**THE CONSTITUTION OF THE UNIVERSITY COLLEGE LONDON KOREAN SOCIETY**

[updated 13th June 2020]

1. Name
	1. The name of the society shall be the University College London Korean Society (UCLKS).
	2. The society shall be affiliated to Students’ Union UCL.

1. Statement of Intent
	1. The constitution, regulations, management and conduct of the society shall abide by all UCLU Policy, and shall be bound by the Students’ Union UCL Memorandum and Articles of Association and Byelaws, the Club Regulations and the Club and Society Procedures and Guidance, laid out in “how to guides”.
	2. The society stresses that it abides by Students’ Union UCL Equal Opportunities Policies, and that society regulations pertaining to membership of the society or election to management of the society shall not contravene this policy.
	3. The Club and Society Regulations can be found at the following website:

 <http://studentsunionucl.org/clubs-societies/resources>

1. Membership
	1. Rights of members
		1. Membership shall be open to all matriculated Korean students of University College London.
		2. All members have rights to vote and are eligible to run for an election.
		3. All members have rights to participate in all the events held by UCLKS.
		4. All members have rights to know the operation of UCLKS in general.
		5. Students on a leave of absence will be restricted from the rights stated in sub-sub-clause 3.1.2.
	2. Obligations of members
		1. All members are obliged to comply with the rules and regulations laid out by UCLKS and UCLU
		2. All members are obliged to pay membership fee to UCLU
2. The Society Committee
	1. President
		1. The President’s primary role is laid out in section 5.7 of the Club and Society Regulations.
		2. President is responsible for every event that UCLKS will be presenting and be communicative with UCLU. Weekly meeting will be held amongst committee members and final decision should be made by the President.
	2. Treasurer
		1. Treasurer’s primary role is laid out in section 5.8 of the Club and Society Regulations.
		2. Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the committee to safeguard the UCLKS’ finances. In general, treasurer is responsible for financial oversight, fundraising and donation, financial planning and budgeting, financial record keeping and reporting.
		3. Treasurer should regularly report the financial status of the society in weekly meetings.
		4. Treasurer should prepare and present the balancing/closing statement at the Annual General Meeting.
	3. Welfare Officer
		1. The Welfare Officer shall discover and create networks for (but not exclusive to) Beginners, Post-graduate students, Mature students, Students with disabilities and BME students, run projects bespoke to the minority demographic of the society/club.
		2. The Welfare Officer shall encourage and seek collaboration with both the Union and/or other clubs/societies through the respective Welfare Officers and understanding the support and funding available while encouraging engagement of members to relevant and/or appropriate Union campaigns.
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		4. The Welfare Officer shall signpost effectively to advice and support services available for the physical and mental well-being of your members and in order to do so, shall attend training in how and where to signpost, complaints and grievance procedures and services and support available from The Union and UCL.
	4. Community Outreach Officer
		1. Community Outreach Officer is the role which will be the link role for volunteering opportunities. Community Outreach Officer should contact community organisations and provide volunteering opportunities to the members of the society.
	5. Vice President
		1. Vice President will be responsible for engaging with all other students and committee members. Vice President will be assisting every job done by UCLKS and solve problems if ought to occur. He or she should have fine knowledge on how the preparation for every event are going on.
	6. Secretary
		1. Secretary will be responsible for keeping records and archiving of all the minutes of the meetings or any other relevant documents pertaining to UCLKS.
	7. Senior Advisor
		1. Senior Advisor will be in charge of the general organization of UCLKS.
	8. Events and Planning Team
		1. Events and Planning Team will be planning and organizing various events that will be held by UCLKS.
	9. Public Relations Team
		1. Public Relations Team will be in charge of promoting/ advertising various events held by UCLKS.
	10. Academic Team
		1. Academic Team will be hosting events related to students’ academics and careers.
		2. Academic Team will be providing the opportunities for UCLKS students to be in
		 touch with alumni of UCL.
	11. All Committee members are obliged to attend all the meetings, which will be held once in a week
	12. All Committee members are obliged to regularly report their progresses/plans in the meetings.
3. Activity Club
	1. Activity Club constitutes of football team, basketball team, band, and Hip-Hop team.
	2. Directors of each team have rights to select members of their teams.
	3. Directors are responsible for the development and improvement of UCLKS as a whole.
	4. Directors shall report any issues directly to the Senior Advisor, if ought to occur.
4. Annual General Meeting (AGM)
	1. AGM will be held once a year, upon the call of President.
	2. An extraordinary general meeting will only be held when requested by at least 15 members of UCLKS or when the president feels necessary.
	3. The call for the AGM will be notified to all members of UCLKS at least a week in advance.
	4. Subject of Right
		1. Elections for new president, treasurer, vice president, and welfare officer for upcoming academic year.
		2. Settlement of accounts
		3. Discussions for the potential amendments to the existing constitutions.
	5. Voting
		1. All eligible members of UCLKS have equal voting rights

* + 1. Voting will be held online, and decisions will be made under majority agreement
1. Terms, Aims and Objectives
	1. The society shall hold the following as its aims and objectives
		1. The Main objectives are:
			1. Academics
			2. Careers
			3. Diplomacy
			4. Social gathering
	2. The society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
	3. The core activities of the society shall be (but not limited to):
		1. These are the activities that you will definitely carry out every academic year. The Union will only fund core activities.
			1. UCL Job Forum
			2. Freshers Welcoming
			3. Korean Firm Fair
	4. In addition, the society shall also strive to organise other activities for its members where possible (but not limited to):
		1. These are the activities that you would like to carry out every academic year if you can. The Union will support these activities but not fund them.
			1. Alumni Night
			2. UCLKS Party
			3. Collaboration Events with other London Universities

1. Finance
	1. Financial year will be from the day proceeding the AGM of the present year to the AGM of the following year.
	2. The sum of membership fees and profits gained from various events will be the main source of capital for UCLKS.
	3. Treasurer will mainly be in charge of the finance but requires the approval of the president.
	4. In case of emergency, the vice-president may spend money with the approval of the president but must obtain ex-post-facto approval by the committee members.
2. Amendments to the Constitution
	1. An extraordinary general meeting will be held (if any) issues are raised either by the committee member(s) or by two-thirds majority of the members of UCLKS.
	2. An extraordinary general meeting must be held by the president within one month since the day when the issue has been raised. If it overlaps with AGM, the issues can be addressed at the AGM and additional meeting is not necessary.
	3. This constitution shall be binding on the 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.

1. This constitution has been approved and accepted as the Constitution for the University College London Union UCL Korean Society. By signing this document, the President and Treasurer have declared that they have read and abide by the Clubs and Societies Regulations.

**Society President Name Society Treasurer Name**

Chairin Shin Suyeon Woo