



UCL Student Human Rights Programme

Constitution of the UCL Student Human Rights Programme

adopted on December 7th, 2009, by the members of the University College London Students Human Rights Programme.

UNITED by our steadfast commitment to human rights, the equality of all men and all women, freedom, democracy, social justice and the rule of law;

RESPECTFUL of our rich cultural and ethnic diversity and our common values;

COMMITTED to promoting, protecting and defending the rights of the individual, of groups, and of all humanity;

RECOGNISING the strength of our unity, the spirit of our youth and the ambition of our vision;

ADOPT, enact and give to ourselves this Constitution as a guide to the noble task to which we have undertaken.

1. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in this constitution.

2. The Name

The association's name is the "**UCL Student Human Rights Programme**" (it may appear in abridged form from time to time as "**UCL SHRP**" or "**the Programme**" and in this document it is referred to as "the Programme").

3. Affiliation with the UCL Institute for Human Rights

The Programme is a student-led outlet of the University College London Institute for Human Rights ("the Institute") for students wishing to play a direct role in the advancement of human rights.

4. The Objects

The Programme's objects ("the Objects") are

- (1) To foster a vibrant culture of human rights within University College London ("UCL") and wider communities.



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- (2) To achieve the primary objective by methods which include:
 - (a) initiating awareness and education of students and wider communities in relation to issues pertaining to human rights;
 - (b) instigating debate, discussion and discourse on issues relating to human rights;
 - (c) inspiring action through:
 - (i) establishing and leading active enterprises consistent with the objectives of the Programme; and/or
 - (ii) assisting and cooperating with other organisations in relation to specific active enterprises that are consistent with the objectives of the Programme.
 - (d) infusing the arts, other cultural activities and diverse academic disciplines with human rights.
- (3) To advance human rights.

5. Activities

The activities undertaken by the Programme shall include:

- Editorship of the UCL Human Rights Review
- Organisation of the European Court of Human Rights Moot Competition
- Management of uclshrp.com
- Production of the UCL Student Human Rights Bulletin
- Organisation of human rights events, including lectures, panel discussions, workshops and career events
- Conducting research into issues related to human rights
- Delivering human rights related education to school pupils
- Establishing the production of art and other cultural activity or expression with themes related to human rights
- Involving itself with the provision of free advice to the public on issues related to human rights

6. Application of the Income and Property



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- (1) The income and property of the Programme shall be applied solely towards the promotion of the Objects.
- (2) An Officer may pay out of, or be reimbursed from, the property of the Programme reasonable expenses properly incurred by him or her when acting on behalf of the Programme.
- (3) None of the income or property of the Programme may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Programme. This does not prevent:
 - (a) a member who is not also an Officer from receiving reasonable and proper remuneration for any goods or services supplied to the Programme;
 - (b) an Officer from:
 - (i) buying goods or services from the Programme upon the same terms as other members or members of the public;
 - (ii) receiving a benefit from the Programme in the capacity of a beneficiary of the Programme, provided that the Officers comply with the provisions of sub clause (6) of this clause, or as a member of the Programme and upon the same terms as other members;
 - (c) the purchase of indemnity insurance for the Officers against any liability that by virtue of any rule of law would otherwise attach to an Officer or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Programme but excluding:
 - (i) fines;
 - (ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Officer or other officer;
 - (iii) liabilities to the Programme that result from conduct that the Officer or other officer knew or ought to have known was not in the best interests of the Programme or in respect of which the person concerned did not care whether that conduct was in the best interests of the Programme or not.
- (4) No Officer may be paid or receive any other benefit for being an Officer.
- (5) An Officer may:



