

2024-25

Constitution of Students' Union UCL

UCL United nations Association

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [United Nations Association](#)
- 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 President's primary role is laid out in section 5.7 of the Club and Society Regulations.
 - 3.1.2. The President will be consulted in the running of all aspects of the society and should maintain constant communication with all members of the committee.
 - 3.1.3. The President will remain proactive throughout their term, must be present at any committee meetings and should attend any and all society events including the weekly training sessions.¹ where more happens studentsunionucl.org

- 3.1.4. The President will hold the position of Secretary-General on the UCLMUN Conference Secretariat and will have final say on all and any decisions pertaining to the conference.
- 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. The Treasurer will assist the President in the running of all aspects of the society and should maintain constant communication with the President.
 - 3.2.3. The Treasurer will remain proactive throughout their term and should attend any and all society events including the weekly training sessions.
 - 3.2.4. The Treasurer will hold the position of Under Secretary-General for Finance on the UCLMUN Conference Secretariat.
- 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 Secretary will respond to all queries directed to and concerning the society, manage the society's online presence, including all social media accounts, newsletters and the website, and take minutes at committee and society meetings.
 - 3.3.3. The Secretary will hold the position of Under Secretary-General for Publicity and Communication on the UCLMUN Conference Secretariat.
 - 3.3.4. The Secretary should attend any and all society events including the weekly training sessions.
 - 3.3.5. The Secretary will be required to attend relevant Welfare training as required by the UCL Student Union.
 - 3.3.6. The Secretary will be the first point of call for members experiencing welfare issues in line with training received from the UCL Student Union.
 - 3.3.7. The Secretary will be responsible for organising relevant events to improve the welfare of Society members.
 - 3.3.8. The Secretary will be responsible for marketing and designing content for events.
 - 3.3.9. The Secretary may select a Marketing Officer to aid them in their duties pertaining to communications, media, and marketing.
- 3.4. Additional Committee Members
 - 3.4.1. Vice President of Events

- 3.4.1.1. The Vice-President for Events will arrange socials for the society's members including the post-weekly-training-session-socials and will ensure that all members are able to participate.
 - 3.4.1.2. The Vice-President for Events should organise events for the society such as welcoming guest speakers and should liaise with other societies to better the experience of UCLUNA members.
 - 3.4.1.3. The Vice-President for Events Officer should attend any and all society events including the weekly training sessions.
 - 3.4.1.4. The Vice-President for Events will hold the position of Under Secretary- General for Socials on the UCLMUN Conference Secretariat.
 - 3.4.1.5. The Vice-President for Events will, together with the President, be responsible for selecting events and speakers' officers by application.
- 3.4.2. Vice President of Model United Nations (MUN)
- 3.4.2.1. The Vice-President for Model United Nations will be responsible for scheduling and organising training sessions, conference delegations.
 - 3.4.2.2. The Vice-President for Model United Nations will hold the position of Under Secretary General for Academics on the UCLMUN Conference Secretariat.
 - 3.4.2.3. The Vice-President for Model United Nations should attend any and all society events including the weekly training sessions.
 - 3.4.2.4. The Vice-President for Model United Nations will, together with the MUN Director, be responsible for selecting training officers, conference coordinators, and Head Delegates by application.
- 3.4.3. Model United Nations (MUN) Director
- 3.4.3.1. The Model United Nations Director shall be directly answerable to the VP for MUN and is jointly responsible for planning and running training sessions.
 - 3.4.3.2. The MUN Director shall oversee creating training material for sessions.
 - 3.4.3.3. The MUN Director should attend all society events including the weekly training sessions.
 - 3.4.3.4. The MUN Director shall be the default Head Delegate for conferences that they choose to attend, unless they wish to pick another member of the delegation to take on such tasks.

3.4.3.5. The MUN Director shall be responsible for selecting Head Delegates by application in consultation with the Vice-President for Model United Nations.

3.4.4. Vice President of Outreach

3.4.4.1. The Vice-President for Outreach will be responsible for the UCLUNA Schools Volunteering Programme, Careers Programme, and UNA-UK Youth Platform, among other activities to raise awareness of the United Nations and its activities.

3.4.4.2. The Vice-President for Outreach will train, recruit and equip volunteers. where more happens studentsunionucl.org

3.4.4.3. The Vice-President for Outreach should recruit a Volunteering Team to assist them in the running of the programme.

3.4.4.4. The Volunteering Officer should attend any and all society events including the weekly training sessions.

3.4.4.5. The Vice-President for Outreach will, together with the Outreach Director, be responsible for selecting volunteering officers and careers officers, in order to build and maintain relationships with external organisations such as student societies, NGOs, embassies, corporations.

3.4.5. Outreach Director

3.4.5.1. The Outreach Director will be directly answerable to the VP for Outreach and is jointly responsible for organising and running outreach events in collaboration with other societies within and beyond UCL.

3.4.5.2. The Outreach Director is responsible for training, recruiting, and equipping volunteers.



3.4.5.3. The Outreach Director should attend any and all society events including the weekly training sessions.

3.4.5.4. The Outreach Director will, together with the VP Outreach, be responsible for selecting volunteering officers and careers officers, in order to build and maintain relationships with external organisations such as student societies, NGOs, embassies, corporations.

- 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. Weekly training sessions and socials,
 - 4.3.2. Various academic and non-academic events,
 - 4.3.3. Participation in local and international MUN conferences,
 - 4.3.4. The annual UCLMUN Conference,
 - 4.3.5. Coordinating the UCLMUN Schools Volunteering Programme.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1.
- 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 [United Nations Association](#). 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: Lincoln Cheng
	Signature: 
	Date: 19th June 2024
Treasurer	Name: Kai Yuan Mor
	Signature: 
	Date: 19th June 2024