



King's Business Club

The Constitution of the  
King's Business Club

Fourth Edition

Latest Revision: 27 December 2020

Richard Ou (President) & Daniel Fang (Vice President)

## Preamble

In joining the committee of the King's Business Club, all members of the Executive Committee subscribe to the rules set out in this Constitution. However, just as importantly, they subscribe to the overall goals of the Society of:

**Informing** – keeping our audience up-to-date with the many different career paths out there, whatever their degree and interests might be;

**Educating** – providing the specific skills and training they need to advance their knowledge and careers;

**Connecting** – providing opportunities to network with key companies, as well as other students who one day could be their colleagues;

A handwritten signature in black ink, appearing to be 'Richard Ou' in a stylized, cursive script.

Richard Ou

President, 2020/2021

## The Fourth Edition

This major edition was created to achieve two purposes. First, the edition pays homage to former rules and procedures by amalgamating the independently created Second and Third editions, from 2017 and 2019 respectively; thereby retrospectively integrating two separate Constitutions into a singular document. Secondly, the revision updates the Constitution to reflect the current form and structure of the Society.

The footnotes have been included to help readers in cross-referencing between the Articles of the Constitution and the Schedules of the Constitution. They do not themselves form a part of the Constitution and should not have any impact in its interpretation or application.

## Note of Thanks

The Second Revision was worked on by Toby Bottomley, President of King's Business Club; and Liam Soane, President of King's Capital.

The Third Revision was worked on by Paul Benter, President of the King's Business Club; and Matthias Reindl, Vice President of the King's Business Club.

The Fourth Revision was worked on by Richard Ou, President of the King's Business Club; and Daniel Fang, Vice President of the King's Business Club.

## Note to Editors

All alterations should be first committed to the master copy of the Constitution, frequent copies of which should be made.

Suggested and approved amendments should be highlighted after a significant change.

A copy of the Constitution should be sent to the copyright libraries (as per Legal Deposit Libraries Act 2003 s.1. Deposit of Publication) after any significant change:

Legal Deposit Office  
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## Chapter I. Name, Object and Powers

### Article 1. Name

- a. The Society's name is the "King's Business Club" ("the Society"), and its abbreviated form is "KBC".
- b. Legacy names include the "King's College London Business Club", "KCL Business Club", and their abbreviated form of "KCLBC";

### Article 2. Objects and Powers

- a. The Society is established to:
  - I. Provide an academic, social, and extra-curricular programme for members and non-members across departments at King's College London, from all programmes;
  - II. Act on behalf the Society's members in dealing with King's College London, including the King's Business School;
  - III. Act on behalf the Society's members in dealing with interested external parties;
  - IV. Uphold the key values of educating, inspiring, and connecting students.
- b. In furtherance to the aforementioned objectives in Article 2.a., but not otherwise, the Society may:
  - I. Procure funds for the Society through individual contributions, written appeals, hosting events, or otherwise;
  - II. Invest the Society's funds that are not immediately required into a designated bank account as detailed in Article 33.;
  - III. Engage in other lawful activities, where necessary, for the attainment of such objectives.
- c. In pursuing these objectives, the Society will operate as transparently as possible, so as to pre-empt allegations of, and misconduct in and of itself. At the same time, the Society recognises the need for discretion, particularly in relation to financial information. Thus, the Society may redact documents and take other actions in particular circumstances, when deemed to be in the best interest of the Society.

## Chapter II: Membership

### Article 3. Standard Membership

- a. The Standard Membership of the Society shall be open to any individual who has formally registered their email to King's Business Club's database via the King's Business Club website ("kingsbusinessclub.co.uk") subscription form. Proof of a Standard Membership is detailed in Article 5.a;
- b. The Executive Committee shall have the right to terminate the Standard Membership of any individual with good and sufficient reason as per Article 6.a whereupon individuals would be barred from enjoying the privileges of the Society's membership as detailed in Article 7;

### Article 4. Patrons Membership

- a. The Patrons Membership of the Society shall be open to any individual who holds an existing Standard Membership and has purchased the Patrons Membership on the King's Business Club website, valid for 1 year and renewable at the end of a given Academic Year. Proof of a Patrons Membership is detailed in Article 5.b;
- b. Individuals holding a Patrons Membership will be issued a Patrons Membership ID Card as soon as they purchase the membership on the website. This identification card can be used to claim benefits as stipulated on the website;
- c. The Executive Committee shall have the right to terminate the Patrons Membership of any individual with good and sufficient reason as per Article 6.a, whereupon such a termination shall also include their prerequisite Standard Membership;

### Article 5. Proof of Membership

- a. Proof of a Standard Membership can be verified by checking whether an individual holds a registered account on the King's Business Club database;
- b. Proof of a Patrons Membership can be verified by checking whether an individual holds a registered and verified account with a Patrons Membership purchase on the website. When claiming specific benefits at events or partners' premises, the Patrons Membership ID Card can be presented as a form of evidence;

## Article 6. Cessation of Membership

- a. Individuals holding any of the aforementioned memberships in Article 3 and Article 4 may have their memberships suspended temporarily or permanently upon the approval of a two-thirds majority vote of the Executive Committee. The membership fee for the Patrons Membership is not returnable;
- b. The restoration of an individual's membership which has been previously terminated may be achieved upon the approval of a two-thirds majority vote of the Executive Committee. The membership fee for the Patrons Membership shall not be charged twice upon the restoration of a Patrons Membership given the previous payment of said membership fee;

## Article 7. Privileges, Status, and Liability

- a. Individuals holding any of the aforementioned memberships in Article 3 and Article 4 are able to enjoy the specific benefits of the membership category as detailed on the King's Business Club website;
- b. Individuals holding any of the aforementioned memberships in Article 3 and Article 4 enjoy a single vote as per the specific situation stipulated in Article 34.b;
- c. Individuals holding any of the aforementioned memberships in Article 3 and Article 4 are liable for any personal misconduct that results in the endangering of the safety or wellbeing of other members or non-members in King's Business Club events or platforms.