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- (a) sell goods, services or any interest in land to the Programme;
 - (b) be employed by or receive any remuneration from the Programme;
 - (c) receive any other financial benefit from the Programme,
- if:
- (d) he or she is not prevented from so doing by sub-clause (4) of this clause; and
 - (e) the benefit is permitted by sub-clause (3) of this clause; or
 - (f) the benefit is authorised by the Officers in accordance with the conditions in sub-clause (6) of this clause.
- (6) (a) If it is proposed that an Officer should receive a benefit from the Programme that is not already permitted under sub-clause (3) of this clause, he or she must:
- (i) declare his or her interest in the proposal;
 - (ii) be absent from that part of any meeting at which the proposal is discussed and take no part in any discussion of it;
 - (iii) not be counted in determining whether the meeting is quorate;
 - (iv) not vote on the proposal.
- (b) In cases covered by sub-clause (5) of this clause, those Officers who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the Programme to contract with or employ that Officer rather than with someone who is not an Officer and they must record the reason for their decision in the minutes. In reaching that decision the Officers must balance the advantage of contracting with or employing an Officer against the disadvantage of doing so (especially the loss of the Officer's services as a result of dealing with the Officer's conflict of interest).
- (c) The Officers may only authorise a transaction falling within paragraphs 5(a)–(c) of this clause if the Officer body comprises a majority of Officers who have not received any such benefit.
- (d) If the Officers fail to follow this procedure, the resolution to confer a benefit upon the Officer will be void and the Officer must repay to the Programme the value of any benefit received by the Officer from the Programme.
- (7) An Officer must absent himself or herself from any discussions of the Officers in which it is possible that a conflict will arise between his or her



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duty to act solely in the interests of the Programme and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.

- (8) In this Clause 4, “Officer” shall include any person firm or company connected with the Officer.

7. Dissolution

- (1) If the members resolve to dissolve the Programme the Officers will remain in office as Programme Officers and be responsible for winding up the affairs of the Programme in accordance with this clause.
- (2) The Officers must collect in all the assets of the Programme and must pay or make provision for all the liabilities of the Programme.
- (3) The Officers must apply any remaining property or money:
- (a) directly for the Objects;
 - (b) by transfer to any organisation for purposes the same as or similar to the Programme;
 - (c) by transfer to any other Student Human Rights Programme.
- (4) The members may pass a resolution before or at the same time as the resolution to dissolve the Programme specifying the manner in which the Officers are to apply the remaining property or assets of the Programme and the Officers must comply with the resolution if it is consistent with paragraphs (a)–(c) inclusive in sub-clause (3) above.
- (5) In no circumstances shall the net assets of the Programme be paid to or distributed among the members of the Programme.
- (6) The Officers must notify the Institute promptly that the Programme has been dissolved. If the Officers are obliged to send the Programme’s accounts to the Institute for the accounting period which ended before its dissolution, they must send the Institute the Programme’s final accounts.

8. Amendments

- (1) Any member and the Officers by no less than a two thirds majority may propose a resolution to amend any provision contained in this Constitution provided that:
- (a) no resolution may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Programme;



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- (c) no resolution to amend this Constitution may be made by the Officers without giving prior written notice to the Advisory Council.
- (2) Subject to sub-clause 3 of this clause, any resolution to amend a provision of this constitution shall have no effect until it is passed by not less than two thirds of the members present and voting at a general meeting.
- (3) Any resolution by the Officers shall have provisional effect until the next general meeting where it must be adopted or rejected by the members in accordance with sub-clause 2 of this clause.
- (4) A copy of any resolution amending this constitution shall be sent to the Institute within twenty-one days of it being passed.

9. Membership

- (1) Membership:
 - (a) is open to individuals enrolled as a student of University College London who are approved by the Officers.
 - (b) arises upon successful payment of the membership fee.
- (2)
 - (a) The Officers may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Programme to refuse the application.
 - (b) The Officers must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
 - (c) The Officers must consider any written representations the applicant may make about the decision. The Officers' decision following any written representations must be notified to the applicant in writing but shall be final.
- (3) Membership is not transferable to anyone else.
- (4) The Officers must keep a register of names and University College London email addresses of the members which must be made available to any member upon request.
- (5) Membership arises upon payment of the fee made known from time to time by the Officers.

10. Termination of Membership

Membership is terminated if:



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- (1) the member dies;
- (2) the member resigns by written notice to the Programme unless, after the resignation, there would be less than two members;
- (3) any sum due from the member to the Programme is not paid in full within six months of it falling due;
- (4) after an election of the Executive Officers the member is no longer enrolled as student at University College London for the academic year;
- (5) the member is removed from membership by a resolution of the Officers that it is in the best interests of the Programme that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
 - (a) the member has been given at least twenty one days' notice in writing of the meeting of the Officers at which the resolution will be proposed and the reasons why it is to be proposed;
 - (b) the member or, at the option of the member, the member's representative (who need not be a member of the Programme) has been allowed to make representations to the meeting.

