

The University College London Union Singapore Society Constitution

1. Name

1.1 The name of the Society shall be the University College London Union Singapore Society ("the Society").

1.2 The Society shall be affiliated to UCL Union.

2. Terms, Aims and Objectives

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

2.2 The objectives of the society are to help Singaporeans integrate into London student life as well as exposing UCL students to Singapore culture.

2.3 The main events our society organizes are:

- UCLU Singapore Society Ordinary General Meeting (OGM)
- UCLU Singapore Society Chinese New Year Dinner
- UCLU Singapore Society Year End Farewell
- UCLU Singapore Freshmen Pre-Departure Event
- UCLU Singapore Freshmen Orientation Camp
- UCLU Singapore Society London Walkabout
- UCLU Singapore Society Boat Party
- UCLU Singapore Society Annual General Meeting (AGM)

3. Statement of Intent

3.1 The constitution, regulations, management and conduct of the Society shall abide by all UCL Union Policy, and shall be bound by the UCL Union Constitution, the Club and Society Regulations and Good Practice Guidelines.

3.2 The Society stresses that it abides by the UCL Union Equal Opportunities Policy, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.

<http://www.uclunion.org/index.php>

4. Membership

4.1 The following shall be eligible to become members of UCL Union Singapore Society:

4.1.1 UCL Union Full Student Members

4.1.2 UCL Union Associate Members

4.2 All members shall pay an annual subscription to join the society; the membership fee shall be decided by the society committee (£3)

5. The Club/Society Committee

5.1 The committee shall consist of the following Officers:

5.1.1 President

5.1.2 Vice President

5.1.3 Treasurer

5.1.4 Secretary

5.1.5 Creative Director

5.1.6 IT Director/ Human Resource Director

5.1.7 Sports Director

5.1.8 Events Director

5.1.9 Sponsorship Director

5.2 All committee must be members of the Society and therefore must pay the full membership fee at the start of the year. They must also be current students on a full or part time course at UCL.

5.3 No committee member shall hold more than one office within the Society during each academic year.

5.4 Office shall be held from December 1st to November 30th of each academic year.

5.5 An outgoing member may be eligible for re-election should they remain a member of the club

6. Management and Job Descriptions

6.1 The President

6.1.1 Shall represent the club/society and shall be responsible for making sure that the club/society is run according to its constitution, and the UCL Club and Society Regulations Good Practice Guidelines, and Standing Orders of UCL Union.

- 6.1.2 It is the responsibility of the President to call General Meetings of the club/society and organize proper elections for the following year's committee, in accordance with Club and Society Regulations
- 6.1.3 Shall be the primary point of communication between the Union and the club/society members. It is therefore required that he/she attends the relevant Union Committees
- 6.1.4 He networks with external organisations UKSSC and Singapore Societies

6.2 The Vice President

- 6.2.1 Assists the President in overseeing the administration and smooth running of the society and stand-in in his absence
- 6.2.2 Focus on the internal coordination within the society, i.e meetings, own society events.
- 6.2.3 Maintains and updates the Singapore Society File
- 6.2.4 Oversees the organisation and execution of the society's major events

6.3 The Treasurer

- 6.3.1 Oversee the finances of the society by maintaining accounts
- 6.3.2 Responsible for the filling up of union paperwork such as the Event Approval Form (co-ordinating with Event I/C), Payment Request Form for individual claims, Grant Fund Request Form
- 6.3.3 Ensure proper collection of income receipts from ticket sales and coordinate with sponsorship director on sponsorship requests/ receipt of funds from sponsors
- 6.3.4 Organise logistics for some events, assist respective organising sub-committees in preparation of pre and post event budget.

6.4 Secretary

- 6.4.1 Takes minutes during every meeting
- 6.4.2 Reminds Exco members about deadlines
- 6.4.3 Ensure that documents are ready when needed
- 6.4.4 Maintains close communication between committee

6.5 Creative Director

- 6.5.1 Maintains and updates the UCLSS website
- 6.5.2 Updates and makes current the Freshers' Booklet
- 6.5.3 Works with the IT Director as the Society's publicity engine, responsible for drafting and issuing news updates via the society's mailing list, facebook page and its website
- 6.5.4 Maintains the society's photo archives for use in publications, news releases, etc

6.6 IT Director

- 6.6.1 Manages the society's email account, being the point-of-contact towards external organisations and individuals.
- 6.6.2 Responsible for publicity of society's internal events and news updates via various channels. Helps out with the society website developments.
- 6.6.3 Accounts for and keeps in confidence a database of contact information of Singaporeans in UCL.
- 6.6.4 Maintains close communication between the committee and society members via email.

