



CAMPUS & COMMUNITY
RECREATION

CLUB SPORTS PROGRAMS
CONSTITUTION



TAEKWONDO
UNIVERSITY OF ALBERTA

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1. Identification

The Club shall be known as the “University of Alberta Taekwondo Club”. The Club will operate within the University of Alberta Campus and Community Recreation Club Sports Programs, abiding by all policies, procedures, and protocols mandated in the Club Sports Handbook. This club Constitution will not override the Club Sport Handbook.

Official Name: University of Alberta Taekwondo Club

Alternative / Shortened Name(s):

Acronym(s): UATKD

All Club Sports, including the Taekwondo Club, are classified as a University of Alberta Campus and Community Recreation Club Sports Program thus all policies, procedures, and protocols will follow the University of Alberta Club Sports Handbook.

2. Purpose

2.1 Mission

The Taekwondo Club’s mission is to foster an inclusive and welcoming environment where everyone is provided the opportunity to pursue Taekwondo as a recreational sport, regardless of individual identity and skill level.

2.2 Vision

The Taekwondo Club’s vision is to help garner an appreciation for the sport of Taekwondo amongst members, and create a safe environment where members can build positive relationships.

2.3 Objectives

- To promote the recreational pursuit of Taekwondo at the University of Alberta.
- To provide additional resources to practitioners of the sport, in conjunction with the University of Alberta.
- To secure proper space facilities required for regular practice, and to secure times for members to practice
- To provide tools and equipment necessary for the practice of Taekwondo.
- To provide an opportunity for members to train, learn, and enjoy the sport on a recreational level.
- To encourage safe practice of the sport and safety in the use of self-defense.
- To create an inclusive atmosphere and environment where people can socialize.

3. Classification

- Taekwondo Club shall be classified as a Recreational and Competitive Club.

4. Membership

- This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership appointment on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed, handicap or place of residence.
- A student organization shall consist of at least 75% currently enrolled student members (exception: Clubs newly formed in the 2023-2024 year and onwards are required to have 100% a student membership population). The currently enrolled University of Alberta student members must be paying Athletic and Recreation Fees. University of Alberta staff members who are currently Van Vliet Centre members are eligible for membership to the club.
- As a Recreational Club, Taekwondo must have a minimum of 10 active members

5. Eligibility

In order to join a club, participants must:

- Be 18 years or older (unless they are a 17-year-old current University of Alberta student)
 - Youth may participate in approved youth programs where applicable. All youth participation in Club Sports Program must be approved by Club Sports Staff.
- Pay the Club Membership Fee
- Pay the Club Sports Administrative Fee (ActivityReg Fee)
 - As part of the Club Sports Administrative Fee process, personal information and additional agreements will be included as part of the registration.
- Complete all risk management documentation associated with the Club Sports programs (waivers, contracts, attendance, etc.)
- Depending on the club classification status - they must be either/or a current University of Alberta student (paying the Athletic and Recreation Fee) or be a staff or faculty member, alumni, community member with an active VVC membership.

Club Executive and Contractors (e.g. coach, choreographer) will have additional responsibilities above and beyond these eligibility requirements which are further outlined in the [Club Sports Program Handbook](#).

5.1 Methods of Selecting Members

Responsibilities of Membership:

- To maintain meritorious conduct in all activities as not to bring discredit to the UATKD.
- To pay fees as designated in the rules and regulations of UATKD.
- To recognize that the club and its Executive Team assume no responsibility for any injury incurred during the course of club activities.
- Members will show respect to all club members.

