# 

# The constitution of the Students’ Union UCL

# BOOK CLUB

### Name

#### The name of the society shall be the Students’ Union UCL Book Club.

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

### Statement of Intent

#### The constitution, regulations, management and conduct of the society shall abide by all Students’ Union UCL Policy, and shall be bound by the Students’ Union UCL Memorandum and Articles of Association and Byelaws, the Club and Society Regulations and the Club and Society Procedures and Guidance, laid out in “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 management of the club/society shall not contravene this policy.

#### The Club and Society Regulations can be found at the following website:

#### [www.studentsunionucl.org](http://www.studentsunionucl.org)

### Membership

#### The following shall be eligible to become members of UCL Book Club:

3.1.1 Students’ Union UCL Full Student Members;

3.1.2 Students’ Union UCL Associate Members;

#### All members shall pay an annual subscription to join the society; the membership fee shall be decided by the society committee.

#### Priority for involvement in Society activities shall be given to Students' Union UCL Full Student Members first, followed by Associate members.

#### Non-UCL Students shall only be considered for involvement in Society activities in exceptional circumstances.

### The Society Committee

#### President

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

#### Shall represent the society and shall be responsible for making sure that the society is run according its constitution, the Students' Union UCL Club and Society Regulations and Procedures, Good Practice Guidelines, and Constitution and Standing Orders of Students' Union UCL;

#### Shall call General Meetings of the society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations and Procedures;

#### Shall be the primary point of communication between the Union and the society members. It is therefore required that s/he attends the relevant Union Boards;

#### Shall be responsible overall for the activities of the society, and shall oversee all activities organised by the society;

#### Treasurer

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

#### Shall carry out the day to day financial duties of the society, and is responsible to the Union for society finances to the membership;

#### Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the society ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorise withdrawals or expenditure from the society accounts;

#### Shall maintain a society account book.

#### Social & Welfare Officer

#### The Social & Welfare Officer:

#### Shall propose and organise at least 1 social per term;

#### Shall be responsible for PR of the society in relation to sponsorships and communications

#### Discover and create networks for (but not exclusive to) Beginners, Post-graduate students, Mature students, Students with disabilities and BME students, over Facebook, social media apps or other means.

#### Determine, organise and run projects bespoke to the minority demographic of the society/club.

#### Encourage and seek collaboration with both the Union and/or other clubs/societies through the respective Welfare Officers and understanding the support and funding available.

#### Inform and encourage engagement of members to relevant and/or appropriate Union campaigns,

#### Encourage and seek collaboration with both the Union and/or other clubs/societies through the respective Welfare Officers and understanding the support and funding available.

#### Signpost effectively to advice and support services available for the physical and mental well-being of your members.

#### Attend training (in collaboration with The Advice Service and UCL Student Support and Wellbeing), in how and where to signpost, complaints and grievance procedures and services and support available from The Union and UCL.

#### Event Coordinator

#### The Event Coordinator:

#### Shall host the weekly book club meetings that take place and moderate the discussion among members in these sessions, keeping track of time and making sure no member feels left out.

#### Shall coordinate the weekly polls for books/ short stories/ themes to discuss.

#### Shall be responsible for gathering feedback on the format of book/ short stories/ thematic discussions that take place, and adapting the format to suit what members want.

#### Communication & Outreach Officer

#### The Communication & Outreach Officer:

* + 1. Shall manage the society newsletter (on MailChimp) which will be the society’s principal method of informing members about events and society updates, sending out updates on events to members at least once a week.
    2. Shall coordinate the book reviews, recommendations and reflection section of the newsletter, which will be written by a volunteer among the members of the society.
    3. Shall share responsibilities of responding to queries on the society’s Facebook page with the Marketing Officer.

#### Marketing Officer

#### The Marketing Officer:

#### Shall be responsible for keeping up to date the society’s social media channels including the Facebook page, with pictures of events that take place.

#### Shall be responsible for increasing the society’s presence on other social media platforms, such as Twitter or Instagram.

#### Will be responsible for marketing events, which may include producing physical leaflets or online posters for the society’s meetings and social events.

#### Management of the club/society shall be vested in the club/society committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the club/society activities.

#### The committee members will 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 able to be held to account. 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 society shall be:

#### Organising weekly book club meetings so that members can discuss books of a genre or theme, for an exchange of ideas and as a distressing activity.

#### Holding and keeping stock of a small library of contemporary books that may be loaned to members to read, so as to keep reading an accessible and affordable hobby for members.

#### Host at least two social each term, so that the members get to know each other better and are able to make long-lasting friendships through their involvement in the society.

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

#### Engage external speakers who are distinguished or upcoming in the fields of book writing or publishing, so as to expose members to potential career pathways related to this shared interest of the society’s members.

#### Promote reading as a leisure activity to the student body of UCL.

#### 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 society general meeting. Activities Network Executive shall approve any such alterations.

#### This constitution has been approved and accepted as the Constitution for the Students’ Union UCL Book Club. By signing this document the President and Treasurer have declared that they have read and abide by the Students’ Union UCL Clubs and Societies Regulations.

|  |  |
| --- | --- |
| Matilde de Sousa Antunes | Maya Neumarker |
|  |  |
| **Society President, 2020/21** | **Society Treasurer, 2020/21** |