

As written by the Committee of 2024/25.



The King's College London Welsh Society

# CONSTITUTION

Ratified on 25<sup>th</sup> July 2024.

## **Preamble**

The name of the society shall be the "King's College London Welsh Society" which hereinafter may referred to as "the society". It may also be abbreviated to "KCL Welsh Society".

The purpose of the KCL Welsh Society shall be to:

1. Promote Welsh history, culture, language, and traditions within the university.
2. Organise events and activities that align with the interests of the Society.
3. Provide Welsh students, and those students interested, with a platform in which they may connect and share experiences.
4. Create a sense of community for all members.

## **Article I: Membership**

### **Section 1: Eligibility**

1. Membership to the King's College London Welsh Society shall be open to all students, faculty, staff, and alumni of King's College London with an interest in Welsh culture, language, history, or heritage as well as external supporters and fellow students of other universities.
2. Welsh heritage is not a prerequisite to membership.
3. There shall be no discrimination based on race, gender, religion, sexual orientation, disability, or other protected characteristics.

### **Section 2: Memberships**

1. Full Membership.
  1. Full Membership is open to all students currently in King's College London that meet the eligibility criteria.
2. Associate Membership.
  1. Associate Membership is open to all staff, faculty, and alumni of King's College London that meet the eligibility criteria.
3. External Membership.
  1. External Membership is open to students of other universities and those wishing to show their support that meet the eligibility criteria.
4. Memberships of all levels may be revoked by a motion, that can be made by a member of the committee, by a simple majority.

### **Section 3: Rights & Responsibilities**

1. Full Members have the right to vote, hold committee positions, and participate in all Society activities.
2. Associate Members may participate in activities and attend necessary meetings but do not have voting rights or the ability to hold office.
3. External Members may participate in certain activities but do not have voting rights, the ability to hold office, and are unable to attend meetings
4. All members are expected to uphold the constitution and contribute positively to the Society's activities and goals.

### **Section 4: Membership Fees**

1. Fees shall be determined annually in the budget by the Executive Committee.
2. Fees for the year may be paid whenever and will bestow the member with their membership for the remainder of the year, however long that may be.
3. Memberships will be managed by the Administrative Officer and Treasurer.
4. Fees shall be collected in accordance with Article V of this constitution and a financial policy as outlined in Article VI.
  1. Membership fees will be illustrated in the budget but shall be subject to certain redactions to maintain members' privacy.

## **Article II: The Executive Committee**

### **Section 1: Composition**

1. The Executive Committee shall consist of the following officers in order of seniority.
  1. President
  2. Vice-President
  3. Treasurer
  4. Social Secretary
  5. Administrative Officer
  6. Welsh Language Officer

### **Section 2: Duties**

1. The duties of the President are to:
  1. Provide leadership and the main policy of the Society.
  2. Preside over meetings.
  3. Represent the Society.
  4. Run the public side of the society, social media, etc.
  5. Oversee the planning and execution of society events and activities.
  6. Ensure the effective operation of the Society.
2. The duties of the Vice-President are to:
  1. Assist the President in leadership and policy.
  2. Preside over meetings when the President is unavailable.
  3. Co-ordinate the duties of the society, ensuring that all committee members complete their duties.

4. Mediate conflicts within the executive committee or among members.
  5. Address members' concerns and feedback.
2. The duties of the Treasurer are to:
  1. Manage and maintain the society's finances.
  2. Present finances and budgets.
  3. Maintain accurate financial records.
  4. Monitor all income and expenses and ensure the society is financially stable to ensure the continuance of the society.
3. The duties of the Social Secretary are to:
  1. Plan and run social events and activities of the society.
  2. Maintain the social medias and pass on any queries and correspondence to the Administrative Officer.
  3. Promote the events organised.
  4. Represent the society at events, especially if no other committee member is present.
  5. Assist other committee members in planning and organising events.
4. The duties of the Administrative Officer are to:
  1. Maintain records of the society's policies, documents, and necessary information, including the maintaining of the financial records.
  2. Maintain the website.
  3. Maintain an accurate membership list.

