



King's College London Cypriot Society Constitution

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1 Name

- 1.1 The Society's name shall be the **“King's College London Cypriot Society”**, or, by abbreviation, **“KCLCYSOC”**, referred to henceforth and herein as the “Society”.

2 Aims and Objectives of the Society

- 2.1 To give the opportunity to the students/members of the Society to familiarise themselves with the Cypriot culture, history and civilisation and exchange ideas for issues concerning Cyprus.
- 2.2 To inform the members about the complicated political situation in Cyprus in an objective and independent manner.
- 2.3 To allow current students/members of the Society, through their experience, to provide information and assistance to the newly-arrived-members about studying and life in London.
- 2.4 To assist members of the Society facing problems and difficulties or anything whatsoever, always within the competences and powers of the Society, without contravening the King's College London Student Union's Rules and Constitution.
- 2.5 To inform prospective students living in Cyprus about the opportunities and education at King's College London.
- 2.6 To create affiliations with the Cypriot Societies of other universities, in a spirit of co-operation and solidarity.
- 2.7 To represent Cypriot students at King's and provide them with access to educational events, informative literature and external opportunities.

3 Membership to the Society

- 3.1 Membership to the Society will be open to all members of the Union in accordance with the King's College London Student Union (KCLSU) constitution.
- 3.2 Individuals who are not members of the Union or who are members of the Union but not members of the Society may only participate in the Society's activities in a coaching capacity or through associate membership and at the discretion and permission of the Committee.
- 3.3 The Society's members (including coaching members) must act according to the Union's Equal Opportunities Policy.
- 3.4 Society members must act within the Society's Code of Conduct, or face disciplinary proceedings against them taken by the Society Committee.

The Society reserves the right to do this, as it believes that bad actions by members of any Society can stain the reputation of the other members, and put a bad image onto the Society itself. It therefore wishes to prevent this occurring to the Society corporately, or to its members personally. The King's College London Cypriot Society's Code of Conduct is as follows:

- No member of the Society may act in a violent or aggressive way to any other person.
- No member of the Society may act abusively or use abusive language towards any other person.
- No member of the Society may act in a way that is deliberately and explicitly prejudiced and discriminatory towards any other person based on their age, colour, ethnic and/or national origin, gender, HIV Status, marital status, nationality, parental status, physical and/or mental disability, Political opinion, state of pregnancy, religion, sexual orientation, socio-economic background or any other individual distinction in their personal and general behaviour.
- No member of the Society may write or publish unwarranted *ad hominem* (i.e. personal) attacks on any other person.
- No member of the Society may act in a way that brings shame and embarrassment to the Society.
- No member of the Society may in any way act publicly contrary to this Constitution, its aims and objectives, its tenets, or its expressed values.

4 Society Subscriptions and Finance

- 4.1 A membership fee is required from all Cypriot Society members. The Cypriot Society committee will determine this fee and is responsible for informing prospective members of their obligation to meet this fee.
- 4.2 Society members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with the Society.

5 Committee Members

- 5.2 An elected committee will conduct administration. This committee shall not operate autonomously. This committee will have the authority to take policy decisions for the Society and will do so at Society Committee Meetings (SCM's) through a democratic vote according to the procedure outlined in Section 8 of this Constitution.
- 5.3 The Committee will consist of the following officers who must be full members of the Union and of the Society:

- President
- Vice-President
- Vice-President
- Treasurer
- External Relations Officer
- Events/Sports Officer
- Fresher's Director
- Web Officer

- 5.4 The committee will serve for one complete academic year from the Pre-departure meeting organised in Cyprus before the first term begins until the completion of the end-of-year trip at the end of the third term.
- 5.5 A hand over meeting between the old and new committee is required so as to ensure that the new committee is able to effectively carry out their duties.
- 5.6 If any committee member is suspended or forfeits their position, a temporary replacement may be appointed by the remaining committee members or emergency elections can be called upon for the position made available. The decision as to which route shall be followed will be left upon the discretion of the committee.

6 Duties of Committee Members

- 6.1 The Society President is responsible for:
- Chairing all Society Meetings, with the ability to have a deciding vote in non-election related voting procedures, where a decision can not be agreed upon.
 - 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.
 - Representing the Society at any kind of events, whenever considered necessary to do so.
 - Calling regular SCM's and/or an Annual General Meeting (AGM) as agreed upon by the committee. Two weeks notice must be given to members when calling an AGM.
 - Holding to account the behaviour of society members, and initiating the prosecution of disciplinary proceedings against any Society member who breaks the Society's Code of Conduct.
 - Censuring (i.e. blocking) any Society Committee motions, policies or decisions that he/she finds overly controversial, offensive, or in any

way damaging to the reputation and status of the Society in King's College, in the Student Body as a whole, in the University of London, or in any particular manner or fashion external to these groups and institutions.

- Other duties as agreed with the Committee.