- Members in leadership roles at the club will be treated with respect while leading club practices.
- At the start and end of practice, the club members must bow to the flags to show respect.
- To be aware of the possibility of risk to self and others when involved with UATKD.
- Members will not engage in behavior or activities that may cause harm to them, others or the facilities within the bounds of the club.
 - Members will show respect to those outside of the club, and not initiate use of any combat techniques taught to cause harm to themselves, or any other person.
 - Members will be conscious of other club members using the facilities and act in an appropriate manner.
 - As Taekwondo is a combat sport, all effort will be taken to avoid injury of both the member and any sport partner. This includes the use of proper protective equipment, as well as care while practicing.
- If any member is in contradiction to any of these terms, that member will lose the status of “a member in good standing” and will be accountable to the disciplining or dismissal procedures under Section 5.2.
 - A member in good standing is defined as a member who abides by all club sports policies who has paid all necessary fees and has no unresolved formal warnings.

5.2 Methods for Revoking Membership

- If any member is in arrears for fees or assessments for any 4-month term, they will be suspended from club privileges, unless a serious circumstance is explained to the President or Vice President, in which fees would be waived.
- Disciplinary action due to breach of membership responsibilities will be decided upon by the Executive Team (in relation set down by the Club, the Club Sports Program, and the University of Alberta itself).

6. Executive

Clubs are self-administered, and the daily operations of each club are the responsibility of its Executive and members. The contribution of each Executive is vital to the club’s success. Each club must have a minimum of the mandatory 5 Executive positions filled by current University of Alberta students.

- President,
- Vice President
- Treasurer,
- Risk Management,
- Communications.

Additional non-mandatory Executive positions may be created to better support specific club needs. Descriptions of any positions added shall be listed and described in Article 6.1.3.

6.1 Executive Duties

6.1.1 Universal Executive Duties

- Promote a welcoming and inclusive environment at practices and events.
- Attend all regular Executive Meetings.
 - In the event of no attendance, notify the President(s) in advance and read the meeting minutes afterwards.
- Maintain regular communication with the Executive Team.
- Be familiar with the club policies and constitution and enforce them at all club activities.
- Uphold all individual Executive duties, based on position.
- Complete Executive Training from outgoing Executive Members and Club Sports.
 - Train incoming Executive Members at the end of the term to ensure a smooth transition of power.
- Keep all non-public information discussed by the Executive Team strictly confidential at all times.
- Display professionalism and respect during club activities and meetings.
- Set immediate and long-term objectives for the Club in order to accomplish the Club purpose.
- Discipline members acting in contravention of the Constitution.
- Attend at least one practice a week (exceptions may be made under extenuating circumstances) and help lead the practices if the Senior Mentor is not present or has not appointed another member to lead.
- Treat all members equally and avoid favoritism.

6.1.2 Specific Executive Duties

1. The President Shall:
 - Coordinate, lead and support the Executive Team, and support communication with the mentor team through the head mentor.
 - Ensure the smooth running of our club that abides by Club Sports rules and our constitution.
 - Set the goals and objectives of the club and Executive Team at the beginning of their term, and set clear expectations for the Executive Team.
 - Schedule and act as chairman at all general and special meetings.
 - Act as a liaison between the Club and the University of Alberta Club Sports or other external parties.
 - Attend all Club Sports Meetings, or designate a Club Executive Member to go in their stead.
 - Attend to any correspondence made in the name of UATKD, including club mailbox and social media page. This duty may be delegated to another Executive Member where appropriate.
 - Responsible for the investigation of harassment reports and carrying out any disciplinary actions (shared duty with Vice-President).
 - Lead Executive Members in the decision-making process, ensuring decisions are made in a fair manner and in the best interest of the club. In the event a majority decision cannot be reached, the President has the deciding vote.
2. The Vice-President Shall:

