

## The Constitution of Students' Union UCL

### Asiatic Affairs Society

#### 1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Asiatic Affairs 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.
- 3.2 The President shall hold office from the day after the end of term 3 until the last day of term 3 in the following academic year.
- 3.3 The President shall call General Meetings of the Club or Society and shall ensure that appropriate elections for the following year's Officers take place.
- 3.4 The President shall be the primary point of contact between the Union and the Club or Society members. They ensure that the Club or Society is represented at all relevant Union meetings.
- 3.5 The President shall overlook all exchanges with external organisations and partnered societies, including joint exchanges with the relevant committee member regarding sponsors and external individuals.
- 3.6 The President shall have ultimate responsibility for all the activities of the Club or Society, including joint responsibility for the financial affairs with the treasurer.

- 3.7 The President shall, in consultation with the committee, set the agenda for the academic year, ensuring the society adheres to its mission of providing insights on a wide spectrum of issues and trends in Asia by creating a platform for UCL students of all backgrounds to engage in open constructive discussion on issues facing and happening in Asia.

### **Treasurer**

- 3.8 The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.9 The Treasurer shall hold office from the day after the end of term 3 until the last day of term 3 in the following academic year.
- 3.10 The Treasurer shall be a Principal Officer of the Club or Society and shall be jointly responsible for all financial matters of the Club or Society, substituting the President in case of emergency or their resignation
- 3.11 The Treasurer 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.
- 3.12 The Treasurer shall be in charge of maintaining and expanding the sponsorship base of the Society. Tasks are as follows:
- 3.12.1 Identifying potential sponsors.
- 3.12.2 Liaising and proposing sponsorship plans, securing a suitable and fair agreement between both parties.
- 3.12.3 Ensuring the terms of any sponsorship agreement are upheld by both parties.
- 3.13 The Treasurer Shall ensure a healthy budget at the end of each academic year, ensuring that funds for events and activities are approved and paid for in a timely manner.

### **Vice President and Welfare Officer**

- 3.14 The Vice President and Welfare Officer shall hold office from the day after the end of term 3 until the last day of term 3 in the following academic year.
- 3.15 The Vice President and Welfare Officer shall assist the President in overseeing the administration and smooth running of the society.
- 3.16 The Vice President and Welfare Officer shall oversee the coordination of society affairs, including:
- 3.16.1 Coordination and execution of major events,
- 3.16.2 Recruitment of new members and officers,
- 3.16.3 Recording of meeting minutes and sharing them with the committee within 24 hours after the meeting.

#### 3.16.4 Preparation of Annual and Emergency General (AGMs and EGMs).

3.17 The Vice President and Welfare Officer 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.)

3.18 The Vice President and Welfare Officer 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 be aware of the wider Union campaigns relevant to their Club or Society, specified or otherwise, on the Welfare Officer Campaign Timeline.

3.19 The Vice President and Welfare Officer shall attend the annual Welfare Officer Training day.

### **Publication Officer**

3.20 The Publication Officer shall be in charge of the overall design, content and distribution of all publications, tasks might include:

3.20.1 Running of 4 columns: News, Opinion, Insight and Features on the society website.

3.20.2 The consolidation, editing, publication and distribution of periodical journals.

3.21 The Publication Officer shall be the main point of contact for all contributors to the publication and oversee the writers' group and media editors for the publication.

3.22 The Publication Officer shall ensure all publication and broadcast are adhered to the Union media regulations and guidelines.

3.23 The Publication Officer shall strive for neutrality and fair representation of different stakeholders in the publication.

### **Marketing Officer**

3.24 The Marketing Officer shall be in charge of the daily operations of the Society's social media accounts, including Facebook, Instagram, LinkedIn and the society website.

3.25 The Marketing Officer shall be in charge of any marketing or publicity related operations, tasks might include:

3.25.1 Creating marketing campaigns around society activities to increase engagement with members and stakeholders.

3.25.2 Answering enquiries regarding the society on social media platforms.

3.25.3 Creation and distribution of society newsletter to keep newsletter subscribers updated on society activities and developments.

3.25.4 Moderating and administering all society-related social media groups.

3.26 The Marketing Officer shall work with the Publications Officer on website maintenance and to ensure that the publicity and distribution of publications are in line with the Unions' regulations.

### **Events Officer**

3.27 The Events Officer shall provide oversight on the planning and execution of all events.

3.28 The Events Officer shall work with the Treasurer and Marketing Officer to ensure that sponsor needs are during sponsor-related events.

3.29 The Events Officer shall ensure the smooth running of all Society event as laid out in Section 4.3, tasks might include:

3.29.1 Execution of core events types: speaker events, socials, discussion groups and watch parties.

3.29.2 Speaker liaison.

3.29.3 Working with the Marketing Officer to create a marketing plan for planned events.

3.29.4 Organising the day-of logistical needs.

3.29.5 Making sure all potential risks are dealt with according to the guidelines outlined in the core risk assessment form.

### **Additional Information**

3.30 Management of the club/society shall be vested in the club/society committee which shall endeavour to meet regularly during term time (excluding college reading weeks) to organise and evaluate the club/society activities.

3.31 The committee members will perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.32 Committee members are elected to represent the interests and well-being of club/society members and are able to be held to account. 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:

4.3.1 Online Publication of four columns on the Society Website

4.3.2 Speaker Events

4.3.3 Discussion Groups & Documentary Screenings

4.3.4 Socials

4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:

4.4.1 Exhibition Visits

4.4.2 Publication Launches

4.4.3 Any related activities in collaboration with other societies or organisations that promote the society's core mission.

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 society general meeting. Activities Network Executive shall approve any such alterations.

4.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Asiatic Affairs Society. By signing this document, the president and treasurer have declared that they have read and abide by the Students' Union UCL Clubs and Societies Regulations.

President name:	Cheng Min Jing
President signature:	
Date:	28/06/2021
Treasurer name:	Ana Givran
Treasurer signature:	
Date:	28/06/2021