# Chapter III: Executive Committee

## Article 8. The Executive Committee of the Society

- a. President
  - I. The President should be a previous member of the Society;
  - II. The President shall be responsible for the general administration and leadership of the Executive Committee and the committee as a whole;
  - III. The President shall be charged with defining the long-term vision of the Society, in keeping with the Society's objective;
  - IV. Presiding Officer: The President shall take the Chair at all Executive Meetings of the Society;
  - V. The President shall ensure the meeting of all targets, and the coordination

with both entities within King's College London (including Societies, Departments, and Institutes) and entities outside of the university;

- VI. The President is legally responsible for the running of the Society;
- VII. When the powers and duties of any Executive post in the Society are not held by any other individual, they shall devolve on the President;
- VIII. The President shall act as a core ambassador and promoter of the Society's mission and values as outlined in Article 2;
- IX. The President shall reserve the privilege of inviting members of the Society to join the Executive Committee;
- X. The President shall reserve the privilege of appointing members to the Advisory Board.
- XI. It is the responsibility of the President to act co-operatively during the transition of the Executive Committee in order to ensure a transition of all administrative, legal, and financial matters;

b. Vice President

- I. The Vice President should be a previous member of the Society;
- II. The Vice President shall be responsible for complementing and supporting the President in the general administration and leadership of the Executive Committee and the committee as a whole;
- III. Ensuring that the long-term vision of the Society, and the objectives of the Society are being constantly worked towards;
- IV. Assisting the President in making key decisions in the Society
- V. When the President is temporarily unable to execute a non-legal task or responsibility, the task can be delegated by the President to be executed by the Vice President;
- VI. If the President is permanently incapacitated, unable to meet their responsibilities, or removed from their position, the Vice President shall serve as Acting President;
- VII. The Vice President shall assist the President in ensuring the meeting of all targets, and the coordination with both entities within King's College London (including Societies, Departments, and Institutes) and entities outside of the university;
- VIII. The Vice President shall act as a core ambassador and promoter of the Society's mission and values as outlined in Article 2;

- c. Head of Enterprise
  - I. The Head of Enterprise shall be responsible for the general administration and leadership of the Enterprise Department;
  - II. The Head of Enterprise shall be charged with defining the long-term vision of the Department, in keeping with the Society's objective;
  - III. The Head of Enterprise shall ensure the meeting of all targets and the direct liaising with their Associates;
  - IV. The Head of Enterprise reports directly to the President, Vice President and the Executive Committee regarding the progress on the targets set;
- d. Head of Consulting
  - I. The Head of Consulting shall be responsible for the general administration and leadership of the Consulting Department;
  - II. The Head of Consulting shall be charged with defining the long-term vision of the Department, in keeping with the Society's objective;
  - III. The Head of Consulting shall ensure the meeting of all targets and the direct liaising with their Associates;
  - IV. The Head of Consulting reports directly to the President, Vice President and the Executive Committee regarding the progress on the targets set;
- e. Head of Finance
  - I. The Head of Finance shall be responsible for the general administration and leadership of the Finance Department.
  - II. The Head of Finance shall be charged with defining the long-term vision of the Department, in keeping with the Society's objective.
  - III. The Head of Finance shall ensure the meeting of all targets and the direct liaising with their Associates.
  - IV. The Head of Finance reports directly to the President, Vice President and the Executive Committee regarding the progress on the targets set;
- f. Head of Marketing
  - I. The Head of Marketing shall be responsible for the general administration and leadership of the Marketing Department;
  - II. The Head of Marketing shall be charged with defining the long-term vision of the Department, in keeping with the Society's objective;
  - III. The Head of Marketing shall ensure the meeting of all targets and the

direct liaising with their Associates;

- IV. The Head of Marketing reports directly to the President, Vice President and the Executive Committee regarding the progress on the targets set;
- V. The Head of Marketing shall concurrently hold their title and carry out their responsibilities as the Head of the Marketing Department along with that of their respective marketing Officer position. However, the title of Head of Marketing does not entitle the holder to an extra vote in addition to their original marketing Officer position;

g. Head of Publications

- I. The Head of Publications shall be responsible for the general administration and leadership of the Publications Department and the King's Business Review publication;
- II. The Head of Publications concurrently holds the titles and responsibilities of the Head of Publications and Editor in Chief of the King's Business Review;
- III. The Head of Publications shall be charged with defining the long-term vision of the Department, in keeping with the Society's objective;
- IV. The Head of Publications shall ensure the meeting of all targets and the direct liaising with their Associates;
- V. The Head of Publications reports directly to the President, Vice President and the Executive Committee regarding the progress on the targets set;

h. Head of Human Resources

- I. The Head of Human Resources shall be responsible for the general administration and leadership of the Human Resources Department;
- II. The Head of Human Resources shall be charged with defining the long-term vision of the Department, in keeping with the Society's objective;
- III. The Head of Human Resources shall ensure the meeting of all targets and the direct liaising with their Associates;
- IV. The Head of Human Resources reports directly to the President, Vice President and the Executive Committee regarding the progress on the targets set;

i. Branding and Design Officer

- I. The Branding and Design Officer shall be responsible for developing and executing aims and strategies for KBC's branding and design during their

tenure;

- II. The Branding and Design Officer must be familiar with KBC's official Branding and Style Guideline to ensure that the Society's brand and image are preserved and used appropriately in the public domain;
- III. The Branding and Design Officer will hire and mentor their own Branding and Design Associates prior to the commencement of Semester 2 during the year of their tenure so as to ensure a smooth transition of the Branding and Design Officer role for the next year;
- IV. The Branding and Design Officer will work with the rest of the Marketing Department to fulfil ancillary and additional responsibilities as required by the position;
- V. The Branding and Design Officer will participate in relevant Executive Committee meetings through voting and decision making as mandated by the role's designation as an Executive Committee position;

j. Technical Officer

- I. The Technical Officer shall be responsible for developing and executing aims and strategies for the Society's websites, data, and other digital assets during their tenure;
- II. The Technical Officer must familiarise themselves with functions the website and other digital assets so as to be able to perform all digital marketing and optimisation tasks;
- III. The Technical Officer will hire and mentor their own Technical Associates prior to the commencement of Semester 2 during the year of their tenure so as to ensure a smooth transition of the Technical Officer role for the next year;
- IV. The Technical Officer will work with the rest of the Marketing Department to fulfil ancillary and additional responsibilities as required by the position;
- V. The Technical Officer will participate in relevant Executive Committee meetings through voting and decision making as mandated by the role's designation as an Executive Committee position;

k. Public Relations Officer

- I. The Public Relations Officer shall be responsible for developing and executing aims and strategies for KBC's public relations during their tenure;
- II. The Public Relations Officer must be familiar with all of KBC's social

media platforms, accounts and prose so as to ensure continued engagement on all of the Society's online channels;

- III. The Public Relations Officer will hire and mentor their own Public Relations Associates prior to the commencement of Semester 2 during the year of their tenure so as to ensure a smooth transition of the Public Relations Officer role for the next year;
  - IV. The Public Relations Officer will work with the rest of the Marketing Department to fulfil ancillary and additional responsibilities as required by the position;
  - V. The Public Relations Officer will participate in relevant Executive Committee meetings through voting and decision making as mandated by the role's designation as an Executive Committee position;
- I. Community Officer
- I. The Community Officer shall be responsible for developing and executing aims and strategies for KBC's community-building and socials during their tenure;
  - II. The Community Officer must coordinate communications between the committee members and Departments of the Society, along with preparing and organising socials for the wider Society;
  - III. The Community Officer will hire and mentor their own Community Associates prior to the commencement of Semester 2 during the year of their tenure so as to ensure a smooth transition of the Community Officer role for the next year;
  - IV. The Community Officer will work with the rest of the Marketing Department to fulfil ancillary and additional responsibilities as required by the position;
  - V. The Community Officer will participate in relevant Executive Committee meetings through voting and decision making as mandated by the role's designation as an Executive Committee position;

## Article 9. General Procedures

- a. The Heads of Departments from section V.A. 3.-6. may recruit a number of associates to help them with their work, subject to approval by the president;
- b. The Executive Committee of the Society for an upcoming year shall be

- selected by the outgoing committee from the associates recruited in the running year;
- c. At the discretion of the person responsible, more than one person maybe selected for a position. The multitude of persons chosen shall be equal in voting right and also otherwise share the powers and responsibilities their position entails;<sup>1</sup>
  - d. The responsibilities of each position shall be defined by conventions of the Society and can be set out by each year's president;
  - e. Should any position on the Executive Committee become vacant during the committee's time in office it may be filled by any member of the Society. Those interested must apply to sub-committee set-up for that purpose and are recruited subject to approval by the president;
  - f. The policy and general management of the Society shall be the responsibility of the Executive Committee, which shall meet at the president's discretion.

## Chapter IV: Departments

### Article 10. Definition and Criteria

- a. A Department is a division of the Society that functions in a specific area of activity and is led by at least one member of the Executive Committee.<sup>2</sup>
- b. In order for a division of the Society to be recognised and ratified as a Department, it must match all of the following criteria:
  - I. Be led by at least one member of the Executive Committee and have at least one other non-Executive member;
  - II. Serve a distinct and vital function throughout the Academic Year whilst not significantly overlapping with any other existing ratified Departments;
  - III. Submit an official strategic plan for the academic year that outlines the Department's aims, approach, key performance indicators, and

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<sup>1</sup> For example, sharing of the leadership of a department as Co-Heads.

<sup>2</sup> See a list provisions and privileges granted to Dinterdepartments in Schedule H.

transition strategy;

- c. The status of all divisions of the Society shall be reviewed before the beginning of the academic year in relation to the fulfilment of the criteria outlined in Article 10.b. Failure to fulfil these criteria will result in de-ratification and the Constitutional removal of the former Department, as per Article 34. After which, a former Department may continue to exist as a Project given that the criteria outlined in Article 22.b are met;
- d. Projects or other divisions may ascend to the status of a Department having met the criteria outlined in Article 10.b. Implementation of the status will be completed through Constitutional amendments, as per Article 34;
- e. The status of all Departments may be challenged during any Executive Meeting and shall be judged on their fulfilment of the criteria outlined in Article 10.b. The appropriate actions will be taken, as defined above;

#### Article 11. Enterprise Department

- a. The Enterprise Department exists to provide all parties as specified in Article 2.a.I with academic, social and extra-curricular opportunities and events pertaining to startups and enterprise;
- b. Liaise and act on behalf of the Society with events and matters pertaining to startups and enterprise and external parties related to startups and enterprise;
- c. The Enterprise Department shall be led and administered by the Head of Enterprise throughout the duration of their tenure;
- d. The general operations and objectives of the Enterprise Department shall be executed and managed by Enterprise Associates;

#### Article 12. Consulting Department

- a. The Consulting Department exists to provide all parties as specified in Article 2.a.I with academic, social and extra-curricular opportunities and events pertaining to the consulting industry;
- b. Liaise and act on behalf of the Society with events and matters pertaining to the consulting industry and external parties belonging to the consulting industry;
- c. The Consulting Department shall be led and administered by the Head of Consulting throughout the duration of their tenure;
- d. The general operations and objectives of the Consulting Department shall be executed and managed by Consulting Associates;

