



Bangladesh Society Constitution

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1.0 **Name**

- 1.1 The Society's name shall be the King's College London Students' Union Bangladesh Society. Referred to as the "Society".

2.0 **Aims and Objectives**

- 2.1 The aim and objective of the Society is to reflect the cultural and social essence of Bangladesh within King's College London. Indeed, we have got so much to add to the diversity at KCL that a society like this would stand as an ideal platform for our exhibition. Everyone is welcome to join the Society regardless of race, gender, religion or ethnicity.

3.0 **Membership**

- 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 Society members (including coaching members) must act according to the Union's Equal Opportunities Policy.

4.0 **Subscriptions and Finance**

- 4.1 A membership fee is required from all Society 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 Union driver's list) shall drive voluntarily and not receive payment.

5.0 **Advisory Committee**

- 5.1 The committee will consist of a panel of renowned personalities from various sectors of the Bangladesh community.
- 5.2 The committee will be chaired by the Honorary High Commissioner of the People's Republic of Bangladesh in the UK or someone of similar rank (with their kind permission and interest).
- 5.3 The Ex-Presidents and Ex-Treasurers will automatically become the members of the advisory panel.
- 5.4 The key role of the advisory committee will be to deliver appropriate guidance for the smooth running of the Society.

6.0 **Society Officials**

- 6.1 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.
- 6.2 The committee will consist of the following officers who shall be full members of the Union:

- President
- Treasurer
- Secretary
- Safety Officer
- Campus Representatives (3-4 persons)
- Publicity Organisers (2 persons)
- Activities Organiser

- 6.3 The committee will serve for one complete academic year.
- 6.4 The founding President will chair the committee during the first year of establishment and he/she will designate the full committee. In the following years, the committee will be elected by general election.

7.0 **Duties of Society Officials**

7.1 The 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 Officer.
- The behaviour of members during Society related activities.
- Other duties as agreed by the committee.

7.2 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.

7.3 The Society Secretary is responsible for:

- Administering the membership of the 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).
- Completing the Trip and Activity form when a trip is organised.
- Other duties as agreed with the committee.

7.4 The Safety and Training Officer is responsible for:

- The welfare of all members.
- The completion of the annual Risk Assessment form.
- The completion of the Trip and Activity form when a trip is organised.
- Facilitating the integration of the novice within the Society, and their access to relevant information and advice.
- Ensuring that participating novices understand all aspects of an activity, paying particular attention to skill levels required, risks involved and equipment requirements.
- Advising the novice on their suitability for certain trips. Promoting safe practice at all times
- Promoting the benefits of further training for all members; and providing the Society with the relevant information.
- Liaison with the relevant bodies over all matters concerning safety.

8.0 **Meetings**

- 8.1 An annual general meeting is required towards the end of the second term.
- 8.2 The Society President must call regular ordinary general meetings.
- 8.3 Regular committee meetings are required to discuss all Society matters. The Secretary should make minutes available for ratification.

9.0 **Voting**

- 9.1 This will take place for the election of Officials and any other issue that the Society deem of importance.
- 9.2 Only members will be entitled to vote.

10.0 **Changes to the Society Constitution**

- 10.1 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.

11.0 **Society Complaints Procedure**

- 11.1 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.

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

12.0 **Union Commitments**

12.1 The President and Treasurer from the Society are required to attend all Student Activities Council meetings. All incoming Presidents and Treasurers are required to attend the Student Activities Council AGM along with their outgoing officer.

12.2 Further commitments are outlined in Regulation F, which the Society must abide by.

13.0 **Discipline**

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

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