

2024-25

Constitution of Students' Union UCL

Art Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [Art 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](#), [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.

3.3.2. This officer should encourage a positive atmosphere in all events that are put on by the society and ensure that all events are inclusive.

3.4. Additional Committee Members

3.4.1. Head of Events

3.4.1.1. This officer is responsible for leading the events team, consisting of Social Secretary, Gallery and Events Officer and Volunteering Officer, organizing regular meetings for this team and ensuring that they work together to organize events for the society

3.4.1.2. The Head of Events is the point of contact between the events team and the President and Treasurer, representing the events team in discussions about budget and planning, and responsible for making sure any necessary procedures are followed in advance of organizing events

3.4.1.3. The Head of Events can liaise with the Marketing Officers in order to make sure details about events are communicated as the Events Team wants

3.4.1.4. This officer is free to take on any responsibility in discussion with the President and Treasurer, in order to start some new initiative that will benefit the society

3.4.2. Head of Teaching

3.4.2.1. This officer is responsible for leading the courses team, consisting of Life drawing Managers, Workshop Manager(s) and Studio Manager, organizing regular meetings for this team and ensuring that they work together to organize a range of courses and workshops for the society

3.4.2.2. The Head of Teaching is the point of contact between the courses team and the President and Treasurer, representing the courses team in discussions about budget and planning, and responsible for making sure any necessary procedures are followed in advance of organizing events

3.4.2.3. The Head of Teaching can liaise with the Marketing Officers in order to make sure details about events are communicated as the Courses Team wants

3.4.2.4. The Head of Teaching is responsible for managing what art materials the society has, which art materials can be bought from the materials budget, and where they are stored

3.4.2.5. This officer is free to take on any responsibility in discussion with the President and Treasurer, in order to start some new initiative that will benefit the society

3.4.3. Social Secretary

- 3.4.3.1. The Social Secretary's primary role is to organise and execute regular social events for the Art Society and to strive towards a social atmosphere and sense of community in the society generally.
- 3.4.3.2. As part of the Events Team, the Social Secretary can help other officers to organize events for the society

3.4.4. Gallery and Events Officer

- 3.4.4.1. The Gallery and Events Officer's primary role is to coordinate and execute the Art Society's weekly gallery visits.
- 3.4.4.2. The officer is also the coordinator of trips to art-related events taking place in London such as museum lates and art fairs.
- 3.4.4.3. When the opportunity arises, the officer can choose to organise any talks or events to affect the society's aims.
- 3.4.4.4. As part of the Events Team, the Gallery and Events Officer can help other officers to organize events for the society

3.4.5. Volunteering Officer

- 3.4.5.1. The Volunteering Officer may be elected if deemed necessary, if a strong commitment to volunteering or charity is desired by the Main Officers of the society
- 3.4.5.2. The Volunteering Officer's primary role is to coordinate and execute the Art Society's volunteering programmes in liaison with the UCL Volunteering Office.
- 3.4.5.3. The Volunteering Officer may be elected if deemed necessary, in order to provide the Events Team a helping hand with any events or initiatives

3.4.6. Life drawing Manager(s)

- 3.4.6.1. The Life Drawing Manager's primary role is to coordinate and execute the Art Society's weekly Life Drawing programme.
- 3.4.6.2. As part of the Courses Team, the Life drawing Managers can help other officers to organize courses and workshops for the society

3.4.7. Workshop Manager

- 3.4.7.1. The Workshop Manager's primary role is to coordinate and execute workshops on and off campus, exploring a variety of art mediums and disciplines. The largest responsibility will be the running of the oil painting course.

