

THE CONSTITUTION OF *The UCL Economist's Society*

1. Name

- 1.1. The name of the society shall be *The University College London (UCL) Economist's Society*, or in short, *The Economist's Society - UCL*. The society shall be affiliated to the UCL Economics Department.

2. Statement of Intent

- 2.1. The Economist's Society – UCL shall receive oversight, guidance and funding from the UCL Economics Department.

3. Subsidiary

- 3.1. *The Economist's Society's Economic Tribune*, or in short, *The Economic Tribune*, shall remain a subsidiary of The Economist's Society. The Economic Tribune will be managed by the Editorial Team, which is to be led by *The Editor-in-Chief*.
 - 3.1.1. The Economic Tribune shall produce its own budget which is subject to approval from the Department.
- 3.2. Masters students may decide to approach the Department regarding their own budget for social events. This is subject to separate approval from the Department but is to be managed by the Treasury.

4. The Society Committee

- 4.1. The full committee of UCL Economist's Society shall consist of:
 - 4.1.1. Board of the Committee (Chairperson, Vice-Chairperson, President, Vice-President, Treasurer, Academic Events Director(s), External Relations Director(s), Internal and Alumni Relations Director(s), Socials Director(s), Marketing Director(s), and Editor-in-Chief of The Economic Tribune).
 - 4.1.2. Executives; and
 - 4.1.3. First Year Representatives.
- 4.2. All 2nd year or above committee members must not hold any concurrent position in another UCLU careers-related society, unless subject to the discretion of the President, Vice-President and respective Director.
 - 4.2.1. If a Director wishes to participate in another UCLU Career society, the President and Vice President must approve it beforehand.

Elected Positions

4.3. President

- 4.3.1. The President's primary role is to oversee the operations of The Economist's Society.
- 4.3.2. The President shall chair the weekly Society Committee meetings, any Board meetings and the Annual General Meeting.
- 4.3.3. The President shall be the primary representative of The Economist's Society both within and outside of UCL. The President shall be the primary point of contact between The Economist's Society and the UCL Economics Department.
- 4.3.4. The President's role in The Economic Tribune is to advise the Editor-In-Chief to make sure the material written within The Economic Tribune is in-line with the goals of the society and UCL Economics Department.
- 4.3.5. The President shall oversee certain divisions within the Society, the specific divisions are to be mutually divided amongst the President and Vice-President.
- 4.3.6. The President can convene a meeting of the Board unilaterally if he/she deems necessary.
- 4.3.7. If possible, either the President or the Vice-President shall have access to the Committee bank account to ensure financial transparency.

4.4. Vice-President

- 4.4.1. The Vice-President's primary role is to assist the President to oversee the operations of The Economist's Society.
- 4.4.2. The Vice-President will be the Acting President when the President is not available.
- 4.4.3. The Vice-President shall oversee certain divisions within the Society, the specific divisions are to be mutually divided amongst the President and Vice-President.
- 4.4.4. If possible, either the President or the Vice-President shall have access to the Committee bank account to ensure financial transparency.

4.5. Treasurer

- 4.5.1. The Treasurer's primary role is to lead the Treasury, whose primary role is to oversee the finances of The Economist's Society.
- 4.5.2. The Treasurer is responsible for producing the annual budget with coordination from all the Director(s), this is to be signed off by the Head of the UCL Economics Department, the Society's President and the Treasurer.
- 4.5.3. The Treasurer then must manage this budget throughout the year, ensuring any changes are clearly outlined to the Department.
- 4.5.4. It is the responsibility of the Treasurer and the Treasurer-elect to hand over the bank account and ensure there is a smooth financial transition.
- 4.5.5. The Treasurer is responsible for event logistics, primarily with room bookings.
- 4.5.6. The Treasurer shall head the Treasury division, which comprises of the Treasurer and the Assistant Treasurer.
- 4.5.7. The Treasurer must take and store minutes for weekly meetings and any Board meetings.