11. General meetings

- (1) An annual general meeting ("AGM") shall be held in each year between the second [2nd] and the last week of November.
- (2) The Executive Officers shall notify all members of the particular date of the AGM no later than fifteen days before the AGM.
- (3) The Officers shall adopt an agenda for the AGM that shall include in this chronological order:
 - (a) the names of candidates applying for Executive Office;
 - (b) an allotted period of time for each candidate present at the AGM or the Secretary on behalf of absent candidates to address the members consistent with clause 19 sub-clause 6 paragraph (b).
 - (c) completion and collection of ballot sheets by all members eligible to vote;
 - (d) any issues of which the Officers have decided to make the members aware;
 - (e) an allotted period of time for any member to address the Programme including a reasonably sufficient period of time for



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hearing the statements of which the Secretary has been given notice no later than one week before the AGM;

- (e) the announcement of the election results by the incumbent President;

and which shall be made known to all of the members no later than one week before the AGM.

- (4) All general meetings other than AGMs shall be called special general meetings.
- (5) The Officers may call a special general meeting at any time.
- (6) The Officers must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever ever is the greater. The request must state the nature of the business that is to be discussed. If the Officers fail to hold the meeting within twenty-eight days of the request, the members may proceed to call a special general meeting but in doing so they must comply with the provisions of this Constitution.

12. Notice

- (1) The minimum period of notice required to hold any general meeting of the Programme is fourteen [14] clear days from the date on which the notice is deemed to have been given.
- (2) A general meeting other than the AGM may be called by shorter notice, if it is so agreed by all the members entitled to attend and vote.
- (3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an AGM, the notice must say so and comply with clause 11 sub-clause 3.
- (4) The notice must be given to all the members, all Officers and the Advisory Council.

13. Quorum

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is;
 - ten [10] members entitled to vote upon the business to be conducted at the meeting; or
 - one tenth of the total membership at the time,



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whichever is the greater.

- (3) If:
 - (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) during a meeting a quorum ceases to be present,

the meeting shall be adjourned to such time and place as the Officers shall determine.

- (4) The Officers must re-convene the meeting and must give at least seven clear days' notice of the re-convened meeting stating the date time and place of the meeting.
- (5) If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

14. Chair

- (1) General meetings shall be chaired by the President.
- (2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting an Officer nominated by the Officers shall chair the meeting.
- (3) If there is only one Officer present and willing to act, he or she shall chair the meeting.
- (4) If no Officer is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

15. Adjournments

- (1) The members present at a meeting may resolve that the meeting shall be adjourned.
- (2) The person who is chairing the meeting must decide the date time and place at which meeting is to be re-convened unless those details are specified in the resolution.
- (3) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.



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- (4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the date time and place of the meeting.

16. Votes

- (1) Each member entitled to vote shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- (2) A resolution in writing signed by each member who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.
- (3) Only members are entitled to vote who have held membership for at least twenty-eight [28] days.

17. Officers

- (1) The Programme and its property shall be managed and administered by a committee comprising the members elected and selected as Officers in accordance with this Constitution. The terms "Officer", "Officers" and "Office" shall relate to both Executive and Non-Executive Officers unless otherwise expressed or implied.
- (2) The Programme shall have no less than the following Officers ("the Executive Officers"):
 - President,
 - Vice-President,
 - Secretary,
 - Treasurer,
 - Relations and Innovations Officer
- (3) An Officer must be a member of the Programme.
- (4) No one may be appointed an Officer if he or she would be disqualified from acting under the provisions of Clause 21.
- (5) In accordance with sub-clause 2 of this clause, the number of Officers shall be not less than five [5] but (unless otherwise determined by a resolution of the Programme in general meeting) shall not be subject to any maximum.



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- (6) The first Officers shall be those persons currently acting as Officers at the meeting at which this constitution is adopted.
- (7) An Officer may not appoint anyone to act on his or her behalf at meetings of the Officers.

