

Aberystwyth University Branch Committee 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
- Assistant Faculty Pro Vice-Chancellor (Humanities) with responsibility for Welsh medium provision
- Assistant Faculty Pro Vice-Chancellor (Sciences) with responsibility for Welsh medium provision
- UMCA President
- One representative of the Coleg Cymraeg Cenedlaethol Associate Lecturers from each academic department which offers provision through the medium of Welsh.
- Representation from the following departments that provide services through the medium of Welsh or that support academic teaching through Welsh:
 - o Centre for Welsh Language Services
 - o Communication
 - o Planning
 - o Learn Welsh
 - o Careers and Employability Service
 - o Support Services
 - o Library Services
 - o Information Technology Services
 - o Registry
 - o Human Resources
 - o Marketing
 - o University Secretary

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 one year.

Vice Chair

A Vice-Chair for the Branch shall be elected from among the Professional Services staff members. The Vice Chair shall be responsible for placing items on the agenda of the Branch Committee that are relevant to this cohort of members. The Vice-Chair shall also act as a delegate on behalf of the Chair, as necessary.

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. 3 committee meetings shall be held during each academic year and 1 forum which is open to all staff and students who are members of the Branch.
- 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 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

Overview:

The Branch is a key part of the organisation of the Coleg Cymraeg Cenedlaethol, and the Welsh-medium organisation of Aberystwyth University, bringing together members of staff to discuss and consider Welsh-medium issues both institutionally and nationally.

The Aberystwyth University Branch of the Coleg Cymraeg Cenedlaethol is based at the Centre for Welsh Language Services and is administered by officers funded by the College as well as officers employed by the University. The day-to-day work includes regular contact with College officials, supporting academic staff with College-funded projects, reporting on developments and monitoring the progress of the College's projects and scholarships, and advising students on issues relating to academic provision through the medium of Welsh. The Branch also includes a wider membership of University staff and students involved in Welsh language provision, and meetings and activities are organised regularly.

- 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 Medr.
- 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 and to advise 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.