- Assume the President's responsibilities in the President's absence.
 - Assume any of the duties of the President if so directed by the Club President.
 - Respond to any internal issues and club concerns.
 - Maintain the Club's email account.
3. The Treasurer Shall:
- Administer and document the financial transactions of the club.
 - Prepare and upload budget reports and financial documents to Club Sports as detailed in the handbook.
 - Handle membership fees, refunds, purchases, and income.
 - Purchase equipment alongside the President.
 - Monitor and maintain the club bank account.
 - Work on funding applications (e.g. CREF).
 - Be responsible for verifying membership dues.
 - Ensure fiscal responsibility and that all purchases are reasonable and justified, and that the overall budget is distributed reasonably.
4. The Social Media Coordinator Shall:
- Maintain all social media pages the club is responsible for.
 - Be responsible for organizing club advertisements around the campus.
 - Oversee and manage the capturing of photos and videos during practices and events.
 - Maintain and improve the club's public image.
 - Approve all posts that are published on club social media.
5. The Safety Officer Shall:
- Be present at every practice or ensure another first-aider is present.
 - Be trained in First Aid with active certification.
 - Address injuries appropriately for the situation to the best of their abilities and only within their qualifications (eg. a first-aider shall not provide medical advice).
 - Develop and maintain the Emergency Action Plan (EAP).
 - Maintain the First Aid Kit inventory.
 - Ensure that the appropriate resources are available in case of emergency.
 - Recommend guidelines at meetings and enforce guidelines during club activities to mitigate injuries.
 - Have the final say on matters that directly relate to safety, and have the authority to discipline anyone not abiding by the safety guidelines.
 - Ensure that safety is the top priority within the club.

6.1.3 Additional Executive Duties

Additional positions may be added to the Executive Team pending a majority existing Executive Team approval. These positions need not be filled each year.

1. The Secretary Shall:
- Record the minutes of the Executive, General and Special Meetings.
 - Make minor purchases for the club such as bandaids, cleaning supplies, and merch.

- Oversee merchandise sales including design, shipment, distribution sales and inventory.
 - Ensure attendance is taken at all club activities.
 - Keep shared drives and files organized.
2. The Head Mentor Shall:
- Organize, plan, and lead Mentor Meetings with all Mentors
 - During the Mentor Meetings, the Head Mentor shall:
 - Present relevant topics from the Executive Meetings.
 - Allow all Mentors an equal opportunity to put forward suggestions on such topics.
 - Collect the Mentor Team's consensus on the topics and present these recommendations to the Executive Team.
 - Communicate Executive Team decisions to all Mentors and implement any Mentor-based action items.
 - While in Executive Meetings, the Head Mentor may pause decision making on topics directly related to teaching Taekwondo and the ability to run classes to consult the Mentor Team prior to the determination of the final decision
 - Act as a club role model and lead the Mentor Team.
 - Help advise Mentors in leading practices, events, and appointing the next group of Mentors.
 - Set the goals and objectives of the club practices and Mentor Team at the beginning of their term, and set clear expectations for the Mentors.
 - Appoint new Mentors once nominations have been evaluated by the Mentor Team and Executive Team.
 - Onboarding new Mentors.
 - Club teaching structure
 - Club etiquette and respect
 - Maintaining the spirit, and integrity of the sport of Taekwondo.
 - Effective communication between Executives and Mentors for our decision-making process
 - Uphold the decisions made by the Executive Team
 - Participating with members, if they are not teaching
 - Aid in nurturing an inclusive environment
 - Ensure that club practices run smoothly and to provide information regarding Taekwondo.
 - Ensure that, during practices, traditional Taekwondo protocol and routines are followed as agreed upon by the Executive and Mentor Teams.
 - Maintain a high quality of club practices.
3. The Event Coordinator Shall:
- Organize club events and logistics related to that event.
 - Host at least one club event per semester.
 - Ensure all events are accessible and accommodating to all members, to a reasonable degree.

6.2 Qualifications of Executives

- The members of the Executive Team must be students of the University of Alberta.

- The members of the Executive Team shall be elected at the Annual General Meeting for that purpose.
- To be considered for an Executive position, the member must be in good standing with other club members and must have an attendance record of at least once a week.

7. Elections

7.1 Election Procedures

- Elections:
 - Shall be announced in the winter semester and conducted at the Annual General Meeting (AGM) to either reinstate the previous Executive Members or to elect new ones.
 - May be called upon the dismissal or resignation of any member of the present Executive. Or positions may be appointed at the discretion of the outgoing club president.
 - Shall be free, fair, and transparent (eg. during the application phase, candidates may be allowed to see the other candidates in a public Google sheet of applicants).
 - Applications shall be made public and accessible to all members. All members should equally be encouraged to apply.
 - Applications for Executive positions must be sent out 3 weeks before the AGM.
- Voting
 - Voting shall be open to all members in good standing.
 - To be conducted by secret ballot and elected by all members present at the AGM.
 - Except for the Head Mentor, who shall be elected by Executives and Mentors.
 - Ballots shall have a “None of the above” option.
 - In the event that a candidate receives more “None of the above” votes, a re-election shall be held for the position in question.

7.2 Term of Office

- A term of office shall commence on May 1st, until April 30th of the following year
- Incoming Executives will shadow current Executives following the AGM election until April 30th. Following training, Executives will assume full responsibility for their role by May 1st.

7.3 Vacancy Procedures

- Resignation
 - Should it occur, the resignation of the President should be tendered to the Executives.

- Should the President resign, their duties will be transferred to the Vice President until a new President is elected at the following AGM.
- Should it occur, the resignation of other Executive Members should be tendered to the President.
- All resignations shall be reported to the Club Sports Department.

7.4 Impeachment Proceedings

- Disciplinary Action shall be issued:
 - If an Executive is either failing to fulfill their duties as outlined in the Constitution or is in violation of the Constitution.
 - If any Executive or Mentor Team member misses more than two meetings. If a meeting is missed, the meeting minutes must be read by the individual.
- Be initiated by an Executive, Mentor or General Member reporting to the President(s) or by the President(s) themselves.
 - When the President(s) receives a report, the steps to be taken are:
 - Investigate the evidence presented and hear the concerns expressed.
 - Meet with the Executive who is being reported to get their perspective.
 - If the President(s) and Vice-President deem that disciplinary action is appropriate, then:
 1. The President(s) shall meet with that Executive and issue a formal warning.
 2. If the misconduct continues following the warning, disciplinary action will be applied. For example, initiating the process of dismissal or escalating to Club Sports.
- The process of dismissal can be conducted internally by the Executive Team and receive final approval from the Club Sports Department
 - Members of the Executive deemed necessary for dismissal must be notified 14 days prior to any vote pertaining to their dismissal.
 - Executive Members may be dismissed by a two-thirds majority vote of those present at a meeting specific to this issue. Dismissal may only be delivered following a review by the Club Sports Program Coordinator.

8. Meetings

Annual General Meeting (AGM)

There will be 1 AGM per club (fiscal) year. The AGM is open to all current, paid club members.

An AGM will take place in order to educate club membership about the Executive, club information, and upcoming events. Other purposes for the AGM are:

- The adoption of rules of order;
- The consideration of the financial statements;
- The report of the Executive;
- The report of the Auditor, if any;
- The election of Executive;
- The appointment of the Auditor, if required; and

- The other business that, under these Bylaws, ought to be conducted at an AGM, or business that is brought under consideration by the report of the Executive issued with the notice convening the meeting.

No rule made by the Executive in annual general meetings invalidates a prior act of the Executive that would have been valid if that rule had not been made.

- All members in good standing shall have voting privileges at Annual General Meetings (AGM), with the following exception: registered players under the age of 18 at the time of voting.
- The maximum member count of the club shall be determined at each AGM, subject to the club Executive who shall have overriding power to vary the number should financial circumstances warrant the necessity.
- When the number of members reaches the agreed maximum, each applicant shall be placed on a waiting list and will be considered when a vacancy occurs.
- A 2-week notice preceding the AGM date is required

Executive Meetings

Executive Meetings are conducted to ensure all clubs are operating at a functional level and clubs remain knowledgeable about policies, procedures and events

- Executive Meetings will be held a minimum of once per month throughout the academic year.
- Attendance is mandatory for all meetings for all mandatory Executive or an identified proxy from the respective Executive.
 - President(s) must be informed in advance in the event of no attendance. Meeting minutes must be read afterwards.
- Non-Executive members may not attend these meetings.
- Called by the President or any other two Executive Members.
- Chaired by the President.
- Decisions by simple majority.
- In the case of a split decision, the President will have the deciding vote.

