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# The Constitution of Students’ Union UCL

African-Caribbean Society (ACS)

### Name

#### The name of the club/society shall be Students’ Union UCL African Caribbean Society.

#### The club/society shall be affiliated to Students’ Union UCL.

### Statement of Intent

#### 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](http://studentsunionucl.org/governing-documents), [Byelaws](http://studentsunionucl.org/governing-documents), [Club and Society Regulations](http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations) and the club and society procedures and guidance – laid out in the ‘[how to guides](https://studentsunionucl.org/how-to-guides)’.

#### 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.

#### The Club and Society Regulations can be found on the following webpage: <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

### The Society Committee

#### President

#### The president’s primary role is laid out in section 5.7 of the Club and Society Regulations.

* Liaise with UCL Union.
* Provide admin services for the society by handling all union forms.
* Set the agenda for the society in terms of approving the events calendar for the year.
* Take a supervisory role for society sponsorship.
* Take a supervisory role for Panafrik organisation and oversee the progression of all the acts.
* Work with the treasurer to set and approve a budget for the year and ensure the society stays within this budget.
* Develop relationships with other ACS committees around London/the UK and other UCL societies.
* To work with the events director to plan and execute all inter-society events.
* Represent the society at public functions and act as the voice of members.
* Manage the society email accounts.
* To organize key events such as meet and greet and the freshers’ fair stall.
* To organize the selection of first year representatives.

#### Treasurer

#### The treasurer’s primary role is laid out in section 5.8 of the Club and Society Regulations.

* Allocate the society’s funds throughout the year.
* Work with the President to set a budget for the society at the beginning of the year.
* Liaise with the union finance team.
* Handle expense forms and budget forms requested by the union and assist the President in all other union related activities.
* Lend help to other committee members at other crucial times.
* Work closely with the President and Vice President in terms of event execution.

#### Welfare Officer

#### The welfare officer’s primary role is laid out in section 5.9 of the Club and Society Regulations.

* Responsible for encouraging participation in volunteering and extracurricular activities that have a positive impact on student welfare.
* Must have an interest in developing students’ skills and enhancing their experiences outside of their course.
* Develop and promote opportunities for students to participate in volunteering
* Advocate the value of participation and volunteering to students
* Support the fundraising of the society and all charity initiatives.
* Provide advice on opportunities and support available through the Union and University Support Services
* Set up fresher big brother and sister scheme.
* Make use of the Welfare Fund effectively

#### Additional Committee Members

#### Additional Committee Role Positions

Vice President

* To support the President at all times with: decision making, planning the event calendar, event execution, corresponding with stakeholders, representing the ACS at external events, and more.
* To act as the President’s right hand and to step up in their absence. This means being willing and able to carry any of the President's duties should they be unavailable.
* To ensure the rest of the committee are carrying out their jobs effectively and handle any conflicts that might arise within the committee.
* Producer of Panafrik: Responsible for all logistics involved in the production, including sourcing and managing the after-party venue and potentially the show venue should it not be guaranteed by this year’s committee.

Secretary:

* To ensure the newsletter is sent out weekly without fail.
* To run the room booking function for the society with help from the President.
* To ensure that minutes are taken at every committee meeting.
* To organize the production of the committee hoodies and any other merchandise for the year.
* To assist other committee members in their roles when necessary.
* To assist with room booking and scheduling during Panafrik

Panafrik Directors (x2):

* To be in charge of organizing all aspects of Panafrik including the script, dances, musical acts, costumes etc. with the help of the Vice President and Event’s Officer.
* To be in charge of recruiting helpers such as choreographers for dances and people to help with vocalists.
* To coordinate the Panafrik rehearsal schedule.
* To manage all aspects of Panafrik promo with the promotions officers.
* To organize the Panafrik launch event and ensure auditions are fair and accessible to all ACS members.
* To work with the President and Treasurer to ensure Panafrik remains within the budget of the ACS.

Events Director:

* To be in charge of organizing the social calendar for the society.
* To create and provide an events calendar accessible to society members
* To work with the treasurer to ensure the society stays within budget.
* To be in charge of the execution and planning of social and cultural events.
* To take an active role in the organization of black history month events in October.
* To ensure that social events include all members of the society including non- drinkers, students that live off campus, etc. and are varied and diverse.
* To be able to communicate effectively with members in order to improve events going forward.
* Support the Panafrik Directors as assistant Panafrik Director.

Sponsorship and Careers Officers (x2):

* Must be available to take meetings with sponsors in June and July 2018, thus must be able to be in the London at these critical times.
* To develop a sponsorship proposal for the society for the year.
* To meet with contact old and potential sponsors and attempt to raise funds for the society through the agreements that you strike with them.
* To draw up sponsorship contracts (template provided by ucl union) and ensure they are properly signed and archived.
* To liaise with sponsors throughout the year and work with the promotions officers to ensure they are properly promoted.
* To fully understand the terms of your sponsorship agreement with sponsors and ensure that the society is fulfilling its obligations under its contracts at all times.
* To organize all the careers events run by the society.
* To reach out to organizations that focus on diversity and inclusion in graduate recruitment such as Rare Recruitment and SEO and foster relationships between them and the society.
* To ensure members are exposed to a wide range of career advancement opportunities in fields including, city jobs, engineering, creative arts etc.
* To ensure that international as well as domestic career opportunities are presented to members due to the international nature of the society.

Promotions Officers (x2):

* To ensure that the society’s events are properly promoted at all times.
* To manage the society’s website and social media accounts. Strong communication skills, interpersonal skills and familiarity with Facebook, Twitter, Instagram and Snapchat is a must.
* To be able to communicate effectively with both internal and external contacts that reach out to the society via these platforms.
* To have a basic competence of graphic design so as to be able to design society promotional material.
* To be able to respond quickly to tasks set by the President in the fast-paced world of social media.
* To be in charge of the proper documentation of all society events including through photography when necessary.

Sports Officer:

* Focus on widening participation of members in various sports by facilitating inter- society and intercollegiate events of either a competitive or social nature.
* Ensure both male and female participation in sporting events and create opportunities for inclusivity of members with disabilities.

#### 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.

#### The committee members shall perform the roles as described in section 5 of the Students’ Union UCL Club and Society Regulations.

#### 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.

### Terms, Aims and Objectives

#### The club/society shall hold the following as its aims and objectives.

#### The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

#### The core activities of the club/society shall be:

* Annual Cultural Show – Panafrik
* Rehearsals for Panafrik (which include drama, dance, modelling and band rehearsals)
* Social events such as Freshers Connect and Games Nights
* Events which are held with external speakers such as panel discussions during Black History Month, the Finance Conference and the Creatives Conference.

#### In addition, the club/society shall also strive to organise other activities for its members where possible:

* Student Speaker Panel Events
* Charity Initiatives
* Sporting Events (football, basketball and netball matches)

#### 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 Zone shall approve any such alterations.

#### This constitution has been approved and accepted as the Constitution for the Students’ Union UCL African Caribbean 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.

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| President name: | Precious Quaye |
| President signature: | Precious Quaye |
| Date: | 22.06.2020 |
| Treasurer name: | Dew Chiemelu |
| Treasurer signature: | Dew Chiemelu |
| Date: | 22.06.2020 |