

**2024-25**

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

### **HIKING CLUB**

#### **1. Name**

- 1.1. The name of the club/society shall be Students' Union UCL Hiking Club.
- 1.2. The Club/Society shall be affiliated to Students' Union UCL.

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

- 2.1. Our mission is to provide opportunities for UCL students, affiliates and alumni to explore London, Great Britain and Europe. We promote and support our members to lead active lifestyles, make new friends, develop skills and confidence, have fun and develop a sense of adventure and interest in the world around us through hiking, our social activities programme and wider membership benefits. We operate with an inclusive, open and safety conscious approach where our membership fees are transparently and efficiently utilised for the benefit of all members, challenging the perception that studying in London limits your access to the great outdoors.
- 2.2. 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](#)'.
- 2.3. 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.
- 2.4. 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. Chair the Executive Committee, Annual General Meeting and any necessary Emergency General Meetings.
- 3.1.3. Lead the Club's Development Plan and Budget in partnership with the Committee, to ensure the Club's continuing success with a growing membership, high levels of member participation and excellent satisfaction.
- 3.1.4. Work with the Treasurer to oversee the Club's financial affairs to ensure efficient spending to achieve strategic priorities, and agree a fair, affordable membership fee and achievable membership recruitment targets in consultation with the Committee and Club Members.
- 3.1.5. Uphold the Club's positive reputation, oversee effective marketing to recruit new members, including the Welcome Fair and Try It Fortnight, and continually engage with members in an open, transparent way to ensure timely communication of events/ information and responses to communications.
- 3.1.6. Encourage new members to become involved in the Club as Walk Leaders, providing training and support to facilitate the long-term continuation and development of the Club.
- 3.1.7. Lead the organisation of varied termly Hiking Programs and ensure the co-ordination of adequate Walk Leaders with the Safety Officer.
- 3.1.8. Work with the safety officer to ensure adequate health and safety measures are taken to prevent harm occurring during activities including providing equipment, arranging first aid training and agreeing on emergency procedures.
- 3.1.9. Consult with and champion the views of members during Club decision making, ensuring an inclusive and diverse community.
- 3.1.10. Provide an effective liaison with Students Union UCL and partner Clubs & Societies, including attending Activities Network Meetings.
- 3.1.11. Lead and attend walks and hikes regularly, taking responsibility for health and safety, navigation, research and writing an appropriate advert when leading.

#### 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. Support the President in leading the Club's Development Plan and Budget in partnership with the Committee, to ensure the Club's continuing success with a growing membership, high levels of member participation and excellent satisfaction.
  - 3.2.3. Continually monitor Club income, expenditure and balances, advising and working with the President and Committee to ensure efficient, effective and sustainable finances.
  - 3.2.4. Administrate event tickets (including Ticket Request Forms), merchandise sales, expenses, refunds and SU UCL debit card payments (including Payment Request Forms) with Students' Union UCL.
  - 3.2.5. Agree a fair, affordable membership fee and achievable member recruitment targets with the President and Committee.
  - 3.2.6. Monitor membership purchases and add new society members to our Facebook Group and MailChimp.
  - 3.2.7. Support the Vice President in organising residential trips around the UK and overseas including challenging hikes and expeditions.
  - 3.2.8. Provide an effective liaison with Students' Union UCL and partner Clubs & Societies, including attending Activities Network Meetings.
  - 3.2.9. Work with the safety officer to ensure adequate health and safety measures are taken for activities including providing equipment, arranging first aid training and agreeing emergency procedures.
  - 3.2.10. Consulting, engaging with and championing the views of all members in Club decision making ensuring an inclusive and diverse community.
  - 3.2.11. Leading and attending walks and hikes regularly, taking responsibility for health and safety, navigation, research and writing an appropriate advert when leading.
- 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. Lead the organisation of volunteering opportunities for members.
  - 3.3.3. Manage the organisation of Students Union UCL outreach events such as Project Active (Postgraduates, LGBTQ+, Disabilities, BAME), This Girl Can, Pride and other outreach events.
  - 3.3.4. Attending Students Union UCL Pride in Sport training.
  - 3.3.5. Championing the inclusion of excluded groups and promoting a safe, cohesive and welcoming society community.

- 3.3.6. Manage club communication and cooperation with external organisations and other clubs and societies.
- 3.3.7. Lead and attend walks and hikes regularly, taking responsibility for health and safety, navigation, research and writing an appropriate advert when leading.