Special Meetings

- Called by the President or Vice President
- May be held following Executive training, to render consideration to pressing matters, discussions of issues and upcoming events or special acknowledgements, etc.

Emergency Meetings

Emergency Meetings may be requested by any Executive and will be scheduled by the President. These meetings are intended to address urgent problems and issues and will take place as needed.

- In the event an Emergency Meeting is required, the President shall provide a minimum of 48 hours notice to club membership of such meeting through email.
- All serious injuries and incidents under the risk assessment guidelines require an Emergency Meeting to discuss, assess, mitigate the reasons behind the incident or injury. The club operates on the premise that all injuries and incidents can be avoided.
- Communication of the Emergency Meeting will be the responsibility of the President.

Mentor Meetings

- Mentor meetings will be scheduled regularly at the discretion of the Head Mentor to discuss matters related to teaching
 - If unable to attend, mentors must read meeting minutes

8.1 Quorum

The following govern the conduct of a meeting with respect to quorum:

- Business, other than the election of a chair and the adjournment or termination of the meeting, may cease to be conducted at a General Meeting at a time when a quorum is not present;
- If, at any time during a General Meeting, there ceases to be a quorum present, business then in progress may be suspended until there is a quorum present or until the meeting is adjourned or terminated; and
- A quorum of 50% + 1 of the club's membership base in good standing should be present at Annual General Meetings, or as many members as possible given accessible and good advertising by the Executives.

8.2 Chairperson

Any mandatory (President, Vice President, Treasurer, Risk Management, Communications) Executive shall be the chairperson for all club meetings.

If, at a meeting there are no mandatory Executive present within 15 minutes after the time appointed for holding the meeting; or the mandatory Executive present are unwilling to act as the chairperson, the members present must choose one of their members to be the chairperson.

8.3 Motions

1. Motions reserved for Executive will be passed if at least 51% of the attending Executive vote in favor of the motion in question.
2. At minimum, 75% of the Executive must cast their vote for any motion to be considered valid.
3. Motions put forward to general club members during AGMs must pass with the present quorum having voted. Said motions must have had at least two-thirds of voting members in favor, except on minor issues where a simple majority is sufficient.

8.4 Resolutions

A resolution proposed at a meeting need not be seconded, and the chairperson of a meeting may, move or propose a resolution. In the case of a tie vote during an AGM, the chairperson does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.

8.5 Minutes

Minutes are to be taken by the secretary. In the absence of the secretary, minute-taking will be waived to another Executive Member.

8.6 Adjournment & Termination

The following govern adjournments and termination with respect to meetings:

- If, at any time during a General Meeting, there ceases to be a quorum, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated;
- If, within 30 minutes from the time appointed time for a General Meeting, a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated;
- General Meetings may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place;
- When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting; and
- Except as provided in these Bylaws, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned General Meeting.

9. Financial

9.1 Membership Fees

Club-Specific Membership Fees

All clubs will have two types of membership fees: student fee and community fee.

- Student Membership Fee - will be the same for all student members of the club and will be set by the club's Executive Team.
 - Some student Executive Members will have a discounted price as per club Constitutions.
 - Students are defined as any current University of Alberta student who had paid their Athletics & Recreation fees as part of their tuition.
- Non-Student Membership Fee - will be 25% more than the club-specific Student Membership Fee.

All Membership Fees go directly to the club's account and must be used for club purposes. Club Executives should be transparent and communicative with their members about how these fees are utilized for the club.

