

2024-25

Constitution of Students' Union UCL

BENTHAM BROOKS INSTITUTE SOCIETY

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Bentham Brooks Institute 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.

3.1.2. The President's role within the Think Tank Alliance shall include:

3.1.2.1. Coordinating and managing the think tank committee

3.1.2.2. Facilitating and chairing meetings, keeping track of the agenda and time, and ensuring equal and fair representation for each of the societies and think tank committee members. Act as an intermediary between the Board of Trustees, Board of Advisors and Head of Research:

3.1.2.2.1. Organising and chairing weekly meetings with the think tank committee

- 3.1.2.2. Liaises with the Board of Trustees to ensure smooth running of the think tank, provides feedback on any questions or concerns the Head of Research or Researchers may have, and works together in selecting the Head of Research and Researchers in a bi-weekly meeting.
- 3.1.3. Reviews and edits policy journals before sending them to the Board of Advisors.
- 3.1.4. Publishes the final policy journals after receiving feedback from the Board of Advisors
- 3.1.5. Liaises with the Board of Advisors regarding peer-review and conferences for policy journals.

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. Ensuring the funds for events and activities are approved and paid for in a timely manner,
- 3.2.3. Maintaining and managing society funds and making sure all the events fall within the society budget,
- 3.2.4. Taking notes in meetings and sharing them the think tank committee, Board of Trustees and Head of Research within 24 hours after the meeting,
- 3.2.5. Being the primary point of contact with the union,
- 3.2.6. Substituting the President in case of emergency or resignation.

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.
 - 3.3.1.1. Liaises with the Head of Research to oversee and track the progress of all research papers in a twice monthly meeting.
- 3.3.2. The roles of the Heads of Research and Welfare within the Think Tank Alliance may include:
 - 3.3.2.1. Organising a social event at the beginning of each year,
 - 3.3.2.2. Working with the Treasurer to set social event budgets.

Additional Committee Members

3.4. Events and Conference Officer

- 3.4.1. The Events and Conference Officer's role within the Think Tank Alliance may include:

- 3.4.1.1. Liaising with the co-heads of Research and Welfare in arranging social events for members of the society (researchers and non-researchers),
 - 3.4.1.2. Working with the Treasurer to set social events budgets, liaise with Trustees when necessary, and liaising with the Outreach/Sponsorship Officer to plan the Annual Conference,
 - 3.4.1.3. Leading the organisation of the Bentham Brooks Institute's yearly research conference (i.e. time, venue, arranging speakers, designing agenda, etc.),
 - 3.4.1.4. Ensuring partnership terms are met by the Bentham Brooks Institute
 - 3.4.1.5. Working with relevant committee members to plan and execute relevant activities.
- 3.5. **Outreach and Sponsorship Officer**
- 3.5.1. **The Outreach and Sponsorship Officer's role within the Think Tank Alliance may include**
 - 3.5.1.1. Researching and preparing pitch decks and sponsorship proposals
 - 3.5.1.2. Acting as the primary point of contact with all external sponsors and partners
 - 3.5.1.3. Negotiating and arranging partnerships or sponsorships with other organizations
 - 3.5.1.4. Ensuring partnership terms are met by the Bentham Brooks Institute
 - 3.5.1.5. Working with relevant committee members to plan and execute relevant activities
- 3.6. **Head of Research**
- 3.6.1. The Head of Research's primary role is to lead the production of high quality research papers on time and to submit them to the President. They should guide and train the Researchers during the process.
 - 3.6.2. The Head of Research's role within the Think Tank Alliance shall include:
 - 3.6.2.1. Setting the research agenda for the policy paper and deadlines,
 - 3.6.2.2. Assigning the roles or dividing the workload amongst the Researchers,
 - 3.6.2.3. Assisting the Researchers in their research when necessary,
 - 3.6.2.4. Arranging meetings for the research team, chairing the meetings, and taking notes,
 - 3.6.2.5. Reviewing and editing the policy paper before submitting it to the President,
 - 3.6.2.6. Liaising with the President with any concerns or questions the Researchers may have, keeping the President up to date with the progress of the research papers and any changes that have to be made in the process,
 - 3.6.2.7. Presenting or giving an introduction to the policy journal at the Annual Conference
 - 3.6.2.8. Peer-edit research reports from other heads of research.

3.7. Marketing and Outreach Executive

3.7.1. The Marketing and Outreach Executive's primary role is to promote events, manage society's social media pages and email communications.

3.7.1.1. The Marketing and Outreach Executive's role within the Think Tank Alliance shall include:

3.7.1.2. Maintaining the society's Facebook, Instagram, LinkedIn, and Website with regular posts and creating Facebook events,

3.7.1.3. Sending bi-weekly newsletters to society's membership,

3.7.1.4. Designing publicity materials for events, promotions, and other campaigns.

3.7.1.5. Create a video to update members of think tank on the progress of each research team monthly.

3.8. Research Team Member

3.8.1. The Researcher's primary role is to contribute to the research for the policy papers.

3.8.2. The Researcher's role within the Think Tank Alliance shall include:

3.8.2.1. Researching and writing for one of the policy journals.

3.9. Board of Trustees

3.9.1. The Board of Trustees primary role is to act as an intermediary between the societies and the think tank.

3.9.2. The Board of Trustees' role within the Think Tank Alliance shall include:

3.9.2.1. Cross promoting the BBI's events.

3.9.2.2. Participating in the recruitment of the Heads of Research, notably the interview process

3.9.2.3. Select or approve of the themes chosen for the policy papers,

3.9.2.4. Assisting the Outreach and Sponsorship Officer in finding and maintaining sponsorships or partnerships with other organisations.

3.10. Board of Advisors

3.10.1. The Board of Advisors primary role is to perform peer review for the policy papers, give talks at conferences, and guide the general direction of the society.


3.10.2. The Board of Advisors role within the Think Tank Alliance shall include:

- 3.10.2.1. Reviewing and giving feedback on the policy papers,
 - 3.10.2.2. Speaking at the policy paper conferences whose theme is relevant to their area of expertise,
- 3.11. 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.
- 3.12. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.13. 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. Online publication of 5 research papers
 - 4.3.2. Co-running of a research programme in coordination with the board of trustees and the board of advisees
 - 4.3.3. If permitted due to public health, an annual conference will be held where the 5 research teams present their publications to the society's members
 - 4.3.4. An introductory social event where Heads of Research and Research Team Members are in attendance. A presentation will be given to showcase the work of the BBI.
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible.
- 4.4.1 Visits to external sponsors' offices or embassies.
 - 4.4.2 Panel discussions relating to the individual member societies' research agendas.
 - 4.4.3 Shared quiz events with the collaborative societies
- 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 [Bentham Brooks Institute](#). 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:
	Signature:
	Date:
Treasurer	Name: Joycelyn Chua
	Signature: 
	Date: 14/08/2024