



THE CONSTITUTION OF THE STUDENTS' UNION COLLEGE LONDON SCI-FI AND FANTASY SOCIETY

1. This document shall be the **constitution** of the University College London Sci-Fi and Fantasy Society (hereafter *the Constitution*).
 - 1.1. The Constitution shall be binding.
 - 1.2. The society shall be known by the **name** "University College London (UCL) Sci-Fi and Fantasy Society".
 - 1.2.1. Hereafter it shall be referred to as *the Society*.
 - 1.2.2. The Society shall also be known by the abbreviation UCL SFFS.
 - 1.3. The Society shall be affiliated to Students' Union UCL.

2. The Society shall be bound by the following **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 Society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
 - 2.3. The Club and Society Regulations can be found at the following website:
www.studentsunionucl.org

3. Management of the society shall be vested in the **Society Committee** (hereafter *the Committee*).
 - 3.1. The Committee shall consist of a President, Treasurer, Welfare Officer, Communications Officer, Events Officer, Board Games Officer, and Role-Playing Games Officer.
 - 3.2. All Committee Members shall:
 - 3.2.1. Collaborate to organise and evaluate the Society's activities;
 - 3.2.2. Maintain regular communication, including, but not limited to:
 - 3.2.2.1. Committee meetings;
 - 3.2.2.2. E-mails;
 - 3.2.3. Perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations and in this Constitution;
 - 3.2.4. Represent the interests and well-being of Society Members.

3.3. If Society Members are not satisfied by the performance of one or more Committee Members, they may call for a motion of no-confidence.

3.3.1. The procedure for motions of no-confidence is laid out in section 5.6 of the Students' Union UCL Club and Society Regulations.

3.4. The **President's** primary role is laid out in section 5.7 of the Students' Union UCL Club and Society Regulations.

3.4.1. The President shall:

3.4.1.1. Be the primary point of communication between the Union and Society Members. It is therefore required that they attend the relevant Union Boards;

3.4.1.2. Be responsible overall for the activities of the society, and shall oversee all activities organised by the society;

3.4.1.3. Be jointly responsible for the financial security of the Society;

3.4.1.4. Be responsible for overseeing the maintenance and security of the Society's inventory;

3.4.1.5. Ensure all other committee members are fulfilling their duties as laid out by the constitution and aid them where appropriate;

3.4.1.6. Ensure insofar as possible that Committee Members who so require can access the B16 Archery Range storage facility;

3.4.1.7. Make necessary room bookings at the request of other Committee Members or Society Members, insofar as they pertain to Society events;

3.4.1.8. Publicise Society events via the Society newsletter, to be conducted through a mass mailing system, such as Mailchimp or the Society email.

3.5. The **Treasurer's** primary role is laid out in section 5.8 of the Club and Society Regulations.

3.5.1. The Treasurer shall:

3.5.1.1. Carry out the day to day financial duties of the society;

3.5.1.2. Be responsible to the Union for society finances to the membership;

3.5.1.3. Keep current accurate financial information;

3.5.1.4. Be responsible for all financial transactions of the society ensuring that these are made through the Union Finance Department; only the Treasurer (or in their absence the President) may authorise withdrawals or expenditure from the society accounts;

3.5.1.5. Maintain a society account book;

3.6. The **Welfare Officer's** primary role is laid out in section 5.9 of the Club and Society Regulations.

3.6.1. The Welfare Officer shall:

- 3.6.1.1. Hold office from the day after the end of term 3 until the last day of term 3 in the following academic year;
- 3.6.1.2. Be the only Officer of the Club or Society with access to the Welfare Officer Funding Pot and is responsible for applications and initiatives using that funding. Note: expenditure authorisations are the responsibility of the Treasurer;
- 3.6.1.3. Be responsible for the activity specified within the Welfare Officer remit including collaboration with other Welfare Officers in creation of demographic specific activity, recording of demographic specific membership and aware of the wider Union campaigns relevant to their Club or Society, specified or otherwise, on the Welfare Officer Campaign Timeline;
- 3.6.1.4. Attend the annual Welfare Officer Training.
- 3.6.1.5. Meet twice per term with the 'Space at the Table' and 'Community Outreach' Representatives.

