



**2024-25**

## **Constitution of Students' Union UCL**

### **European & International Social & Political Studies Society (EISPS Society)**

#### **1. Name**

- 1.1. The name of the club/society shall be Students' Union UCL European and International Social and Political Studies Society (hereafter "EISPS Society" or "the Society").
- 1.2. The Club/Society shall be affiliated to Students' Union UCL and the Department of European and International Social and Political Studies.

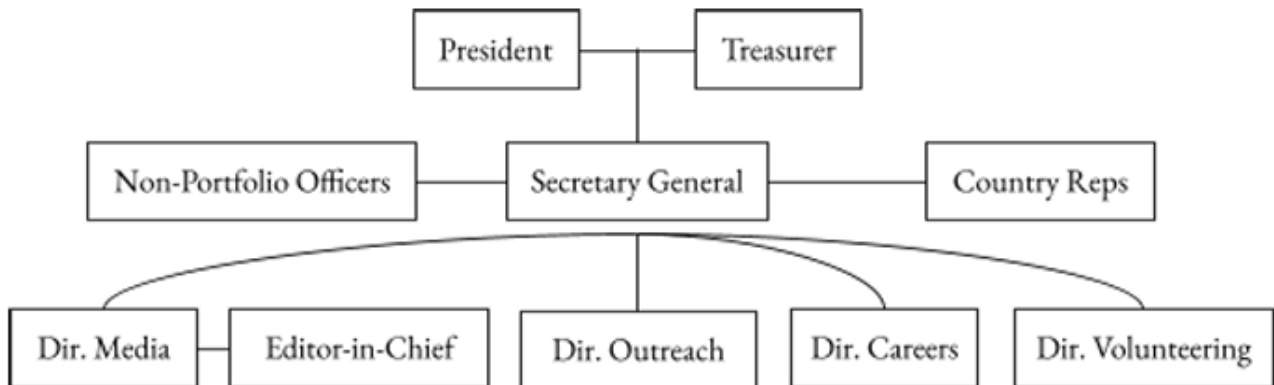
#### **2. Statement of Intent**

- 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. The Committee shall consist of the following Officers:
  - 3.1.1. the President;
  - 3.1.2. the Treasurer;
  - 3.1.3. the Secretary-General;

- 3.1.4. the Director of Volunteering;
- 3.1.5. the Director of Careers;
- 3.1.6. the Director of Outreach;
- 3.1.7. the Director of Media;
- 3.1.8. the Editor-in-Chief;
- 3.1.9. the Country Representatives;
- 3.1.10. and three Non-Portfolio Officers.



### 3.2. President

- 3.2.1. The Presidents' primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.2.2. The President shall represent the Society as a Principal Officer, and ensure that the Society is run according to this Constitution, the Students' Union UCL Club and Society Regulations, and the Students' Union UCL Good Practice Guidelines and Standing Orders.
- 3.2.3. The President's responsibilities within the Society shall include:
  - 3.2.3.1. Coordinating and managing the committee;
  - 3.2.3.2. Providing support to other members of the committee, overseeing and assisting with projects run by the Society;
  - 3.2.3.3. Calling for General Meetings of the Society and organising elections for the following year's Committee, in accordance with the Students' Union UCL Club and Society Regulations;
  - 3.2.3.4. Taking a primary role in organising training for current and incoming committee members, as necessary.
- 3.2.4. The incoming President must participate fully in the training for the new committee.

### 3.3. Treasurer

- 3.3.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations. The Treasurer shall represent the Society as a Principal Officer, and oversee the finances of the society by maintaining financial accounts.
- 3.3.2. The Treasurer's responsibilities within the Society shall include:
  - 3.3.2.1. Ensuring the funds for events and activities are approved and paid in a timely manner;
  - 3.3.2.2. Reimbursing all expenses by society committee members related to running events;
  - 3.3.2.3. Maintaining and managing society funds and ensuring all the events fall within the society budget;
  - 3.3.2.4. Filling up of Students' Union UCL paperwork, such as but not limited to, the Event Approval Form, Payment Request Form for individual claims, Grant Fund Request Form in due time;
  - 3.3.2.5. Sourcing external funding and applying for society sponsorships.
- 3.3.3. The incoming Treasurer must participate fully in the training for the new committee, and the outgoing Treasurer must organise training for the next committee.

