

The Constitution of Students' Union UCL

UCL MALAYSIAN SOCIETY CONSTITUTION 23/24

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Malaysian Society.
- 1.2 The club/society shall be affiliated to Students' Union UCL.

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.
 - 3.1.1 Shall represent the club/society and shall be responsible for making sure that the club/society is run in accordance with its constitution, the UCL Union Club and Society regulations, Good Practice Guidelines, and Standing Orders of UCL Union.
 - 3.1.2 It is the responsibility of the President to call General Meetings of the club/society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.
 - 3.1.3 Shall be the primary point of communication between the Union and the club/society members. It is therefore required that s/he attends meetings of the relevant Union Committees.

Vice President and Welfare Officer

- 3.2 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.
 - 3.2.1 Shall take up the President's duties whenever the President is not available
 - 3.2.2 Shall act as a liaison for all club/society activities particularly for external events involving other clubs/societies from UCL or otherwise
 - 3.2.3 Shall be assisting the Events Director with the planning and implementation of society events, although the primary responsibility of event organisation will still lie on the Events Director

Treasurer

3.3 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations. 3.3.1 Shall carry out the day to day financial duties of the club/society, and is responsible to the union for club/society finances to the membership.

3.3.2 Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the club/society ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorize withdrawals or expenditure from the club/society accounts.

3.3.3 Shall maintain a club/society account book.

Additional Committee Members

3.4 The Corporate Relations Director

3.4.1 Responsible for writing formal letters and emails to external parties.

3.4.2 Responsible for corporate relations matters. 3.4.3 Acts as the main person of contact for sponsorship matters.

3.5 The Secretarial Director and Community Outreach Director

3.5.1 Responsible for taking meeting minutes 3.5.2 Responsible for all social media accounts of the society

3.5.3 Responsible for all formal and informal publicity for events organised by the Society.

3.5.4 Responsible for sending newsletters to members.

3.6 The Sports Director

3.6.1 In charge of the society's contingent to the Malaysian Games

3.6.2 Shall be the person in charge of weekly sports activities/friendlies and bookings

3.6.3 In charge of the welfare and wellbeing of all sports players during a tournament

3.7 The Events Director

3.7.1 The main person in charge of planning and organising all Society events other than the annual Malaysian Night.

3.8 The Malaysian Night Director

3.8.1 Responsible for the stage performance of the Malaysian Night.

3.8.2 Responsible for recruiting and training the actors and/or dancers.

3.8.3 Given full discretion on the appointment a co-director, who shall not be part of the UCL Malaysian Society Board of Directors – including method of appointment and person of appointment

3.9 The Malaysian Night Producer

3.9.1 In charge of the production of the Malaysian Night, including logistics, food, guests and VIPs. 3.9.2 Shall support the creative vision of the director

3.9.3 Shall be in-charge of forming the production team.

3.9.4 Given full discretion on the appointment a co-producer, who shall not be part of the UCL Malaysian Society Board of Directors – including method of appointment and person of appointment

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.

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: Malaysian Night, Freshers Fair, Theatre Outings, Family Potluck, Leisure activities & Dinner Outings in celebration of Malaysian Festivals.
- 4.4 In addition, the club/society shall also strive to organise other activities for its members where possible: Pre-departure Briefing for First Year Students
- 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 Executive shall approve any such alterations.
- 4.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Malaysian 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:	Alysta Lim
President signature:	
Date:	29 June 2022
Treasurer name:	Faiz Md Esa
Treasurer signature:	
Date:	29 June 2022