

The Constitution of Students' Union UCL

Climate Action Society

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Climate Action Society.
- 1.2 The club/society shall be affiliated to Students' Union UCL, UCL Board of Directors and UCL Sustainability Department.

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.
 - i. Shall hold office from the day after the end of term 3 until the last day of term 3 in the following academic year.
 - ii. Shall be a Principal Officer of the Club or Society and shall ensure that appropriate elections for the following year's Officers take place alongside USG Recruitment.
 - iii. Shall be the primary point of contact between the Union and the Club or Society members. They must ensure that the Club or Society is represented at all relevant Union meetings.
 - iv. Shall have ultimate responsibility for all the activities of the Club or Society, including joint responsibility for the financial affairs with the treasurer [see below]

Treasurer

- 3.2 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
 - i. Shall hold office from the day after the end of term 3 until the last day of term 3 in the following academic year.
 - ii. Shall be a Principal Officer of the Club or Society and shall be jointly responsible for all financial matters of the Club or Society.
 - iii. Shall authorise and record all expenditure on behalf of the Club or Society except for when they need to reclaim money themselves. In this case the President shall authorise this expenditure.

Welfare Officer

- 3.3 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.
- i. Shall hold office from the day after the end of term 3 until the last day of term 3 in the following academic year.
 - ii. Shall 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.
 - iii. Shall 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.
 - iv. Shall attend the annual welfare officer training.

Vice-President

- 3.4 A description of specific tasks carried out by the Vice-President is outlined below.
- i. Support the President in running the society.
 - ii. Help the President delegate individual tasks and responsibilities to manage and organize (e.g event organisation, brochure designs, delivering presentations etc., sub-heading meetings).
 - iii. Work closely with the treasurer to create a feasible spending plan.
 - iv. Help make strategic decisions for the future of the society.

Operations Chief Executive

- 3.5 A description of specific tasks carried out by the Operations Chief Executive is outlined below.
- i. Administration of the society
 - ii. Supervising all other divisions and addressing their concerns as well as communicating them to the President.i.e. Overseeing event planning with the events division and posters for marketing
 - iii. Communication to all committee about events and general notices via: group chats, emails and phone calls

General Secretary

- 3.6 A description of specific tasks carried out by the General Secretary is outlined below.
- i. In charge of the co-ordination and logistics of the society (e.g. planning the society's annual calendar, event day schedules etc.).
 - ii. Supports the President and Vice President in organisation and delegation including monthly agendas outlining proposed plans and objectives for individual committee members.
 - iii. Write and send fortnightly newsletters and manage society email accounts.
 - iv. Work with the Media & Marketing officers to ensure media content is up to date.

Executive Director

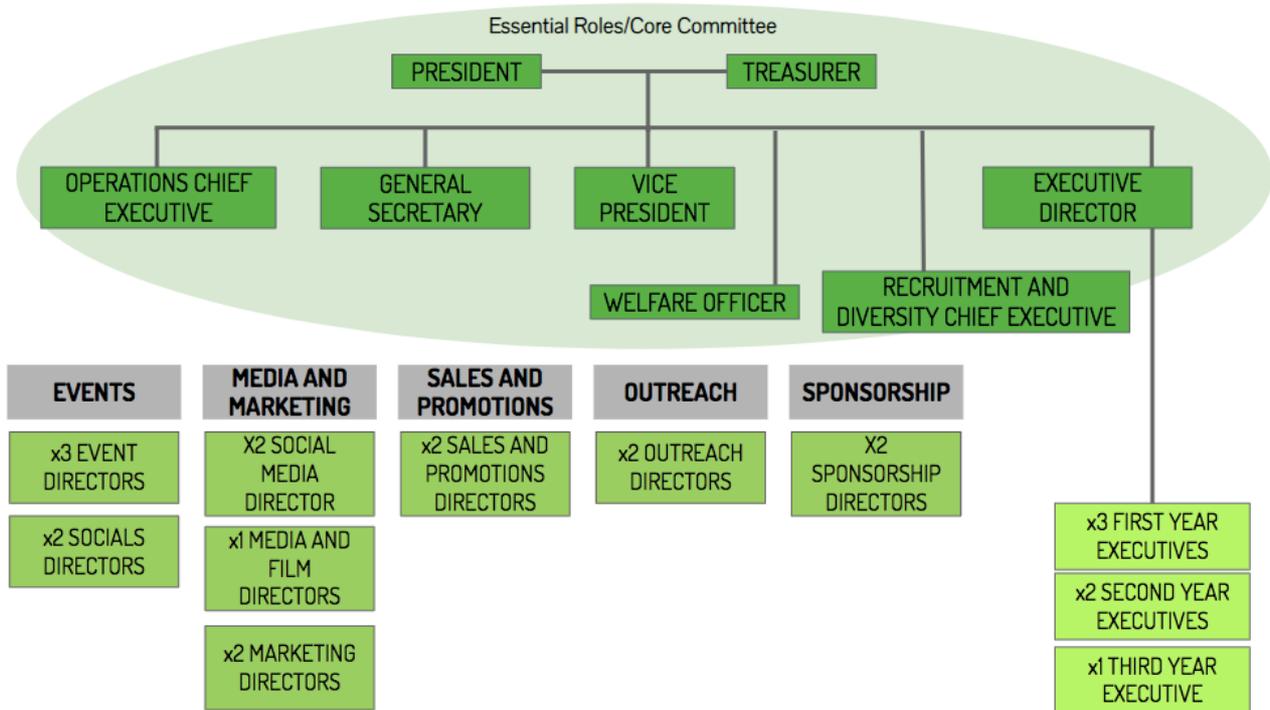
- 3.7 A description of specific tasks carried out by the Executive Director is outlined below.
- i. Managing 6 Executives in the team: 3x First Year Executives, 2 x Second Year Executives, 1 x Third Year Executives
 - ii. Delegating individual tasks to executives within this division and to the executives of other divisions
 - iii. Working closely with the President to aid the smooth running of other divisions and providing support to division leaders
 - iv. Reach out to as many people as possible in UCL.
 - v. Represent the society and spread its ideals in each year (e.g. organizing and hosting departmental workshops/events in collaboration with the Events division).

