

2024-25

Constitution of Students' Union UCL

Political Risk and Intelligence Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL [Political Risk and Intelligence 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 may also serve as an Activities Zone member.
 - 3.1.3. The President is eligible to apply for the Departmental Society Grant.
 - 3.1.4. The President will be responsible for leading the Society, organising key annual events, committee communication and membership engagement, and liaising with the Students' Union.
- 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. The Treasurer may also serve as a Counsel member.
- 3.2.3. The Treasurer is eligible to apply for the Departmental Society Grant.
- 3.2.4. The Treasurer will be responsible for applying for grants and sponsorships, proposing an annual budget, organizing Society payments, ensuring funds are not misused, ensuring financial accessibility to events, ensuring events/activities are approved by the SU, submitting Budget Approval Forms, and reimbursing expenses by committee members related to society activities.
- 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. The Welfare Officer will be responsible for completing Welfare Officer Programme, providing wellbeing events for members, organising social and community outreach, membership wellbeing and safety at events.
 - 3.3.3. The Welfare Officer is eligible to apply for the Departmental Society Grant.
- 3.4. Additional Committee Member
 - 3.4.1. Vice-President
 - 3.4.1.1. The Vice-President will be responsible for leading meetings/events if the President is absent, giving directives to the committee if the President is unavailable, and moderating and administering all society-related social media groups.
 - 3.4.2. Editor-in-Chief
 - 3.4.2.1. The Editor-in-Chief will recruit and lead a team of editors and writers, set out an agenda for journal publications at the beginning of the academic year, and be the main point of contact for all contributors to the publications
 - 3.4.2.2. The Editor-in-Chief will be responsible for the overall design, content, and distribution of all publications, i.e., articles on the blog and the annual risk assessment, and will ensure that all published content meets the standards set by the Union media and regulation guidelines.
 - 3.4.3. Deputy Editor-in-Chief
 - 3.4.3.1. The Deputy Editor-in-Chief will assist the Editor-in-Chief in their responsibilities and tasks as outlined in 3.5.i. and 3.5.ii.
 - 3.4.4. General Manager
 - 3.4.4.1. The General Manager will be responsible for documenting minutes of meetings and creating assignment lists in the end of each meeting, lending an extra hand to whichever branch of the society is in need, answering enquiries regarding the society on social media platforms.
 - 3.4.5. Events Director(s)

- 3.4.5.1. The Events Director will be responsible for proposing an events calendar at the beginning of the academic year in September and organizing panel discussions, networking sessions, skill workshops, discussion groups, etc.
 - 3.4.5.2. Additionally, the Events Director will collaborate with Marketing Director to ensure maximum participation at events., reach out to related societies within and outside UCL to increase turn out at events.
 - 3.4.5.3. The Events Director will also work in conjunction with the General Manger and Treasurer to process event-related logistics like External Speaker Forms, room bookings, etc.
- 3.4.6. Marketing Director(s)
- 3.4.6.1. The Marketing Director will be responsible for keeping all social media platforms updated with the latest events, articles, podcast episodes, etc.
 - 3.4.6.2. Additionally, the Marketing Director will send out a monthly newsletter with updates and upcoming events and organize any external processes required for marketing, like printing posters.
- 3.4.7. Outreach Director(s)
- 3.4.7.1. The Outreach Director will be responsible for establishing and maintaining professional relationships with external stakeholders and securing sponsorships for the society.
 - 3.4.7.2. Additionally, the Outreach Director will collaborate with the Marketing Directors to build a strong LinkedIn presence, help the Podcast Director reach out to potential guests, and maintain a database of contacts for the society.
- 3.4.8. Podcast Director(s)
- 3.4.8.1. The Podcast Director will be responsible for recording and publishing a podcast episode, which would include uploading it to the main streaming services, writing up short speaker profiles, and ensuring accessibility by writing out transcripts.
 - 3.4.8.2. Additionally, the Podcast Director will work with Marketing Director to maximize the reach of the Podcast and alongside Outreach Directors to invite speakers for the podcast.
- 3.4.9. First-year representative(s)
- 3.4.9.1. The First-year Representative will act as a channel between first year students and the committee to ensure than the decision-making includes their interests, concerns, and suggestions.
 - 3.4.9.2. The First-year Representative will be responsible for advertising society events to first year students via multiple channels, planning demographic specific events to boost engagement, and ensuring inclusivity across related academic disciplines.

- 3.4.9.3. Additionally, the First-year Representative may be required to lend a hand in event organization.
- 3.4.10. Postgraduate Representative(s)
 - 3.4.10.1. The Postgraduate Representative will act as a channel between Postgraduate students and the committee to ensure that the decision-making includes their interests, concerns, and suggestions.
 - 3.4.10.2. The Postgraduate Representative will be responsible for advertising society events to postgraduate students via multiple channels, advertising society events to first years via multiple channels.
 - 3.4.10.3. Additionally, the Postgraduate Representative may host mentorship sessions for application/work experience advice for the younger students if they wish to do so.
- 3.4.11. The Chairman and Board of Advisors
 - 3.4.11.1. The previous president has the right to claim a position as the Honorary Chairman unless unanimously voted otherwise by the newly elected Leadership Committee. The role of the Chairman is limited to an advisory role. The Chairman may only participate in society affairs if consulted directly by the President, Treasurer, or the respective Heads of each division.
- 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. Social Interactive Activities will include a Welcome Week social gathering at the beginning of the year to introduce members to each other and pub quizzes, film nights, and dinners during the

- academic term to encourage a sense of community. We will also organize discussion groups and “Political Risk Speed runs” to connect students with similar interests. Additionally, we want to attend industry-relevant London based conferences and events together.
- 4.3.2. The stress of being a student and the demanding nature of the industry compels us to pay increased attention to burnout prevention by organising wellbeing walks and mindfulness classes. The wellbeing officer is responsible for frequently sending out anonymous google forms and satisfaction surveys to identify complaints, concerns and wishes of students. Points raised will be addressed at coffee breaks and during zoom drop-in hours hosted by our wellbeing officer.
 - 4.3.3. Academic Events will include talks and/or panel discussions with guest speakers; skills-building workshops; thematic student discussion groups revolving around current events; Annual Risk Outlook Report launches; PRIS podcast production.
 - 4.3.4. Career events will include career-oriented talks with guest speakers; alumni speaker events; mentorship programs (connecting students and alumni in a mentorship network). In general, however, all activities regardless of category will be geared towards career development as that this in conjunction with our core aims
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
- 4.4.1. To strengthen a sense of belonging we want to offer hoodies and tote bags for society members.
 - 4.4.2. We will give PRIS members the opportunity to propose ideas for additional activities or events which are subject to confirmation and execution by the Events Directors.
- 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 [Political Risk and Intelligence 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: Manon Ring
	Signature: Manon Ring
	Date: 12.07.2024
Treasurer	Name: Louis Zhu
	Signature: Louis Zhu
	Date: 14.07.2024