6.2 The Society Vice-Presidents are responsible for:

- Administering the membership of the society.
- Ensuring the coordination of the Cypriot Society Committee.
- Supervising events and activities carried out by the society.
- Assuming the role of the President/Chair in his/her absence.
- Compiling and issuing minutes to Society members.
- Ensuring a constructive relationship is maintained between themselves which is to benefit the committee and Society as a whole.
- Representing the Society at all of its obligations
- Other duties as agreed with the Committee.

6.3 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 open.
- Producing a financial plan for the academic year.
- Producing an annual budget proposal.
- Representing the Society at all of its obligations
- Other duties as agreed with the Committee

6.4 The Society External/Public Relations Officer is responsible for:

- Writing and sending newsletters informing the members about the decisions taken by the Society's Committee.
- Maintaining contact and assisting the role of the President in liaising with external groups including other University societies both within and outside of King's College London. This includes the King's International Marketing Department
- Promoting the Society in an unbiased and unprejudiced way always within the constitutional parameters.
- Representing the Society at all of its obligations
- Other duties as agreed with the Committee.

6.5 The Society Events/Sports Officer is responsible for:

- Promoting the development of the Society.

- Promoting a good level of communication between the members of the Society.
- Ensuring a healthy and continuous relationship between the Society and the Cypriot Societies of other universities.
- Promoting the Society's activities to students other than members.
- Being responsible for the promotion of any kind of activities.
- Being responsible for completing the Trip and Activity form when a trip is organised.
- Coming up with new and original ideas, concerning activities.
- Promoting sports/athletic activities within the society.
- Liaising with societies both at King's College London and at other universities so as to organise friendly and competitive games.
- Ensuring the wellbeing of all members involved in sports activities.
- Representing the Society at all of its obligations
- Other duties as agreed with the Committee.

6.6 The Society Fresher's Director is responsible for:

- Identifying the new-comers.
- Informing the new-comers about the Society, its aims and objectives.
- Answering any queries forwarded to the Society's Committee.
- Compiling introductory material for new members in conjunction with the committee.
- Representing the Society at all of its obligations
- Other duties as agreed with the Committee.

6.7 The Society Web Officer is responsible for:

- Writing and sending newsletters informing the members about the decisions taken by the Society's Committee.
- Updating and maintaining the Society's website and ensuring that all hosting fees are paid for.
- Informing members of future events via the Society's email and facebook group.
- Creating and sending feedback forms to members so that they may contribute with their suggestions to future events planned and communicating that back to the committee.
- Representing the Society at all of its obligations
- Other duties as agreed with the Committee.

7 Meetings

7.1 An Annual General Meeting is advisable towards the end of the academic year but given the spread campus nature of King's College London

should only be arranged if possible at the discretion of the committee. If an AGM is held the procedure following will be:

- The Chair shall declare the meeting open, and the Agenda shall be declared.
- The election of a Committee position shall then take place. This will occur through the following procedure:
 - Firstly, the purpose, role and responsibility of the position under contest in the society shall be described.
 - After this, the candidates for that position shall be declared and in the order decided by the Chair, will each make a speech describing why they should be elected.
 - When this has been completed, the vote shall then take place as laid down in Section 8 of this Constitution.
 - The Meeting shall continue thus, until all Society Committee Positions have been elected and filled.
- Once this agenda is finished, a final amount of time will be allowed for any member of the Society to raise any subject they wish to see discussed and resolved by the Society, or put forward any motion they wish to see officially adopted as policy by the Society through a vote, this subject to their being recognised by the Chair. If they are recognised by the Chair, the issue they raise may then be discussed and voted upon, subject to the same conditions as above.
- Once all issues have been discussed, or in the case where no new issues are raised, the Chair may then declare the Meeting completed and the Members may then adjourn.

7.2 The Cypriot Society President/Chair must call regular Society Committee Meetings (SCM). The procedure at SCM's will be the following:

- The Chair shall declare the meeting open, and the Agenda shall be circulated and declared, it is at this point that any Committee member may demand a roll-call of committee members. For those committee members absent, their written proxy shall be valid and should be presented by the committee member to whom the proxy has been given.
- The Committee will follow the agenda, going through each subject, discussing the issues involved and coming to conclusions on every topic.
- If there is disagreement on any matter, the Chair will call a vote on which position the Committee will officially adopt.
- Whichever position is favoured by a majority (as explained in paragraph 8) of the committee will be adopted. In the case of there being a need for further discussion or debate, or a substantial undecided element in the Committee, a vote on the issue may be postponed pending further time and research for the Committee to make a decision, by the Chair.
- Once the agenda is finished, a final amount of time will be allowed for any member of the committee to raise any subject they wish to see discussed and resolved by the committee, or put forward any proposed Constitutional change they wish to see passed through the SCM.

- Once all issues have been discussed, or in the case where no new issues are raised, the Chair may then declare the Meeting completed and the Committee shall adjourn.