- 3.4.7.2. As part of the Courses Team, the Workshop Manager can help other officers to organize courses and workshops for the society
- 3.4.7.3. In discussion with the Head of Teaching, the Workshop Manager is free to organize courses in anything other than oil painting, as they believe will benefit the society
- 3.4.8. Studio Manager
 - 3.4.8.1. The Studio Session Manager's primary role is to coordinate and execute the Art Society's fortnightly studio programme. This may involve informal workshop sessions with tutors or sessions aimed at producing art for a specific purpose, in example upon request of another society
 - 3.4.8.2. As part of the Courses Team, the Studio Manager can help other officers to organize courses and workshops for the society
 - 3.4.8.3. In discussion with the Head of Teaching, the Studio Manager is free to organize any initiatives, art-making sessions or tutored workshops as they believe will benefit the society
- 3.4.9. Vice Workshop Manager
 - 3.4.9.1. The Vice Workshop Manager may be elected if deemed necessary, in order to help out the Workshop Manager with organization of the Oil Painting course or any other ticketed course for the society
 - 3.4.9.2. The Vice Workshop Manager may be elected if deemed necessary, in order to provide the Courses Team a helping hand with any courses or initiatives
- 3.4.10. Marketing Officer(s)
 - 3.4.10.1. The marketing officers' primary role is to communicate clearly and effectively the events and classes the society is organising through the use of appropriate channels, always at least communicating the full programme through UCL Email.
 - 3.4.10.2. The officers have access to and manage the society's social media accounts, where anything appropriate to the Art Society will be shared.
 - 3.4.10.3. The officers' role furthermore is to design promotional materials i.e. posters and flyers when non-members should be engaged.
- 3.4.11. Exhibition Director(s)
 - 3.4.11.1. The Exhibition Director's primary role is to coordinate and execute the Art Society's Annual Exhibition.

3.4.12. Outreach Officer

- 3.4.12.1. The Outreach Officer is responsible for managing relationships with other societies at UCL, and for helping other committee members with any collaborations they may want to organize
- 3.4.12.2. The Outreach Officer may work closely together with the Commissions and Design Officer to manage any commissions the society is receiving
- 3.4.12.3. In discussion with President and Treasurer, the Outreach Officer is free to start any new collaborative projects with other societies at UCL or other universities, as they believe will benefit the society

3.4.13. Commissions and Design Officer



- 3.4.13.1. The Commissions and Design Officer's primary role is to be an officer of significant artistic skill who can represent members who are serious about art
- 3.4.13.2. This Officer may be consulted by any committee member in need of design expertise or other artistic help
- 3.4.13.3. This Officer may lead a group of members who are serious about art, finding and alerting them to opportunities to develop their art and find exposure
- 3.4.13.4. This Officer may choose to take on any art or design commissions from other societies and institutions and lead this group, or a wider audience of members, to complete them
- 3.4.13.5. In case of a small or last-minute commission, this Officer may choose to complete it themselves or appoint it to a member of the society as they see fit

- 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 tutored and untutored life drawing sessions for any members who wish to attend. Basic drawing materials (charcoal, paper) will be provided. This will be the duty of the Life Drawing Manager(s).
 - 4.3.2. Ticketed oil painting courses running through each term, where the ticket price includes all materials except brushes, as well as one-off workshops aiming to introduce members to different art disciplines with professional guidance. This will be the duty of the Workshop Manager.
 - 4.3.3. Regular visits to galleries and museums within London, for free or discounted entry prices. This will be the duty of the Galleries and Events Officer.
 - 4.3.4. Fortnightly studio sessions that will offer the opportunity to explore a range of media and ways of working. Informal tutors, other UCL students, may be called in to direct the sessions around a specific project each time. This will be the duty of the Studio Manager as specified in 4.3.1 and the Outreach officer, as collaboration with other societies is desirable.
 - 4.3.5. An annual exhibition to showcase members' work. This will be the duty of Exhibition Director(s).
 - 4.3.6. Volunteering projects that are the duty of the Volunteering Officer.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. The Art Society will organise and support social events on a regular basis around London to provide a vibrant community for UCL students and affiliated members with a positive student experience.
 - 4.4.2. The Art society will provide talks on artistic topics relevant to the members' activity and interests in the society or to the London art scene currently, in an effort to engage them more and to connect the society with the London art world.
 - 4.4.3. The Art society will look to host events beneficial to the welfare of members such as around Christmas time or in periods of exam stress.

- 4.4.4. The Art Society will, when possible, organise an annual trip abroad for the purpose of receiving specialised training on behalf of artistic professionals.
- 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 [Art 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: Michelle Sayed
	Signature: 
	Date: 27/06/2024
Treasurer	Name: Mehak Kaur
	Signature: 
	Date: 27/06/2024