

**The Constitution of**

**the University College London**

**Public Affairs and Social Service Society**

**amended, March 2019**

1. **Name**
   1. The name of the Society shall be the University College London Public Affairs and Social Service Society.
   2. The name of the Society shall be abbreviated as UCL PASS.
2. **Interpretation**

In this Constitution:

* 1. ‘UCL’ or ‘the University’ means University College London.
  2. ‘SU’ or ‘the Student Union’ means the Student Union of University College London.
  3. ‘UCL PASS’ or ‘the Society’ means the University College London Public Affairs and Social Service Society.
  4. ‘The Executive Committee’ refers to the incumbent Executive Committee, unless stated otherwise.
  5. An ‘academic year’ refers to the period between the first day of August in a particular calendar year and the 31st day of July in the following calendar year, that is, the period during which students are required to be registered with the University, as determined by the Union. Each academic year is comprised of three terms: the autumn term, spring term and summer term.

1. **Statement of Intent**
   1. The Society shall be affiliated to the Student Union.
   2. The Constitution, regulations, management and conduct of the Society shall abide by all UCL Student Union Policy, and shall be bound by the UCL Student Union Constitution and Standing Orders, the Clubs and Societies Rules and Regulations, UCL By-laws, and any other Memoranda and Articles of the Union.
   3. The Society shall abide by the UCL Equal Opportunities Policy. Society regulations pertaining to Membership of the Society or election to management of the Society shall not contravene said policy.
   4. The UCL Clubs and Societies Rules and Regulations may be found at<http://uclu.org/sites/uclu.org/files/u3876/documents/club_and_society_regulations_2013_-3_1.doc>.
   5. The Society shall be politically neutral and non-profit making.
   6. The Society must not affiliate to nor accept funds from any political bodies.
   7. The Society’s official written language shall be English. Traditional Chinese may also be used only as a counterpart of the original English version. English shall be authoritative in all circumstances.
2. **Aims and Objectives**
   1. The Society shall hold the following as its aims and objectives, and shall strive to fulfil these aims and objectives as its commitment to its Membership.
      1. To raise awareness about sociopolitical and environmental issues in Hong Kong, China and the rest of the world through discussion and debate;
      2. To benefit the underprivileged through social service activities such as volunteering and fundraising;
      3. To provide a platform for UCL students to be exposed to information about different careers; and
      4. To collaborate with other societies and universities so as to promote the exchange of ideas.
   2. The core activities of the Society shall include:
      1. Public Affairs events, such as
         1. Discussion forums, and
         2. Debates;
      2. Social Service events, such as
         1. Volunteering placements,
         2. Charitable sales, and
         3. Fundraising activities;
      3. Careers-based events, such as
         1. Talks with figures from various industries, and
         2. Networking functions; and
      4. Social events, such as
         1. Dinners,
         2. Field trips,
         3. Cultural visits, and
         4. Recreational activities.
3. **Membership**
   1. The Society shall have two categories of Membership:
      1. Full Membership; and
      2. Associate Membership.
   2. The Membership of the Society shall be governed by Articles 5.1 and 5.2 of the UCL Clubs and Societies Rules and Regulations.
   3. All Members are subject to the Union’s regulations, disciplinary code and policies.
   4. The Executive Committee shall, from time to time, adapt, amend or repeal Membership regulations in accordance with this Constitution when it is deemed appropriate.
   5. Full Members shall only be admitted upon successful payment of the required annual subscription. The membership fee shall be decided by the Executive Committee and should reflect the true cost of the facilities, resources and services made available to the Members of the Society.
   6. Rights and Responsibilities of Members
      1. Full members shall have the following rights and obligations:
         1. The right to participate in all Society activities;
         2. The right to speech in General Meetings;
         3. The right to move resolutions in General Meetings;
         4. The right to stand for elections;
         5. The right to nominate and be nominated for elections;
         6. The right to vote in General Meetings and elections;
         7. An obligation to support the Society; and
         8. An obligation to obey the law and the Union’s regulations, disciplinary code and policies.
      2. Associate Members shall have the following rights and obligations:
         1. The right to participate in all Society activities;
         2. The right to speech in General Meetings;
         3. An obligation to support the Society;
         4. An obligation to uphold this Constitution and the regulations of the Society; and
         5. An obligation to obey the law and the Union’s regulations, disciplinary code and policies.
4. **The Executive Committee**
   1. General
      1. All Officers of the Executive Committee shall be selected at General Meetings from the body of Full Members of the Society by elections that shall be direct, fair, equal, open and conducted by secret ballot.