4.6. Academic Events Director(s)

- 4.6.1. The Academic Events Director(s)'s primary role is to lead the Academic Events Team, whose primary role is to organise academic events.

- 4.6.2. The Academic Events Director(s) shall be the head of the Academic Events Team, which shall comprise of the Academic Events Director(s), the Academic Events Executive(s) and the Academic Events First Year Representative.
- 4.6.3. The Academic Events Team shall organise the annual Economics Conference.

4.7. External Relations Director(s)

- 4.7.1. The External Relations Director(s)'s primary role is to lead the External Relations Events Team, whose primary role is to be the primary point of contact between external organisations and the Society, seek funding from external organisations on behalf of the Society and the primary point of contact between student-run Economics societies belonging to other universities and the Society.
- 4.7.2. The External Relations Team shall organise the annual Economics Debate.
- 4.7.3. The External Relations Director(s) shall be the head of the External Relations Team, which shall comprise of the External Relations Director(s), the External Relations Executives and the External Relations First Year Representative.
- 4.7.4. The External Relations team is responsible for contacting potential sponsors.
 - 4.7.4.1. The focus should remain on getting Economics and related firms/units as sponsors
 - 4.7.4.2. Any financial or consultancy firm under consideration needs to be approved by the President, and if needed, by the UCL Economics Department.

4.8. Internal and Alumni Relations Director(s)

- 4.8.1. The Internal and Alumni Relations Director(s)'s primary role is to lead the Internal and Alumni Relations Team, whose primary role is to coordinate and organise events aimed at promoting cohesion within the UCL Economics Department.
 - 4.8.1.1. In this context, the UCL Economics Department shall be understood to refer to the undergraduate students, affiliated undergraduate students, post-graduate students and members of the faculty belonging to the UCL Economics Department.
- 4.8.2. Along with the President, the Internal and Alumni Relations Director(s) shall be the primary point of contact between the Department and the Society.
- 4.8.3. The Internal and Alumni Relations Team is responsible for organising outreach initiatives, liaising with relevant members of both the Department and more broadly UCL.
- 4.8.4. The Internal and Alumni Relations Director(s) shall be the head of the Internal and Alumni Relations Team, which shall comprise of the Internal and Alumni Relations Director(s), the Internal and Alumni Relations Executives and the Internal and Alumni Relations First Year Representative.

4.9. Social Events Director(s)

- 4.9.1. The Social Events Director(s)'s primary role is to lead the Social Events Team, whose primary role is to coordinate and organise social events on behalf of the Society.
- 4.9.2. The Social Events Director(s) shall be the head of the Social Events Team, which shall comprise of the Social Events Director(s), Social Events Executives and the Social Events First Year Representative.

4.10. Marketing Director(s)

- 4.10.1. The Marketing Director(s)'s primary role is to lead the Marketing Team, whose primary role is to enhance the society branding, manage the marketing efforts and the internal IT infrastructure of the Society.
- 4.10.2. The Marketing Director(s) shall be the head of the Marketing Team, which shall comprise of the Marketing Director(s), Marketing Executives and the Marketing First Year Representative.

Non-Elected Positions

4.11. Chairperson

- 4.11.1. The outgoing President shall become the Chairperson once the President-elect takes up their position.
 - 4.11.1.1. If the President is unable or unwilling to fill the position, then the Vice-President shall fill the position. If they are also unable or unwilling, then any previous Director may stand for the role. If more than one stands, they must receive a majority backing of the outgoing Board.
- 4.11.2. The Chairperson's primary role is to provide guidance and advice to the President and Vice-President of the Society.

4.12. Vice-Chairperson

- 4.12.1. The outgoing Vice-President shall become the Vice-Chairperson once the Vice-President-elect takes up their position.
 - 4.12.1.1. If the Vice-President is unable or unwilling to fill the position, then any previous Director may stand for the role. If more than one stands, they must receive a majority backing of the outgoing Board.
- 4.12.2. The Vice-Chairperson's primary role is to provide guidance and advice to the President and Vice-President of the Society.

