

2024-25

## Constitution of Students' Union UCL

### Volunteering Society

#### 1 Name

The name of the club/society shall be Students' Union UCL [Volunteering Society](#).

The club/society shall be affiliated to Students' Union UCL.

#### 2 Statement of Intent

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'.

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.

The Club and Society Regulations can be found on the following webpage:

<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

#### 3 The Society Committee

##### President

The president's primary role is laid out in section 5.7 of the Club and Society Regulations.

3.1.1. In addition to the role stipulated in section 5.7 of the Club and Society Regulations, the President shall:

3.1.1.1. Regularly meet with the Volunteering Services Unit (VSU) personnel to provide updates about the society's work; and

3.1.1.2. Attend or send representatives to the VSU Steering Group Meetings unless neither is practically possible; and

3.1.1.3. Make all necessary room bookings upon request of the Committee.

3.1.2 There will be one President on the committee.

##### Treasurer

The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

3.2.1 There will be one Treasurer on the committee.

## Welfare Officer

The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

3.3.1. In addition to the role stipulated in section 5.9 of the Club and Society Regulations, the Welfare Officer shall:

3.3.1.1 Assist the rest of the committee in organising and supporting Volunteering Society events.

3.3.1.2 Control the Welfare Funds that are contributed by the Union.

3.3.1.3 Organise Welfare Awareness Events, as required by the Union.

3.3.2 There will be one Welfare Officer on the committee.

## Additional Committee Members

### Social Secretary

3.4.1. The Secretary's primary role is to:

3.4.1.1. Create meeting agendas; and

3.4.1.2. Ensure that committee officers attend all weekly meetings, failing which to obtain reports from absent officers; and

3.4.1.3. Keep committee meeting minutes and ensure that members act upon the actions required; and

3.4.1.4. Circulate the minutes to the committee and the Volunteering Service

3.4.1.5. Plan and organise social events throughout the year, including termly committee socials and socials for all members such as the Volunteers' Appreciation Dinner

3.4.2 There will be one Social Secretary on the committee.

### 3.5. Marketing Director

3.5.1. The Marketing Director's primary role is to:

3.5.1.1. Create publicity material for Volunteering Society events.

3.5.2. There will be one Marketing Director on the committee.

### 3.6. Outreach Director

3.6.1. The Outreach Director's primary role is to:

3.6.1.1. Work with the Volunteering Service to select suitable external one-off events for society members to attend.

3.6.2. There will be two Outreach Directors on the committee.

### 3.7. Project Management Director

3.7.1. The Project Management director's primary role is to:

3.7.1.1. Organise one-off or long-term volunteering events for society members.

3.7.2. There will be three Project Management Directors on the committee.

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.

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

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

The club/society shall hold the following as its aims and objectives.

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

The core activities of the club/society shall be:

4.3.1. Attendance at Volunteering Service Fairs during Terms 1 and 2; and

4.3.2. Creating one-off and long-term volunteering events in and/or outside University College London

In addition, the club/society shall also strive to organise other activities for its members where possible:

4.4.1. Collaboration projects with other societies as part of the society's diversity and inclusive culture

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.

This constitution has been approved and accepted as the Constitution for the Students' Union UCL [Volunteering 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.

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|-----------|--------------------------|
| President | Name: Famia Humayun      |
|           | Signature: FAMIA HUMAYUN |
|           | Date: 28 June, 2024      |
| Treasurer | Name: Zixuan Zhang       |
|           | Signature: ZIXUAN ZHANG  |
|           | Date: 28 June, 2024      |