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# The Constitution of Students’ Union UCL

**Society of Engineering, Architecture, and Design (SEAD)**

### Name

#### The name of the club/society shall be Students’ Union UCL Club/Society Name: *Society of Engineering, Architecture, and Design (SEAD)*

#### 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

\*Note the green sections of the organigram correspond to example project leaders (3.4.15)

#### *President – Core Committee*

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

Shall set high standards and expectations for members and Officers of the Club.

Shall represent the society and shall be responsible for making sure that the society is run according to its constitution, the UCL Union Club and Society Regulations and Procedures.

Shall be the primary point of communication between the Union and the society members

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

Must fulfil requirements as set out in the Union Presidents guide.

Must represent the interests of the club and all of its members.

Shall oversee the committee and ensure that all members are carrying out their duties correctly.

Decide the overall direction of the club and manage its interaction with other societies and UCL departments.

Shall manage, with the treasurer, the long-term financial plans for the club, including running at a financial surplus.

#### *Treasurer – Core Committee*

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

Shall ensure the club is run at a financial surplus.

Shall carry out the day-to-day financial duties of the society, and is responsible to the Union for society finances.

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, or Bartlett Department.

Must fulfil requirements as set out in the Union Treasurers guide.

Provide a summary of spending at the end of each term to be sent to the members.

Ensure that all UCLU and UCL opportunities for extra funding are applied for.

Prepare a detailed budget with the incoming treasurer, based on the spending from the current year.

Shall apply for Friends Trust grant each term (near the beginning of each term).

#### *Welfare Officer – Core Committee*

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

Shall be the point of contact for the raising of issues and concerns by members.

Shall raise any concerns over the way the society is being run, e.g. gender equality, race equality etc.

Shall be responsible for assisting in the proper writing of risk assessments.

Shall apply to welfare activities funding.

Shall organize wellness activities in collaboration with social and activity officers.

#### Additional Committee Members

*Society Secretary – Core Committee*

* + 1. Shall attend core committee meetings and project decision making meetings. Is responsible for note keeping and ensuring documentation of committee meetings.

Shall produce meeting notes and communicate these to relevant committee members.

Shall ensure that society records are kept appropriately.

Shall assist the president and treasurer in the handover of society digital and physical assets.

Shall have access to the [su.sead@ucl.ac.uk](mailto:su.sead@ucl.ac.uk) email address.

*Vice President of Projects and Volunteering – Core Committee*

* + 1. Manages, facilitates, and oversees projects established and managed by members.

Shall regularly communicate financial requirements to treasurer.

Acts as a chief liaison with the student’s union volunteering service, and shall receive project leader training from the students union volunteering service.

Shall form a part of the society ‘core committee’ and take part in regular meetings with other core committee members.

Shall have access to the [su.sead@ucl.ac.uk](mailto:su.sead@ucl.ac.uk) email address.

Shall report to 3.1, 3.2, 3.3

*Vice President of Events and Activities – Core Committee*

* + 1. Manages, facilitates, and oversees events and activities and corresponding activity teams, including careers and competitions officer, outreach officer, social media officer and social events officer.

Shall regularly communicate financial requirements to treasurer.

Shall form a part of the society ‘core committee’ and take part in regular meetings with other core committee members.

Shall be responsible for coordinating with the relevant UCL facilities and security team for events held at UCL.

Shall be responsible for coordinating with the relevant external parties for society events held outside UCL.

Shall provide the president and treasurer with the relevant information to complete SU forms.

Shall have access to the [su.sead@ucl.ac.uk](mailto:su.sead@ucl.ac.uk) email address

Shall report to 3.1, 3.2, 3.3

*First Year Representative(s)*

* + 1. Shall be a first-year undergraduate student and member of the society

Shall be responsible for representing the interests of first year students within the society and provides feedback on the first-year experience.

Shall assist 3.1, 3.3, and 3.4.3 in ensuring that first year students feel welcome and engaged with in the society.

*Communications Officer*

* + 1. Shall be responsible for managing and executing the society’s communications.

This includes but is not limited to, physical media, Instagram, LinkedIn, Facebook, YouTube, and Website.

Shall be responsible for setting and maintaining the society’s social media calendar.