4.13. The Economic Tribune Editorial Board

- 4.13.1. The Editor-in-Chief's primary role is to oversee the operations of The Economic Tribune, manage the Editorial Team and ensure all content produced is factually accurate.
- 4.13.2. The new Editor-in-Chief shall be appointed by the current President, Vice-President and the current Editor-in-Chief.
 - 4.13.2.1. If the current President and/or Vice-President would like to be considered for the role, then they shall be removed from the recruitment process.
- 4.13.3. The appointed Editor-in-Chief is responsible for selecting a team of Chief Correspondents and subsequently the writers/correspondents.
 - 4.13.3.1. One Chief Correspondent must be selected for every division – Research, Economics, Finance, Politics with the freedom to add a new division if the Editor-in-Chief and President seem fit.
 - 4.13.3.2. The Economics Tribune will have one independent Design/IT director which should be separate from the Marketing Director of The Economist's Society, unless agreed upon by the President and the Marketing Director.
 - 4.13.3.3. The appointed Editor in Chief can add positions to their team if they deem necessary, for example, Deputy Editor in Chief.

4.13.3.4. The position of Editor in Chief and the Chief Correspondents are open to all undergraduate students, irrespective of their year of graduation.

4.14. Division Executives

4.14.1. Each Director(s) is responsible for recruiting Executives in the weeks following the Annual General Meeting.

4.14.2. The number of Executives per division is to be agreed by the respective Director(s), the President and the Vice-President, with a maximum of two per division.

4.14.3. The primary role of Executives is to assist in the work of their respective Director(s) and help manage the respective First Year Representative.

4.14.4. Executives are to be appointed by the respective Director(s) following an application process, in which the President and/or Vice-President may or may not take part. The decision must be approved by a majority of the President, Vice-President and respective Director(s).

4.14.4.1. Executives are likely to be second year undergraduate students, but this is not binding. Any third year undergraduate or master's student's candidacy it is up to the discretion of the Board whether to proceed with their candidacy.

4.14.5. Executives are required to attend the weekly meeting and the Annual General Meeting, if unable to attend Executives must inform their relevant Director(s) and either the President or Vice-President as to why.

4.15. First Year Representatives

4.15.1. Each Director(s) is responsible for recruiting First Year Representatives in the first few weeks of the Academic Year.

4.15.2. The number of First Year Representatives per division is to be agreed by the respective Director(s), the President and the Vice-President, with a maximum of two per division.

4.15.3. The primary role of First Year Representatives is to assist in the work of their respective Director(s) and Executive(s).

4.15.4. First Year Representatives are to be appointed by the respective Director(s) following an application process, in which the respective Executive(s), President and Vice-President may or may not take part. The decision must be approved by a majority of the President, Vice-President and respective Director(s).

4.15.5. First Year Representatives are required to attend the weekly meeting and the Annual General Meeting; if unable to attend First Year Representatives must inform their relevant Director(s) and either the President or Vice-President as to why.

4.15.6. The Treasury First Year Representative(s) is/are to be known as Assistant Treasurer(s).

5. **Terms, Aims and Objectives**

5.1. The Society shall hold the following as its aims and objectives:

5.1.1. The Society shall strive to serve the needs and interests of its members.

5.1.2. The Society shall strive to bridge communication and understanding between its members and the UCL Economics Department.

5.1.3. The Society shall strive to foster cohesion amongst its members, and between its members and the UCL Economics Department.

5.1.4. The Society aims to provide a platform for UCL Economics Alumni to engage and maintain a connection between the Department and past students.

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

- 5.3. Management of the society shall be vested in the Society Committee which shall endeavour to meet every week during term time (excluding college reading weeks) to organise and evaluate the Society's activities.

6. Membership

- 6.1. All undergraduate students, including affiliated undergraduate students and undergraduate students taking another major in either Geography or Philosophy in addition to Economics, belonging to the UCL Economics Department shall automatically become members of The Economist's Society.
- 6.2. Membership shall be kept free.

