

The Constitution of Students' Union UCL

Japan Society

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL Japan 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

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 role involves negotiation with external organizations to organize events and sponsorship contracts, ensuring that all the events are run accordingly with responsibility and resolving any issue that may be raised by the members.

3.2 Treasurer

- 3.2.1 The treasurer's primary role is laid out in section 5.8 of the Society Regulations.
- 3.2.2 Shall prepare finance and sponsorships to ensure the society has sufficient resource to continue.
- 3.2.3 The Treasurer shall also set aside a dedicated fund for language materials and books for Japanese Language lessons.
 - 3.2.3.1 The fund shall be adequately maintained at all times.
 - 3.2.3.2 The Treasurer shall coordinate with the language coordinator as to approval for purchase of materials. Together with the Language Coordinator, the Treasurer shall take into consideration factors such as but not limited to:
 - 3.2.3.2.1 Availability of materials in UCL
 - 3.2.3.2.2 Alternative options
 - 3.2.3.2.3 Cost

3.2.3.2.4 Sustainability

3.3 Secretary (Welfare Officer)

3.3.1 Shall record and organize all internal communication such as points raised during committee meetings and relevant society documents.

3.3.1.1 The relevant documents to be organised by the Secretary include:

3.3.1.1.1 Minutes for Committee meetings

3.3.1.1.2 Calendar for upcoming events

3.3.2. The Secretary shall direct any emails or messages to the President, or any other committee member appropriate for the content.

3.3.3. Shall be the primary point of contact between Japan Society and other clubs/societies within Students' Union UCL.

3.3.4. The position shall incorporate the role of Welfare Officer, its primary roles laid out in section 5.9 of the Club and Society Regulations.

Additional Committee Members

3.4 Events Director

3.4.1. Shall oversee the execution of the event, ensuring that all necessary equipment and documents are prepared in advance.

3.4.1.1. The relevant equipment and documents or prepare could include, but are not limited to:

3.4.1.1.1. PowerPoint slides that explains a cultural aspect of Japan

3.4.1.1.2. Games for games nights

3.4.1.1.3. PowerPoint slides that explained the outline of the event

3.5 Social Officer

3.5.1. Shall be responsible for planning and organising social events that helps

3.5.2. Shall help the Events Director in the execution of such events

3.5 Cultural Officer

3.5.1. Shall be responsible for planning and organising cultural events that helps society members experience different cultural aspects of Japan

3.5.2. Shall help the Events Director in the execution of such events

3.6 Careers Officer

3.6.1. The Careers Officer will receive and respond to communication from career-support agencies

3.6.2. Shall be responsible for planning and organising careers events that helps society members' achieve a career in Japan

3.6.3. Shall support the Events Director in the execution of such events

3.7 Language Director

3.7.1. Shall oversee the execution of language lessons every year and find volunteers who can help out

3.7.2. Shall ensure that the language events and teaching qualities are maintained while notifying the President when rooms should be booked.

3.7.3. The Language Director shall coordinate with the Treasurer as to the purchase of language materials for language classes and events.

3.7.4. The Language Director shall vet and approve requests from language teachers as to the purchase of language materials before sending them to the Treasurer for approval.

3.7.5. Along with the Treasurer, the Language Director shall take into consideration factors such as but not limited to:

3.7.6.1. Availability of materials in UCL

3.7.6.2. Alternative options

3.7.6.3. Cost

3.7.6.4. Sustainability

3.7.7. For materials that have been purchased, the Language Director shall ensure the collection is always maintained properly.

3.7.8. The Language Director shall be personally liable for substantial damage or loss of property unless the material is in possession of a third party at the time of damage or loss. If so, the third party shall be personally liable for the damage or loss.

3.7.9. Shall ensure to update the language curriculum according to feedback from the Language Officers and volunteer teachers

3.8 Language Officer (Beginner Levels)

3.8.1. Shall mediate between the volunteer teachers of the beginner levels and the committee

3.8.2. Shall ensure that the beginner level teachers' concerns and opinions are represented in committee meetings

3.9 Language Officer (Advanced Levels)

3.9.1. Shall mediate between the volunteer teachers of the advanced levels and the committee

3.9.2. Shall ensure that the advanced level teachers' concerns and opinions are represented in committee meetings

3.10 Marketing Director

3.10.1. Shall create a marketing strategy with the aim of increasing the number of UCL students who know about UCL Japan Society.

3.10.2. Shall be responsible mainly for marketing event, sponsors, and sending out other relevant information on relevant social media platforms/email.

3.11 Design Officer

3.11.1. Shall create necessary design templates for other committee members to use, which includes, but not limited to:

3.11.1.1. Social media post templates to post on UCL Japan Society's official social media channels

3.11.1.2. PowerPoint slides that explains the outline of an event

3.12 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.

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

3.14 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.

1 Terms, Aims and Objectives

- 1.1 The club/society shall hold the following as its aims and objectives.
- 1.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 1.3 The core activities of the club/society shall be:
 - 1.3.1 University College London – Imperial College London Boat Party or an equivalent scale social event
 - 1.3.2 Film nights
 - 1.3.3 Cultural workshops
 - 1.3.3.1 Includes, but not limited to: a) Japanese board games, b) sushi-making workshops, c) calligraphy events
 - 1.3.4 Japanese Language Lessons
 - 1.3.5 Pub socials
 - 1.3.6 Career information sessions
- 1.4 In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. UCL Japan Day
 - 4.4.2. Japanese food provision
- 1.5 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.
- 1.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL Japan 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:	Dylan Hung
President signature:	
Date:	14.02.23
Treasurer name:	Gordon Poon
Treasurer signature:	
Date:	14.02.23