4. Take minutes at meetings when present, and ensure meetings are properly prepared for, regardless of attendance.
2. The duties of the Welsh Language Officer are to:
  1. Promote the use of the Welsh language within the society.
  2. Ensure all society publications and events are bilingual (Welsh and English).
  3. Translate society documents and materials into Welsh.
  4. Organize Welsh language events and activities to encourage its use.
  5. Support Welsh-speaking members and encourage participation.

### **Section 3: Eligibility**

1. Any full member can run for a committee position if they have at least one year of study left at Kings College London and they are a member of the King's College London Welsh Society at the time of their nomination.

### **Section 4: Appointment of Committee Members**

1. The Committee shall be made up of volunteers who must obtain membership, if they do not have already, after their appointment.
2. The President has the sole power to appoint and remove committee positions and appoint a successor for themselves if they wish to leave office.
3. Until elections are organised, this structure will remain.

## **Section 5: Terms of Office**

1. Officers shall serve for one academic year and may be re-elected.
2. The term of office shall begin at the conclusion of the academic year in which they are elected.

## **Article III: Committees**

### **Section 1: Executive Committee**

1. The Executive Committee is comprised of the positions laid out in Article I, section 1.
2. The Chair of the Executive Committee is the President, or in their absence, the Vice-President.

### **Section 2: Standing Committees**

1. The Executive Committee may establish standing committees as needed to carry out the Society's objectives.
2. Each committee shall have a chair appointed by the President.

### **Section 3: Special Committees**

1. The President may establish special committees for specific purposes as needed. These committees shall be dissolved once their specific task is completed.
2. Special committees may be formed to work with other societies or external organizations on joint projects or events. The formation of a special committee must be approved by a simple majority of the Executive Committee.



3. The President shall appoint the chair of any special committee under KCL Welsh Society jurisdiction.
4. The President may appoint committee members to work with other societies and this will be considered by the society to be a special committee.
5. Special committees, once completed, must report their progress and achievements to a meeting of the entire Executive Committee.

## **Article IV: Meetings**

### **Section 1: Types of Meetings**

#### 1. Executive Committee Meetings

1. The Executive Committee shall meet at least once a month to discuss and plan policy for the coming month.
2. The Executive Committee may meet more than once a month if deemed necessary.
  1. The President can only call these meetings.
  2. The President may call the meeting. However, the Vice-President may chair the meeting if the President is absent.
3. The committee can waive the weeks' notice via a simple vote if they wish.

#### 2. Standing Committee Meetings

1. Standing Committee meetings can be called by the Chair of that committee with notice given at least 72 hours before.

2. Minutes must be maintained by the Chair if the Administrative Officer is not present.
3. Special Committee Meetings
  1. Special Committee meetings can be called by the Chair of that committee.
  2. Special Committee meeting attendance is at the discretion of the chair.
  3. The committee members may waive the weeks' notice via a simple vote if they wish.

## **Section 2: Notice and Quorum**

1. Notice of meetings is the responsibility of the Chair of the committee and the Administrative Officer.
  1. Before calling an Executive Committee meeting, the Chair must inform the Administrative Officer who will provide at least a week's notice to the Executive Committee members.
  2. Before calling a Standing or Special committee meeting, the Chair must inform the Administrative Officer who will provide at least 48 hours' notice to the rest of the committee.
  3. Committee members may waive the need for notice via a simple vote if they wish.
2. A quorum for Executive Committee meetings shall be a simple majority of its members.

3. A quorum for Standing and Special meetings is up to the discretion of the chair.

### **Section 3: Voting Procedures**

1. Decisions at any meeting shall be made by a simple majority vote of those present and eligible to vote.
2. In the event of a tie in any committee, the Chair may cast a tie-breaking vote.

