

The Constitution of Students' Union UCL

MUA Society

1 Name

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

2 Statement of Intent

- 2.1 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](#)'.
- 2.2 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 the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3 The Society Committee

President

- 3.1 The president's primary role is laid out in section 5.7 of the Club and Society Regulations.
[You may add specific details to the job description of your president if you wish.](#)

Treasurer

- 3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
[You may add specific details to the job description of your treasurer if you wish.](#)

Social and Welfare Officer

- 3.3 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations
[Manage social media accounts, post weekly about events including socials and workshops. Promote society online.](#)
[Take photos during the events for promotional use. Ensure the well-being of the society and responsible for taking any complaint related to welfare issues.](#)

Additional Committee Members

Artistry officer (creative)

Design posters and social media material (digital and paper) with the Social and Welfare Officer; discuss the themes of workshop with Workshop Coordinator. Should work with the other artistry officer

Artistry Officer (publication)

Design posters and social media material (digital and paper); design the online termly journal - "The MUA Archives". Organise pages with writings on events and photographs, and articles submitted by anyone. Should work with the other artistry officer.

Workshop coordinator

Host workshop minimum once a month, coordinate student-led workshops by other members or external instructors. The themes of each workshop will be discussed among committee, however the workshop coordinator may lead the discussion.

Secretary

Set meeting agendas and keep track of meeting minutes, ensuring that voices are fairly represented. Send monthly newsletter for members. Coordinate monthly committee meeting.

Chief Journal Editor

In charge of editing and proof-reading the articles published in the termly journal. Leader of the team of editors, responsible for collecting article submission and choosing which submission would be published.

Partnership Ambassador

Forming collaborations between internal and external societies. To form and maintain sponsorship from external brands, including sponsored make-up product for workshops, society tailored discounts, discounted external tickets and exclusive access to events.

Event Manager

Assist the drafting of activity registration forms, risk assessments and booking venues. In charge of coordinating the monthly socials, responsibilities include catering arrangement; to assist workshop coordinator in running workshops.



Technical Officer

Responsible for taking photographs, and videos in events and socials, to edit and share the medias to members whenever it is possible and necessary.

- 3.4 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.
- 3.5 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.6 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 Terms, Aims and Objectives

- 4.1 The club/society shall hold the following as its aims and objectives.
- 4.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3 The core activities of the club/society shall be:
 - Workshop held by UCL students, and external members and themed socials in and outside campus. Workshops and socials can be in collaboration with internal and external societies.
 - Makeup competitions with best makeup prize.
 - Creating a makeup artist group to do makeup for other societies (including but not limited to performers of the showcases of art societies).
 - A termly journal under the name "The MUA Archives", featuring photos of events, workshops, and publishing article submissions.
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
 - Trip to makeup companies or exhibitions, and their exclusive events.
- 4.5 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.
- 4.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL MUA 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.

President name:	Nafisa Madina
President signature:	
Date:	16.10.2023
Treasurer name:	Yan Yin Choy
Treasurer signature:	
Date:	16 th October, 2023