- Membership dues shall be payable whenever a new member chooses to join the club.
- Membership dues listed below must be paid before a person is considered a member, and will last for the duration of a 4-month semester unless registered for a two semester bundle which will last for a duration of 8-months (September-April).
 - a. A 4-month semester is here defined as the time from January to April, from May to August or from September to December.

- b. Membership dues for University of Alberta students for all semesters are \$20 (per semester).
- Membership dues shall be paid before attending a second practice.
- Membership dues are payable by cash at the club room or by an e-transfer to crtkd@ualberta.ca.
- All equipment purchased by members from UATKD must be done so through the Club Sports organization, and payments must be made to the Activity Zone Registration Desk, located on the lower floor of the Van Vliet Centre, or through the club treasurer.
- Payments through club treasurer are preferably done with exact change.

Club Sports Administrative Fees

All clubs will have three types of administrative fees paid through our registration management system (ActivityReg):

- Student Administrative Fee (ActivityReg Fee) - \$10 per term
 - Students are defined as any current University of Alberta student who had paid their Athletics & Recreation fees as part of their tuition.
- Non-Student Administrative Fee (ActivityReg Fee) - \$10 per term.
 - Note - Alumni and Community Members must also have an active VVC membership. Membership information is available [here](#)
- Special Event Fee - \$5 per event
 - Required if a participant drops-in (ie. has not participated in any other club Special Events and has NOT paid their ActivityReg Fee) to a Special Event.
 - Note - if a special event participant has already paid their ActivityReg Fee, they will not be required to pay the Special Event Fee.
- Free One Time Drop-In - ONE free session per term
 - Students and non-students who want to use their free trial must complete their registration [here](#)
 - Only valid for one practice per term

All Administrative Fees go directly to the Club Sports Program for the purposes of overall program costs including staffing, risk management, promotions, etc.

Fee Type	Student	Non-Student
Fall Club Membership	\$20	\$25
Fall Club Sports Administrative	\$10	\$10
Winter Club Membership	\$20	\$25
Winter Club Sport Administrative	\$10	\$10
Spring/Summer Club Membership	\$20	\$25
Spring/Summer Club Sport Administrative	\$10	\$10
Drop-In (Special Event)	\$5	\$5
Annual (Fall/Winter) Membership	\$40	\$50

9.2 Fundraising

All fundraising projects shall be approved by Campus & Community Recreation.

9.3 Expenditures

- All expenditures shall be approved by Campus & Community Recreation.
- All major dealings shall be done through the Campus Recreation Office. The signing officer of this organization shall be the Treasurer &/or Campus Recreation Liaison.
- All funds for core activities shall be remitted to Campus Recreation.
- Funds for Extended Activities must be deposited, and recorded by the Treasurer. Extended Activity funds must be released with consent from Club Sports.
- An annual report including a statement of club proposed expenditures and expected revenues (Core Activities & Extended Activities) shall be submitted to Campus Recreation when required.
- Bank account cards (2) will be in the possession of the Treasurer and the Secretary.
 - Treasurer will be always notified of any expenses made with the bank cards.

10. Affiliations

- Taekwondo Club is part of the Club Sports Program under the University of Alberta Campus and Community Recreation (CCR)
- Taekwondo Club is an official student group under the Students' Union Student Group Services (SGS).
- Taekwondo Club shall not contradict the policies of the above named affiliations.
- All affiliations must be approved by the Club Executive and Campus Community Recreation.

11. Bylaws

The Executive shall have the power to make or repeal minor by-laws and regulations (not inconsistent with these rules) as they shall think expedient for the internal management of the club albeit they do not disregard the policies, procedures, and protocols of the Club Sports Handbook.

All such bylaws and regulations shall be binding to all members, temporary members, and guests until repealed by the Executive Team or set aside by resolution at the AGM of the club.

12. Amendments

Amendments may be proposed to the Constitution on an annual basis prior to the club's Annual General Meeting (AGM).

- Proposed amendments to the Constitution to be put before the AGM must be submitted to the Executive Team, in writing, no later than seven (7) days before the date of the annual AGM.
- Voting will be done by **two thirds majority vote (66%+)** by all members in good standing with no less than 50% in attendance (or as many members as possible given accessible and good advertising by the Executive Team).

- Proposed amendments should then be displayed and available to all club members to see using a method befitting the circumstance(s).
 - Club Executive may propose and vote upon amendments.
 - All amendments voted upon and approved by club members must be submitted to the Club Sports Staff for final university approval.
1. Normal Procedure:
 - Must be passed by a two thirds majority vote of the voting members present at a meeting specific to the issue.
 2. Extraordinary Procedure:
 - Before an extraordinary amendment may be considered, a motion to consider the extraordinary amendment must be passed by a two-thirds majority of the voting members present at the meeting.
 - To be adopted, a two-thirds majority present at the meeting must pass the extraordinary motion.

13. Dissolution

Upon dissolution of the club, any physical and monetary assets will be kept by the University of Alberta Campus and Community Recreation department, as per protocol, until a new club Executive has been formed to restart the club. We will leave it in the discretion of the University of Alberta Campus and Community Recreation Club Sports Program Staff to qualify a new selection of club Executive for the club.

14. Rules and Regulations

- Injuries:
 - Members must agree that the club accepts no responsibility for any injuries incurred nor for the initial first aid treatment dispensed.
- Safety:
 - To minimize risk of injury, club members are required to:
 - Refrain from wearing potentially dangerous clothing (jewelry, clothing with tassels, etc.) while involved in UATKD activities.
 - Ensure that their finger and toe nails are maintained at acceptable and safe lengths to prevent injury to themselves and others. Else, they will be asked to refrain from sparring, and other activities that may cause injury to themselves and others.
 - Be conscientious of other club members while involved in all UATKD activities.
 - Make sure that all equipment is in working order before participating in UATKD activities.
 - Aid fellow club members in maintaining a clean practice area.
 - Sign a Club Sports waiver before participating in any UATKD activities.
- Respect:
 - All members must act in a respectful manner during club practices and events.
 - The club shall show a basic level of respect to Taekwondo.
 - Members who have not passed belt testing shall be recognized as white belts.

- The club has a zero tolerance for harassment and any forms of harassment or other concerning behavior should be reported to the Executive Team. Reports will be handled confidentially and investigated fairly.
- Dress Code:
 - All members are expected to dress appropriately before being allowed into the practice area.
 - Dobok or sports clothing.
 - No outdoor footwear is permitted within the practice area at any time, especially on the puzzle mats.
- Food and Drink:
 - No food or drinks are permitted within the practice area, with the exception of water for drinking.

15. Club Groups

A club group is defined as a small group within the club which has certain limits for admission (eg. Executive Team, Mentor Team, Demonstration Team, Competition Team, etc). Before the creation of a Club Group, the following must be discussed and approved by the Executive Team:

- The purpose and goals of the Club Group.
 - The group must benefit the UATKD club as a whole and be aligned with its Constitution and the Club Sports Program's values.
 - The group must provide a unique opportunity for members that does not already exist within the club.
- The assignment of one Executive Member to oversee its activities.
- The structure for its delivery must be clearly defined, with a clear chain of command.
- The budget for its activities must be requested and approved by the Treasurer.

15.1 Admission to a Club Group

All members shall have the right to be aware of and express interest in admission to a club group. Admission to a club group is advertised to all club members through a Google Form. The criteria for admission shall be as clear as possible and accessible to all members. Admissions decisions will be made either through elections (eg. Executive Team) or an Admissions Committee. For the Admissions Committee:

- Admissions Committee shall be composed of at least 5 people, including at least one Executive Member, the leader of the club group and people of various backgrounds who are experts on the subject matter (eg. Mentors).
 - The Executive Team shall oversee the appointed Admission Committee.
- Decisions to accept or reject members from admission into the Club Group must be unanimous.
- Members who are rejected from admission must be provided a valid reason, and specific feedback on how to work towards admission in the future.