7. Annual General Meeting

- 7.1. The society's Annual General Meeting shall be held after the reading week in spring term and before the end of the spring term.
- 7.2. The President shall call for the Annual General Meeting, and the call for the Annual General Meeting shall take place no earlier than one month and no later than two weeks before the Annual General Meeting is due to take place.
- 7.3. The President shall chair the Annual General Meeting.
- 7.4. Only members of UCL Economist's Society shall be allowed to attend the Annual General Meeting.
- 7.5. The agenda of the Annual General Meeting shall include:
 - 7.5.1. Review of the year's activity by the Society's President
 - 7.5.2. Elections of the Director(s) for the coming Academic Year, see 8.
- 7.6. Any additional items to be added to the agenda of the Annual General Meeting shall be left up to the discretion of the President and the Chairperson.
- 7.7. Ballot papers are to be handed out upon entrance to the Annual General Meeting and collected after every candidate has presented to the Annual General Meeting.
- 7.8. Each member can cast one vote per division; if more votes are cast, then that section of the ballot is considered spoiled.
- 7.9. If a member wishes to leave the Annual General Meeting prior to the end, then they have to hand back their ballot paper as they leave and may not vote.
- 7.10. All ballots are private.

8. Elections

- 8.1. The President shall call for elections, and the call for elections shall take place no earlier than one month and no later than two weeks before the Annual General Meeting is due to take place.
- 8.2. The President shall preside over the electoral process in its entirety.
- 8.3. Members who are interested in standing for elections shall apply to the Society within a week of the call for elections.
 - 8.3.1. Members shall be allowed to apply for multiple positions, stating their order of preference, but shall only be allowed to contest one position during the Annual General Meeting.
- 8.4. Each Director(s) shall interview members who have applied to stand for election before finalising the list of candidates who will stand for election at the Annual General Meeting. Each candidate needs to be approved by both the respective Director(s) and either the Vice-President or President.
 - 8.4.1. The number of positions available is decided by the Board prior to the announcement of the Annual General Meeting.

- 8.4.2. The Board shall ensure that no more than
 - 8.4.2.1. 2 candidates are allowed to contest in the AGM for a position filled by 1 person
 - 8.4.2.2. 3 candidates are allowed to contest in the AGM for a position filled by 2 people
- 8.4.3. The Board shall also ensure that no individual is a candidate for more than one position during the Annual General Meeting.
- 8.4.4. For Presidential candidates, the President and Vice-President are responsible for finalising the two candidates who shall stand at the Annual General Meeting.
- 8.5. Until the names of the final candidates are announced by the Board, applicants are not allowed to campaign as a candidate for the election, and may be disqualified from running in the elections, subject to the discretion of the board.
- 8.6. Any candidate deemed to be campaigning in a way which diminishes the reputation of the Society can be disqualified from running, subject to the discretion of the board.
- 8.7. No member of the Board is allowed to publicly back a specific candidate.
- 8.8. The procedure for elections during the Annual General Meeting is as follows:
 - 8.8.1. The Treasurer shall be responsible for keeping time for the electoral process held during the Annual General Meeting.
 - 8.8.2. The order in which the various positions are put to a vote during the Annual General Meeting shall be decided upon by the President and the Chairperson.
 - 8.8.3. With the exception of candidates contesting the post of President who shall each be allowed to give a speech of up to three minutes in duration, all other candidates shall each be allowed to give a speech of up to two minutes in duration.
 - 8.8.3.1. The order in which candidates shall give their respective speeches shall be decided alphabetically according to the first letters of the candidates' last names. In the event that two or more candidates contesting the same post share the same first letter in their last names, the second letter shall be used, and so on and so forth.
 - 8.8.4. After each candidate has given his or her speech, the floor shall be opened for questions to be posed by members present at the Annual General Meeting to the candidate.
 - 8.8.4.1. With the exception of candidates contesting the post of President who each shall be allocated up to three minutes to answer questions posed to them by the floor, all other candidates shall be allocated two minutes to answer questions posed to them by the floor.
 - 8.8.4.2. Time expended by members posing questions to the candidate shall not be considered within the time allocated to the candidate to answer questions.
 - 8.8.4.3. Members wishing to ask questions are required to raise their hand and are then chosen at the discretion of the President.
 - 8.8.4.4. If necessary, a brief follow up question is allowed.
 - 8.8.4.5. With the exception of the outgoing Director(s), each member is limited to one question per candidate.
 - 8.8.5. In the event if there is only one candidate contesting a position, then the alternative option will be Re-Open Nominations (RON).
 - 8.8.6. Voting will take place only after all candidates contesting all positions have been allowed to exercise their allocated speech time.
 - 8.8.7. The candidate who receives the greatest number of votes shall be declared the winner.

