

The constitution of the Students' Union UCL Engineering Society



UCL Engineering Society

1 Name

- 1.1 The name of the society shall be the Students' Union UCL Engineering Society
- 1.2 The society shall be affiliated to Students' Union UCL.

2 Statement of Intent

- 2.1 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".
- 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 management of the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found at the following website: <http://studentsunionucl.org/clubs-societies/resources>

3 The Structure of the Society Committee

- 3.1 The Society Committee shall be comprised of a Leadership Committee, an Executive Committee
- 3.2 The Leadership Committee shall be comprised of the President, the Treasurer and the elected Heads of Divisions
- 3.3 The Executive Committee shall be comprised of all remaining committee members whom are also known as 'executives'.

4 Committee Rules and Regulations

- 4.1 The President, Head's, Welfare Officer and Treasurer must always be elected through a democratic election process
- 4.2 They shall be elected yearly at the Annual General Meeting held in Term 2

5 The Leadership Committee

5.1 President

- 5.1.1 The President's primary role is laid out in section 5.7 of the Club and Society Regulations.
- 5.1.2 The President must ensure every division is doing well and must intervene where necessary
- 5.1.3 The President must ensure that events organised are operating optimally to benefit the members.

5.2 Treasurer

- 5.2.1 The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 5.2.2 Set the annual budget of the society.
- 5.2.3 The Treasurer upholds the same responsibilities as the President with regards to the well-functioning of the society

5.3 Other Elected Committee Members: Heads

- 5.3.1 The role of the Vice President and Divisional heads are to always to assist the President and be the first person to be consulted for any major decisions
- 5.3.2 The Committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations document.

5.4 Welfare Officer

- 5.4.1 Attend union related training, organise a welfare awareness events, advertise themselves as a point of contact for all students in the society and sign-post to possible professional contacts in the university where necessary
- 5.4.2 The welfare officer will not be expected to provide professional advice themselves nor will they be permitted to; their role is primarily to sign-post

5.5 Vice President:

- 5.5.1 Responsible for helping the President in co-managing the committee, helping the Head of Events to co-organise events such as the Engineering Ball, Reading Week Trip and LONDON 2050 Conference.
- 5.5.2 The Vice President should also co-manage the relationships for collaborations with the President.

5.6 Head of Engineering Projects:

- 5.6.1 Responsible for the organisation of minimum 2 Engineering projects across two terms (1 per term)
- 5.6.2 . The Head of Engineering projects should also help the Head of Events in running any workshops.
- 5.6.3 The Head of Engineering Projects will head a team of Engineering Projects executives.

5.7 Head of Events & Socials:

- 5.7.1 Responsible for the organisation of all the careers focussed events at UCLES and social related events.
- 5.7.2 This includes, speaker events, conferences (LONDON2050 Conference), entrepreneurial focused events, workshops and networking events.
- 5.7.3 Social events include but are not limited to the UCL Engineering Ball, Freshers' events and Pub Crawls
- 5.7.4 The Head of Events & Socials will head a team of Events executives.

5.8 Head of Marketing:

- 5.8.1 Responsible for all the marketing of the society and managing the marketing team of executives
- 5.8.2 The position will include being responsible for the weekly newsletter, fresher's stand merchandise, developing the membership base, advertising all events around campus managing the Facebook page and group, Twitter, Instagram and website.

5.9 Head of Sponsorship:

- 5.9.1 Works closely with the President to ensure that Society attracts the most prestigious sponsors from across Engineering, Finance, Technology, Law, Consulting and beyond.
- 5.9.2 The Head of Sponsorship will need to draw up proposals, pitch to potential sponsors and manage the relationships throughout the year: this includes organising all relevant corporate events. The Head of Sponsorship will head a team of Sponsorship executives.

5.10 Management of the club/society shall be vested in the club/society committee (President, Treasurer, Vice President and Heads) which shall endeavour to meet weekly during term time (excluding college reading weeks) to organise and evaluate the club/society activities.

5.11 The committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

5.12 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.

6 Terms, Aims and Objectives

- 6.1 The club/society shall hold the following as its aims and objectives.
- 6.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 6.3 The core activities of the society shall be:
 - 6.3.1 Organise events designed to increase members' knowledge of and exposure to a range of careers in Engineering, Finance, Technology.
 - 6.3.2 Organise a range of Engineering, Technology and Entrepreneurial related events with a variety of prestigious speakers.
 - 6.3.3 Provide opportunities for members to socialise and meet with likeminded people, enabling students to seek internships and graduate roles.

- 6.3.4 Organise the annual LONDON2050 Conference
 - 6.3.5 Provide career related sessions for members.
 - 6.3.6 Raise awareness of relevant off campus events and internship opportunities
 - 6.3.7 Host an annual Reading Week Trip.
 - 6.3.8 Host the annual Engineering Ball.
- 7 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.
- 8 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Engineering Society. 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.

President (2020-21) Name: Neha Bhudia NB 22/06/2020

Treasurer (2019/20) Name: Elisa Solvay ES 22/06/2020