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# The Constitution of Students’ Union UCL

# In Aid of UNICEF Society

### Name

#### The name of the club/society shall be Students’ Union UCL In Aid of UNICEF 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.

* In addition, in charge of room bookings, facilitating committee meetings, and overall running of the society.

#### Treasurer

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

#### Keep a strict and accurate record of all fundraising monies and expenditure, reporting them to UNICEF UK when necessary.

#### Welfare Officer

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

#### Actively seek out welfare initiatives, while keeping up morale within the society.

#### Responsible for internal communication and paperwork such as preparing the agenda for society meetings, keep attendance and minutes.

#### Additional Committee Members

#### Head of Sponsorship

* Actively seek and apply for sponsorship from external organisations outside Student Union
* Develop a sponsorship process plan and timeline; create sponsorship agreement with sponsorship partners
* Manage relationships with partners to ensure a mutually beneficial relationship

#### External Relations Officer

#### Liaise with sponsors and speakers, building connection with relevant organisations and people; Organise and promote guest speaker events occasionally

#### Be the main contributor to the regular newsletter, providing draft and format if needed.

#### Social Media Officer

#### Responsible for social media strategy and marketing, with a goal to engage and inspire active members and raise the society’s profile to run successful events.

#### Creating visuals for posts on social media and other communications.

#### Social Secretary

#### Leading socials, community building and engagement within the society; Liaise with event venues, actively seek ideas for activities at social gatherings.

#### Monitor social media inboxes/email and reply to enquires in a timely manner.

#### Fundraising Officer

* Overseeing monthly fundraising events during term time, which is an important core activity of the society
* Plan fundraising events that raise awareness, allows members of the society to engage, and also are financially feasible

#### Volunteering Officer

* Reach out to organisations with volunteering opportunities, liaising with collaborators, organising events related to volunteering
* Developing an effective platform with volunteering opportunities accessible by members

#### 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: Support the mission of the United Nations Children's Fund (UNICEF) by raising awareness and organising events.

#### 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:

#### Educational talks related to UNICEF, the NGO sector, and current issues.

#### Raising funds for UNICEF. Campaigning for humanitarian issues. The start-of-year welcome events. Bi-weekly committee meetings. Organising social events for members.

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

#### Virtual events in line with the society’s aims and objectives. Organising skill-building activities.

#### 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 In Aid of UNICEF 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: | Anya Agarwal |
| President signature: | **Anya Agarwal** |
| Date: | 20/09/2023 |
| Treasurer name: | Sara Kobayashi |
| Treasurer signature: |  |
| Date: | 20/09/2023 |