

2024–25

Constitution of Students' Union UCL

SELCS Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL **SELCS 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 Society shall abide by all Students' Union UCL Policies, and shall be bound by Students' Union UCL Memorandum and Articles of Association and Bye-laws, the Club and Society Regulations and the Club and Society Procedures and Guidance (refer to “How To Guides” on the Union website).

2.2 The Society stresses that it abides by the Union's Equal Opportunities Policies, and that Society regulations pertaining to membership, election, or management of this Society shall not contravene these policies

2.3 The Club and Society Regulations can be found at: <https://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>

2.4 The Society recognises that it also reflects the UCL Department that it is associated with and will work collaboratively with Departmental Staff in a professional and appropriate manner. The Society will ensure it is clear that it declares itself as the Departmental Society, and not the Department itself, to avoid any confusion or misrepresentation.

3. The SELCS Society Committee

3.1 The President

- 3.1.1 The President's 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 leading the Society, overseeing key events, committee communication and membership engagement, establishing and maintaining professional relationships with external stakeholders, communicating with individual societies, liaising with the Union on Society matters, room bookings and overseeing committee meetings.

3.2 The 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 applying for necessary grants and sponsorships, the financial budget of the Society, achieving financial aims, ensuring financial accessibility to events, organising Society payments and liaising with other committee members regarding costs of events.

3.3 The Welfare Officer

3.3.1 The Welfare Officer's 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 completing the Welfare Officer Programme, providing wellbeing events for members, organising events for key dates (e.g. Mental Health Day), social and community outreach, membership wellbeing and safety at events and ensuring all students feel comfortable and safe throughout the course of their studies. Also responsible for establishing a more thorough alumni network.

3.3.3 The Welfare Officer is eligible to apply for the Departmental Society Grant.

4. Additional Committee Members

4.1 Marketing Officer

4.1.1 The Marketing officer will be responsible for producing marketing material for the society, especially managing all society social media, ensuring and promoting engagement of the society social media, announcing events on social media and reporting any issues of abuse or threats to the President and Welfare Officer.

4.2 Events Officer

4.2.1 The Events Officer will be responsible for organising events for the society, liaising with other societies for joint events, contacting professors or alumnis for lectures and conferences, requesting financial support from the treasurer and reporting to the committee upcoming events.

4.3 Secretary

4.3.1 Responsible for ensuring that committee meetings are effectively organised and documented, including scheduling, preparing meeting agendas, and taking meeting minutes. Also in charge of drafting and sending the biweekly/monthly SELCS society Newsletter addressed to all SELCS society members.

4.4 Head of design

4.4.1 Responsible for designing posters and logos for events on social media, preparing and decorating for the set up of the events

4.5 Management of the society shall be vested in the society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate society activities

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

4.7 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.

4.8 All committee members must be elected in Union facilitated elections. Society members may assist or be asked to assist committee members with relevant administrative tasks where relevant.

4.9 No principal officer of the committee/committee members shall hold more than one post during each academic year. Additional officers may hold more than one position, subject to the discretion of the President and the committee, in the event of an unexpected resignation by another member of the committees.

4.9.1 In the event of committee resignations or vacancies following an AGM where no committee member is appointed to act in the vacant positions, the responsibilities of the role will be assumed by the principal officers of the committee until an EGM is called.

4.10 Committee members are elected to represent the interests and well-being of Society members and can be held to account. If Society members are not satisfied by the performance of their representative officers, they may call for a motion of no-confidence in line with section 5.6 of the Club and Society Regulations.

5. Terms, Aims and Objectives

5.1 The objective of the SELCS Society shall be to provide a platform to 1) promote social integration between its members 2) promote European literature and languages, raising literary awareness among UCL students

5.2 The Society shall aim to serve its members and their interests through the fulfilment of the Committee's duties. All earnings and property pertaining to the society shall be used for these purposes.

5.3 The Society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

5.4 The core activities of the Society fall into three main categories:

5.4.1 Literature and Languages Events

5.4.1.1 Literary Salons of different literary genres, authors, and periods, poetry and prose writing workshops

5.4.1.2 Literary walking tours in London, film screenings, reading events

5.4.1.3 Lectures, Penals, conferences held by SELCS departmental academics

5.4.2 Social events

5.4.2.1 Affiliate-home student coffee chats, social evenings, "get-to-know London" pub quizzes and crawls, Christmas event and Halloween night out, pizza parties and welcome drinks to meet departmental and affiliate students.

5.4.3 Academic and Career

5.4.3.1 Academic and language support groups, affiliate support groups, mentorship guidance for academic and social and mental health coffee outings.

5.4.3.2 Year abroad information sessions, chats with final-year students, module selection chats, talks with guest speakers, dissertation presentations and foreign-language book clubs.

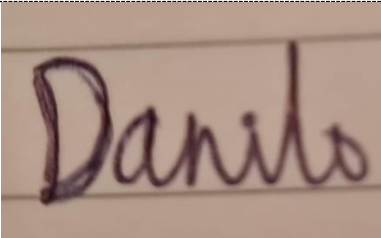
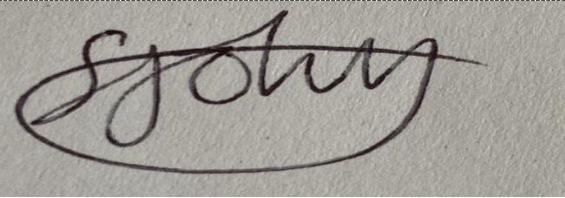
5.4.3.3 Alumni speaker events, careers panels, meet potential employees, sponsor events and coffee chats with language graduates.

5.5 In addition, the Departmental Society shall also strive to organise other activities for its members where possible:

i. SELCS podcast

5.6 This constitution shall be binding on the Club/Society Officers and shall only be altered by consent of a two-thirds majority of the full members present at a society general meeting. Activities Network Executive shall approve any such alterations

f. This constitution has been approved and accepted as the Constitution for the Students' Union **UCL SELCS Society**. By signing this document the President and Treasurer have declared that they have read and abide by the Students' Union UCL Clubs and Societies Regulations.

President	Name: Danilo Paganelli
	Signature: 
	Date: 27/06/2024
Treasurer	Name: Sophie Johns
	Signature: 
	Date: 27/06/2024