheless, is the first-year representative's right to participate in all committee meetings and propose/comment on the decisions made.

3.4.2.5. In the case of affiliate students, those can also be selected for this position, in which each case will be discussed individually by the committee members elected

3.4.3. Language Coordinator

3.4.3.1. The language coordinator is an elected position

3.4.3.2. It is the role of the language coordinator to manage the language lessons provided by the society, including finding teachers, scheduling lessons and ensuring the quality of these meets the society's needs

3.4.4. Marketing Coordinator

3.4.4.1. The Marketing Coordinator's main role is to manage and sustain the society's social media accounts.

3.4.4.2. The Marketing Coordinator will be responsible for managing the promotion of the society, and its events.

3.4.4.3. Designing promotional material will be under the responsibility of the Marketing Coordinator

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.

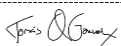
3.6. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

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. Free Portuguese language lessons to all members with a language membership, covering reading, listening, speaking and writing. These lessons should also include both cultural and historical aspects to them.
 - 4.3.2. Cultural engagement events to all members, introducing popular films and showcasing the culture of Portuguese-speaking countries.
 - 4.3.3. Social Events, both exclusively for society members and in collaboration with other societies.
 - 4.3.4. Food-related events (fairs, pub nights, dinners, lunches, BBQs,...).
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. External speaker events.
 - 4.4.2. Sports activities, such as football tournaments in collaboration with other societies.
 - 4.4.3. Cultural workshops, such as dance, art and baking sessions related to the culture of Portuguese-speaking countries, in collaboration with other societies.
- 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 Portuguese Speaking 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: Tomás Quintino Gouveia
	Signature: 
	Date: 12/07/2024
Treasurer	Name:
	Signature:
	Date: