

# WARWICK WELSH SOCIETY CONSTITUTION

## 1 NAME

1.1 The name of the society shall be Warwick Students' Union Warwick Welsh Society.

## 2 AIMS AND OBJECTIVES

2.1 The Society shall have written statement of aims and objectives providing a clear understanding of the society. This shall be subject to review annually by the Warwick Welsh Society Executive Committee.

2.2 The society aims and objectives shall be:

2.2.1 Aim 1: Foster a Supportive Community that Builds Confidence.

2.2.2 Aim 2: Enhance Career Development.

2.2.3 Objective 1: Create a mentorship program where senior or experienced members can guide and support newer members, promoting a sense of belonging and confidence.

2.2.4 Objective 2: By partnering with Darogan Talent, we will look to provide better access for students to find jobs in Wales.

2.3 The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students' Union.

2.4 The Society shall be subject to a disciplinary code as laid down and administered by the Students' Union.

2.5 Any alterations to the Society Constitution must be ratified by the Societies Forum. A provisional copy must be sent to the Vice President for Societies for approval before the new constitution may take effect.

2.6 If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with by contacting your Societies Coordinator.

## 3 MEMBERSHIPS

3.1 Memberships of the Society shall be open to all full, associate, and honorary members of the Students' Union upon payment of the required Societies Federation subscription.

3.2 Memberships of the Society are to be renewed in the September of every academic year.

3.3 Only standard members of the society shall be entitled to vote in elections, provided they have joined the society and paid the appropriate subscription fee no less than three days before the election takes place.

3.4 The following shall not be entitled to hold the office of an Executive position in the society:

3.4.a An Associate or Honorary member of the Students' Union or Societies Federation

3.4.b Any person who has received payment for the provision of services to the society (not including reimbursement of personal expenditure on behalf of the society)

3.5 The Society must have a minimum of 30 members by the sixth week of term one. If the minimum membership is not met, a meeting with the Society and their Societies Coordinator will be scheduled to discuss the future of the Society.

#### 4 EXECUTIVE COMMITTEE

4.1 The Society's Executive Committee shall be made up of at least three Core Roles who shall be the President/Chair, the Welfare Officer, and the Treasurer.

4.2 The Executive Committee must also ensure that they include an officer responsible for each of Core Responsibilities. These responsibilities may be put under the remit of other committee members' roles, unlike the Core Officers, and do not need to be separate officers. However, they must be specified in the Constitution. The Core Responsibilities are as follows:

- 4.2.a Equality and Diversity
- 4.2.b Safety
- 4.2.c Secretary

4.3 The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

- 4.3.a Organising the activities of the Society in such a way as to include the greatest possible number of Society members.
- 4.3.b Managing the expenditure of the Society's funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU's financial regulations.
- 4.3.c Formulating and submitting an annual bid for funds from Student Activities prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid.
- 4.3.d Formulating and submitting any additional bids for funds from the SU Societies Forum or groups within the Students' Union.
- 4.3.e Assisting any review of the Society's activities and use of funds carried out by a standing committee or group of the Students' Union that has granted funds to the Society.
- 4.3.f Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities.
- 4.3.g Ensuring that all society activity abides by the By-laws, regulations and policy of Warwick SU.
- 4.3.h Executive Committee members must attend assigned training to ensure they are equipped to organise the Society.

#### **4.4 Core officers**

4.4.1 The Core Officer Duties shall include:

- 4.4.1.a To attend the Society's Annual General Meeting
- 4.4.1.b To attend Societies Council and complete mandatory training sessions/courses.

The core officers shall be:

#### **4.4.2 President/Chair/Club Captain**

- 4.4.2.a The President/Chair/Captain should organise and oversee the running of The Society.

4.4.2.b The President/Chair/Captain should chair committee meetings.

#### **4.4.3 Treasurer**

4.4.3.a The Treasurer should be responsible for the finances of the Society.

4.4.3.b The Treasurer should maintain an up-to-date record of their group account in addition to the record kept by the SU finance office.

4.4.3.c All funds should be held and processed through the groups Students' Union bank account. No money should be held in personal bank accounts.

4.4.3.d The Treasurer should submit grant funding applications.

#### **4.4.4 Welfare Officer**

4.4.4.a The Welfare Officer should be responsible for signposting Society members to the University's and SU's support services when a welfare issue arises.

4.4.4.b The Welfare Officer should make it known among Society members that they can come to them for initial support, however, should expect that support will take the form of signposting and not advice.

### **4.4 Additional Officers**

#### **4.4.1 Secretary**

4.4.1.a Coordinate with the president/chair to prepare agendas for meetings.

4.4.1.b Ensure all members are informed of meeting dates, times, and venues well in advance.

4.4.1.c Take accurate and detailed minutes during meetings, capturing decisions and action items.

4.4.1.d Distribute minutes to members promptly after meetings.)

4.4.1.e Draft and send official society communications (emails, newsletters).

4.4.1.f File important documents like meeting minutes, constitutions, and past records.

#### **4.4.2 Language officer**

4.4.2.a Organize events and activities that promote the Welsh language and culture.

4.4.2.b Develop resources for members to learn and practice the language.

4.4.2.c Collaborate with other language societies on campus to create joint events and exchange resources.

4.4.2.d Assist members in finding language learning resources on campus, online, or in the community.

#### **4.4.3 Sports Officer**

4.4.3.a Develop and implement strategies to increase membership and participation in the society's sports activities.

4.4.3.b Organize taster sessions or introductory workshops for new members to try different sports or activities.

4.4.3.c Collaborate with the university sports centre or intramural programs to promote society events and secure facilities.

4.4.3.d Plan and lead regular training sessions, practices, or matches for the society's sports teams.

4.4.3.e Organize social sporting events and tournaments for members of all skill levels.

4.4.3.f Explore opportunities to participate in inter-university or local community sporting events.

#### **4.4.4 Vice President**

4.4.4.a Assist the president in fulfilling their duties and achieving the society's goals.

4.4.4.b Deputize for the president during their absence at meetings or events.

4.4.4.c Represent the society at university fairs or events to attract new members.

4.4.4.d Plan the annual tour.

#### **4.4.5 Publicity Officer**

4.4.5.a Manage the society's social media by creating engaging content, promoting events, and interacting with members.

#### **4.4.6 Social Secretary**

4.4.6.a Develop a calendar of engaging social events throughout the year that cater to various interests and budgets.

4.4.6.b Plan the logistics of events, including securing venues, booking catering, and arranging entertainment.

4.4.6.c Create a welcoming and inclusive environment at events where members can socialize and build connections.

4.4.6.d Organize icebreaker activities or team-building games to encourage interaction amongst new and existing members.

### **5 MEETINGS**

5.1 The Executive must meet at least three times per term to ensure the Society is operated to a high standard.

5.2 The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year. This must be held by Week 10, Term 2. This GM may also be used to hold Society Officer elections.

5.3 The Society Executive shall give at least seven days' notice of any General Meeting to all members via Society email or society group chat and such notice shall include details of any elections to be held.

5.4 The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Vice President for Societies.

### **6 ELECTIONS**

6.1 Elections shall be held online or at a quorate general meeting in line with By-Law 10 Appendix D.

6.2 Votes will be counted via a Single Transferrable Vote electoral system.

6.3 Any amendments to the constitution must be made by the end of term 3.

6.4 The renewed Constitution, with up-to-date signatures, must be sent to the Societies Coordinator before the end of term 3.