18. The Appointment of Officers

- (1) The Officers may from time to time in the interests of the Programme create new Offices.
- (2) Unless re-elected or selected in accordance with this constitution, Officers shall remain in Office for a one [1] year term beginning seven [7] days after their appointment.
- (3) No-one may be appointed as an Officer:
 - (a) unless any conditions for selection or election as established and made known from time to time by the Officers have been complied with; and
 - (b) if the appointment is to an Executive Office, unless they have been a member for five [5] months, subject to exceptional circumstances where the Officers by no less than a two thirds majority deem this condition to be unnecessary in particular cases; and
- (4)
 - (a) The appointment of an Officer, whether by the Programme in general meeting or by the other Officers, must not cause the number of Officers to exceed any number fixed in accordance with this constitution as the maximum number of Officers.
 - (b) The Officers may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.
- (5) In the exceptional circumstances and those referred to in sub-clause 1 of this clause where there is a vacant:
 - (a) Executive Office, the Non-Executive Officers shall appoint a new Executive Officer by resolution.
 - (b) Non-Executive Office, the Executive Officers shall appoint a new Non-Executive Officer by resolution.
- (6) Executive Officers shall be appointed by the members in the AGM:
 - (a) after self-nomination for a maximum of two [2] Offices in accordance with:



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- (i) the deadline established in Section 11 (2).
- (ii) any other conditions

the details of which shall be made known by the Executive Officers no later than one month before the AGM;

- (b) after each candidate:
 - (i) present at the AGM has been offered the opportunity to address the members present at the AGM for no more than two [2] minutes;
 - (ii) genuinely unable to be present at the AGM for good reason as communicated to the Secretary prior to the AGM has had any statement of no more than five-hundred [500] words and submitted to the Secretary prior to the AGM read out to the members by the Secretary;
 - (c) by completion of secret ballots:
 - (i) in accordance with the chronology of the agenda of the AGM as referred to in clause 11 sub-clause 3;
 - (ii) prepared by the Executive Officers who shall distribute one ballot sheet to each eligible member at the AGM;
 - (iii) whereby eligible members may vote for one candidate per Executive Office;
 - (iv) which shall be collected upon completion and counted under the observation of no less than 2 members of the Advisory Council and a representative of the Institute.
 - (d) and the names of those successfully appointed shall be notified to all members and announced at the end of the AGM but before it has been adjourned.
- (7) Non-Executive Officers shall be selected annually by the Executive Officers:
- (a) between the second [2nd] and the last week of November, upon which date all members shall be notified of the selections;
 - (b) after application for a maximum of three [3] offices in accordance with:
 - (j) the deadline of two [2] weeks before the date established in Section 7 (a);



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(ii) and the selection criteria and other conditions

the details of which shall be made known by the Executive Officers four [4] weeks before the date established in Section 7 (a);

(c) after interview in exceptional circumstances where it is deemed absolutely necessary in order to distinguish particular applicants.

19. Powers of Officers

(1) The Officers must manage the business of the Programme and have the following powers in order to further the Objects (but not for any other purpose):

- (a) to raise funds.
- (b) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (c) to sell, lease or otherwise dispose of all or any part of the property belonging to the Programme.
- (d) to borrow money and to charge the whole or any part of the property belonging to the Programme as security for repayment of the money borrowed.
- (e) to co-operate with other organisations and individuals;
- (f) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- (g) to obtain and pay for such goods and services as are necessary for carrying out the work of the Programme;
- (h) to open and operate such bank and other accounts as the Officers consider necessary.
- (j) to do all such other lawful things as are necessary for the achievement of the Objects;

(2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Officers.

(3) Any meeting of Officers at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Officers.



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20. Disqualification and Removal of Officers

- (1) An Officer shall cease to hold that office if he or she:
 - (a) ceases to be a member of the Programme;
 - (b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - (c) resigns by notice to the Programme (but only if at least five [5] Executive Officers will remain in office when the notice of resignation is to take effect in accordance with clause 18 sub-clause 5).
 - (d) subject to sub-clause 2 of this clause:
 - (i) is absent without the permission of the Officers from four [4] consecutive meetings; or
 - (ii) is in the opinion of the relevant Officers responsible for gross misconduct; and
- (2) the Officers resolve by no less than a two thirds majority or the Executive Officers by consensus (not including the impugned Officer) resolve that his or her office be vacated.

21. Proceedings and Duties of Officers

- (1) The Officers may regulate their proceedings as they think fit, subject to the provisions of this constitution including:
 - (a) Executive Officers shall:
 - (i) meet from time to time as and when deemed necessary in the interests of the Programme, including to ensure that objectives of the Programme are being targeted.
 - (ii) produce an informal monthly compendium of the activities of the Programme for dissemination to the Officers and other interested parties.
 - (iii) produce a formal monthly report for the Institute and the Advisory Council.
 - (b) The Officers shall:
 - (i) meet fortnightly as arranged by the Secretary.
 - (ii) consider a request by any member to make representations at



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any meeting of the Officers and shall allocate time for such representations if necessary.