### 3.4. Director of Outreach (Welfare Officer)

- 3.4.1. The Director of Outreach shall increase the vibrancy of the Society as a community, through the organisation of key social events and scheduled fortnightly social events.
- 3.4.2. The Director of Outreach shall serve as the Society's Welfare Officer, whose role is laid out in Section 5.9 of the Club and Society Regulations.
- 3.4.3. The Director of Outreach is responsible for planning the following events:
  - 3.4.3.1. EISPS Freshers' Week, as described in Section 4.3.1 of the Constitution;
  - 3.4.3.2. EISPS May Formal, as described in Section 4.3.3 of the Constitution.
  - 3.4.3.3. Fortnightly social events, including but not limited to pub crawls, pub quizzes, sit-down dinners, picnics, and sightseeing tours.
- 3.4.4. The Director of Outreach may collaborate with or request the assistance of other committee members, where appropriate:
  - 3.4.4.1. The Treasurer, to set and adhere to the Social Budget, and to formulate applications to the Welfare Officer Funding Pot;

- 3.4.4.2. All Portfolio Officers, for the purposes of organising EISPS Freshers' Week and the May Formal.
- 3.4.5. In the course of organising key Society events, the Director of Outreach may be expected to:
  - 3.4.5.1. Source for sponsorships, expanding the Society's sponsorship base by actively seeking potential sponsors;
  - 3.4.5.2. Organise logistics, booking facilities and equipment needed for the smooth running of key Society events;
  - 3.4.5.3. Manage the budget allocated to key Society events, ensuring that vendors and members are reimbursed in a timely and accountable manner.
- 3.4.6. The incoming Director of Outreach must participate fully in the training for the new committee, and the outgoing Director of Outreach must organise training for the next committee.
- 3.5. Secretary General
  - 3.5.1. The Secretary-General occupies an equal position to the President and Treasurer, and is jointly involved in the decision-making process of the Society.
  - 3.5.2. In the event of the extended absence or resignation of the President or Treasurer, the Secretary-General will be responsible for the management of the society and the organisation of an Extraordinary General Meeting.
  - 3.5.3. The Secretary-General shall hold office from the day after the end of term 3 until the last day of term 3 in the following academic year.
  - 3.5.4. The Secretary-General's responsibilities shall include:
    - 3.5.4.1. Organise the internal work ow by maintaining and organising minutes taken during meetings;
    - 3.5.4.2. Maintaining a calendar of events and ensuring activities are spaced out throughout the academic year, accounting for term breaks and examination periods;
    - 3.5.4.3. Maintaining communication channels between Committee members, including but not limited to managing the Society's email and feedback accounts.

3.5.4.4. The incoming Secretary-General must participate fully in the training for the new committee, and the outgoing Secretary-General must organise training for the next committee.

### 3.6. Director of Volunteering

3.6.1. The Director of Volunteering shall maintain a volunteering culture in the Society, by coordinating and supporting all volunteering or extracurricular projects undertaken by members of the Society.

3.6.2. The Director of Volunteering's responsibilities include:

3.6.2.1. Facilitating communication between departmental projects for the purposes of collaboration, recruitment, and outreach;

3.6.2.2. Publicising projects undertaken by members of the Society, including requests for volunteers from within the department, or advertisements for events run by departmental project groups;

3.6.2.3. Organising the annual Projects Fair, in collaboration with other members of the committee;

3.6.2.4. Coordinating and incubating new projects, by connecting members of the Society and keeping them informed of Student Union guidelines and regulations;

3.6.2.5. Setting and ensuring adherence to a Volunteering Budget, subject to the approval of the Treasurer.

3.6.3. The incoming Director of Volunteering must participate fully in the training for the new committee, and the outgoing Director of Volunteering must organise training for the next committee.

### 3.7. Director of Careers

3.7.1. The Director of Careers shall be responsible for supporting the career aspirations of members of EISPS Society, by organising career events including but not limited to dialogues and networking events.

3.7.2. The Director of Careers' responsibilities include:

3.7.2.1. Organising bi-termly careers-related events by arranging for speakers, managing logistics, and encouraging Society participation;

- 3.7.2.2. Planning and organising other events and activities in accordance with the feedback of the Committee or members;
  - 3.7.2.3. Liaising with other UCL Student Union societies to organise joint events;
  - 3.7.2.4. Fostering improved relations between Society members of different specialisms and their respective academic departments;
  - 3.7.2.5. Organising the annual EISPS Conference Week, as described in Section 3.3.2 of the Constitution.
- 3.7.3. The Director of Careers is also primarily responsible for organising EISPS Conference Week, as described in Section 4.3.2 of the Constitution. In the course of doing so, the Director of Careers may be expected to:
- 3.7.3.1. Source for sponsorships and industry connections, expanding the Society's network and sponsorship base;
  - 3.7.3.2. Organise logistics, booking facilities and equipment needed for the smooth running of key Society events;
  - 3.7.3.3. Manage the budget allocated to key Society events, ensuring that vendors and members are reimbursed in a timely and accountable manner.
- 3.7.4. The Director of Careers shall also account for the professional interests of EISPS Union members across all specialisms and regions of interest, so as to provide a suitable range of opportunities as is benefitting the diversity of the EISPS degree programme.
- 3.7.5. The incoming Director of Careers must participate fully in the training for the new committee, and the outgoing Director of Careers must organise training for the next committee.
- 3.8. Director of Media
- 3.8.1. Director of Media shall maintain the Society's webpages and social media accounts.
  - 3.8.2. The Director of Media's responsibilities include:
    - 3.8.2.1. Drafting and issuing updates on Union matters through physical and online channels;
    - 3.8.2.2. Creative designing of leaflets, posters, social media posts, and other promotional material;
    - 3.8.2.3. Maintenance of and contribution to the Society's photo archives, for use in publications and newsletters;

