



Constitution of the King's Real Estate and Property Society

Ratified as of 12 MARCH 2020

1. Names and Definitions

- 1.1. The name of the society is King's Real Estate and Property Society ('the Society') and its abbreviation is 'KREPS';
- 1.2. This constitution shall hereafter be referred to as 'the Constitution';
- 1.3. King's College London shall be referred to as 'the College';
- 1.4. Renaming or rebranding of the Society is not permitted unless agreed upon by the President or Treasurer of the previous Executive Team (i.e. from the previous Academic Year). Any rebranding or renaming must be reflected in the Constitution and across all platforms, media, etc. accordingly;

2. Objectives and Powers

- 2.1. The Society is established to:
 - 2.1.1. Provide a platform for King's College London students and non-students to learn about, and engage with the areas of real estate and property;
 - 2.1.2. Provide students with networking and internship opportunities with professionals and companies in the property industry;
 - 2.1.3. Be responsible, so far as is reasonable and possible, for the welfare of individual students and the student body as a whole.
- 2.2. In pursuance of said objectives, but not otherwise, the Society may:
 - 2.2.1. Raise funds and procure contributions to the Society via written appeals, internal and/or external sponsors, or otherwise;

- 2.2.2. Engage in physical and digital marketing to promote the Society and its events;
- 2.2.3. Partake in any lawful action necessary and abide by KCLSU policies for the attainment of said objectives;
- 2.2.4. In carrying out these objectives, the Society will strive to be as transparent as possible, in order to pre-empt any allegations of misconduct. At the same time, the Society recognises the need for discretion, particularly pertaining to sensitive information (e.g. financial figures), and may take actions that include, but are not limited to, the redaction of documents published by the Society;

3. Inter-society Relations

- 3.1. In engaging in cooperative activities with other Societies at King's College London (e.g. marketing, shared events, logistics), the Society shall do so at the best interest of its members in mind;
- 3.2. The Society shall strive to ensure that its communications with other Societies remains cordial and collaborative with the goal of maximising the benefit of all Societies and their constituent members;
- 3.3. The Society shall strive to engage with students from across different campuses in order to increase student access to our platform;

4. Membership

- 4.1. Full membership in the Society shall be open to:
 - 4.1.1. Any individual who is a full-time student at King's College London upon confirmation of membership after purchasing the Standard membership on the KCLSU website;
 - 4.1.2. Any individual who does not fall within subclause 4.1.1 may also become a member by applying for an Associate membership on the KCLSU website;
- 4.2. Membership for the Society shall automatically terminate and require renewal upon the conclusion of the Academic Year;

5. The Executive Team of the Society

- 5.1. The Executive Team comprises the core team of the Society;
- 5.2. Members of the Executive Team must be existing Standard Members of the Society, confirmed so via the KCLSU Organisation Admin page;

- 5.3. Members of the Executive Team enjoy full access to KCLSU admin features, the Society's Google Drive, email and other Society resources. Permissions must be given as soon as possible to allow for the regular operation of the Society;
- 5.4. The composition of the Executive Team in order of precedence for procedure at meetings shall be as follows:
 - 5.4.1. President;
 - 5.4.2. Treasurer;
 - 5.4.3. Communications Director, Marketing Director, Associate(s);
- 5.5. The responsibilities of each position are defined in Schedule 1;
- 5.6. The nomination of a new Executive Team for an upcoming academic year is detailed in Clause 7;
- 5.7. Should any position of the Executive Team become vacant during the Academic Year, it may be filled by a member of the subcommittee (of which their selection will be outlined in Clause 6), the choice of which will be made by the Executive Team through a majority vote (the President is granted an extra single vote in the case that there is a 50-50 result). Individuals not in the Executive Team whom are interested in the position must apply for this position and be approved by more than half of the Executive Team;

