



2024-25

## Constitution of Students' Union UCL

### Women's Engineering Society

#### 1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Women's Engineering 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 will be responsible for
    - A. Leading the Society
    - B. organising key annual events
    - C. responsible for committee communication
    - D. membership engagement

- E. establishing and maintaining professional relationships with external stakeholders
- F. liaising with the Union on Society matters
- G. Responsible for the overall running of the society and final decision making
- H. Delegate individual tasks and responsibilities to manage and organize the society
- I. Help make strategic decisions for the society

### 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 will be responsible for:

- A. applying for necessary grants and sponsorships
- B. arrange the financial budget of the Society
- C. ensuring financial accessibility to events
- D. Liaise with possible and current sponsors
- E. Create presentations and pitches for acquiring new sponsors

### 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:

- A. completing Welfare Officer Programme
- B. providing wellbeing events for members
- C. social and community outreach
- D. membership wellbeing and safety at events

### 3.4. Additional Committee Members

#### 3.4.1. Vice Presidents(s)

3.4.1.1. The Vice Presidents(s) will be responsible for:

- A. Support the President in running the society
- B. Help the President delegate individual tasks and responsibilities to manage and organize the society
- C. Work closely with the Treasurer to create feasible budgeting plan
- D. Make strategic decisions for the society

### 3.4.2. Assistant Vice President

3.4.2.1. The Assistant Vice President will be responsible for:

- A. Support the President and Vice President(s) in running the society
- B. Help the President delegate individual tasks and responsibilities to manage and organize the society
- C. Keep track of the deadlines set by the President and Vice President(s)

### 3.4.3. Marketing Manager(s)

3.4.3.1. The Marketing Manager(s) will be responsible for:

- A. creating marketing material for society events, national celebrations, and UCL-run events that the society supports
- B. collaborating with any other Marketing Managers from different societies for society marketing material for Open Days, prospectuses, etc.
- C. helping the Social Media team to plan content for the society's online posts
- D. handling the newsletter (monthly or bi-monthly)
- E. delegating tasks and deadlines to Marketing Executive(s)
- F. leading the Marketing Team

### 3.4.4. Marketing Executives(s)

3.4.4.1. The Marketing Executives(s) will be responsible for:

- A. Creating marketing material for society events, national celebrations, and UCL-run events that the society supports
- B. Collaborating with any the Marketing Manager for society marketing material for Open Days, prospectuses, etc.
- C. Helping the Social Media team to plan content for the society's online posts
- D. Complete the tasks delegated by the Marketing Manager(s)

### 3.4.5. Social Media Manager(s)

3.4.5.1. The Social Media Manager(s) will be responsible for:

- A. Develop a social media strategy and set goals to increase engagement
- B. Manage all society's social media channels such as Facebook, Twitter, and Instagram
- C. Create engaging multimedia content
- D. Working closely with Marketing Team on social media campaigns and content
- E. Delegate tasks and deadlines to Social Media Executive(s)

F. Lead the Social Media Team

3.4.6. Social Media Executive(s)

3.4.6.1. The Social Media Executive(s) will be responsible for:

- A. Develop a social media strategy and set goals to increase engagement with the Social Media Manager
- B. Manage all society's social media channels such as Facebook, Twitter, and Instagram
- C. Create engaging multimedia content
- D. Working closely with Marketing Team on social media campaigns and content
- E. Complete tasks given by the Social Media Manager(s)

3.4.7. Events Manager(s)

3.4.7.1. The Events Manager(s) will be responsible for:

- A. Managing research venues, suppliers, then negotiate prices and make bookings
- B. Managing all pre-event planning, organising guest speakers
- C. Liaising with the Treasurer to manage the budget for events
- D. Managing and coordinating the Events Team
- E. Delegating roles to the committee for events where appropriate
- F. Delegating tasks to Events Executive(s)

3.4.8. Events Executives(s)

3.4.8.1. The Events Executive(s) will be responsible for:

- A. Research venues, suppliers, then negotiate prices and make bookings
- B. Help Events Manager(s) to plan and organising events and guest speakers
- C. Help Events Manager(s) to liaise with the Treasurer to manage the budget for events
- D. Complete tasks given by Events Manager(s)

3.4.9. Treasurer Executive(s)

3.4.9.1. The Treasurer Executive(s) will be responsible for:

- A. Talk and negotiate with possible sponsors
- B. Help Treasurer(s) to plan and keep the accounting of the society
- C. Complete tasks given by the Treasurer

- 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. Welcome Week social gatherings, pub quizzes, pizza parties, and other social activities for developing a sense of belonging and community for students and staff within and across Department
  - 4.3.2. Academic events such as talks / panels with guest speakers, dissertation presentations, workshops in engineering such as computing (MATLAB) to grow the interest in engineering and help students gain more technical skills that enhance the student experience of the Society membership and go beyond the UCL degree
  - 4.3.3. Alumni speaker or networking events; panels with company employees or employers where the society will work with alumni and potential future employers that expand members' potential horizons during and after UCL
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
  - 4.4.1. Outreach activities such as help the faculty during Open Days with a stall, presentations, and posters, conduct Outreach Presentations to Secondary Schools to reach new Prospective Students and increase interest in engineering
  - 4.4.2. Support groups during exams that focus on promoting positive mental health

- 4.4.3. Mentorship programme for first and second-year students who want to learn more about job application process and women in engineering
- 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 Women's Engineering 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: Nor Amelia Binti Mohd Yadi
	Signature: Nor Amelia Binti Mohd Yadi
	Date: 27/06/2024
Treasurer	Name: Maryam Safiyah Widad Binti Mohd Azmi
	Signature: Maryam Safiyah Widad Binti Mohd Azmi
	Date: 28/06/2024

Commented [BMYA1]: Sign kat Sini @Binti Mohd Azmi, Maryam