8 Voting

- 8.1 This will take place for the election of the Committee and any other issue that the Club deem of importance.
- 8.2 For voting at an SCM, absent committee members may vote by proxy. To do so, they must send confirmation that they assign their vote to another committee member. The absentee should inform all members of the committee to whom they have given their vote. Committee members are only allowed to carry one additional vote besides their own. The committee member carrying an additional vote, must use that vote as directed by the absentee.
- 8.2.1 For all other matters besides constitutional changes, a simple majority vote of all committee members is required and not a 2/3 majority vote as is the case with constitutional changes.
- 8.3 Only society members will be entitled to vote at General Elections or an AGM.
- 8.4 Students must be members of the society at the time of application in order to be permitted to apply for committee positions during General Elections.
- 8.5 Voting for General Elections **must** be carried out anonymously either by calling an AGM or by supervision from an external auditor and full-time member of the Union such as the VP Student Activities.
- 8.5.1 Voting by supervision will be carried out as follows:
- The external auditor will be given access to the society's elections email address (kclcysoclections@gmail.com).
 - He/she will change the password so that they alone have access to the account.
 - Members will be called to vote by sending their vote, together with their own name and student number to the above email address. A "one member, one vote" policy will be followed.
 - After the deadline, the external supervisor will count all votes and will ensure that no-one has voted twice, and that all voters are students of King's College London and members of the Society.
 - The Supervisor will then send an email to the President informing him of the results who will then inform all other society members.
- 8.5.2 Voting at an AGM will carried out using the following procedure:

- Each member of the society present at the meeting will be given a piece of paper each, and will be asked to write the name of their preferred candidate on the said piece of paper. Each piece of paper shall then be collected by the President and Secretary, and the votes shall then be counted by the President and Secretary OR two disinterested committee members (i.e. when a President or Secretary wishes to run for his or her position again, their involvement in the counting of the votes pertaining to their election would be inappropriate, and so the Chair shall appoint a disinterested member of the Committee – that is, someone who is not running in the election for which votes are being counted, and is not considered otherwise biased).
- If any person appointed to the task of counting votes in a Committee Position Election is considered biased in any way by any member of the society, then any society member may, at any point before, during (but not after) the vote-count, make a special point of order to the Chair, which the Chair must recognise, and call for a motion on the society's confidence in the integrity of this Committee member. If a motion of confidence is carried, then the Committee member may count the votes of that election. If a motion of no-confidence in that Committee member is carried, they shall be disqualified by counting, and another person may be appointed.
- In the unlikely event of there being no member of the Committee who is unbiased in the counting of the votes in an election (i.e. if all members of the committee are running for the same position, for example, or all have been disqualified through votes of no-confidence), then the Chair may appoint any members of the Society considered suitable to count instead, although these members are subject also, of course, to the possibility of being challenged by any other member through a special point of order regarding the Society's confidence in them.
- When the vote-count is finished it must then be declared thus by the Chair. Whoever has been given them most votes for whatever position was up for election wins, and will serve in that Committee position for a full Academic Year as described in Section 5 of this Constitution (assuming *ceteris paribus* conditions – i.e. they are not expelled or suspended in that time).

8.6 Applicants for positions during General Elections must submit a manifesto describing their reasons for applying, the position they are applying for and what they may offer the Society. The manifesto must be submitted in Greek and English together with a small photograph.

8.7 Candidates applying for the positions of President and Vice-President must have at least 1 year's experience as a Society committee member at KCLCYSOC. Should no other applicants be available, consideration will then be given to candidates with no prior experience and at the discretion of the committee.

9 Changes to Society's Constitutions

- 9.1 Changes can be implemented if approved by a two-thirds majority obtained at SCM (or AGM if organised) of the Cypriot Society.

10 Society's 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 Cypriot 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 be addressed to the Cypriot Society Committee.

11 Society's Committee Commitments

- 11.1 Members of the Committee are **NOT** allowed to use the Society's Mechanism for their own causes, benefits and self- promotion.
- 11.2 Members of the Committee are not allowed whilst in officio, to participate as candidates in politically based elections related to the National Union of Cypriot Students in UK (ΕΦΕΚ).

Members of the Committee are free to follow the aforementioned actions after surrendering their office two months in advance of the relevant procedures.

Explanatory Note:

Members of the Committee are not prevented from having or showing their political and/or ideological preference including participating in any occasion of this kind from the position of an individual and not committee member. Their actions and general behaviour, however, should be in line with Article 11 so as not to prejudice either the members of the Society or the nature of the Society per se. The members of the Committee **MUST** respect the Society's neutral basis or face disciplinary consequences.

12 Union Commitments

- 12.1 The President/Chair and Treasurer from Cypriot Society should 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.
- 12.2 Further commitments are outlined in Regulation F of the King's College London Student Union (KCLSU), which the Society must abide by

13 Discipline

- 13.1 For committee members, any disciplinary wrongful act bears the sanction of disqualification of the wrong-doer from the Society's Committee which is at the discretion of the Committee to attribute.
- 13.2 The VP Student Activities shall be notified of all disciplinary action and, where appropriate will convene an Appeal Committee.
- 13.3 The Committee will have the discretion to proceed in any justified disciplinary measure towards a member of the Society, always within the provisions of the Union's Constitution.
- 13.4 Any disciplinary action will be decided upon through a SCM.

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