3.7. The **Communications Officer** shall:

- 3.7.1. Be responsible for the record of meetings of the Committee and any General Meetings that take place;
- 3.7.2. Ensure that Committee members are aware of times and locations of any Committee meetings called by the President;
- 3.7.3. Take primary responsibility for publicity and organisation at the Welcome Fayre.
- 3.7.4. Be responsible for the maintenance of the Society's online presence, including, but not limited to:
 - 3.7.4.1. Discord: UCL Sci-Fi and Fantasy Society;
 - 3.7.4.2. Instagram: www.instagram.com/uclsffs/;
 - 3.7.4.3. Facebook: www.facebook.com/groups/uclsffs/;
 - 3.7.4.4. Twitter: @uclsffs ;
 - 3.7.4.5. Website: <https://uclsffs.org> ;
 - 3.7.4.6. TikTok: @uclsffs ;
- 3.7.5. Be available to render assistance to Committee members should these resources fail or be abused;
- 3.7.6. Make and maintain a master administrator / owner account for all appropriate Society online services or sites, both current and future, that explicitly uses the Society email address, su-scifi.society@ucl.ac.uk
 - 3.7.6.1. Passwords for such accounts must be given to the Treasurer and President upon account creation or change of password.
- 3.7.7. Work with the Treasurer to ensure that any hosting or domain name fees are paid on-time to ensure continuity of service.

3.7.8. Ensure that the President's newsletter is posted on the website every week.

3.8. The **Events Officer** shall:

3.8.1. Be responsible for the management of "Film Night" events, ensuring that both films and showings comply with all relevant legal requirements;

3.8.2. Be responsible for the arranging and planning of non-Board Game, Film Night or RPG-related Society events, occurring at least three times in Term 1 and at least three times in Term 2. This can include but are not limited to Quiz Night events, Murder Mysteries, joint ventures with other Societies of the Students' Union, trips to museums, cinemas, conventions and guided tours;

3.8.3. Liaise where necessary with the representative(s) of any other Societies involved in joint ventures and report back to the Committee concerning progress and before planned expenditure;

3.8.4. Be responsible for designing, administrating and distributing advertisements, posters, flyers and other media for events within their jurisdiction.

3.9. The **Board Games Officer** shall:

3.9.1. Be responsible for organisation of Members participating in:

3.9.1.1. Weekly "Board Games" events;

3.9.1.1.1. The Board Games Officer is responsible for organising the transportation of board games to these events;

3.9.1.2. "All-day Board Games" events, to be run at least two times in Term 1 and at least two times in Term 2;

3.9.1.3. Any other board or card game specific events. This can include but is not limited to Magic: The Gathering events or other such deck building games;

3.9.2. Be responsible for the storage of Society board games and other gaming equipment, for which they may use the B16 Archery Range storage facility insofar as it is both suitable and possible;

3.9.3. Ensure that required equipment owned by the Society is provided as needed for such games;

3.9.4. Have the right to compel other members of the committee to carry board games (as much as they can reasonably carry) to/from the archery range as required.

3.9.5. Be responsible for reporting the play rates of the Society's board games;

3.9.6. Be responsible for the loaning of the Society's board games:

3.9.6.1. The Board Games Officer shall determine which board games are available, and all loans shall be at the Board Games Officer's discretion;