6. The Subcommittee

- 6.1. The subcommittee (as implemented in 2019/2020) shall act as a 'shadowing' committee that prepares for the assumption of Executive Team roles in the coming year. Subcommittee members must strive to acquire a general understanding of the Society's operations, working culture, social media presence, and background. Subcommittee members do not have access to KCLSU admin features, the Society's platform logins (exceptions can be made for certain circumstances) and may only view the Google Drive (not edit);
- 6.2. Only individuals holding a Standard Membership shall be eligible for consideration for a position in the subcommittee. This must be checked by the interviewer during the application process;
- 6.3. Each applicant must submit an application (containing a Résumé and Cover Letter expressing their interest towards the society and their applicable skills) in order to be considered for a position;
- 6.4. The applications of the candidates will be reviewed by the incumbent Executive Team upon the commencement of the new Academic Year;
- 6.5. The Executive Team should prioritise the selection of first- and second-year undergraduate students for subcommittee positions under the presupposition that penultimate- year students will lack sufficient time to handle the operations of the Society in the coming year;

- 6.6. The Executive Team is forbidden from discriminating against candidates based on personal factors (e.g. gender, ethnicity, religion) in a way that would unjustly disadvantage their application;
- 6.7. Upon the conclusion of the Academic Year, subcommittee members will have the opportunity to Annual General Meeting whereupon this process is described in further detail in sub-clause 7.6. It is preferred that all positions, as per subclause 5.4 are filled in this process. Any vacancies will be handled by the newly chosen Executive Team for the coming Academic Year;

7. Rules of Procedure at the Annual General Meeting (AGM)

- 7.1. The Annual General Meeting (AGM) is to be held a few weeks before the conclusion of the Academic year;
- 7.2. The AGM cannot proceed if both the President and Treasurer are not present;
- 7.3. AGMs shall be conducted in English as the operating language of the Society and the College;
- 7.4. The President of the Society is required to present a brief overview of the Society's performance for the Academic Year;
- 7.5. The AGM is the only circumstances upon which constitutional amendments can be proposed:
 - 7.5.1. These amendments must be proposed by either the President or Treasurer;
 - 7.5.2. Amendments can only be ratified once simple majority is reached by members of the Executive Team present and eligible to vote;
 - 7.5.3. In the case that there is an equality of the votes for and against, the President shall have a second, decisive vote. In the absence of the President or a conflict of interest for him/her, the next most senior member of the Executive Team as per subclause 5.1 shall cast the decisive vote;
 - 7.5.4. If changes to the Constitution are made in the AGM, the ratification date must be updated at the top of the Constitution, and the new Constitution must be uploaded onto the website under 'Resources';
- 7.6. AGMs will be where individuals can present their candidacy for the available positions within the Executive Committee (i.e. President, Treasurer, Communications Director, Marketing Director). Only subcommittee members and existing members of the Executive Team, except for the President, can apply. The choice will be deliberated upon by the Executive Team after the AGM, but ultimately the candidates for the new Executive Team will be decided by the President and Treasurer.

This choice must be made as soon as possible to allow for a smooth transition;

8. General Administration

- 8.1. A group chat for each committee (including the Executive and subcommittee) should be made as soon as possible in the new Academic year to ensure communication;
- 8.2. All departing members of the Society must be removed from Google Drive (no viewing, no editing), the Facebook and LinkedIn page admin list completely. Likewise, the logins for all platforms must be changed (i.e. Instagram, Eventbrite, MailChimp, Wordpress for the Website, the KREPS email);
- 8.3. At the end of the Academic year, all credit card details for website hosting are to be changed to the incoming President or Treasurer's details. Likewise, all contact details for the nameservers must be changed to the new President or Treasurer's contact details;
- 8.4. At least one member of the Society must learn or know how to operate the website (i.e. updating events and troubleshoot) and regularly check that it is functioning properly;
- 8.5. Meetings are to be held when necessary to ensure that Society events and operations are being held and functioning properly;
 - 8.5.1. At all meetings, the subcommittee members will rotationally take meeting minutes and share the meeting minutes with the rest of the Executive Team upon the conclusion of the executive meeting;
 - 8.5.2. Bar explicitly stated voting procedures within the Constitution, all votes within a meeting shall be decided by a simple majority of those present and eligible to vote. In the case that there is an equality of the votes for and against, the President shall have a second, decisive vote. In the absence of the President or a conflict of interest for him/her, the next most senior member of the Executive Team as per subclause 5.1 shall cast the decisive vote;
- 8.6. A member of the Executive Team or subcommittee may be removed from his/her post, with justifiable reason through a minimum vote of 80% supporting the removal by members of the Executive Team present and eligible to vote. Refer to Schedule 2 for what constitutes as justified reasons for removal from an Executive Team position. Clause 8.5 is not applicable to individuals holding the title of President or Treasurer;

