

2024-25

Constitution of Students' Union UCL

Mahjong Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Mahjong 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. Committee

3.1. President

3.1.1. The president's primary role is laid out in section 5.7 of the Club and Society Regulations.

3.1.2. The President should work towards promoting Mahjong to all students in UCL, regardless of their cultural backgrounds.

3.1.3. The President should respect the diversity of members and keep the mahjong learning classes open to all.

3.1.4. The President should oversee the continued development and expansion of the society.

3.1.5. The President should communicate regularly with Presidents of related student societies

and maintain transparency within the society.

3.1.6. The President is the primary representative of the society both inside and outside of UCL and he/she is responsible for the following:

- a) Maintain a positive public image during their term of office.
- b) Delegate tasks to his/her fellow Officers of the Executive Committee.
- c) Make executive decisions on behalf of the Society but he/she should not transgress collective decisions made by the Executive Committee.

3.2. Treasurer

3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

3.2.2. The Treasurer is responsible for completing, approving and filing all Students' Union UCL financial forms and documentation.

3.2.3. The Treasurer should oversee the finances of the Society, and keep the Executive Committee apprised the Society's financial state on a regular basis.

3.2.4. The Treasurer is responsible to process all financial transactions, arrange for reimbursement of expenses, prepare a budget application summary to be filed with the Students' Union UCL on an event by-event basis and relevant documentation for all funding applications.

3.2.5. The Treasurer is responsible to procure sponsorship for the Society and drafting the sponsorship agreement for the Society, which has to be filed with and signed on behalf of the Society by Students' Union UCL.

3.3. Welfare Officer

3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.

3.4. Secretary

3.4.1. Attend all internal administrative matters, such as taking minutes at Society meetings, and formulating schedules and timetables.

3.4.2. Transmit official correspondence to its intended recipient, subject to prior approval by the President.

3.4.3. Responsible for servicing the Society's online administrative tools.

3.5. Designs and Promotions Officer

3.5.1. Produce all publications, such as business cards, pamphlets, and presentation slides; and promotional materials for the Society's events.

3.5.2. Document or arrange for the documentation of the Society's activities through photographs and video footage.

3.5.3. Maintain the Society's online presence through the official Facebook group, website and any other media.

3.6. 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.

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

3.8. 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:

- 4.3.1. *Mahjong teaching: beginner, intermediate and advanced level of Guangdong Mahjong and other versions depending upon availability.*
- 4.3.2. *Strive to broaden participants' horizons and enhance culture awareness by encouraging an open discussion platform during our activities (e.g. while playing Mahjong) and introduce different cultures from different Mahjong versions.*
- 4.3.3. *Organize regular gathering sessions and trainings to help members to achieve both personal and interpersonal growth.*

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

- 4.4.1. *Collaborate with other societies in UCL to promote Mahjong, showcase the cultures and act as a platform for exchanges of ideas.*
- 4.4.2. *Collaborate with other Mahjong societies in other UK universities to allow our members to challenge themselves, meet new friends and participate fully in other competitive, recreational and leisure opportunities.*

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 Mahjong 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: Joshua Li
	Signature: Joshua Li
	Date: 12/07/2024
Treasurer	Name: Alvin Yeung
	Signature: Alvin Yeung
	Date: 12/07/2024