Recruitment and Diversity Executive

- 3.8 A description of specific tasks carried out by the Recruitment and Diversity Chief Executive is outlined below.
- i. In charge of the recruitment process of the committee members for the upcoming academic year, and executives once the new academic year commences
 - ii. Working closely with the President and Treasurer to select the most suitable candidates for the committee
 - iii. Organising an EGM and a Recruitment Process for emergency events in the year (i.e. if a committee member resigns/if an extra member is needed)
 - iv. Ensuring incorporation of students from all disciplines, degrees and backgrounds
 - v. Having a special focus on involving different ethnicities, countries or localities through events/workshops

Additional Committee Positions

- 3.9 Other position in the committee include: Event Directors, Socials Directors, Social Media Director, Media and Film Directors, Marketing Director, Sales and Promotions Directors, Outreach Directors, Sponsorship Director, First, Second, and Third Year Executives. Roles and criteria set by the Union and the President.
- 3.10 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.
- 3.11 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.12 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
- 3.13 Below is a diagram representing the committee structure of the society for the academic year 2020-2021.



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:
- i. Improving education, awareness-raising and student and university institutional capacity on climate change mitigation, adaptation, impact reduction and early warning.
 - i. The Sustainability Symposium
 - ii. Regular, bimonthly socials for members as well as collaborating with other related societies.
 - ii. Integrate climate change measures into coursework, national policies, strategies and planning. Supporting internships and careers.
 - i. Supporting divestment of fossil fuels on campus and in the local community.
 - ii. Sustainability Careers Night
 - iii. Strengthening resilience among students to produce adaptive capacity to climate-related hazards.
 - i. Founding an International Climate Action Network for higher education institutions
 - ii. Running workshops in partnership with NGOs to help foster youth activism.
 - iv. Understanding the role of governments, non-governmental organisations, international organisations, businesses, media and the world population in climate action.
 - i. Participating in community-based and international events such as the Bloomsbury Festival, and possibly London Climate Action Week, UNCOP26.
 - ii. Organising events and discussions with the House of Lords/Parliament, Department of Transport, Business and Energy.
 - v. Championing climate action and sustainability at the local, national, and international level through implementing climate mitigation and adaptation projects and strategies.
 - i. Introducing green technologies in buildings, and sustainable infrastructure like compost systems, green roofs, etc.
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
- i. Climate Science Series
 - ii. Attending Youth Climate Strikes
 - iii. Founding a London Student's Eco-fair
 - iv. Possibly collaborating with Bartlett of Architecture to develop urban development courses and strategies.
 - v. Film screenings
 - vi. Running workshops and other climate activism events with other societies focused on the environment, culture, business and finance, media, politics, fashion, etc.
- 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 Zone shall approve

any such alterations. The Climate Action Society is hereby not merely a Students Union Club, but a registered UCL organisation under UCL Sustainability.

4.6 UCL Climate Action Society must adhere to official staff and administration rules. All members are subject to unpaid employee procedures.

4.7 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Climate Action 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:	Kae Li Khoo
President signature:	Kae Li Khoo
Date:	June 18 th 2020
Treasurer name:	Lana Baker-Cowling
Treasurer signature:	Lana Baker-Cowling
Date:	June 18 th 2020