      2. The Executive Committee shall hold office for one academic year only, that is, from the first day of August in a particular calendar year up to and including the 31st day of July in the following calendar year.
      3. The Executive Committee shall act as a collective entity, and serve as the executive and decision-making body of the Society.
      4. Management of the Society shall be vested in the Officers of the Executive Committee, who shall endeavour to meet regularly during term time to organise and evaluate the Society’s activities.
      5. Decisions made at General Meetings may, from time to time, adapt, alter or repeal regulations on the power, responsibilities and duties of the officers of the Executive Committee.
   2. Responsibilities of the Executive Committee
      1. The Executive Committee shall be responsible for:
         1. The day-to-day operations and management of the Society;
         2. The supervision of the performance of all subdivisions within the Society in accordance with their respective regulations; and
         3. Deciding upon any matter that has yet to be decided upon at General Meetings;
         4. Passing regulations for the above reason in accordance with this Constitution.
      2. Officers of the Executive Committee shall further be responsible for:
         1. Determining the amount of subscriptions on a regular basis;
         2. Attending Executive Committee meetings and Subcommittee meetings, unless excused by the President;
         3. Organising the Society’s activities in such a way as to include the greatest possible number of the Society’s Members;
         4. Directing the expenditure of the Society’s funds in a responsible fashion that is in-line with the aims and objectives of the Society;
         5. Upholding this Constitution and ensuring that the aims and objectives outlined within are reflected in the Society’s activities; and
         6. Ensuring that all Society activity abides by law.
   3. Officers of the Executive Committee
      1. **President**
         1. The President’s primary role is outlined in Section 5.7 of the UCL Clubs and Societies Rules and Regulations. The President is an Officer of the Society to UCL.
         2. The President is the leader of the Society and its primary representative both inside and outside of UCL; he/she is therefore responsible for maintaining a positive public image during their term of office. He/she is responsible for sculpting the annual agenda of the Society and for delegating tasks to his/her fellow Officers of the Executive Committee. In situations where the President deems appropriate, he/she may make executive decisions on behalf of the Society. However, the President should not transgress collective decisions made by the Executive Committee.
         3. The President’s other responsibilities include, but are not limited to:
            1. Acting as the Society’s figurehead and representing the Society in the public sphere;
            2. Serving as the Society’s first-point-of-contact when liaising with both internal and external parties;
            3. Communicating regularly with Presidents of related student societies;
            4. Scrutinising and approving all official correspondence;
            5. Maintaining transparency within the Society;
            6. Chairing all Society meetings;
            7. Facilitating venue bookings via UCL for Society events and activities;
            8. Endeavouring to attend all (HK)PASS functions;
            9. Attending regular meetings and training sessions organised by the Student Union of UCL; and
            10. Overseeing the continued development and expansion of the Society.
      2. **Vice President & Welfare Officer** 
         1. The Vice President shall fulfil the roles as described in Section 5 of the UCL Clubs and Societies Rules and Regulations.
         2. The Vice President is the President’s aide and advisor, and is responsible for assisting the President in his/her decision-making. The Vice President shall also assist the President in overseeing the workings of all subdivisions within the Society: to this end, the Vice President plays a vital bridging role in maintaining cohesion within the Society.
         3. The Vice President’s other responsibilities include, but are not limited to:
            1. Assisting the President in his/her duties and taking up the role of President in his/her absence;
            2. Communicating regularly with related student societies;
            3. Supervising and monitoring the conduct and behaviour of Members in General Meetings; and
            4. Organising regular social events and functions.
      3. **Treasurer**
         1. The Treasurer’s primary role is outlined in Section 5.8 of the UCL Clubs and Societies Rules and Regulations. The Treasurer is an Officer of the Society to UCL.
         2. The Treasurer is responsible for all financial matters of the Society; any proposed expenditure should thus be agreed to by the Treasurer.
         3. The Treasurer is responsible for completing, approving and filing all UCL financial forms and documentation.
         4. The Treasurer is of unlimited responsibility for the safety of the Society’s property and financial assets.
         5. The Treasurer’s other responsibilities include, but are not limited to:
            1. Overseeing the finances of the Society, and keeping the Executive Committee apprised the Society’s financial state on a regular basis;
            2. Processing and accounting for all financial transactions;
            3. Arranging for reimbursement of expenses;
            4. Preparing a budget application summary to be filed with the UCL on an event-by-event basis;
