

QUEEN ELIZABETH (KENSINGTON) BRANCH

KING'S COLLEGE LONDON ASSOCIATION (KCLA)

(Formerly Queen Elizabeth College Association)

CONSTITUTION AND RULES

1. NAME

The name of the organisation will be “Queen Elizabeth (Kensington) Branch” of the King’s College London Association, hereinafter known as “the QEC Branch”.

2. AIMS AND OBJECTS

The aims and objects of the QEC Branch will be to:

- a) foster general interest in the welfare, traditions and future of the whole of King’s College, London, but with special concern for the interests of former QEC/KCHSS students.
- b) provide opportunities for all former students and staff of Queen Elizabeth College/KCHSS or those that have studied or worked at the Kensington Campus to meet and keep in touch with each other.

3. GOVERNANCE

The QEC Branch will be governed by the Executive Committee. The Executive Committee will be accountable to the Annual General Meeting of the QEC Branch and other general Meetings which may be called from time to time.

The Branch is part of the KLCA and will be subject to the rules of that body.

4. MEMBERSHIP

Membership will be open to:

- * All former staff and students of Queen Elizabeth College.
- * All former students and staff who have studied or worked on the Kensington Campus.

The Executive Committee and/or the General Meeting will have the power to adopt others as Honorary members as deemed appropriate. These members shall be adopted by acclaim or by a simple majority of the electing body.

5. SUBSCRIPTION

The Executive Committee may choose, from time to time, to seek donations from members to ensure the continued operation of the QEC Branch.

6. EXECUTIVE COMMITTEE

The Executive Committee will be responsible for the day to day management of the QEC Branch and the maintenance of its financial affairs. It will operate within the agreed policies of the Branch at all times. The Executive will have the power to acquire and dispose of Branch assets if this is deemed necessary for the continued operation of the Branch. These actions will be reported to the General Meeting.

The membership of the Executive Committee shall be:

- a) **Chair:** who shall chair the Executive Committee and the General Meetings. S/he shall also provide representation of the Branch to the relevant bodies of KCLA . The Branch Chair will provide a report on the year's activities to the Annual General Meeting.
- b) **The Minutes Secretary:** who shall ensure that all relevant minutes are maintained relating to the business of the Branch.
- c) **The Honorary Treasurer:** who shall ensure that all relevant financial records are maintained and will arrange the necessary audits and filing of audited accounts. The Honorary Treasurer will also provide a report on the Branch's financial position to the Annual General Meeting.
- d) **The Membership Secretary:** who shall maintain the membership records of the Branch, liaising as appropriate with the Alumni Office.
- e) **Editor of "Envoy":** who will be responsible for the production of the Branch newsletter, which will be the main means of communication with the membership.

The Executive Committee may co-opt members to serve any of the officer posts as vacancies arise, or as required. The co-option will be reported to and ratified by the Annual General Meeting.

Following elections, each officer will serve in a particular post for a minimum of one year. There is no limit to the number of terms of office which a particular member can serve in a particular post, with agreement of the membership.

Nominations and elections to posts are as defined in Section 10.

The Executive Committee shall have the power to amend its memberships as deemed necessary and seek agreement upon this from the next General or Annual general meeting.

The quorum of the Executive Committee will be four. If the Chair is not present, the Executive will nominate one of the other officers to act as Chair for that meeting only

Observers will be invited to attend the meeting of the Executive Committee as appropriate and at the invitation of any member of the Committee.

7. GENERAL MEETINGS

The Executive Committee shall have the power to call General Meetings at any time during the year this is deemed necessary. Calling notices, with an agenda will be sent to all members 21 calendar days before the meeting.

General Meetings may also be called by the presentation of a written request for such a meeting signed by at least 10 current members of the QEC Branch to the Branch Chair.

8. ANNUAL GENERAL MEETING.

The Annual General Meeting (AGM) will be the prime meeting of the Branch in any one year.

The date for the AGM will be fixed by the Executive Committee.

Notice of the meeting will be sent to all members at least 21 calendar days before the meeting.

The Agenda will include reports from the Branch Chair and Honorary Treasurer.

Member's Business shall be brought before the meeting by a notice in writing of such Business to a member of the Executive at least 14 calendar days before the meeting.

The final agenda for the AGM will be issued to the Executive at least seven calendar days before the meeting and available on the day to all present.

Other Business will be taken if it is deemed to be of pressing nature to the Branch, by the consent of the majority present at the meeting.

The quorum of any General Meeting, or the AGM, will be 10 members of the QEC Branch.

9. ELECTIONS

Elections for all posts will be held annually.

Nominations should be sent in writing to the Chair who will act as Returning Officer at least four days before the AGM. The Executive Committee will have the power to co-opt to posts which have fallen vacant and for which no nominations are received

10. CONSTITUTION

This constitution shall supersede all previous constitutions.

Amendments to the Constitution will be proposed by or to the Executive Committee in the first instance. These will be discussed at the next AGM and will require a two thirds majority of those present to be adopted by the Branch. The changes will take effect immediately after the AGM.

11. ACCOUNTS

The Honorary Treasurer will be responsible for the maintenance of the accounts of the Branch and will make reports to meetings of the Executive Committee and the AGM on the state of the accounts.

An auditor for the accounts will be agreed and appointed by the Executive Committee.