- 8.8.7.1. In the event that votes are split evenly between the candidates contesting the same position, the respective Director, or President if the Presidential ballot is tied, shall decide the winner, with consultation from the Board.
- 8.8.7.2. If RON is given the majority vote, then nominations will be held immediately after the vote count. Members are given the discretion to refuse a nomination. In the event that there are new nominations, the candidates will follow the similar election procedure stated in the Constitution.
- 8.8.7.3. If there are no new nominations, then the sole previous candidate shall assume the role.
- 8.8.8. Votes shall be counted by the President, Vice-President and Chairperson individually to confirm the result. The Board is then informed of the result. The result is then announced to all the candidates.
 - 8.8.8.1. The decision announced at the AGM is final and binding.
 - 8.8.8.2. The ballot papers need to be destroyed by the President/Vice President/Chairperson within a week of the AGM.
- 8.9. If the winning candidate is unable to assume their respective position, then the runner up shall be offered the role. If they are also unable to take the role or would not like to do so, then nominations are reopened, and the process is to be concluded in a swift manner.

9. Removal or Standing down of a Committee Member

- 9.1. If a committee member, other than the President or Vice-President, is considered to have acted against the interests of the Society, then there are two mechanisms in which the member could be removed:
 - 9.1.1. With majority approval of the Board, a private ballot of the committee shall be taken whether to remove the member in question.
 - 9.1.2. The President and Vice-President may choose to remove a committee member. Prior to this, there must have been two formal warnings given, and the respective Director must have been made aware of these warnings.
- 9.2. For the President/Vice President to be removed, the following procedure must be adhered to:
 - 9.2.1. If a committee member(s) has a claim that the President/Vice President has acted against the interest of the society and has tangibly harmed the reputation of The Economist's Society – UCL and/or the UCL Economics Department, they shall bring so to the attention of every member of the Board of Directors of the Society, including the Chairperson and/or The Vice Chairperson. The Board of Directors shall then begin the following process:
 - 9.2.1.1. The Board of Directors shall call a meeting with the President/Vice President in question. In this meeting, the Board shall explain the nature of the claim and the President/Vice President will have the opportunity to justify their actions to the Board against the claim. The person who brought forward the claim may attend this meeting.
 - 9.2.1.2. If the person who brought forward the claim remains unsatisfied following the meeting, a two week period shall commence, upon approval of a majority of the Board, in which the President/Vice President shall have the opportunity to amend their actions and be assessed by the wider Board.
 - 9.2.1.3. At the end of this period, the Board of Directors shall call a vote, 80% (9 members) must be present and a vote shall be held on whether or not a wider Committee ballot should be held. There needs to be a 50% majority for this to pass. For the President/Vice President to be removed, the following conditions must apply:
 - 9.2.1.3.1. The vote must have the attendance of at least 80% of the Committee.
 - 9.2.1.3.2. There must be a 2/3rd majority for the President/Vice President to be removed.
 - 9.2.1.4. In the situation of the removal of a President, the Vice President shall take over.