            5. Preparing relevant documentation for all funding applications;
            6. Procuring sponsorship for the Society;
            7. Drafting sponsorship agreement for the Society, to be filed with and signed on behalf of the Society by UCL;
            8. Attending regular meetings and training sessions organised by UCL; and
            9. Preparing an end-of-year financial report to be presented at the Annual General Meeting prior to handover of duties to his/her successor.
      4. **Secretary**
         1. The Secretary shall fulfil the roles as described in Section 5 of the UCL Clubs and Societies Rules and Regulations.
         2. The Secretary’s responsibilities include, but are not limited to:
            1. Attending to all internal administrative matters, such as taking minutes at Society meetings, and formulating schedules and timetables;
            2. Curating a directory of Members, sister societies, external parties and miscellaneous contacts;
            3. Transmitting official correspondence to its intended recipient, subject to prior approval by the President; and
            4. Servicing the Society’s online administrative tools, such as the Gmail account and the Google Drive.
      5. **Public Affairs Officer**
         1. The Public Affairs Officer, or PAO, shall fulfil the roles as described in Section 5 of the UCL Clubs and Societies Rules and Regulations.
         2. The PAO’s responsibilities include, but are not limited to:
            1. Leading the Public Affairs Subcommittee;
            2. Devising a range of Public Affairs events in both Hong Kong and the UK, such as discussion forums, debates, seminars and interviews; and
            3. Serving as the Society’s liaison with guest speakers and prominent figures in the public sphere; and
            4. Communicating with other societies concerning relevant Public Affairs functions.
      6. **Social Service Officer**
         1. The Social Service Officer, or SSO, shall fulfil the roles as described in Section 5 of the UCL Clubs and Societies Rules and Regulations.
         2. The SSO’s responsibilities include, but are not limited to:
            1. Leading the Social Service Subcommittee;
            2. Devising a range of Social Service events in both Hong Kong and the UK, such as volunteering placements and fundraisers;
            3. Serving as the Society’s liaison with volunteering partners and non-governmental organisations; and
            4. Communicating with other societies concerning relevant Social Service activities.
      7. **Careers Officer**
         1. The Careers Officer, or CO, shall fulfil the roles as described in Section 5 of the UCL Clubs and Societies Rules and Regulations.
         2. The CO’s responsibilities include, but are not limited to:
            1. Disseminating news and information pertaining to careers opportunities to the Society’s members on a regular basis;
            2. Serving as the Society’s liaison and maintaining healthy relations with careers-related partners; and
            3. Organising careers-based events and functions.
      8. **Publications and Promotions Officer**
         1. The Publications and Promotions Officer, or PPO, shall fulfil the roles as described in Section 5 of the UCL Clubs and Societies Rules and Regulations.
         2. The PPO’s responsibilities include, but are not limited to:
            1. Leading the Publications and Promotions Subcommittee;
            2. Producing all publications, such as business cards, pamphlets and presentation slides;
            3. Producing all promotional materials for Society events;
            4. Documenting or arranging for the documentation of the Society’s activities through photographs and video footage; and
            5. Maintaining the Society’s online presence through the official Facebook group, website and any other media.
   4. Resignations
      1. If the President or Treasurer chooses to resign before the end of their term of office, they must submit their request in writing to the UCL Activities and Events Officer.
      2. Following the early departure of the President or Treasurer, an Extraordinary General Meeting must be held. The Vice President may act as the President or Treasurer in the interim.
      3. If any other Officer chooses to resign before the end of their term of office, they should submit their request in writing to the President. An Extraordinary General Meeting may then be called to elect a Member to fill the vacated position.
      4. If any three Officers tender their resignation, the Executive Committee shall be dissolved *ex tempore*. Reopened-elections shall be held within 14 days in an Extraordinary General Meeting that, subject to Article 10.7, must be observed by an independent party.
   5. Votes of No-confidence
      1. Officers of the Executive Committee are elected to represent the interests and well-being of the Society’s members. Should a Member of the Society become unsatisfied with the performance of their representative Officers, they may call for a vote of no-confidence, in-line with Section 5.6 of the UCL Clubs and Societies Rules and Regulations.
      2. A vote of no-confidence in any Officer may be called by either a petition signed by at least 15 per cent or 10 of the Full Members of the Society (whichever is greater) or by a two-thirds majority vote at a Society General Meeting.
      3. If a vote of no-confidence is called, then an Extraordinary General Meeting must be held. In order for the vote of no-confidence to be carried, it must be supported by at least two-thirds of those present and voting. Normal Extraordinary General Meeting regulations apply.