### 3.4. Additional Committee Members

#### 3.4.1. Vice President

- 3.4.1.1. Replace or deputise for the President where required.
- 3.4.1.2. Support the President in leading the Club's Development Plan and Budget in partnership with the Committee, to ensure the Club's continuing success with a growing membership, high levels of member participation and excellent satisfaction.
- 3.4.1.3. Lead organising residential trips around the UK and overseas, including travel, accommodation, food and leading more challenging hikes and expeditions.
- 3.4.1.4. Support the Social Secretary in organising regular social events.
- 3.4.1.5. Continually engage with and listen to member's views.
- 3.4.1.6. Lead and attend walks and hikes regularly, taking responsibility for health and safety, navigation, research and writing an appropriate advert when leading.
- 3.4.1.7. Support all Committee Members in completing administrative tasks relating to their roles, particularly regarding residential trips and social events.

#### 3.4.2. Secretary

- 3.4.2.1. Support all Committee Members in completing administrative tasks relating to their roles, particularly regarding core hiking activities and communications
- 3.4.2.2. Record effective, timely minutes of Committee Meetings.
- 3.4.2.3. Assist the Communication Officer in responding to Club social media account questions and designing of the newsletter and website.
- 3.4.2.4. Liaise with Walk Leaders and ensure all event information is distributed and updated accurately.
- 3.4.2.5. Work with the Safety & Equipment Officer to manage club equipment and storage.
- 3.4.2.6. Lead and attend walks and hikes regularly, taking responsibility for health and safety, navigation, research and writing an appropriate advert when leading.

#### 3.4.3. Social Secretary (2 positions)

- 3.4.3.1. Organise, lead and advertise regular social events including ticketing and venue bookings, working with the Vice President.

- 3.4.3.2. Ensure a wide range of inclusive social events is maintained to maximise member involvement.
- 3.4.3.3. Lead and attend walks and hikes regularly, taking responsibility for health and safety, navigation, research and writing an appropriate advert when leading.

#### **3.4.4. Communication Officer**

- 3.4.4.1. Administrate the Club's Facebook Community & Group, and Instagram accounts, effectively engaging with our members.
- 3.4.4.2. Design and manage the Club website, including Blog content.
- 3.4.4.3. Manage the Club Messenger account, responding quickly to member and external messages with the assistance of the Vice President.
- 3.4.4.4. Manage the design and content of the weekly newsletter using MailChimp.
- 3.4.4.5. Ensure adequate photography at all club events
- 3.4.4.6. Lead and attend walks and hikes regularly, taking responsibility for health and safety, navigation, research and writing an appropriate advert when leading.

#### **3.4.5. Safety & Equipment Officer**

- 3.4.5.1. Work with the President and Treasurer to write and follow risk assessments.
- 3.4.5.2. Ensure all hikes have adequate walk leaders and first aiders.
- 3.4.5.3. Work with the president and treasurer to provide training to walk leaders and first aiders.
- 3.4.5.4. Manage club equipment and storage.
- 3.4.5.5. Work with the treasurer to acquire, store and sell club merchandise.
- 3.4.5.6. When in person activity is not possible, work with the president and social secretary to organise events

- 3.5. Where financially viable the club should seek to at least partially reimburse costs incurred by Walk Leaders and First Aiders, including purchasing equipment and travel for events during which they are responsible for the supervising of a group and health & safety, to support them financially in carrying out this role on a regular basis.
- 3.6. 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.

- 3.7. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.8. 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. Walk Leaders

- 4.1. Responsively leading and supporting the smooth operation of Club walks, hikes, residential trips and social events, including acting as an additional first aider.

#### 5. Terms, Aims and Objectives

- 5.1. The club/society shall hold the following as its aims and objectives.
  - 5.1.1. Ensuring the Club is accessible to all members
  - 5.1.2. Planning walks and hikes to cater for all skills levels
  - 5.1.3. Running workshops to train new people to become activity leaders and organisers
  - 5.1.4. Organising regular social events
- 5.2. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 5.3. The **core activities** of the club/society shall be:
  - 5.3.1. Weekly day walks, hikes and visits in London and the greater South East (depending on weather and leader availability).
  - 5.3.2. Regular social events.
  - 5.3.3. Training courses (leader workshops).
- 5.4. In addition, the club/society shall also strive to organise **other activities** for its members where possible:
  - 5.4.1. 1. Weekend trips further afield in the UK and abroad where possible.
  - 5.4.2. Special events (equipment discount nights, meals out, nights out)
- 5.5. 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.
- 5.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Hiking Club. 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.

<b>President</b>	Name: Ryoma Okabe
	Signature: R. Okabe
	Date: 10/09/2024
<b>Treasurer</b>	Name: Alexander Anderson
	Signature: A Anderson
	Date: 10/09/2024