

Aberystwyth University Branch of the Coleg Cymraeg Cenedlaethol

Constitution and Terms of Reference

1. Constitution

Membership

The membership of the Branch Committee shall be as follows:

- Pro Vice-Chancellor with responsibility for Welsh language provision
- Associate Deans responsible for Welsh medium provision
- University academic staff engaged in academic teaching through the medium of Welsh, including Coleg Cymraeg Cenedlaethol Associate Lecturers
- The University's academic, academic related, and administrative staff who support academic teaching through the medium of Welsh
- UMCA President
- Student representative for the University's Welsh-medium postgraduates who are members of the Coleg Cymraeg Cenedlaethol
- Student representative for the University's Welsh-medium undergraduates who are members of the Coleg Cymraeg Cenedlaethol¹

Branch members shall also be members of the Coleg Cymraeg Cenedlaethol.

A representative of the Coleg Cymraeg Cenedlaethol shall be invited to each meeting.

Chair

A Chair of the Branch shall be elected from among the members for a term of two years in the first instance.

The Chair shall, *ex officio*, represent the University on the Academic Board of the Coleg Cymraeg Cenedlaethol.

The Chair shall act for a term of two years and the same person may be re-elected for a further period of two years.

Vice Chair

A Vice Chair for the Branch shall be elected from among the members. The Vice Chair shall act as a delegate on behalf of the Chair and meet with the Chair, Secretary and Officers as necessary.

¹ UMCA shall be invited to nominate postgraduate and undergraduate students to be appointed to the Committee.

The Vice Chair shall act for a term of two years in the first instance.

Secretary

The Branch Officer shall act as Secretary to the Committee.

2. Meetings

- 2.1 The Branch Officer shall convene Committee meetings and take minutes.
- 2.2 A special/emergency meeting of the Branch may be called by giving written notice to the Chair supported by at least 3 Branch members. Ordinary meetings of the Committee shall be held at least once every term.
- 2.3 Notice of an ordinary meeting, together with the agenda and the minutes of the previous meeting, shall be sent to members at least five working days prior to the date of the meeting.
- 2.4 The agenda shall consist of two parts; part A and part B. Part A shall include matters to be discussed internally among Aberystwyth University staff. Part B shall include items to be discussed and considered at plenary. Reports may be submitted for information, and these shall not be discussed at the meeting unless discussion is requested by members. Ideally, members are requested to notify the Branch Officer at least three days before the date of the meeting should they wish to discuss raising an issue under 'Any other business'. In urgent cases, issues may be raised at the meeting without prior notice.
- 2.5 A close relationship shall be maintained between the Branch Committee and the Coleg Cymraeg Cenedlaethol. Branch members may refer any matters requiring submission to the Academic Board of the CCC through the Chair. A representative of the CCC shall be invited to each meeting.
- 2.6 The necessary quorum shall be ten members of the Branch, in addition to the Chairman and the Secretary.
- 2.7 Voting shall be undertaken by show of hands unless otherwise provided for, but if a motion for a secret ballot is passed, voting shall be by secret ballot.

3. Terms of reference

- 3.1 The Branch Committee shall report to Senate.
- 3.2 Committee minutes and any relevant reports shall be considered by the Committee for Welsh Medium Studies. Branch matters shall be a standing item on the agenda of this committee.

- 3.3 To advise the Committee for Welsh Medium Studies with planning Welsh-medium provision in the University, and to advise regarding development plans of academic departments, to ensure they are compatible with the commitments of subject plans and subject grants.
- 3.4 To contribute to the institutional response to advisory documents from the Coleg Cymraeg Cenedlaethol, the Welsh Government, and the Funding Council.
- 3.5 To advise departments and the University regarding applications for funding from the Coleg Cymraeg Cenedlaethol, including project grants, scholarships, and lectureships.
- 3.6 To receive reports regarding the University's Welsh-medium marketing activities and to respond to these.
- 3.7 To advise University committees and officials regarding wider matters relating to the Welsh language.