## **Article V: Finances**

### **Section 1: Fiscal Year**

1. The fiscal year of the Society shall correspond with KCL's academic year.

### **Section 2: Budget**

1. The Treasurer shall prepare an annual budget at the beginning of each academic year.
2. The budget shall include all projected income and expenditures for the Society's activities and events.
3. The budget must be approved by a majority vote of the Executive Committee.

### **Section 3: Financial Management**

1. All funds of the Society shall be deposited in a bank account run by whoever is held responsible for the funds that year as outlined in the budget.

1. The positions able to hold financial responsibility are the President, Vice-President, and Treasurer.
2. Financial records shall be maintained and made available for inspection by any member upon request.

#### **Section 4: Fundraising Guidelines**

1. Fundraising activities shall be conducted in accordance with university policies and regulations.
2. The Executive Committee shall approve all fundraising initiatives.
3. Proceeds from fundraising activities shall be used solely for the benefit of the Society.

#### **Section 5: Expenditures**

1. All expenditures must be pre-approved by the Executive Committee.
2. All reimbursements for purchases made by individual members shall be pre-approved by the Executive Committee.
3. The Treasurer shall be responsible for maintaining accurate financial records and receipts for all expenditures.
4. No officer or member shall commit the Society to any financial obligation without prior approval from the Executive Committee.

#### **Section 6: Financial Reports**

1. The Treasurer shall present a financial report at each Executive Committee meeting.

2. An annual financial report shall be presented to the members at the last general meeting of the academic year.
3. The financial report shall include a summary of income, expenditures, and the current balance of the Society's funds.

## **Article VI: Policies**

### **Section 1: Adoption and Changes**

1. Bylaws and policies governing the operations of the Society may be adopted, amended, or repealed by a majority vote of the Executive Committee.
2. Members shall be notified of any changes to bylaws or policies.
3. Policies may add or define parts of the constitution but may not contradict or change it.

### **Section 2: Constitutional Policies**

1. Upon ratification of this constitution, the President shall write and enact, along with this constitution, a set of policies that are necessary to the running of the society.
2. They will be considered conventional policies upon ratification.
3. These policies shall be as follows:
  1. Finance Policy
  2. Events Policy
  3. Administrative Policy

4. Each of these policies may be amended as outlined in Section 1 of this article, but they shall be incapable of repeal as outlined in Section 1 due to their constitutional nature.

## **Article VII: Amendments**

### **Section 1: Proposal**

1. Amendments to the constitution may be proposed by any committee member of the Society.
2. The proposal must outline the changes to the constitution as well as an outline as to why the amendment should be accepted.

### **Section 2: Notice**

3. Proposed amendments must be submitted in writing to the Administrative Officer and distributed to all members at least two weeks before the meeting at which they will be considered.

### **Section 3: Approval**

1. Amendments require a two-thirds majority vote of the members present at an Executive Committee meeting.
2. Amendments will be enacted immediately, and it is the duty of the Society to update the constitution available to members.

## **Article VIII: Dissolution**

### **Section 1: Proposal for Dissolution**

1. A proposal to dissolve the Society must be submitted in writing to the Executive Committee.
2. The proposal must include the reasons for dissolution and a plan for the disposal of the Society's assets.
3. The proposal must be proposed by an elected committee member.

## **Section 2: Notice**

1. The proposal for dissolution must be distributed to all members at least one month before the meeting at which it will be considered.

## **Section 3: Approval**

1. Dissolution requires a three-quarters majority vote of the members.
2. This vote can be conducted online or in person and the decision as to how is left up to a majority of the committee.

## **Section 4: Disposal of Assets**


1. In the event of dissolution, any remaining funds and assets shall be donated to a charitable organization that aligns with the Society's purposes, as determined by the Executive Committee.
2. All outstanding debts and liabilities must be settled before any remaining assets are distributed.


## **Article IX: Ratification**

This constitution shall become effective upon signature of the President  
and Vice-President

This constitution was adopted on 25<sup>th</sup> July 2024.

Signed,

  
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President

  
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Vice-President