### Article 13. Finance Department

- a. The Finance Department exists to provide all parties as specified in Article 2.a.I with academic, social and extra-curricular opportunities and events pertaining to the finance industry;
- b. Liaise and act on behalf of the Society with events and matters pertaining to the finance industry and external parties belonging to the finance industry;
- c. The Finance Department shall be led and administered by the Head of Finance throughout the duration of both of their tenures;
- d. The general operations and objectives of the Finance Department shall be executed and managed by the Research Officer, Events Officer and Public Relations Officer along with their respective Associates;

### Article 14. Marketing Department

- a. The Marketing Department serves the distinct role of coordinating the marketing operations of the Society through;
  - I. Promoting events, vacant positions and other announcements through the Society's social media platforms;
  - II. Organising socials and events along with promoting these activities to ensure optimal attendance;
  - III. Managing, updating and improving upon the Society's main website and King's Business Review website;
  - IV. Maintaining and ensuring that the brand image of the Society is preserved through following the KBC Branding & Design Guideline and correcting instances of incorrect usage of Society brand assets;
  - V. Collecting data and other related analytics to ensure that the Society optimises the attainment of its key objectives as specified in Article 2;
  - VI. Maintaining and expanding the Society's public relations with external entities to ensure that the Society's reach is as wide as possible;
  - VII. Coordinating with the other departments of the Society to ensure that the aforementioned objectives can be executed optimally;
- b. The Marketing Department is responsible for assisting each department with the production of sponsorship or partnership proposals, pitch decks and other materials to the end of establishing long-term relationships with corporate and social entities to maximise the Society's budget position and reach;
- c. The Marketing Department shall be led and administered by the Head of Marketing throughout the duration of their tenure;

- d. The Head of Marketing shall concurrently hold and manage the responsibilities of two Marketing Department positions as specified in Article 9.g.V;
- e. The general operations and objectives of the Marketing Department shall be executed and managed by the Branding & Design Officer, Public Relations Officer, Community Officer, Technical Officer and their respective Associates;

## Article 15. Publications Department

- a. The Publications Department serves the distinct role of managing the operations and publication of articles and content for the King's Business Review, a subsidiary publication of the Society;
- b. The Publications Department and the committee members of the department are the only entities permitted to manage and publish officially in the name of the King's Business Review;
- c. The King's Business Review is an inalienable and subsidiary component of the Society. Any other entity separate from the Society claiming to be, or publishing in the name of the King's Business Review. is illegitimate by default;
- d. The Publications Department is responsible for ensuring that the King's Business Review website and all affiliated social media platforms of the publication are managed and producing content regularly to ensure maximum engagement and readership;
- e. The Publications Department shall be led and administered by the Head of Publications whom also holds the title of Editor in Chief of the King's Business Review throughout the duration of their tenure;
- f. The general operations and objectives of the Publications Department and King's Business Review shall be executed and managed by the Deputy Editor and Category Editors;
- g. The Publications Department shall coordinate with other Departments, and in particular the Marketing Department, to ensure that the objectives of the Publications Department and the King's Business Review are met;

## Article 16. Human Resources Department

- a. The Human Resources Department exists to provide all parties as specified in Article 2.a.I with academic, social and extra-curricular opportunities and events pertaining to the field of human resources;
- b. The Human Resources Department serves the distinct role of managing the operations of the Society through handling general administrative tasks, campaigns to hire new KBC committee members and other relevant

- operational tasks;
- c. Liaise and act on behalf of the Society with events and matters pertaining to the field of human resources and external parties belonging to the field of human resources;
- d. The Human Resources Department shall be led and administered by the Head of Human Resources throughout the duration of their tenure;
- e. The general operations and objectives of the Human Resources Department shall be executed and managed by Human Resources Associates;

## Chapter V: Advisory Board

### Article 17. Function and Privileges

- a. The Advisory Board serves to ensure the accountability of the Executive Committee in their efficient and effective performance;
- b. The Advisory Board shall also ensure that the Executive Committee subscribes to the bylaws outlined in the Constitution;
- c. The Advisory Board may not hinder the operations of the Executive Committee. However, it may take extraordinary measures if it deems the Executive Committee ineffective through a two-thirds majority vote upon a called meeting. This includes:
  - I. The expulsion of the President.<sup>3</sup>
  - II. An embargo on the access to financial assets.

### Article 18. Chair

- a. The Chair is the outgoing President of the Society and holds a support function that enables a smooth and effective transition;
- b. The Chair can work on specific projects in agreement with the incoming Executive Committee and the President;
- c. The Chair shall be held accountable for the President and will be

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<sup>3</sup> Refer to Article 27 for procedures in the removal of an Executive.

responsible for upholding and maintaining the Constitution.

#### Article 19. Vice Chair

- a. The Vice Chair is the outgoing Vice President of the Society and holds a support function that enables a smooth and effective transition;
- b. The Vice Chair can work on specific projects in agreement with the incoming Executive Committee and the President;
- c. The Vice Chair is responsible for upholding and maintaining the Constitution;

#### Article 20. Academic Advisors

- a. Academic Advisors are comprised of any academic staff or personnel of King's College London who have agreed to sit on the Advisory Board;
- b. Academic Advisors are to be formally admitted to the Advisory Board provided that the incumbent Chair and President unanimously vote in favour of their admittance;
- c. Academic Advisors can sit on the Advisory Board indefinitely, but must confirm the renewal of their tenure at the end of a given Academic Year;

#### Article 21. External Advisors

- a. External Advisors are comprised of any professionals from external corporations or organisations who have agreed to sit on the Advisory Board;
- b. External Advisors are to be formally admitted to the Advisory Board provided that the incumbent Chair and President unanimously vote in favour of their admittance;
- c. External Advisors can sit on the Advisory Board indefinitely, but must verbally confirm the renewal of their tenure at the end of a given Academic Year;

## Chapter VI: Projects

#### Article 22. Definition and Criteria

- a. A Project is an individual or collaborative enterprise within the Society that

is aimed towards achieving a particular objective. It may be contained within a Department or act independently of one<sup>4</sup>;

- b. In order for a given enterprise of the Society to be considered a Project, it must satisfy the following criteria:
  - I. Led by at least one committee member of the Society and supervised by a member of the Executive Committee;
  - II. Receive unanimous approval from the incumbent President and Vice President;
  - III. Encompass operations extending over one week;
- c. The status of a Project may be granted during any time as long as the criteria outlined in Article 22.b are met. The status of a Project may also be reviewed at any time;
- d. The termination of a Project may occur upon any of the criteria outlined in Article 22.b not being satisfied. This will result in the retrieval of all physical and non-physical assets along with all allocated funding towards the Project of all involved members.

## Article 23. Organisational Structure

- a. Project Supervisor
  - I. The Project Supervisor must be a member of the Executive Committee;
  - II. The Project Supervisor shall be responsible for the general administration of the Project and ensuring its effective and efficient function;
  - III. The Project Supervisor shall be responsible for liaising the activities of the Project to the Executive Committee;
  - IV. The Project Supervisor shall be responsible for the procurement of budget, funding and other assets that are deemed necessary for the Project.
- b. Project Leader
  - I. The Project Leader shall be responsible for the leadership of the Project Team and the attainment of the Project objective;
  - II. The Project Leader shall report directly to the Project Supervisor.

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<sup>4</sup> See a list of provisions and privileges granted to Projects in Schedule I.

## Article 24. Intellectual Property

- I. Each new Project launched by the Society, funded with the Society's resources or whose creation has been delegated by an Executive Committee member, shall be the intellectual property of the Society;
- II. All intellectual property (e.g. trademarks, website ownership, domains, visual material, data, etc.) of the Society belongs to the Society with primary ownership under the President and secondary ownership held by relevant members of the Executive Committee.

## Chapter VII: Human Resources

### Article 25. Vacancies

- a. External Executive recruitment shall be a three-phase vetting process:
  - I. Candidates shall submit their Cover Letter, Curriculum Vitae, and their answers to a set of evaluative questions. These submissions shall be considered fairly and on their merits;
  - II. Successful phase I candidates shall submit a pitch deck for the position which they are applying for<sup>5</sup>. Candidates will have to present their pitch deck before a panel of Executive Committee or Transitional Committee members;
  - III. Successful phase II candidates will be interviewed and judged on their personality and ability to form a cohesive team within the Committee. The interview will be conducted by at least one member of the Executive Committee or Transitional Committee;
- b. General external recruitment shall be a two-phase vetting process:
  - I. Candidates shall submit their Cover Letter, Curriculum Vitae, and their answers to a set of evaluative questions. These submissions shall be considered fairly and on their merits;
  - II. Successful Phase I candidates will be invited to an interview and judged

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<sup>5</sup> See Schedule F for a list of expected components for a pitch deck.

on a set of criteria established by at least one member of the Executive Committee or Transitional Committee.

## Article 26. Resignation

- a. Committee members of the Society may resign from their position provided that they adhere to the following procedures for their individual circumstances:
  - I. Members of the Executive Committee are to give notice to the rest of the Executive Committee of their departure at their earliest convenience to ensure a smooth transition;
  - II. Non-Executive members of the Society's committee are to give notice to their respective Head of Department of their departure at their earliest convenience to ensure a smooth transition;
  - III. Members who have resigned must relinquish their access rights to, and pass on all digital and physical assets to either their Head of Department or another member of the Executive Committee;
  - IV. Changes must be made to all relevant platforms and media to reflect the newly vacant position;
- b. Upon notice of a committee member's departure, the Executive Committee or the Head of Department must initiate a new round of hiring to fill in the vacant position;

## Article 27. Procedures for Removal

- a. Any member of the committee, whether non-Executive or Executive, can be removed from their position and the committee upon the approval of a two-thirds majority vote of the Executive Committee whereupon this vote may only be initiated by a member of the Executive Committee;

# Chapter VIII: Meetings and Reports

## Article 28. Rules of Procedure at Executive Meetings

- a. The Executive Committee can only hold an official meeting if either the President or the Vice President are present, any other meeting of members of the Executive Committee shall not have the power to decide matters for the whole of the Society;
- b. The President or Vice President set the agenda for meetings of the Executive Committee. During a meeting any member of the Executive Committee can raise a point of order, however, to call for vote on that point of order lies within the discretion of the President or Vice President;

- c. Save as provided elsewhere within this Constitution, all questions arising at meetings of the Executive Committee shall be decided by a simple majority of those present and eligible to vote. In the case of an equality of votes the President shall have a second, decisive vote
- d. In addition, the President has the power to overrule any decision with a final veto, but commits to only using the veto if he sees the overall good of the Society at risk or it is otherwise reasonable to use such a power. The veto may be challenged by those eligible to vote with a 3/4 majority, however, only if all members of the Executive Committee from section V. A. participate in the vote. If not all members are present at the calling of such a vote, non-attending members shall have 48 hours to cast their vote, otherwise the challenge is unsuccessful;
- e. If the President cannot be present at a meeting, his functions including the power to veto shall be fulfilled by the Vice President;
- f. Officers and representatives of the committee, acting as such, do so as agents of the Society;
- g. A member of the Executive Committee may be removed from his or her position, with good and sufficient reason, by agreement of both the President and the Vice President. For guidance as to what constitutes good and sufficient reason see Schedule A;
- h. A member of the Executive Committee repeatedly absent from the weekly meetings, without good reason, shall be subject to such sanctions and disciplinary proceedings as the President or Vice President decide to be fair and reasonable in the circumstances. Guidance on these sanctions may be found in Schedule B;
- i. All members of the Executive Committee are entitled to one vote unless stated otherwise in Article 8;