3.9.6.2. Loans shall only be given to regular attendees of society events;

- 3.9.6.3. The loan period shall be for one week, lent and returned at the weekly “Board Games” events;
- 3.9.6.4. The recipient of a loan shall provide a deposit equal to half the cost of the board game:
 - 3.9.6.4.1. Deposits shall be provided to the Board Games Officer, and shall be held until the return of the board game;
 - 3.9.6.4.2. Any damages or loss of parts shall be paid out of the deposit, if possible, as should late fees:
 - 3.9.6.4.3. Late fees shall consist of 10% of the cost of the board game per week overdue.
 - 3.9.6.4.4. Should the board game be lost, or damaged, in such a way that the deposit does not cover this, the recipient shall be liable for the full cost of the replacement or repairs;
 - 3.9.6.4.5. Loans shall not be available until the end of Join Fortnight, and shall cease at the end of the second term;
 - 3.9.6.4.6. There shall be no loaning of board games outside of term time.
- 3.9.7. Be in charge of the sale of the Society’s board games:
 - 3.9.7.1. The Board Games Officer shall collaborate with the treasurer in the sale of board games;
 - 3.9.7.2. A majority committee vote is required to allow board games to be sold;
 - 3.9.7.3. Members of the society must be consulted before the Society’s board games are placed on sale;
 - 3.9.7.4. The sale of board games must first be offered to non-committee members of the society.
- 3.9.8. Be the first point of contact for members interested in organising wargames.

3.10. The **Role-Playing Games Officer** shall:

- 3.10.1. Be responsible for the organisation of Members participating in Role-Playing events hosted or organised by the Society, including but not limited to All-Day RPGs and RPG nights, to occur at least three times in Term 1 and at least three times in Term 2;
- 3.10.2. Be the custodian of the Society’s Role-Playing Game (RPG) Materials inventory, responsible for its storage, for which they may use the B16 Archery Range storage facility insofar as it is both suitable and possible;
- 3.10.3. Clearly marking the Society’s RPG materials to indicate that they are the property of the Society;
- 3.10.4. Maintain and curate the Society’s RPG inventory including but not limited to pre-made adventures, rulebooks, dice, from Society funds and donations;

- 3.10.5. Lend RPG materials, subject to a 50% deposit, at a minimum of £5, at the RPG Officers discretion;
- 3.10.6. Keep track of current RPG material loans and associated deposits, ensuring all books are returned to the Library at the end of their term of office;
- 3.10.7. The loan period shall be four weeks, or before the end of UCL official term time – whichever is shorter. If returned after this period, late fees shall be charged:
 - 3.10.7.1. Upon request, the RPG materials are to be returned within 7 days, upon which the deposit is returned; if returned after 7 days, late fees shall be charged;
 - 3.10.7.2. Any damages or loss of parts shall be paid out of the deposit, if possible, as should late fees;
 - 3.10.7.3. Late fees shall consist of 10% of the cost of the RPG materials per week overdue;
- 3.10.8. Ensure the Society's RPG materials are well publicised amongst the members;
- 3.10.9. Sell/donate materials from the inventory at the Committee's discretion, from inventory identified by the RPG Officer and one (or more) other committee member(s) as being in poor condition or otherwise unsuitable to keep in order to make space for the board games collection/easier access to more popular materials.
- 3.10.10. Ensure that required equipment owned by the Society is provided as needed for such games;
- 3.10.11. Liaise with the individuals responsible for each game (Game Masters) and ensure that details are made available to members interested;
- 3.10.12. Promote and develop the social network, in the Society, of interested Members (and occasionally non-members, where appropriate).

3.11. The **Space at the Table Representative** shall:

- 3.11.1. Be responsible for the organisation of Members participating in 'Space at the Table' events hosted or organised by the Society, including but not limited to Film Nights, Crafting and Jack box games nights, to occur at least two times in Term 1 and at least two times in Term 2.
 - 3.11.1.1. They should also run special events which run for 'International Women's Day' and the 'Transgender Day of Visibility', provided they fall within term time and outside reading weeks, these can be parties, meet-ups, and special film nights, however, are not limited to these.
- 3.11.2. Self-identify as Female, Transgender, or Non-Binary.
- 3.11.3. Monitor the 'Space at the Table' section of the Discord, and ensure this space remains safe, inclusive, and appropriate, with aid from the Communications Officer.
- 3.11.4. Liaise with the Communications officer to promote the Space at the Table events.

