



Chinese students & scholars association

- 1) The name of the Society shall be herein **Chinese students & scholars association** after referred to as the Society.

- 2) **Aims and Objectives**
The key aim of the Society shall be
 - Help all of the Chinese students adjust to British life
 - To promote the Chinese culture, improve the students diversity of the university
 - To improve the Chinese students social experiences at the university by organizing society events

- 3) **The Committee**
 - 3.1) The committee shall be responsible for the running of the Society and will convene at least monthly on a day outlined at the first committee meeting of an academic year.

 - 3.2) The members of the committee shall be as follows:
 - President
 - Vice President
 - Treasurer
 - Tourism management representative
 - Events manager
 - Arts representative
 - Sports secretary
 - Public relations
 - Media manager

- 4) **Duties of Committee Members**
 - 4.1) The duties of the Society President shall be to:

- Oversee the day to day running and be the main point of contact for the Society.
- Work with the Activities Department to further the Society's aims.
- Chair Society meetings democratically, ensuring they are conducted properly.
- Uphold the constitution, policies and regulations of the SU Activities Department.

4.2) The duties of the Society Vice President shall be to:

- Deputise for the President and record meetings and communicate this with the SU Activities Department and the membership.
- Uphold the constitution, policies and regulations of the SU Activities Department.

4.3) The duties of the Society Treasurer shall be to:

- Monitor and record the accounts of the Society, verify accounts made available by the SU Activities Department and be responsible for ensuring that the Society adhere to the Students' Union financial regulations at all times.

4.4) Tourism management representative: Organises the tourism events

4.5) Arts representative: Organises performances singing and dance

4.6) Events manager: manages events for the society and with other societies

4.7) Sports representative: To organise the sports activity for the society members
 Public relations advisor: planning publicity strategies and campaigns for CSSA. To write and produce presentations and press releases. Deal with enquiries from the public (Lincoln students), To help the events manager with organising promotional events such as press conferences, open days, exhibitions, tours and visits. Provide the society with information about new promotional opportunities and current PR campaigns progress.

4.8) Media Manager: The media manager to design posters and films of the society. To promote the society and the WECHAT and FACEBOOK for the society. To also promote the CSSA events

5) Meetings

- 5.1) At least one "all members meeting" a year should take place to engage members for feedback and committee scrutiny, and ratify the Society Constitution and Development Plan.
- 5.2) It is recommended the Society have regular committee meetings.
 - 5.2.1) The Society will have **[Insert how many here]** meetings a year.
 - 5.2.2) The quorum of the meetings will be 50% of the full membership plus 1.
- 5.3) Only student, paid members of the Society are permitted to vote at meetings and only those members present are permitted to vote.

6) Additional Information

- 6.1) **[Any information that you would like to add, that does not conflict with the Bye-Laws or Standing Orders needs to be added here]**

7) The Constitution

- 7.1) New Committees must formally submit the constitution and pass them on to the Activities Office before the 1st of July for approved by the Activities Executive and their relevant Committees.
- 7.2) By submitting a constitution all members are required to uphold its aims and objectives.

8) Dissolution

Should the Society reach a point where it is no longer able to carry out its mission and as such fold, or not re-affiliate within one year, all assets and money will revert back to the University of Lincoln Students' Union.