## Article 29. Departmental Meetings

- a. Departmental meetings are defined as formal communications between members of a department of the Society comprised of more than two people;
- b. A departmental meeting can only be considered legitimate and binding in terms of the decisions made during said meeting if the Head of Department is present;
- c. There is no set format for how departmental meetings are to be conducted, and departments are free to decide the frequency upon which

such meetings are to be held so long as the objectives of said Department are being achieved;

## Chapter IX: Finance

### Article 30. General Finance

- a. All money raised by or on behalf of the Society shall be applied to further the objects of the Society, as defined in section II. A., and shall not be applied for any other purpose.
- b. The President and/or Vice President shall keep proper accounts of the finances of the Society.
- c. Every Executive Committee is to maintain an 'emergency fund' containing, at least, one thousand pounds (£1000). This fund is meant to provide a buffer in case of a financial emergency. Where some or all of it is used, the Executive Committee should seek to ensure it is replenished as soon as feasible. The fund was established in 2019/2020 with the full sum present.
- d. The Executive Committee shall authorise the President and/or Vice President to sign cheques on the Society's behalf.

## Chapter X: Transition

### Article 31. Purdah Period

- a. This process involves the announcement of the upcoming elections around late December to early January. It serves as the first step in the transition of the current Executive Committee to the next. The Purdah period will cease at the end of the Election Period<sup>6</sup>;
- b. Purdah serves to notify non-Executive committee members who seek Executive roles. This period allows for such committee members to initiate and execute individual projects and initiatives to demonstrate their skills

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<sup>6</sup> The approximate length of the Purdah period can be observed in Schedule D.

and potential for leadership;

### Article 32. Election Period

- a. The Election Period follows the Purdah Period and begins around the start of Semester 2 in February. It is divided into the Presidential and Departmental elections<sup>7</sup>.
- b. The Presidential election shall involve a candidate for Presidency and a candidate for the Vice Presidency running together for election for the leadership of the Society in the upcoming Academic Year. This phase shall begin around February and conclude around March. Candidates are expected to submit a pitch deck<sup>7</sup> for the respective position to which they are running for;
- c. The Departmental election shall involve individual candidates for the Head of Department or Marketing Officer positions running for election for said position. This phase shall begin and conclude in April;
- d. Applicants within both election cycles need to present their pitch deck for a given position before the electoral panel. The composition of the electoral panel will vary depending on the position in question. Each member of the electoral panel will have one vote which they can cast upon any of the candidates or they may choose to vote to Re-Open Nominations (RON), whereby the election is skipped and left vacant for external applications. If no unanimous decision is reached, the most senior member in the electoral panel has the deciding vote;
- e. The list of order of precedence for Executive Positions and the order of precedence for their electoral panel can be seen in Schedule E;
- f. In the instance that there are no candidates for a particular position, the election for that particular position is skipped and is opened for external applications, as per Article 9.e.

### Article 33. Probation Period

- a. The newly elected Executives will form a probationary committee to act during the Probation Period around the beginning of May and shall be

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<sup>7</sup> The approximate length of the Election period can be observed in Schedule D.

<sup>8</sup> Expected components of a pitch deck are listed in Schedule G.

tasked with a series of responsibilities and objectives<sup>8</sup>;

- b. The Transitional Committee will be moderated by the incumbent Executive Committee to ensure their effective performance. As such, the Executive Committee shall reserve the right to vote to impede any changes and for the dismissal of any member of the Transitional Committee. However, the Executive Committee shall uphold the responsibility of mentorship towards the Transitional Committee;
- c. The Transitional Committee shall be comprised of all the newly elected Executive Committee members during the Election Period as specified in Schedule E;
- d. The President Elect shall reserve the privilege of offering vacant positions in the transitional committee.

#### Article 34. Interregnum Period

- a. The Interregnum Period follows the Probation Period and begins around the beginning of June. It acts as a buffer period between the official signed confirmation of the President Elect, and the beginning of the Academic Year;
- b. During the Interregnum Period, the outgoing Chair and President shall sign a document of Presidential Handover. This will officiate the President-Elect and Vice President-Elect as the succeeding President and Vice President respectively, the outgoing President as Chair and outgoing Vice President as Vice Chair, and will bestow all relevant rights and responsibilities;
- c. Under the circumstance that a Presidential Handover is not signed by the end of the Interregnum Period, the President Elect shall automatically displace the position of President;
- d. At the end of the Interregnum Period around the beginning of September, members of the Transitional Committee will be ascended to the Executive Committee contingent on their individual performance by the confirmed and incoming President;

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<sup>8</sup> A list of example of responsibilities and objects can be browsed in Schedule H.

## Chapter XI: Constitutional Amendments

### Article 35. Procedure for Constitutional Amendments

- a. Any procedural amendment(s) to this Constitution, which are those defined as not affecting the substantive rights of the members of the Society, may be ratified by a two-thirds majority vote of the whole Executive Committee;
- b. Any amendment(s) to this Constitution affecting the substantive rights of the members are to be ratified by a referendum. Members of the Society alone shall be eligible to vote in this, and the amendment(s) may be considered ratified if a majority of greater than half of the votes in favour of the amendment(s);
- c. A brief and general summary of all amendments made to the Constitution shall be added to Chapter XIV at the bottom of the document;

## Chapter XII: External Relations

### Article 36. Corporate and Organisational Relations

- a. The Society shall seek to maintain and establish new mutually beneficial partnerships with corporate entities and other external organisations so as to further the objectives of the Society and the partnering entity. This can be achieved by:
  - I. Reaching out to new corporate and organisational partners so as to establish cooperative partnerships with them;
  - II. Maintaining existing relationships with corporate and organisational entities and showing accountability and results as stipulated in the individual agreements made between the Society and the individual corporate or organisational partner;
  - III. Ensuring that communications with corporate and organisational entities and partners remains professional and cordial in maintaining the image and reputation of the Society;

### Article 37. Varsity Relations

- a. With regards to the activities of other universities, the Society shall work in the best interests of King's College London students and the members of the Society:

- I. Working in the best interests of these stakeholders will usually entail collaborating, not competing, with other universities and rendering assistance if necessary and possible to those other universities;
- II. The Society shall work actively towards collaboration with other universities and their respective student societies and entities, particularly with those oriented around business or business-related topics;
- III. Ensuring that communications with other universities and their respective societies and entities remain professional and cordial in maintaining the image and reputation of the Society;

### Article 38. Inter-Society Relations

- a. With regards to the activities of other Societies, the Society shall work in the best interests of King's College London students and the members of the Society:
  - I. Working in the best interests of these stakeholders will usually entail collaborating, not competing, with other student societies and rendering assistance if necessary and possible to those other societies.
  - II. The Society shall work actively towards collaboration with the societies of other London universities, particularly with those oriented around business or business-related topics;
- b. Procedure for the Mergers and Acquisitions:
  - I. Societies or new projects that would like to be affiliated with the Society can only do so by being acquired/merged with the Society.

### Article 39. Academic Relations

- a. The Society shall seek to maintain and establish new mutually beneficial partnerships with King's College London academics, departments, faculties and other relevant entities so as to further the objectives of the Society and the partnering entity. This can be achieved by:
  - I. Reaching out to new academic partners so as to establish cooperative partnerships with them;
  - II. Maintaining existing relationships with academic entities and showing accountability and results as stipulated in the individual agreements made between the Society and the individual academic partner;
  - III. Ensuring that communications with academic entities and partners remains professional and cordial in maintaining the image and reputation of the Society;

## Chapter XIII: Schedules

### Schedule A.

1. This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance as to the application of section VI. G.

Applying the measure provided for shall be considered if, for example:

- i. A member of the Executive Committee is shown to have acted contrary to the aims, objectives or interests of the Society;
- ii. A member of the Executive Committee is shown to have acted dishonestly;
- iii. A member of the Executive Committee does not fulfil his or her role satisfactorily; or if;
- iv. A member of the Executive Committee is repeatedly absent from committee meetings.

### Schedule B.

2. This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance as to the application of section VI. H.

The President and Vice President may jointly agree to impose one or more of the following sanctions or disciplinary proceedings in the case of repeated absence by a member of the Executive Committee:

- i. A special meeting of the Executive Committee may be convened to allow that member to account for the absences to the committee;
- ii. That member's voting rights at meeting of the Executive Committee may be temporarily suspended;
- iii. That member may be temporarily suspended from attending all meetings and other Society organised events;
- iv. That member may be served with a written warning that if his or her absences continue, the committee may consider the application of section VI. G. in this Constitution; and ultimately that member may be removed in accordance with the provisions of section VI. and schedule 2.

Schedule C.

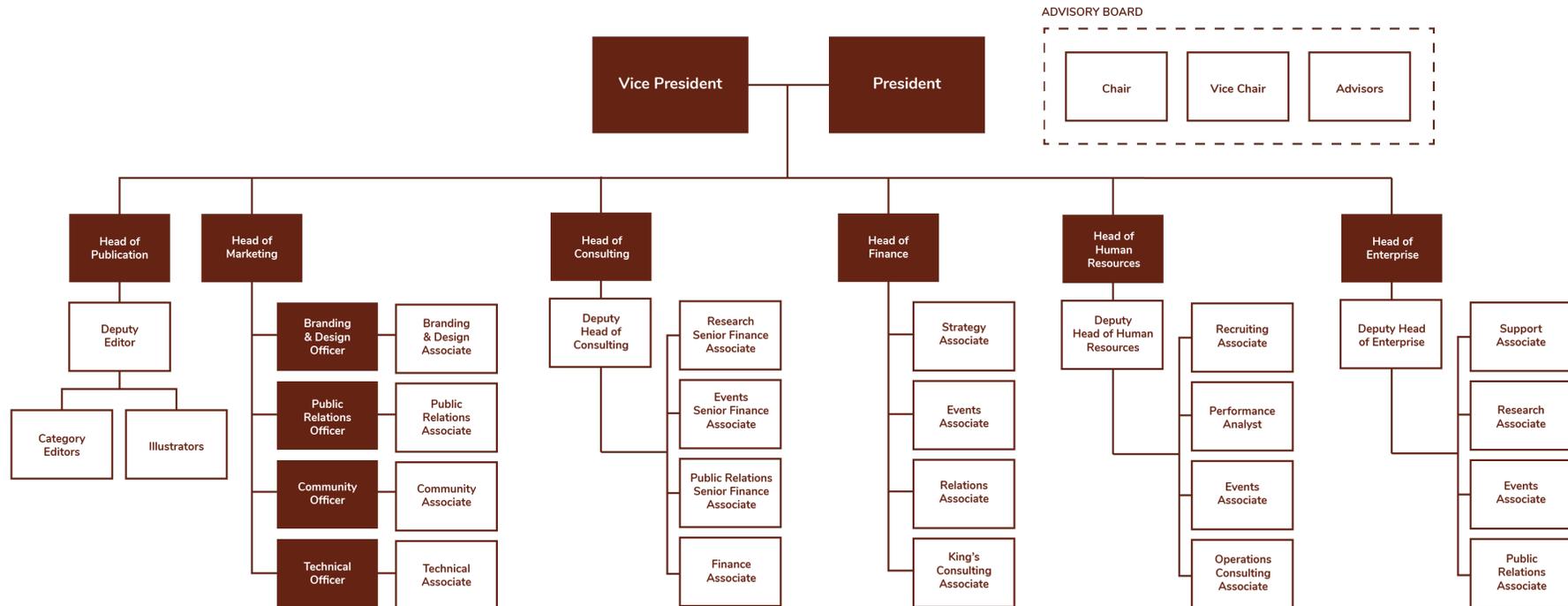
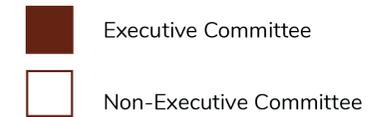
# Organisational Structure of King's Business Club

21 December 2020



King's Business Club

## Legend



Schedule D.