   6. Impeachment
      1. In the event of a substantial breach of the Executive Committee’s responsibilities or gross misbehaviour of any Officers, the President may initiate a Motion of Impeachment.
      2. Upon support of one-half of the Executive Committee, an Extraordinary General Meeting must be conducted to elect a Member to fill the position held by the impeached Officer, who may also stand as a candidate. Normal Extraordinary General Meeting and election regulations apply.
5. **The Subcommittee**
   1. The Subcommittee shall be selected by the *incumbent* Executive Committee from the pool of Members of the Society who choose to enter an interview process held at the *start* of each academic year. Successful applicants shall be aligned with one of the following subdivisions: Public Affairs, Social Service or Promotion and Publications.
   2. The Subcommittee shall be responsible for assisting the Executive Committee in their line of work, with particular emphasis on their allocated subdivision.
   3. In furtherance of the above, the Subcommittee’s responsibilities include, but are not limited to:
      1. Following the express instructions and/or guidelines laid down by the Executive Committee within reasonable limits;
      2. Proactively volunteering their services in the Society’s events; and
      3. Proactively participating in external events and functions.
   4. The Executive Committee may, from time to time, create, alter or remove any subdivisions within the Society. All subdivisions shall be governed by their respective regulations and shall be fully accountable to the Executive Committee. The Executive Committee shall be eligible to adapt, alter or repeal such regulations at their sole discretion.
6. **Project Coordinators**
   1. Project Coordinators shall be selected by the *incoming* Executive Committee from the pool of Members of the Society who choose to enter an interview process held at the *end* of each academic year.
   2. Project Coordinators shall be responsible for assisting the Executive Committee in advising, supervising and empowering Members of the Subcommittee as they carry out their duties.
   3. The Executive Committee may, from time to time, create, alter or remove the role of Project Coordinators within the Society. The role of Project Coordinators shall be governed by the aforementioned regulations and shall be fully accountable to the Executive Committee. The Executive Committee shall be eligible to adapt, alter or repeal such regulations at their sole discretion.
7. **The Advisory Board**
   1. The Advisory Board shall be formed by former Officers of the Executive Committee.
   2. The Advisory Board shall be able to offer suggestions and recommendations upon referral by one of the Officers of the current Executive Committee.
   3. In all circumstances, the Advisory Board must not intervene in the operations and decision-making of the current Executive Committee, save constitutional and financial matters.
   4. The Advisory Board can convene an internal meeting with the current Executive Committee should there be a purported violation of the Constitution by the current Executive Committee.
      1. In case of a consensus by the Advisory Board that the current Executive Committee is in violation of the Constitution, the Advisory Board may instruct the current Executive Committee to convene an Extraordinary General Meeting, for which the Advisory Board may propose an agenda.
   5. The role of the Advisory Board is subject to review by Members in the Annual General Meeting.
8. **General Meetings**
   1. A General Meeting of the Society shall be governed by Article 5.3 of the UCL Clubs and Societies Rules and Regulations.
   2. A General Meeting shall be the sovereign body of the Society and shall be governed by the rules of order or regulations determined by the body itself.
   3. The Society shall in each academic year hold a General Meeting as its Annual General Meeting and shall specify the meeting as such in the notices calling it.
      1. An Annual General Meeting shall be held at a time and place determined by the Executive Committee.
      2. No Annual General Meeting shall be held later than the end of the ninth week of the second (spring) term in each academic year.
   4. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings. The Executive Committee may, whenever they deem fit, convene an Extraordinary General Meeting.
   5. The business of an Annual General Meeting shall be to receive and consider the accounts and reports of the Executive Committee and of the Treasurer; to entertain ideas and discuss plans for the following academic year; to ratify any amendments to the Society’s Constitution, and to create the offices of the new Executive Committee.
   6. All business shall be deemed special, that is, transacted at an Extraordinary General Meeting and also all that is transacted at an Annual General Meeting, with the exception of those referred to in the preceding Article.
   7. The President shall act as the presiding Officer of a General Meeting. If the President is not present within fifteen minutes after the time appointed for holding the meeting, is unwilling to act, or has given notice to the Society of his intention not to attend the meeting, the Officers of the Executive Committee present shall appoint one of their Officers to preside over the meeting.
   8. Only Full Members shall be entitled to vote in a General Meeting. Every Full Member shall have one vote in the meeting, given that no person shall have more than one vote in all circumstances. No proxy vote shall be accepted in all General Meetings and elections.