- 3.8.2.4. Publicisation of the Society's internal and external events through physical and online channels.
- 3.8.2.5. The Director of Media shall additionally collaborate with the Editor-in-Chief on longer form publications and newsletters, offering support including but not limited to visual design.
- 3.8.2.6. The incoming Director of Media must participate fully in the training for the new committee, and the outgoing Director of Media must organise training for the next committee.

### 3.9. Editor-in-Chief

- 3.9.1. The Editor-in-Chief shall run the Society's journal, writing and reviewing submissions, and managing and appointing writers.
- 3.9.2. Beyond providing intellectual stimulation and serving as an academic repository, the Journal should fulfil the following community objectives:
  - 3.9.2.1. Foster a sense of community in EISPS Society, for instance through the publication of human interest stories featuring individuals or experiences;
  - 3.9.2.2. Raise the profile of social causes undertaken by members of EISPS Society, to increase engagement;
  - 3.9.2.3. Raise awareness of the work of the EISPS Society Committee, to increase participation in EISPS Union functions and events.
- 3.9.3. The Editor-in-Chief may collaborate with or request the assistance of other committee members, where appropriate:
  - 3.9.3.1. The Director of Media, for the purposes of graphic media design;
  - 3.9.3.2. The Treasurer, in the event that funds are needed, including but not limited to the production of print materials;
  - 3.9.3.3. All Portfolio Officers, for the purposes of gaining creative input.

### 3.10. Country Representatives

- 3.10.1. Country Representatives shall raise the profile of countries offered by EISPS on the Year Abroad and maintain ties between the department, the Society, and third-year undergraduates on their Year Abroad.

- 3.10.2. Country Representatives are third-year undergraduates currently on their Year Abroad, and will hold office from the final day of Term 3.
- 3.10.3. The Country Representatives' responsibilities include:
  - 3.10.3.1. Liaising between the Home Department, Society, and students on the Year Abroad in the given country;
  - 3.10.3.2. Maintaining the social network of students on the Year Abroad within the given country, to ensure a smooth transition;
  - 3.10.3.3. Sharing about life in the given country (including but not limited to writing newsletter articles and giving presentations) to increase transparency on the Year Abroad experience.
- 3.11. Non-Portfolio Officers (Year Group Representatives)
  - 3.11.1. Three Non-Portfolio Officers are elected by their cohort, and shall provide incoming cohorts with an insight into the functioning of the Society, while facilitating communication between their cohorts and the Society Committee.
  - 3.11.2. Non-Portfolio Officers will be partnered with either a Principal Officer or the Secretary-General.
  - 3.11.3. Non-Portfolio Officers' responsibilities shall include:
    - 3.11.3.1. Advertising Society events to their respective cohorts;
    - 3.11.3.2. Sourcing feedback from freshers and other society members;
    - 3.11.3.3. Assisting their respective Principal Officer with general society tasks;
    - 3.11.3.4. Organising of events and handling of other administrative duties, as delegated by the Committee.
- 3.12. Management of the society shall be vested in the society committee which will endeavour to meet weekly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
- 3.13. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.14. 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 Society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.2. The aims and objectives of the Society are to provide members of the European and International Social and Political Studies Department with opportunities to integrate into London student life, form a sense of community, and pursue their career aspirations.
- 4.3. The core activities of the club/society shall be:
  - 4.3.1. EISPS Freshers' Week:
    - 4.3.1.1. Takes place in the first week of the first term;
    - 4.3.1.2. Includes first-years, affiliate students, and dual-degree third-years;
    - 4.3.1.3. Introduces freshers to the programme structure, administrative points of contact and key details, fellow freshers, the raison d'être of EISPS, and the Society.
  - 4.3.2. EISPS Conference Week:
    - 4.3.2.1. Takes place by the end of the first term;
    - 4.3.2.2. Open to all members of EISPS Society;
    - 4.3.2.3. Features fourth-years students as speakers, sharing their third year experience to the rest of the EISPS student body while answering any questions younger students might have;
    - 4.3.2.4. Speakers shall include staff members, external guests and alumni;
    - 4.3.2.5. Be moderated by a Portfolio Officer or a finalist with the relevant experience;
    - 4.3.2.6. Fosters a sense of community and a greater academic purpose.
  - 4.3.3. EISPS May Formal:
    - 4.3.3.1. Takes place during the last two weeks of Term 2;
    - 4.3.3.2. Open to all members of EISPS Society who purchase the requisite tickets;
    - 4.3.3.3. Potentially open to members of staff heavily involved with the EISPS department, who may dine for free, at the discretion of Principal Officers;
    - 4.3.3.4. Serves as a dinner event exclusively for members of EISPS Society, offering the opportunity to dress up and have fun, fostering a stronger sense of community;

