



Arabic Society Constitution

1.0 Name of the Society

- 1.1 The Club's/Society's name shall be the King's College London Arabic Society. Referred to as the "Society"

2.0 Aims and Objectives of the Club/Society

- Bringing together the Arabic community at King's as well as those interested in Arab culture.
- Offering a range of activities to suit everyone and anyone.

3.0 Membership of the Club/Society

- 3.1 Membership of the Society will be open to all members of the Union in accordance with the Union constitution.
- 3.2 Individuals who are not members of the Union may only participate in Society activities in a coaching capacity or through associate membership.
- 3.3 Club/Society members (including coaching members) must act according to the Union's Equal Opportunities Policy.

4.0 Club/Society Subscriptions and Finance

- 4.1 A membership fee is required from all Societies members. The Society committee will determine this fee (in line with the set minimum) and are responsible for its collection.
- 4.2 Union members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with Society business.
- 4.3 Members shall not pay individual drivers of minibuses, as we cannot provide transport for Hire or Reward. Approved drivers (on the student's union driver's list) shall drive voluntarily and not receive payment).

5.0 Clubs/Society Officials

- 5.1 An elected committee will conduct administration. This

committee shall not operate autonomously. Planning activities, buying equipment and administering other club matters must be processed through KCLSU.

5.2 The committee will consist of the following officers who shall be full members of the Union:

- President
- Vice President x 2
- Treasurer
- Secretary
- Publicity Organiser
- Activities Organiser
- Web-site Administrator
- Activities Organiser
- Strand Representative x 2
- Guy's Representative x 2
- Waterloo Representative x 2
- St. Thomas' Representative x 2
- Sports Officers x 2
- Belly Dancing Representative

5.3 The committee will serve for one complete academic year.

6.0 **Duties of Club/Society Officials**

6.1 The Club or Society President is responsible for:

- Ensuring that all Aims and Objectives are followed through.
- Attending all Student Activities Councils (one per semester).
- Providing adequate provision for all members in the program of events.
- Providing a high standard of instruction and leadership for the members.
- Keeping in regular contact with the VP Student Activities and Student Activities Staff Members.
- Appointing suitable Activity and Trip leaders in conjunction with the Club Safety and Training Officers.
- The behaviour of members during club/society related activities.
- In the case of there being no Safety Officer - responsibility for the completion of the annual Risk Assessment.
- Other duties as agreed by the Committee.

6.2 The Society Treasurer is responsible for:

- Administering the finances in accordance with Union procedures.
- Attending all Student Activities Councils (one per semester).
- Keeping in regular contact with the VP Student Activities and Student Activities Staff Members to ensure that the account remains in the black.
- Producing a financial plan for the academic year.
- Producing an annual budget proposal.

- Other duties as agreed with the committee

6.3 Society Secretary is responsible for:

- Administering the membership of the Club/Society.
- Providing secretarial support to the committee and issuing the minutes of meetings to members.
- Ensuring affiliation to the relevant National Governing Body (with the help of the Membership Services Administrator).
- Compiling introductory material for new members in conjunction with the committee.
- Maintaining a log book that contains details of members experience and relevant qualifications, and reports from activities and trips (to be made available to the students union).
- In the case of there being no Safety Officer – responsibility for completing the Trip and Activity form when a trip is organised.
- Other duties as agreed with the committee.

7.0 **Meetings**

7.1 An annual general meeting is required towards the end of the second term.

7.2 The Society President/Chair must call regular ordinary general meetings.

7.3 Regular committee meetings are required to discuss all Society matters.

8.0 **Voting**

8.1 This will take place for the election of Officials and any other issue that the Club deem of importance.

8.2 Only members will be entitled to vote.

9.0 **Changes to Society Constitutions**

9.1 Changes can be implemented if approved by a two thirds majority obtained at an annual or ordinary general meeting of the Society and consent from the VP Student Activities.

10.0 **Clubs/Societies Complaints Procedure**

10.1 This procedure has been created to allow members to raise complaints about issues which might include the following:

- The safety of activities
- Poor standards of instruction or leadership.

- Non-adherence to the Society Aims and Objectives.
- The standards of equipment used for all activities
- Poor administration
- Disregard to the Union's Equal Opportunities policy.

10.2 Complaints concerning safety or operational matters should initially be addressed to the Society's President. If this does not prove satisfactory, a written complaint should be made to the VP Student Activities.

11.0 **Union Commitments**

11.1 The President/Chair and Treasurer from each Society are required to attend every Student Activities Council meetings. All incoming Presidents and Treasurers are required to attend the Student Activities Council AGM along with their outgoing officer.

11.2 Further commitments are outlined in Regulation F, which all /Societies must abide by.

12.0 **Discipline**

12.1 The Society shall have disciplinary regulations that are in line with the Union's Constitution.

12.2 The VP Student Activities shall be notified of all disciplinary action and, where appropriate will convene an Appeal Committee.