

2024-25

## Constitution of Students' Union UCL

# SOCIETY OF ENGINEERING AND ARCHITECTURAL DESIGN (SEAD)

### 1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Society of Engineering and Architectural Design.
- 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. Society Secretary

3.4.1.1. The Society Secretary will assist the President in fulfilling their role.

3.4.1.2. They will also play an administrative and representative role.

#### 3.4.2. Social Media Officer

3.4.2.1. The Social Media Officer will manage all social media accounts. This includes, but is not limited to Facebook, Instagram and LinkedIn.

3.4.2.2. They will be in charge of regularly updating the accounts to notify members and the public of upcoming events.

#### 3.4.3. Outreach Officer

3.4.3.1. The Outreach Officer will make contact and invite speakers to organise various conferences and talks.

#### 3.4.4. Design Officer

3.4.4.1. The Design Officer oversee the visual identity of the society.

3.4.4.2. They will make all of the visuals for the society (Social media post illustrations, website, etc).

#### 3.4.5. Sponsorship Officer

3.4.5.1. The Sponsorship Officer is the point of connection between the society and our sponsors.

3.4.5.2. They will be in charge of the sponsorship contract and of organizing the eventual invitations of our sponsors as guest speaker to events for example.

#### 3.4.6. SEAD Innovation Enterprise Officers

3.4.6.1. The SEAD Innovation Enterprise Officers will be in charge of this new division of the society.

3.4.6.2. They will be in charge of contacting companies to find long term sponsors and internship positions for our members.

#### 3.4.7. Marketing Officer

3.4.7.1. The Marketing Officer will advertise the society and its events.

3.4.7.2. They will create the required posters/leaflets for each event.

3.4.7.3. They will work with the Social Media Officer to ensure cohesion in advertising events and promoting the society.

### 3.4.8. Events Officer

3.4.8.1. The Events Officer will be responsible for organising and running each event.

### 3.4.9. ASUK (Architecture Societies of the United Kingdom) Officer

3.4.9.1. The ASUK Officer will be the representatives of the society to the ASUK meetings and conferences.

### 3.4.10. MEng Representative

3.4.10.1. The MEng Representative will be an MEng Engineering & Architectural Design student.

3.4.10.2. Each year group of the MEng programme will have one representative.

3.4.10.3. Each Representative will act as the point of contact between the committee and each year group.

3.4.10.4. Each Representative will promote the society amongst their year group.

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. Society Inauguration social event.

4.3.2. Exhibition visit.

4.3.3. External speaker event.

4.3.4. Publication launch social event.

- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
- 4.4.1. Activities workshops
  - 4.4.2. Other exhibition visits
- 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 Society of Engineering and Architectural Design (SEAD). 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.

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| President | Name: Hana Molokhia  |
|           | Signature:   |
|           | Date: 21/06/2024   |
| Treasurer | Name: Leo Lu   |
|           | Signature:  |
|           | Date: 21/06/2024   |