15.2 Dissolvement of a Club Group

A Club Group shall be considered for dissolvement if it:

- Does not, or no longer, adds value to the club and its members.
- Is lacking in structure or quality.
- Is in violation of the UATKD Constitution or Club Sports Program's values.
- Has no clear leader or volunteer willing to take on leadership and responsibility of the group.

Steps towards dissolvement of a Club Group:

- Initiated by concerns raised by an Executive Member, Mentor or General Member.
- If possible, the Executive Team may propose and implement improvements to remedy concerns.
- If improvements are not made, the Club Group shall be dissolved at the discretion of the Executive Team.

15.3 Evaluation of Club Groups

The value of each Club Group shall be reassessed at the beginning of each academic semester (Fall, Winter, Spring/Summer).

16. Misconduct Policy

What is considered misconduct? Some examples are:

- Physical harassment
 - Unwanted touching, hitting or pinching
 - Intention to cause bodily harm
 - Invading personal space of any members and execs
 - Stalking
- Verbal harassment
 - Inappropriate, racist, or sexist jokes and comments
 - Repetitive questions or comments
 - Comments that make others feel uncomfortable or humiliated
 - Guilt-tripping
- Non-Verbal and Non-Physical Harassment
 - Unwanted or inappropriate interactions on social media
 - Cyber stalking/Cyber harassment
 - Not respecting boundaries
 - Persistent pestering
 - Inappropriate staring
- Outside of Club Harassment
 - Imposing yourself into someone else's personal activities/life after being told no.
 - Anything from the Physical Harassment, Verbal Harassment and Non-Verbal & Non-Physical Harassment sections.

- “NO MEANS NO”.

If you experience misconduct in the form of harassment:

- Please report it.

If you are reported for misconduct:

- You will be given 1 warning.
- If the harassment continues, the issue will be escalated to the University’s club sports coordinator with a recommendation (ie. suspension or expulsion) in accordance with the University’s harassment policy.

If you witness misconduct in the form of harassment:

- Please report it.
- Intervene if possible. Don’t be a bystander.

16.1 Reporting Misconduct

Please don’t hesitate to talk to or message any of the execs or mentors about the harassment. If you need to think twice, just report it!

It is the responsibility of the President and Vice President to handle all reports.

All reports, no matter how minor, will be taken seriously and handled confidentially.

Ways to Report:

- Report it to any Executive Member or Mentor during practice.
- Message any of the Executive Members or Mentors on Instagram or Discord.
- File an [anonymous report](#) (handled by the President(s) and Vice President):
- [Incident Report Form for KSR, CCR and Athletics](#)
- [The Office of Safe Disclosure and Human Rights](#)
- Email the Club Sports Coordinator (des1@ualberta.ca) or a Recreation Facilitator (clubsports@ualberta.ca).

17. Documentation

All club documentation including this Constitution will be stored in perpetuity on the University of Alberta Campus and Community Recreation Club Sports Program Google Drive account. Clubs agree to:

- Use the designated club sports ualberta email provided by Club Sports Program Staff to access, upload, and review documentation.
- “Make A Copy” of documentation that will undergo revisions, edits, and updates
- Retain and not overwrite any historical documentation (e.g. old Constitutions shall be retained and stored)

18. Effective Date of Constitution

(Required to record all dates of edits)

- **05/26/2023** - Creation of Constitution
- **05/29/2023** - Edits to “Executive” and “Meeting” sections
- **05/31/2023** - Edits to “Purpose”, “Classification”, “Membership”, “Executive”, “Election”, “Meetings”, “Financial”, “Affiliations”and “Amendments”
- **06/05/2023** - Added “Rules and Regulations”, “Club Groups”, and “Misconduct Policy” sections (transferred from old constitution)