- 9.2.1.5. In the situation of removal of a Vice President, see 9.4
- 9.2.1.6. In the situation where both the President and Vice President are removed, any Director shall be allowed to stand for the role of President.
 - 9.2.1.6.1. The new President will hold their position immediately.
 - 9.2.1.6.2. The new President will have the choice to appoint a new Vice President or not to.
 - 9.2.1.6.3. If only one candidate stands, they shall assume the position subject to a majority backing of the Committee.
 - 9.2.1.6.4. If there is more than one Director contesting for this position, a private ballot of the entire acting committee shall be conducted by the Chairperson. Within this ballot, the following applies:
 - 9.2.1.6.4.1. There must be attendance of at least 80% of the entire acting committee.
 - 9.2.1.6.4.2. The winning candidate must achieve a majority.
 - 9.2.1.6.4.3. In the event of a split-decision, the Board of Directors, not including the candidates for Presidency, will make the final decision following another vote within the Board. If this decision is split, the Chairperson will make the final decision.
 - 9.2.1.6.4.4. The winner of the vote starts immediately.
 - 9.2.1.6.5. Whoever become President shall stand down from their respective Director position, see 9.5.
 - 9.2.1.6.6. If no Board member stands for position, the Board shall hold a meeting where two options are available.
 - 9.2.1.6.6.1. They re-open nominations to members.
 - 9.2.1.6.6.2. The Board shares the responsibility of the President until the AGM is held.
- 9.3. In the event of President or Vice President standing down:
 - 9.3.1. If the President stands down, the Vice President shall take over
 - 9.3.2. If the Vice President, see 9.4.
 - 9.3.3. In case of both President and Vice President standing down, see 9.2.2.2.3
- 9.4. If the Vice-President is removed or stands down, it is up to the President's discretion whether to fill the vacant role. If they choose to do so, Director(s) shall be able to stand. If more than one Director(s) stands, then a private ballot is held amongst the Committee.
- 9.5. If a Director(s) is removed or stands down, and there is not another Director(s), an Executive will be encouraged to stand to fill the role, and the selection would be up to the discretion of the President and Vice President. If no executive stands for the role, see 9.6.
- 9.6. If no Executive stands for the role, the Board must decide whether or not to reopen nominations from the membership. If nominations are reopened the President and Vice-President must interview candidates and decide on the successor. If nominations aren't reopened, then the responsibilities of the role will be shared between the Board.
- 9.7. If an Executive or First Year Representative is removed from their role or stands down then the respective Director(s) decide, with advice from the Board, upon whether to fill the position. The process of filling the position is up to the respective Director(s)'s discretion.

10. Constitution

- 10.1. Interim changes may be made and shall last the academic year, these shall then be submitted as amendments at the AGM, see 10.2.
 - 10.1.1. Interim changes can only be submitted by a Board member.
 - 10.1.2. If the roles and responsibilities of a Division are to be changed/switched, then this requires unanimous approval of the President, Vice-President and respective Directors.
 - 10.1.2.1. If there is not unanimity, the proposal should be brought to a Board and if 80% of the Board agrees with the change, it becomes effective immediately.

- 10.1.3. All other interim amendments to the Constitution must be approved by 80% of the Board.
- 10.1.4. All interim changes shall be submitted as amendments at the AGM and will be valid next year onwards if and only after being approved and included in the Constitution.
- 10.2. At the AGM any member can recommend changes to the constitution and shall come into effect by the consent of a two-thirds majority of the members present at the AGM. The changes shall come into effect following the completion of the AGM.
 - 10.2.1. Any changes must be submitted to the President within one week of the call for the Annual General Meeting.
 - 10.2.2. If there are amendments to the Constitution submitted, the President shall ensure that the corresponding item is added at the beginning of the Annual General Meeting agenda.
- 10.3. After the AGM the new President, new Vice-President, new Chairperson and new Vice-Chairperson, must sign the constitution saying they will abide by the constitution throughout their term.
- 10.4. If a new constitution is drafted during the year, the whole constitution is voted upon as an amendment, see 10.2.

By the signature below, the signatories agree to abide by the above constitution in its entirety throughout their term in their stated position.

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 Soumya Khurana
 Chairperson 2020/21

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 Katy Brown
 Vice-Chairperson 2020/21

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 President 2020/21

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 Vice-President 2020/21