3.11.4.1. This should include short resource booklets (which may include media to watch, books to read, or charities to donate to, however, is not limited to) for 'International Women's Day' and the 'Transgender Day of Visibility' which should be produced once a year.

3.11.5. Liaise with the Welfare Officer to communicate concerns, and help with the creation and running of the demographic-specific event 'Space at the Table' which is only for Female, Transgender, or Non-Binary students.

3.11.5.1. The welfare officer should be their main point of contact and they will meet twice per term with them therefore are not required to attend committee meetings.

3.12. The **Community Outreach Representative** shall:

3.12.1. Oversee the charitable contributions of the Sci-Fi and Fantasy Society. This includes, but is not limited to, raising funds for charities (through ticket sales, merch, and donation drives), overseeing the donation of society assets (such as books, and board games), and overseeing the student-led projects which are associated with the society. This includes but is not limited to the 'TTRPGs in schools' project (for which they will be required to be a project leader).

3.12.1.1. The 'TTRPGs in School' project work includes: the linked paperwork, completing risk assessments, monthly project reports, updating the project website, project plans, sourcing and training volunteers, ensuring DBS checks are done, liaising with schools, sourcing required resources for the project (pens, notebooks, dice, etc.), managing the project budget, fundraising, and any other work associated with it.

3.12.1.2. The one-off fundraising includes: choosing a charity (with the agreement of the welfare officer), obtaining a permission letter, running the fundraising event (with the help of the events officer) and liaising with the union to ensure the charity receives the funds in a timely manner.

3.12.2. Communicate with charity societies to collaborate and extend our charitable efforts.

3.12.3. The welfare officer should be their main point of contact and they will meet twice per term with them therefore are not required to attend committee meetings.

3.12.4. Liaise with the communications officer to promote our charitable efforts and source volunteers.

4. The Society shall be bound by the following **terms, aims and objectives**:

4.1. The Society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

4.2. The core activities of the Society shall be:

- 4.2.1. Various social functions for those interested in aspects of published media which can be defined as “Science-Fiction” and/or “Fantasy”;
- 4.2.2. Facilities and/or organisation necessary for the smooth running of role playing games (RPGs) and wargames;
- 4.2.3. Promoting the development of a social network, within which members can arrange activities with like-minded individuals, including, but not limited to:
 - 4.2.3.1. Role playing games;
 - 4.2.3.2. Board games;
 - 4.2.3.3. Wargames;
 - 4.2.3.4. Video games;
 - 4.2.3.5. Pub quizzes;
 - 4.2.3.6. LARP(s) (Live Action Role-Plays);
- 4.2.4. Creating links with other societies or organisations to the benefit of its Members, including, but not limited to, other societies within University College London and its Union.
- 4.2.5. Regular activities such as Film Nights, Board Gaming Evenings and Video Gaming Evenings.
- 4.2.6. Maintenance of a Society Library, including a range of Role-Playing Game materials, which shall be available to Members.
- 4.2.7. Helping members create and run creative activities related to science-fiction/fantasy

4.3. The Society shall also endeavour, where possible, to organise other activities, outside of its core activities, for its Members.

- 4.3.1. Such peripheral activities may include, but are not limited to:
 - 4.3.1.1. Competitive and co-operative activities with the other Clubs and Societies within the Students’ Union UCL;
 - 4.3.1.2. External functions such as plays and conventions.

5. This constitution shall be binding on the 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.

6. This constitution has been approved and accepted as the Constitution for the Students’ Union UCL Sci-Fi and Fantasy Society. By signing this document the President and Treasurer have declared that they have read and abide by the Clubs and Societies Regulations.

Last amended: 13th February 2023

A handwritten signature in black ink, consisting of a series of connected, fluid strokes that form a stylized representation of the name 'Martha Hancock'.

Martha Hancock
President

A handwritten signature in black ink, written in a cursive style that clearly identifies the name 'Ravenscroft'.

Ravenscroft
Treasurer