6.7 Sports Director

- 6.7.1 Ensures adequate allocation of sports facilities for members
- 6.7.2 To publicise, administer and organise sporting contingents to the sporting events.
- 6.7.3 Maintain a sporting culture in UCLSS by being the point of contact for all sports captains, starting up new sports groups when demand is sufficient and administering locations for these groups to train if deemed fit.
- 6.7.4 Organise friendly matches with other London Singapore Societies occasionally.

6.8 Events Director

- 6.8.1 Responsible for events planned by the society both in terms of planning and execution
- 6.8.2 Provides oversight on planning of all events, passing on accumulated know-how to respective planning committees
- 6.8.3 Maintains calendar of events and ensures activities are spaced out through the academic year
- 6.8.4 Keeps in touch with society members to gain feedback on their wants and needs so that activities planned are tailored to them

6.9 Sponsorship Director

- 6.9.1 Maintains good relations with existing sponsors through means such as but not limited to annual report, emails and networking opportunities
- 6.9.2 Expands sponsorship base by actively seeking for potential sponsors
- 6.9.3 Propose annual sponsorship plans specifying who to approach for which events, and the possibility of new sponsors
- 6.9.4 Works closely with the treasurer and other members in the committee to monitor event budgets

- 6.10 The management of the club/society shall be vested in the club/society committee

6.11 Any complaints concerning the activities of any individual member should be submitted to the Clubs, Societies and Student Development Officer who will direct it to the appropriate UCL Union Board.

7. The Annual General Meeting

7.1 The AGM shall be held during the end of the first term of the academic year, and shall have as its main business:

7.1.1 The presentations of the Officers Reports for the past year.

7.1.2 The election of the Committee for the next session.

7.2 An agenda giving notice of the AGM must be circulated to all society members at least a week in advance.

7.3 Nominations for society officers must be posted at least a week in advance of the AGM.

7.4

7.4.1 There shall be no cap on the number of nominations for each office. However, if the number of nominees exceeds ten, the President, on advice from the committee, shall exercise his or her discretion in encouraging a nominee to run for another office or in barring a nominee from contesting the election.

7.4.2 Nominations may be accepted at the AGM itself should a member receive the nominations of 10% of the quorum or five members (whichever is greater). The member must consent to his nomination. This vote may be taken by a show of hands.

7.4.3 Nominations can only be made to an office if there are ten or fewer accepted nominations made in advance under rule 7.3. The maximum number of provisional nominations which can be made at the AGM is such that the total number of candidates running for an Office does not exceed ten.

7.5 The quorum of the AGM shall be 30% + or – 1, or 10 (whichever is greater) of the full membership of the society. If this limit is not reached, no decision taken by the meeting will be official unless it has been ratified by the Activities Board.

7.6 The meeting should be chaired by the President of the society or by any person that the meeting sees fit, provided that he/she is a member of the society, and a full member of the Union.

7.7 The candidate who garners more than 50% of the votes casted shall be duly elected.

- 7.7.1 Only registered members of the Society are entitled to vote.
 - 7.7.2 Should no nominee emerge with a 50% majority vote, the nominee with the least votes will be eliminated and a subsequent round of voting would commence.
 - 7.7.3 The number of rounds will continue until a nominee secures a 50% majority vote with the nominee winning the least number of votes being eliminated at each round.
 - 7.7.4 A nominee shall not be entitled to vote for the office(s) which he or she is contesting in but he or she will be entitled to a vote for the other offices.
 - 7.7.5 Proxy voting shall not be permitted.
 - 7.7.6 Should the conduct of a candidate not be in line with the spirit of fair play, he or she will be subject to disqualification by the preceding committee.
 - 7.7.7 All votes shall remain strictly confidential.
- 7.8 Unsuccessful candidates for the office of President may opt in to run for the office of Vice-President on the day of the elections.
- 7.9 In the event that no person is voted in to a post or of resignation from a position, the President will undertake the duties until such time as the post is filled.

8. Resignations

- 8.1 If a society Committee member chooses to resign before the end of their term of office they should consult with the rest of the committee and then they must approach the Clubs, Societies & Student Development Officer for advice before they stand down.
- 8.2 An Extraordinary General Meeting (EGM) must be held and, upon election, the new President/Treasurer must sign an acting President/Treasurer contract and attend a brief training session with the Clubs, Societies & Student Development Officer.

9. Finance

- 9.1 The society will hold an account with the Union and shall administer this in accordance with the UCL Union financial procedures.

9.2 The society Treasurer will provide the Finance and Administration Officer with a detailed budget for the following academic year during the first half of the second term of the academic year.

9.3 Budgets for all events shall be taken to the Finance & Administration Officer in order to be approved.

10. Health and Safety

10.1 The society acknowledges its duty of care to its members and will abide by UCL Union's Health and Safety policy.

11. The Constitution

11.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. Activities Board and Government Committee shall approve any such alterations.

11.2 The Constitution shall be binding on the society officers.