   9. A General Meeting shall act by a show of hands and by a majority of more than 55 per cent of all Full Members present at the General Meeting.
      1. If a request is made, a secret ballot must be held.
      2. This ballot should be counted by an Officer of the Executive Committee, excluding any Officer who declares an interest in the outcome of the ballot.
9. **Elections**
   1. Elections of the Society shall be held at a quorate General Meeting. An Extraordinary General Meeting for the purposes of electing all Officers of the Executive Committee shall be termed a ‘General Election’.
      1. An Extraordinary General Meeting held, in addition, for the purposes of filling the vacant offices shall be termed a ‘By-election’.
      2. Any other Extraordinary General Meeting held for the purposes of election shall be termed a ‘Reopened Election’.
      3. All prescribed General Meetings in this Article shall also be termed ‘Elections’.
   2. Elections shall be governed by the Electoral Mandate. General Meetings may, from time to time, adapt, alter or repeal such regulations in accordance with this Constitution.
   3. Only Full Members shall be entitled to vote and stand for election, provided that they have joined the Society and paid the appropriate membership fee before the Elections take place.
   4. Elections must be conducted by secret ballot.
   5. No person standing for election shall be selected automatically in any circumstance, including an uncontested election. Where there is more than one candidate, the Executive Committee must ensure all candidates are given free, fair and equal opportunity to address and respond to questions from the floor.
   6. A nomination system may be adopted for Elections at General Meetings. In the case a nomination system is adopted, the Executive Committee shall observe a reasonable nomination period before issuing written notice calling for the Elections. The regulations for nomination shall be determined by a General Meeting.
   7. The Society may request an independent observer to be present at the Elections. The Societies Officer shall nominate one.
10. **Finance**
    1. All income and property of the Society shall be applied solely towards the promotion and execution of the objectives outlined in Article 4 of this Constitution. No Officer or Member shall receive disbursements from the Society’s funds unless it is by way of reasonable out-of-pocket expenses incurred on the Society’s behalf.
    2. The Executive Committee, or the Treasurer on its behalf, shall be responsible for the administration of the Society’s funds and assets, and to keep books of accounts that give a true and fair view of the state of the Society’s affairs and to explain its transactions. The book shall be kept at such place as the Executive Committee deems fit and shall be opened to the inspection of the Union at all times.
    3. The Executive Committee shall, from time to time, determine the need for and to what extent, at what time and place, and under what conditions or regulations, the accounts and books of the Society shall be disclosed to the inspection of its Members.
    4. Should the society as a whole decide to donate to a charity of their choice, for which this charity is democratically selected, all funds going to the charity may only come from events held and may not come from funds acquired via sponsorship.
11. **Logo, Identity and Publications**
    1. The Society Logo, Common Seal and other identities of the Society shall only be used by the authority of the Executive Committee. The Executive Committee shall be eligible to adapt, alter or repeal regulations for the purpose of this Article at its sole discretion.
    2. All publications of the Society shall include the Society Logo and the full or abbreviated name of the society, as defined in Article 1 of this Constitution.
12. **Dissolution**
    1. The Society may only be dissolved at an Annual General Meeting or an Extraordinary General Meeting, called for the purpose, by a resolution supported by two-thirds of those present.
    2. Should the Society be dissolved:
       1. Members shall not take any share of the Society’s profits or assets.
       2. The remainder of the Society’s assets, following settlement of any debts or liabilities, shall be donated to charitable organisations with objectives compatible with those of the Society.
13. **Conflict**

In the event of any conflict, this Constitution shall be interpreted by the President upon advice of the Executive Committee.

1. **Amendments to this Constitution**
   1. The power to amend this Constitution shall be vested in a General Meeting.
   2. Only the Executive Committee and Full Members shall have the power to propose bills for amendment to this Constitution.
   3. Amendments are only valid if supported by a two-thirds majority vote at a quorate General Meeting, and provided that the appropriate notice has been given.
2. This Constitution shall be binding on the Officers of the Society’s Executive Committee and shall only be altered by consent of a two-thirds majority of the Full Members present at a General Meeting of the Society. The Activities Board and Governance Committee shall approve any such alterations.
3. This Constitution has been approved and accepted as the Constitution for the University College London Public Affairs and Social Service Society. By signing this document the President and Treasurer have declared that they have read and abide by the UCL Clubs and Societies Rules and Regulations.