Shall lead a team of social media and design managers.

Shall report to 3.4.3

*Social Media, Web, and Design Managers*

* + 1. Shall assist the communications officer

Shall be responsible for managing specific social media platforms (such as Instagram, Facebook, LinkedIn)

Shall be responsible for creating digital graphics and media posts

Shall be responsible for creating physical media, such as posters, business cards, and other graphics.

Shall report to 3.4.5

*Outreach Officer*

* + 1. Shall be responsible for following up on opportunities presented to the society and passed on to them via 3.1, 3.2, 3.3, 3.4.2, 3.4.3.

Shall be responsible for assisting the president in maintaining contact with the alumni members, external sponsors, other societies, and collaborating organizations.

Shall work with, lead, and delegate to the Careers and Competitions Managers.

Shall report to 3.4.3

*Careers Manager*

* + 1. Shall work with the Outreach officer and be responsible for exploring career related opportunities.

Shall be responsible for organizing career related talks and events. Shall organize the yearly alumni panel in collaboration with 3.4.7 and Events officer.

Shall work with 3.4.7. and core committee members to maintain career related contacts.

Shall report to 3.4.7

*Competitions Manager*

* + 1. Shall be responsible for finding, setting up, and running competitions, within the society, and externally.

Shall work with the Outreach officer and be responsible for organizing competitions in collaboration with industry partners.

Shall report to 3.4.7

*Activities Officer*

* + 1. Shall assist the Vice President of Events and Activities, and be responsible for organizing intellectual, academic, creative, and design-based events including talks and workshops.

Shall be responsible for managing Constructing Realities Lecture Series in collaboration with Bartlett staff.

Shall collaborate extensively with outreach team in the implementation of events.

Shall report to 3.4.3

*Bloomsbury Social Officer*

* + 1. Shall organize informal social gatherings and opportunities for members to socialise, such as in the form of lunches, dinners, pub socials, etc. around main campus.

Shall work with and report to 3.4.3

*UCL East Social Officer*

* + 1. Shall organize informal social gatherings and opportunities for members to socialise, such as in the form of lunches, dinners, pub socials, etc. around Here East and UCL East.

Shall work with and report to 3.4.3

*Event Officer*

* + 1. Shall be responsible for organizing large scale events for members and alumni, such as Christmas event, and Bartlett Ball.

Shall collaborate with Bartlett School of Architecture Society in the delivery of the annual Bartlett Ball.

Shall work closely with and report to 3.1, 3.2, 3.3 and 3.4.3

*ASUK Officer*

* + 1. Shall be responsible for maintaining contact with Architectural Societies of the United Kingdom.

Shall represent SEAD and the Bartlett School of Architecture at ASUK.

Is responsible for finding opportunities to merge events, socials, etc with other ASUK societies.

Shall report to and work closely with 3.1 and 3.4.3

*Project Leaders*

#### Shall lead a team working on a specific SEAD project, for example the SEAD publication, material repository, or volunteering project.

#### SEAD projects are initiatives led by society members which have a specific output, either as part of a volunteering project or design ambition.

#### Potential project leaders may apply to join pre-existing projects or lead their own initiatives by coordinating with the Vice President of Projects and Volunteering.

#### New SEAD project leaders may be confirmed in bi-elections throughout the year.

#### Shall work with and report to 3.4.2

#### 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.

#### To improve student experiences and access to opportunities throughout their degree

#### To maintain an active community network of students and alumni centred around the built environment.

#### To champion collaboration and interdisciplinarity between engineering, architectural, and design disciplines by working with students, departmental staff, and industry.

#### 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:

#### Group exhibition visits and excursions

#### External speaker events

#### Informal social events

#### Career events

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

#### Formal departmental social event in collaboration with other departmental societies

#### Volunteering and collaborative projects

#### Student-led collaborative departmental publication

#### Collaborative events with industry partners such as talks, workshops, CV sessions, and office tours

#### 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.

#### This constitution has been approved and accepted as the Constitution for the Students’ Union UCL Society of Engineering Architecture and Design (SEAD). 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 signature: |  |
| Date: |  |
| Treasurer name: |  |
| Treasurer signature: |  |
| Date: |  |