

2024-25

Constitution of Students' Union UCL

MUA Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [MUA](#).
- 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. Social and Welfare Officer

3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.

Manage social media accounts, post weekly about events workshops. Promote society online. Take part in events and photos for the media. Ensure the well-being of the society. Hosting welfare check ins, such as tea and biscuit evenings (but not limited to.)

3.4. Additional Committee Members

Artistry officer

Design posters (digital and paper) for the society. Help in editing the Journal graphics with Creative Director.

Workshop coordinator

Host workshop for standard/advanced members for free minimum once a month. The different themes will be a joint discussion among committee, but they have a strong say. The coordinator can choose to host more workshops or relevant events.

Secretary

Set meeting agendas, ensuring everyone's voice is heard. Keep track of meeting minutes. Draft and send out monthly newsletter for society members. Setting monthly meetings among committee by matching availability.

Chief Editor

Be in control of setting themes and managing the articles published in the termly journal. Can ask other editors to change, or they can edit articles themselves.

Partnership Ambassador

Forming collabs between internal and external societies. Form and maintain sponsorship from external brands, look for society tailored discounts and discounted external ticketing. Ensure enough makeup is coming in for workshops. Can propose to bring in external instructors to host workshops for the society.

Event Manager

Help draft activity registration form, risk assessments, book venues at best rate. Ensure social runs smoothly. Enough drinks and snack options that cater to most attendees. Help workshops run smoothly. Plan social events and workshops within budget, ensuring there is enough drinks and snack options that cater to the attendees. The budget can be discussed with president and treasurer.

Technical Officer

Be responsible for taking photographs, and videos in events and socials. Preferably has a professional camera for the task and editing software. Will help host photoshoots along with other photographers.

Creative Director

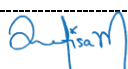

Design the termly journal - "MUA Journal". Organise pages with writings on events and photographs, and articles submitted by anyone. May work with the artistry officer.

- 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. Workshop held by UCL students, and external members. Themed socials in and outside campus. Host collabs with internal and external societies. Go to events from external brands. Have makeup competitions with best makeup prize. Having a makeup crew to do makeup on other societies (like societies that will have showcases, drama, film etc.). Have photoshoots with models from the society, or other societies or external companies. Publish a termly journal under the name "MUA Journal, allowing to publish photos of events, workshops, and article submissions.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. Trip to other external makeup companies, or events.

- 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 [MUA](#). 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: Nafisa Madina
	Signature: 
	Date: 17 TH July, 2024
Treasurer	Name: Bonnie Choy
	Signature: 
	Date: 17/07/2024