

2024-25

Constitution of Students' Union UCL

SINGAPORE SOCIETY

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Singapore 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](#), [Bylaws](#), [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 shall represent the Society and as the principal officer of the Society, she/he shall be responsible for making sure that the Society is run according to this Constitution, and the Students' Union UCL Club and Society Regulations, Students' Union UCL Good Practice Guidelines and Standing Orders.

- 3.1.3. It is the responsibility of the President to call General Meetings of the Society and organize proper elections for the following year's Committee, in accordance with Club and Society Regulations.
 - 3.1.4. The President shall be the primary point of communication between the Students' Union and the members of the Society. It is therefore required that she/he attends the relevant Students' Union UCL Committees.
 - 3.1.5. The President shall have ultimate responsibility for all activities of the Society, including joint responsibility for the financial affairs with the treasurer.
 - 3.1.6. The President shall overlook any networks with external organisations such as, but not limited to, the United Kingdom Singapore Student Council and other Singapore Societies.
 - 3.1.7. The President shall be responsible for ensuring that members are identifiable through membership cards or otherwise.
- 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. She/he is to oversee the finances of the society by maintaining financial accounts.
 - 3.2.3. She/he is responsible for the filling up of Students' Union UCL paperwork, such as but not limited to, the Event Approval Form, Payment Request Form for individual claims, Grant Fund Request Form in due time.
 - 3.2.4. The treasurer shall ensure proper collection of income receipts from ticket sales and coordinate with the Director of Sponsorships on sponsorship requests and receipt of funds from sponsors.
 - 3.2.5. It is also within the duties of the treasurer to organise logistics for events, assist organising sub-committees in preparation of events, and pre-event and post-event budgeting.
- 3.3. Vice President (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 of the Society, and thus shall attend relevant training, in collaboration with The Advice Service and UCL Student Support and Wellbeing, in how and where to signpost, complaints and grievance procedures and services and support available from Students' Union UCL and UCL.

- 3.3.3. The welfare officer shall signpost effectively to advice and support services available for the physical and mental well-being of the members of the Society
- 3.3.4. The Vice President shall assist the President in overseeing the administration of the Society and stand-in in her/his absence.
- 3.3.5. The Vice President shall primarily focus on the internal coordination within the Society, such as but not limited to, internal meetings and events.
- 3.3.6. The Vice President shall oversee the organisation and execution of the Society's main events.
- 3.3.7. The Vice President will inform and encourage engagement of the Society's members to relevant and/or appropriate Union campaigns.
- 3.4. The Secretary
 - 3.4.1. The Secretary s to organize internal administrative documents and communication within the Committee, including tasks such as, but not limited to:
 - 3.4.1.1. Taking minutes during meetings.
 - 3.4.1.2. Maintaining the Society's email account; providing reminders for deadlines; and
 - 3.4.1.3. Maintaining communication channels between Committee members
 - 3.4.2. The Secretary shall oversee all remaining administrative tasks not delegated to any other member of the Committee.
- 3.5. Creative Director
 - 3.5.1. The Creative Director is responsible for planning the Society's Annual Theatre Production. She/he shall work alongside the Director of Communications as the Society's publicist and will be responsible for drafting and issuing updates via online means.
 - 3.5.2. The Creative Director shall also maintain the society's photo archives for use in publications and news releases.
 - 3.5.3. The Creative Director shall overlook the publication of the Fresher's Booklet.
 - 3.5.4. The Creative Director will shall produce the Society's Annual Theatre Production, which may include, but is not limited to:
 - 3.5.4.1. The sourcing of the role of director, scriptwriter (if intended to be an original piece of theatre work), stage manager and other roles deemed necessary to produce the show.



- 3.5.4.2. Conducting auditions for casting in collaboration with the director of the Society's Annual Theatre Production
- 3.6. Communications Director
 - 3.6.1. The Communications Director shall overlook any developments to the Society's webpage or social media accounts.
 - 3.6.2. The Communications Director is responsible for publicity of society's internal events and news updates.
 - 3.6.3. The Communications Director shall account for and keep in confidence a database of contact information of Singaporeans in UCL and alumni members.
- 3.7. Sports Director
 - 3.7.1. The Sports Director shall maintain a sporting culture in the Society by being the point of contact for all sports captains, starting up new sports groups when demand is sufficient and administering locations for these groups to train if deemed fit,
 - 3.7.2. The Sports Director shall publicise, administer and organise sporting contingents to the sporting events such as, but not limited to Warwick Summer Games (WSG) and Nottingham Winter Games (NWG).
 - 3.7.3. The Sports Director shall also organise friendly matches with other Societies when demand is sufficient.
- 3.8. Events Director
 - 3.8.1. The Events Director is responsible for planning and executions of events planned by the society
 - 3.8.2. The Events Director will provide oversight on planning of all events, passing on accumulated know-how to respective planning committees.
 - 3.8.3. The Events Director shall maintain a calendar of events and ensures activities are spaced out through the academic year, considering any school vacations and examination periods.
 - 3.8.4. The Events Director shall keep in touch with the Society's members to gain feedback on their needs and wants, to plan activities tailored to them
- 3.9. Sponsorship Director
 - 3.9.1. The Sponsorship Director shall maintain good relations with existing sponsors through means, such as but not limited to, annual reports, emails and networking opportunities

- 3.9.2. The Sponsorship Director shall expand the Society's sponsorship base by actively seeking for potential sponsors and propose annual sponsorship plans specifying who to approach for which events, and the possibility of new sponsors.
- 3.10. 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.
- 3.11. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.12. 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. UCL Singapore Society Pre-Departure Talk (Singapore)
 - 4.3.2. The Society's Mentorship Programme
 - 4.3.3. The Society's Halloween Boat Party
 - 4.3.4. The Society's Chinese New Year Dinner
 - 4.3.5. The Society's Annual General Meeting (AGM)
 - 4.3.6. The Society's Annual Theatre Production
 - 4.3.7. The Society's Spring Ball
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
- 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 Singapore 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: Mohamed Arash Kader
	Signature: 
	Date: 29 June 2024
Treasurer	Name: Ma Hsien Keat Isaiah
	Signature: 
	Date: 29 June 2024