- (iii) ensure that the Institute are invited to attend any meeting of the Officers.
 - (iv) ensure that the Institute are consulted about any service the Programme intends to provide to or facilitate for third parties.
- (c) The team running each initiative shall:
- (i) meet from time to time as arranged by the Officer charged with coordinating that particular initiative, but no less than fortnightly.
 - (ii) produce a formal monthly report for the Executive Officers.
- (2) Any Officer may call a meeting of the Officers.
 - (3) The secretary must call a meeting of the Officers if requested to do so by an Officer.
 - (4) Unless otherwise stated in this constitution, questions arising at a meeting must be decided by a majority of votes.
 - (5) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
 - (6) No decision may be made by a meeting of the Officers unless a quorum is present at the time the decision is purported to be made.
 - (7) The quorum shall be three [3] or the number nearest to one third of the total number of Officers, whichever is the greater or such larger number as may be decided from time to time by the Officers.
 - (8) An Officer shall not be counted in the quorum present when any decision is made about a matter upon which that Officer is not entitled to vote.
 - (9) If the number of Officers is less than the number fixed as the quorum, the continuing Officers or Officer may act only for the purpose of filling vacancies or of calling a general meeting.
 - (10) The President shall chair meetings of the Officers.
 - (11) If the President is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Officers present may appoint one of their number to chair that meeting.
 - (12) The person appointed to chair meetings of the Officers shall have no



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functions or powers except those conferred by this constitution or delegated to him or her in writing by the Officers.

- (13) A resolution in writing signed by all the Officers entitled to receive notice of a meeting of Officers or of a committee of Officers and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Officers or (as the case may be) a committee of Officers duly convened and held.
- (14) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Officers.

22. Delegation

- (1) The Officers may delegate any of their powers or functions to a committee of two or more Officers but the terms of any such delegation if not recorded or referenced in this constitution must be recorded or referenced in the minute book.
- (2)
 - (a) Each distinct activity of the kind listed in clause 5 undertaken by the Programme shall be coordinated by a committee including any officer whose office is derived from that activity and one Executive Officer who shall play an advisory role.
 - (b) A committee comprised of Executive Officers including at the least the Treasurer, President and Vice-President shall determine the expenditure permitted to be incurred on behalf of the Programme.
 - (c) A committee including the Treasurer shall be responsible on a day-to-day basis for ensuring the Officers comply with their accounting and other obligations referred to in clause 26.
- (3) The Officers may impose conditions when delegating, including the conditions that:
 - the relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - no expenditure may be incurred on behalf of the Programme except in accordance with a budget previously agreed.
- (4) The Officers may revoke or alter any delegation not mentioned in this Constitution.
- (5) All acts and proceedings of any committees must be fully and promptly reported to the Officers.

23. Irregularities in Proceedings



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(1) Subject to sub-clause (2) of this clause, all acts done by a meeting of Executive Officers, Officers or of a committee of Officers, shall be valid notwithstanding the participation in any vote of an Officer:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without:

- the vote of that Officer; and
- that Officer being counted in the quorum,

the decision has been made by a majority of the relevant Officers at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit an Officer to keep any benefit that may be conferred upon him or her by a resolution of the Executive Officers, Officers or of a committee of Officers if the resolution would otherwise have been void.

(3) No resolution or act of

- (a) the Executive Officers
- (b) the Officers
- (c) any committee of the Officers
- (d) the Programme in general meeting

shall be invalidated by reason of the failure to give notice to any Officer or member or by reason of any procedural defect in the meeting unless it is shown that the failure or defect has materially prejudiced a member or the beneficiaries of the Programme.

24. Minutes

The Officers must keep minutes of all:

- (1) appointments of Officers made by the Officers and Executive Officers;
- (2) proceedings at meetings of the Programme;



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(3) meetings of the Officers, Executive Officers and committees of Officers including:

- the names of the Officers present at the meeting;
- the decisions made at the meetings; and
- where appropriate the reasons for the decisions

in a designated minute book.

25. Advisory Council

(1) The Advisory Council shall consist of a committee of five [5] individuals who were either former Officers or team members of an initiative of the Programme (“Alumni”).

