

The Constitution of Students' Union UCL

Asian Social Network Society

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Asian Social Network 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.
 - Shall oversee the overall running, continued development and expansion of the Society.
 - Shall work towards promoting Asian Social Network to all students in UCL, regardless of their cultural background.
 - Shall communicate regularly with Presidents of related student societies and maintain transparency within the Society
 - Shall maintain a positive public image during their term of office.
 - Shall assist in maintaining a positive environment within the committee and in the Society as a whole.
 - Shall ensure the Society's page on the UCLU website is kept up to date.
 - Shall book rooms or venues for events.
 - Shall be responsible for registering events with the UCLU and filling out any required risk assessment forms for one-off events not covered by the core risk assessment.
 - Shall upload event details onto the UCLU What's On Calendar.
 - Shall delegate tasks to the rest of the committee.
 - Shall organise regular committee meetings to make collective decisions where appropriate.
 - Shall make executive decisions on behalf of the Society whilst not transgressing collective decisions made by the committee.

- Shall maintain the shared Google drive, shared amongst all the committee members, as a space for all things related to the Society.

Treasurer

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

- Shall be responsible for completing, approving, and filing all UCLU financial forms and documentation.
- Shall oversee the finances of the Society and update the rest of the committee on a regular basis on the Society's financial state.
- Shall be responsible for processing all financial transactions, arranging for the reimbursement of expenses, preparing budget application summaries to be filed with the UCLU on an event by-event basis and relevant documentation for all funding applications.
- Shall be responsible for procuring sponsorships for the Society and drafting the sponsorship agreement for the Society, which must be filed with and signed on behalf of the Society by the UCLU.
- Shall record minutes in all committee meetings and upload the finalised minutes onto the Google drive.
- Shall assist in maintaining a positive environment within the committee and in the Society as a whole.
- Shall liaise with the Social Secretaries to organise one charity fundraising event per academic year.
- Shall send out half-termly emails to the Society's members, updating members on future events and news.

Welfare and Communications Officer

3.3 The Welfare and Communication Officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

- Shall assist in maintaining a positive environment within the committee and in the Society as a whole.
- Shall ensure events organised by the Society are inclusive to all.
- Shall act as a point of contact for issues regarding welfare.
- Shall be responsible for liaising with and reaching out to other societies and individuals outside of the Society for collaborations.
- Shall work alongside the LGBT+ Officer to organise termly "Convers-Asian" events – discussion events about topics ranging from mental health to other wellbeing-related topics.
- Shall assist the Publicity Officers in designing welfare-related posts.

Additional Committee Members

Social Secretary

3.4 The Social Secretaries' primary role is laid out below.

- Shall be responsible for organising and running social events for the Society's members.
- Shall assist in maintaining a positive environment within the committee and in the Society as a whole.
- Shall liaise with the Treasurer to organise one charity fundraising event per academic year.
- Shall create Google forms for event registration.
- Shall communicate event details including the date, time, and location to the Publicity Officers.

Publicity Officer

3.5 The Publicity Officers' primary role is laid out below.

- Shall be responsible for all visual and design aspects of the Society from event and "Convers-Asian" posts to Music Monday posts. Music Monday is a series that seeks to help highlight and promote up-and-coming artists of Asian descent from across the globe.
- Shall liaise with the Welfare and Communications Officer and LGBT+ Officer to design welfare-related posts.
- Shall maintain the Society's online presence through the official Instagram page, official Discord server, official Facebook group and official Facebook page, and any other social media channels.
- Shall keep the Society's members updated on future events and news through the social media channels mentioned above.
- Shall document or arrange for the documentation of the Society's activities through photographs and video footage, and upload these to the Society's social media afterwards.
- Shall assist in maintaining a positive environment within the committee and in the Society as a whole.
- Shall design and order the merchandise for the Society.
- Shall produce promotional posters for the Welcome Fair and posters year-round to hang up in UCLU spaces.
- Shall be responsible for running adverts advertising the Society and its events on various social media channels.

LGBT+ Officer

3.6 The LGBT+ Officer's primary role is laid out below.

- Shall ensure events organised by the Society are inclusive to all those that are a part of the LGBT+ community.
- Shall assist the Welfare and Communications Officer in acting as a point of contact for issues regarding welfare, especially LGBT+ relating issues.
- Shall assist in maintaining a positive environment within the committee and in the Society as a whole.
- Shall assist the Publicity Officers in designing welfare posts.

3.7 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.

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

3.9 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:

- To organise and run social events linking different aspects of Asian culture together and to help create a network of Asian diaspora students at UCL

- To organise and run collaboration events with other societies at UCL, particularly other Asian societies at UCL, the LGBT+ Network and the Women's Network.
- To hold "Convers-Asian" discussion events relating to the Asian diaspora, such as open discussions, panels, and/or debate
- To organise an annual fundraising event in which all members of the Society can help raise money for a good cause.

4.4 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.

4.5 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Asian Social Network 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:	
President signature:	
Date:	
Treasurer name:	
Treasurer signature:	
Date:	