9. Finances

- 9.1. All money raised by or on behalf of the Society shall be applied to further the objectives of the Society as outlined in clause 2.1 and shall not be purposed for any other pursuit;
- 9.2. The Treasurer shall closely monitor the accounts and finances of the Society, and shall present an update on the financial status of the Society during an executive meeting at least once per month during the Academic Year. Any discrepancies must be accounted for, and the Executive Team as a whole must accept this report to be an accurate record of the Society's finances;
- 9.3. The President and/or Treasurer shall strive to approve reimbursement applications as soon as possible.

Schedule 1

This schedule is not to be taken exhaustively and serves only as a general guideline for the duties of each member of the Executive Team as referenced in clause 5.3.

1. **The President** is responsible for the operation of the Society as a whole. They will delegate tasks to other members of the Executive Team in order to ensure the success of the Society in achieving its objectives. As the public face of the Society, their presence shall be required at all events where possible, and they are responsible for the actions of members of the Executive Team with regards to the fulfilment of the Society's objectives. The President is also the chair of all executive meetings. The President shall also maintain and/or improve the Society's relationship with other affiliated societies and external organisations along with spreading awareness and recognition of the Society both within King's College London and externally. They also reserve the right to any action(s) bestowed upon them by KCLSU.
2. **The Treasurer** is responsible for the management of the Society's finances, and is required to present a monthly financial update to the Executive Team at executive meetings during the Academic Year. They are responsible (along with the President), for approving reimbursements and should be referred to prior to any expenses being made for the Society. They shall also work in conjunction with the President with regards to any executive decisions and

major decisions impacting the Society. They also reserve the right to any action(s) bestowed upon them by KCLSU.

3. **The Communications Director** shall be responsible for liaising with both internal KCL parties and external organisations in the organisation of events and/or securing funding for events or general sponsorships. They will also be responsible for managing the Society's email account and ensuring it is organised and accessible. They reserve the right to delegate responsibilities to Associates in order to achieve their objectives.
4. **The Marketing Director** shall be responsible for increasing awareness of the Society and its events through digital and physical marketing in the form of newsletters, pamphlets, social media, etc. They will also be responsible for keeping all social media and marketing material up to date. They reserve the right to delegate responsibilities to Associates in order to achieve their objectives.
5. **Associates** shall act as well-rounded agents of the Society in communicating with other societies and external organisations in the hopes of strengthening the Society's image, notoriety and most importantly, the successful execution of events. Furthermore, Associates (in particular) are highly encouraged to mentor subcommittee members in the general operations and functions of the Society. This is to ensure a smooth transition between Executive Teams.

Schedule 2

This schedule is not to be taken exhaustively and serves only as a general guideline for the duties of each member of the Executive Team as referenced in clause 7.7. The Executive Team shall consider the rescindment of a position from another member of the Executive Team if

1. The Executive Team member has been proven to have acted contrary to the objectives or interests of the Society;
2. The Executive Team member has been shown to have acted dishonestly;
3. The Executive Team member does not fulfil his/her roles and responsibilities, as per their position, to a satisfactory degree;
4. The Executive Team member is overwhelmingly absent from executive meetings without proper justification.