Timelines	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Semesters	Autumn – Semester 1				Exams	Spring – Semester 2			Exams	Summer	Exams	
Recruitment	External					Internal				External		
Transition				Purdah		Elections			Probation	Interregnum <sup>9</sup>		
Partner	Programme Phase 2			Deadlines	Programme Phase 3			Acquire & Plan <sup>10</sup>		Programme Phase 1 <sup>11</sup>		

<sup>9</sup> Succeeding Executives to act provisionally in place of incumbent holders.

<sup>10</sup> Approximate period of corporate deadlines for proposal submission.

<sup>11</sup> Period to be executed entirely online.

## Schedule E.

Position	Electoral Panel comprised of incumbent Executive Committee members
President-Elect	Chair, Vice Chair, President, Vice President
Vice President-Elect	President, Vice President, President-Elect
Head of Enterprise-Elect	President, Vice President, President-Elect, Head of Enterprise
Head of Finance-Elect	President, Vice President, President-Elect, Head of Finance
Head of Consulting-Elect	President, Vice President, President-Elect, Head of Consulting
Branding and Design Officer-Elect	President, Vice President, President-Elect, Branding and Design Officer
Community Officer-Elect	President, Vice President, President-Elect, Community Officer
Public Relations Officer-Elect	President, Vice President, President-Elect, Public Relations Officer
Technical Officer-Elect	President, Vice President, President-Elect, Technical Officer
Head of Marketing-Elect	President, Vice President, President-Elect, Head of Marketing
Head of Publications-Elect	President, Vice President, President-Elect, Head of Publications
Head of Human Resources-Elect	President, Vice President, President-Elect, Head of Human Resources

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\* Note that the Human Resources Department should be involved (in some capacity) in the selection of each of the Executive Committee positions as listed above.

## Schedule F.

3. This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance as to the application of Article 31.b.

A list of characteristics by which leadership may be judged:

- i. Relationship building - Leadership requires the ability to build and maintain a strong and collaborative team of individuals working toward the same goal. Team building requires other leadership strengths, like effective communication skills and conflict resolution;
- ii. Problem solving – Individuals who are skilled at problem-solving issues that arise on the job. Effective problem solving often requires staying calm and identifying a step-by-step solution. Problem-solving skills can help leaders make quick decisions, resolve obstacles with their team and external teams alike, and ensure projects are completed on time, according to the specifications;
- iii. Mentorship – A differentiating factor is competency in the ability to teach and mentor. Effectively teaching colleagues or direct reports to grow in their careers helps organizations scale. Often, this skill requires that leaders think less about themselves and more about how to make their team as a whole successful;
- iv. Vision – The ability to visualise and articulate a possible future state for the Society, such that individuals should have a strong objective that they wish to pursue.

## Schedule G.

4. This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance to the application of

A pitch deck is expected to address the following components:

- i. The position the applicant is applying for;
- ii. Applicant's vision for the Society over the interregnum period and the following academic year:
  1. From a department level;
  2. From an organisation-wide level;
- iii. The method by which applicant will execute their plan, including Key Performance Indicators;
- iv. An understanding of the wider environment and impacts;

- v. The skills and past experiences the applicant will use.

## Schedule H.

- 5. This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance to the application of Article 32.a.

The Transitional Committee shall be tasked with the following responsibilities:

- i. Establishing a coherent vision for the Society as a whole and for each individual department;
- ii. Outline projects which the committee and its departments wish to undertake across the interregnum period and the following academic year;
- iii. Seek and secure necessary sponsorships and partnerships to ensure success in achieving the Society's objectives.
- iv. Establish a timeline of programmes and events for the coming academic year.
- v. Execute phase 1 of programs.

## Schedule I.

- 6. This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance to the application of Article 10.

Any ratified Department is given the right of access to the following:

- i. Financing from the Society's funds, subject to review on a case by case basis;
- ii. Representation on the Society's communication channels. For example, a Department page on the website, a channel on the Society Team, or a department email;
- iii. Access to the Society's archives on the Google Drive and Microsoft Teams Team;
- iv. Access to the Society's network of alumni, academics and industry professionals;
- v. Recognition for the invaluable work of each Department and its individual members.

## Schedule J.

- 7. This Schedule is not to be taken to be exhaustive, nor is it intended to be binding and is included only to give guidance to the application of Article 22.

Any Project is given the right of access to the following:

- i. Financing from the Society's funds, subject to review on a case by case basis;

- ii. Access to the Society’s network of alumni, academics and industry professionals;
- iii. Recognition for the work and achievements of the project as a whole.

## Chapter XIV: Amendments

Amendment 1: Adding to Chapter III: Executive Committee, Article 8. The Executive Committee of the Society

Unanimously passed and implemented during the Sixth Executive meeting on Saturday 19<sup>th</sup> of September 2020

Amendment 2: Adding to Chapter IV: Departments

Unanimously passed and implemented during the Sixth Executive meeting on Saturday 19<sup>th</sup> of September 2020

Amendment 3: Adding to Chapter X: Transition, Article 37. Transitional Committee

Unanimously passed and implemented during the Sixth Executive meeting on Saturday 19<sup>th</sup> of September 2020

Amendment 4: Combining Web Officer and Analytics Officer to create the Technical Officer

Unanimously passed and implemented during the Sixth Executive meeting on Saturday 19<sup>th</sup> of September 2020

Amendment 5: Amending International Relations from a Department to a Project

Unanimously passed and implemented during the Sixth Executive meeting on Saturday 19<sup>th</sup> of September 2020

Amendment 6: As per “KBC Proposed Amendment 23-12-20”

Unanimously passed and implemented on Sunday 27<sup>th</sup> of December 2020.