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# The Constitution of Students’ Union UCL

# The UCL Review Society

### Name

#### The name of the club/society shall be Students’ Union UCL The UCL Review 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.

* Liaise with the UCL Students’ Union.
* Manage administrative affairs for the society by handling the submission of union forms alongside the Treasurer and the Events Officer.
* Set the agenda for the society in terms of deciding on the kind of events that will be run for the year.
* Work with the Treasurer to allocate and approve a working budget for the year and ensure adherence to this budget.
* Network and develop professional relationships with other student-led journals and journal societies inside UCL, London and the United Kingdom.
* Work with the Events Officer to plan, approve and execute all inter-society events, and where needed for all intra-society events.
* Represent the society at public forums.
* Manage the emails sent on behalf of the society.
* Supervise and ensure uniformity of content communication on all social media platforms.

#### Vice-President

#### The Vice-President’s primary role is to support the President in running the Society.

* Assist the President at all times with decision making, event planning, supervising execution of plans, corresponding with stakeholders, representing the society and more.
* Step-up to the responsibilities of the President in their absence.
* Assist in overseeing the smooth running of committee and ensure that all committee members are carrying out their jobs effectively.
* Assist the President with conflict resolution within the committee.

#### Treasurer

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

* Work with the President to allocate and approve a working budget for the year and ensure adherence to this budget.
* Liaise with the Students’ Union Finance Team.
* Handle union forms concerning budget and expenses alongside the President.
* Ensure that all finances and transactions are recorded accurately along with their receipts.
* Work closely with the President, Vice-President, and the Events Officer in terms of event execution.

#### Welfare Officer

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

* Encourage and advocate for participation in volunteering, extracurricular and other activities which have a positive impact on student welfare.
* Take responsibility for helping members develop skills outside their course and have an enhanced society experience.
* Support the fundraising of society and charity initiatives.
* Signpost members to opportunities and support available through the Union and the University’s Support Services.

#### Events Officer

#### The Events Officer’s primary role is to facilitate and organise events for the society.

* Organise the events and socials calendar for the society alongside the President.
* Work alongside the Treasurer to ensure adherence to the society’s budget for all events.
* Work closely with the President and with the appropriate external speakers/external societies to ensure smooth administration, communication, organisation, and execution of respective events.
* Support the President with administration of union forms pertaining to organisation and approval of events/ event venues (room bookings).
* Responsible for the planning and execution of the agreed upon events for the society.
* Ensure that social events are inclusive to all members of the society including non-drinkers, off-campus commuters, disabled members, etc.
* Communicate effectively with members in order to collect feedback and improve future events.
* Work closely with the Marketing Officer and the Design Officer to help effectively promote planned events through approved forums.

#### Communications Officer

#### The Communications Officer’s primary role is to manage outward and inward correspondence from and to the society.

* Liaise between the society and internal as well as external contacts with professionality, efficacy, and friendliness.
* Assist the Events Officer with facilitating collaborations with external speakers, companies, and societies by managing email communications.
* Proof-read all communications keeping in mind libel risks.
* Ensure uniformity in the information that is communicated by primarily working alongside the Events Officer, Marketing Officer, and President.
* Act as a scribe for all meetings and share notes with the committee.
* Ensure effective communication and follow up regarding union forms and other Students’ Union mandated administration while liaising with external contacts.

#### Marketing Officer

#### The Marketing Officer’s primary role is to coordinate the marketing activities of the society and ensure that it garners sufficient exposure.

* Manage the society’s website and social media accounts by implementing an agreed upon marketing strategy.
* Maintain professional, effective, and friendly communication with both internal and external contacts that reach out via any of the society’s social media platforms.
* Work alongside the Design Officer and the Events Officer to generate promotional content for marketing the society and its events.
* Respond timely to the tasks set by the President, for promotions and updates on social media.
* Ensure that the society is represented responsibly and as accurately as possible, keeping in mind libel risks.
* In charge of proper documentation of all society events including photography and videography when necessary.

Design Officer

#### The Design Officer’s primary role is to create and design content for the marketing activities of the society.

* Design content including but not limited to posts, stories, banners, fliers and any other marketing material for social media posts and real-time distribution.
* Ensure that the designed content is fit for multi-format marketing such as for social media posts or stories and also for distribution fliers or banners, etc. in terms of digital quality and format.
* Maintain a consistent design language/theme throughout all content which is reflective of the society.
* Work closely with the Events Officer and the Marketing Officer to design and deliver necessary promotional content in a timely manner.
* Ensure that design elements (such as society logo) are up to date in all marketing material.
* Receive approval from the Students’ Union when using any copyright UCL or external design template.

Editor-In-Chief

#### The Editor-In-Chief’s primary role is to oversee and coordinate the journal publication process with all members of the journal team.

* Set publishing guidelines for the journal.
* Manage the journal licence and ensure that policies are followed.
* Collaborate with Editors, Proof-Readers, and the Typesetter to ensure healthy workplace environment and smooth publishing process.
* Is responsible overall for integrity of publications.
* Ensure that core values of interdisciplinarity, open access and accessibility are maintained.
* Set long-term objectives for the journal together with the President (expansion, collaboration, events).
* Manage regular issues (online) and special editions.
* Additionally, take on responsibilities of an Editor as required.

Editor (x3)

#### The Editor’s primary role is to oversee the review process of an assigned manuscript from submission to publication.

* Assess whether the manuscript(s) assigned to them fulfil submission criteria.
* Collaborate with the Board of Editors and Editor-In-Chief to decide whether manuscripts are suitable for journal publication.
* Recruit first and second reviewers based on the subject area of submission.
* Ensure reviewers complete their assigned responsibilities and, if they become unavailable or unresponsive, recruit new reviewers in a timely manner.
* Supervise revisions made to the manuscript in response to reviewers’ comments.
* Decide if/when the manuscript has fulfilled all content-related publication requirements and initiate proof-reading and type-setting process.
* Perform a final check of the typeset, proof-read article and, in collaboration with the Board of Editors and Editor-in-Chief, approve article for publication.

#### Responsible for the integrity of the managed publications.

Copy Editor (x2)

#### The Copy Editor’s primary role is to proof-read manuscript(s) assigned to them, following successful completion of the review process.

* Check for logical structure, concise language, and appropriate style for a journal publication.
* Suggest ways of making text and figures more accessible to readers.
* In charge of final proof-reading after completion of the type-setting process and before publication.

Typesetter

#### The Typesetter’s primary role is to format submissions into journalistic style.

* Format all final manuscripts into cohesively designed journal-style articles ready for publication.
* Design a cohesive layout for the journal including title page and overall design theme.
* Maintain the journal website and produce journal issues.
* Collaborate with Design Officer where necessary to resolve issues, if any, with design and/or journal layout.

#### 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.

#### 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:

* Introducing students to the peer-review and publication process by establishing and maintaining a student-run journal.
* Hosting events and workshops related to academia, open access scholarship and the publishing process.
* Encouraging students to publish articles about topics of personal interest in journal.
* Social events that facilitate knowledge sharing, networking, and community building between students from different year groups and subject backgrounds.

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

* Holding conferences, where students present their work to the society, to simulate real world academic public engagement
* Organising talks from academics from within UCL and further afield to motivate and inspire students in their academic careers

#### 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 The UCL Review 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.

### Declaration of agreement

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| --- | --- |
| President name: | Kavya Subramanian |
| President signature: | Kavya Subramanian |
| Date: | 24/10/2022 |
| Treasurer name: | Harriet Veldtrup |
| Treasurer signature: | Harriet Veldtrup |
| Date: | 25/10/2022 |