(2) The Secretary shall keep and update a list of contact details provided by willing Alumni (“Alumni Members”).

(3) The Executive Officers shall notify all Alumni Members by the first [1st] of October of:

- (i) the opportunity to sit on the Advisory Council for a term not exceeding one [1] year.
- (ii) the deadline of the twenty-third [23rd] of October to communicate their desire to take up a seat on the Advisory Council.

(4) The Officers shall appoint the Advisory Councillors by the first [1st] of November, upon which date the appointments shall be announced and all members and candidates notified.

(5) The Advisory Council shall:

- (a) be consulted about any proposal to amend this constitution or remove any Officer before any resolution is permitted to be voted upon.
- (b) oversee the counting of ballot votes at the AGM through a delegation of at least two [2] of its members.
- (c) individually be entitled to attend and be heard with due consideration at meetings of the Officers.
- (d) be reasonably available for consultation at the behest of the Executive Officers as a class or individually.

26. Accounts



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- (1) The Officers guided by the Treasurer must comply with their obligations to:
 - (a) the keeping of accounting records for the Programme;
 - (b) the preparation of statements of account for the Programme;
 - (c) the transmission of the statements of account to the Programme and the Institute upon request.

27. Property

- (1) The Officers must ensure the title to:
 - (a) all land held by or in trust for the Programme that is not vested in the Official Custodian of Charities; and
 - (b) all investments held by or on behalf of the Programme,is vested either in a corporation entitled to act as custodian Officer, University College London (including a division of it) or in not less than three individuals appointed by them as holding Officers.
- (2) The terms of the appointment of any holding Officers must provide that they may act only in accordance with lawful directions of the Officers and that if they do so they will not be liable for the acts and defaults of the Officers or of the members of the Programme.
- (3) The Officers may remove the holding Officers at any time.

28. Repair and Insurance

The Officers must ensure that all the buildings of the Programme (except those buildings that are required to be kept in repair and insured by a tenant) are kept in repair and insured to their full value against fire and other usual risks all the buildings of the Programme (except those buildings that are required to be kept in repair and insured by a tenant) where necessary. They must also insure suitably in respect of public liability and employer's liability if and where appropriate.

29. Notices

- (1) Any notice required by this constitution to be given to or by any person must be:
 - (a) in writing; or
 - (b) given using electronic mail.



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- (2) The Programme may give any notice to a member either:
 - (a) personally; or
 - (d) by giving it using electronic communications to the member's address.
- (3) A member who does not register a University College London email address with the Programme shall not be entitled to receive any notice from the Programme.
- (4) A member present in person at any meeting of the Programme shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- (5)
 - (a) Proof that a notice contained in an electronic mail was sent shall be conclusive evidence that the notice was given.
 - (b) A notice shall be deemed to be given in the case of an electronic mail 48 hours after it was sent.

30. Rules

- (1) The Officers may from time to time make rules or bye-laws for the conduct of their business, provided these are recorded in writing.
- (2) The bye-laws may regulate the following matters but are not restricted to them:
 - (a) the admission of members of the Programme and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (b) the conduct of members of the Programme in relation to one another, and to the Programme's employees and volunteers;
 - (c) the setting aside of the whole or any part or parts of the Programme's premises at any particular time or times or for any particular purpose or purposes;
 - (d) the procedure at general meeting and meetings of the Officers in so far as such procedure is not regulated by this Constitution;
 - (e) the keeping and authenticating of records. (If regulations made under this clause permit records of the Programme to be kept in electronic form and requires an Officer to sign the record, the regulations must specify a method of recording the signature that



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enables it to be properly authenticated.)

- (f) generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
- (3) The Programme in general meeting has the power to alter, add to or repeal the rules or bye-laws.
- (4) The Officers must adopt such means as they think sufficient to bring the rules and bye-laws to the notice of members of the Programme.
- (5) The rules or bye-laws shall be binding on all members of the Programme. No rule or bye-law shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.



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Signatures

Fiona Whiteside, Michael Freitas Mohallem, Abdulkadir Noormohamed, Corinne McClelland, Marios Menelaou, Kai Zhang, Quman Akli, Manuela Burki, Hui-Min Loh, Sian Lea, Brian Cheung, Helen Huang and Alexandra Mudd.