- 4.3.3.5. Tickets will be made available two weeks prior to the event, with the payable fee at the discretion of the Portfolio Officers.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
  - 4.4.1. Fortnightly socials;
  - 4.4.2. Career and academic events;
  - 4.4.3. Group volunteering projects;
  - 4.4.4. Social events in collaboration with other UCL Students' Union Societies;
  - 4.4.5. Publication of a termly EISPS Journal.

## 5. Membership

- 5.1. All members of the European and International Social and Political Studies department and the UCL Students' Union shall be eligible to become members of the EISPS Society.
- 5.2. All members shall pay an annual subscription to join the society.
- 5.3. The membership fee shall be decided by the Committee.

## 6. Annual General Meeting

- 6.1. The Annual General Meeting ("AGM") shall be held in the second term of the academic year and shall adhere to the deadline set by the Activities and Events Officer of the Students' Union.
- 6.2. It shall have as its main agenda:
  - 6.3. The presentations of the Officers' reports for the past year; and
  - 6.4. The election of the Committee for the next academic year.
- 6.5. Notice of the AGM shall be circulated to all Society members at least five term days in advance, and an agenda of the AGM shall be circulated to all Society members at least three term days in advance.
- 6.6. An Extraordinary General Meeting ("EGM") can be held at any point in the year and shall be scheduled when there is a proposed change to the Constitution, or an election of a Committee member is to be held. It shall have the same notice requirements as an AGM.
- 6.7. Any EGM held shall further adhere to Section 5 of the UCL Student Union Club and Society Regulations.

- 6.8. Any meeting should be chaired by the Principal Officers of the Society, the Secretary-General, or by any person that the Society deems fit, if they have been a full member of the Society and of the Students' Union UCL for the minimum period of 28 days.
- 6.9. Accounting for time-zone differences for Society members on their Year Abroad, all General Meetings shall be recorded, and the recording and minutes shall be made available to all Society members by the Secretary-General no later than two working days from the end of the General Meeting.

## 7. Resignations

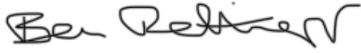
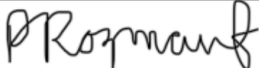
- 7.1. Should a Portfolio Officer choose to resign before the end of their term of office, this resignation shall take place in accordance with the protocol described in Section 5.6 of the UCL Students' Union Club and Society Regulations.
- 7.2. An EGM shall be called and moderated by the highest-ranking Portfolio Officer, as delineated in the chain of command, and upon election, the newly elected Portfolio Officer shall commence their term.
- 7.3. Where there is a resignation of the President or Treasurer, the newly elected President or Treasurer shall sign an acting President / Treasurer contract and attend a brief training session with the UCL Students' Union Clubs, Societies & Student Development Officer.
- 7.4. Should a Non-Portfolio Officer choose to resign before the end of their term of office, they shall consult with the rest of the Committee, and prepare for the handover of their responsibilities to other members of the Committee.
- 7.5. Non-Portfolio Officers are encouraged to speak to Principal Officers should they face challenges managing the workload, and it is stressed that resignation should be undertaken only as a last resort.

## 8. Signatories

- 8.1. This constitution shall be binding on the society officers and shall only be altered by consent of two-thirds majority of the full members present at a society general meeting or a simple majority through online voting on the Students' Union website. The Activities Executive shall approve any such alterations.

8.2. This constitution has been approved and accepted as the Constitution for the Students' Union UCL European and International Social and Political Studies Society (EISPS 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.

8.3. Signatures:

<b>Designation</b>	<b>Name</b>	<b>Signature</b>
President	Ben Rettinger	
Treasurer	Polina Rozman	

Signed by B. Rettinger and P. Rozman on 27<sup>th</sup> July 2024.