

## Taekwondo Society Constitution:

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### 1 The Society

1.1 The name of the Society shall be Lancaster University Taekwondo Society, hereafter referred to as 'the Society'.

1.2 The Society shall be affiliated to Lancaster University Students Union (LUSU) subject to the conditions set out in section 27 of the Union Constitution, its bye laws, the LUSU Safety Framework and all other Union policies.

1.3 The Society may affiliate to external bodies, subject to the approval of the Union Council (see section 20 of the Union Constitution)

### 2 Aims

2.1 The Society shall exist to:

- Promote the Korean Martial Art of Taekwondo, whilst observing the British Taekwondo Control Board (BTCB) Code of Conduct.
- This code is of “Etiquette, Modesty, Perseverance, Self-Control and Indomitable Spirit.”
- Also to teach members all aspects of Taekwondo, including self-defence, Poomse (patterns) and Kyurugi (sparring), whilst maintaining respect and modesty towards both members and non-members.

### 3 Membership

3.1 Membership of the Society is open to all members of Lancaster University Students Union.

3.2 Society membership is only granted to those individuals who have paid the required annual/termly fee, as determined by the Executive Committee.

3.3 All members may attend and speak at meetings and may propose a motion or vote at a meeting.

3.4 Only members have the right to be a candidate, vote or nominate or second a candidate in elections.

3.5. Membership of the Society is open to individuals other than those mentioned above, subject to their agreement to abide by this constitution.

3.6 Honorary membership may be granted on a life basis or for a limited period, subject to the agreement of a qualified majority at the annual general meeting. This shall normally be granted to ex-members for outstanding service to the Society, or for those who can continue to offer service for the Society.

3.7 Honorary members have the right to participate in all Society activities, and attend and speak at meetings.

3.8 The Executive Committee reserves the right to refuse or revoke membership of an individual for breaching this constitution, the Society's Safety Code of Practice, the LUSU Safety Framework or bringing the Society into disrepute, subject to the complaints procedure set out in section 7 of this constitution.

3.9 Refunds are not permitted in any instance. This includes, but is not limited to, change of mind, injury or dissatisfaction with the membership. If you have your membership revoked due to the conditions in 3.8, you will still not be admissible for a refund.

#### 4 The Executive Committee

4.1 The Society shall be administered by an annually elected Executive Committee, who shall have the duties and responsibilities set out below.

##### 4.1.1 President: who shall

- Be the primary representative of the Society to the Union, the University and to external bodies.
- Co-ordinate and oversee the activities of both the Executive and the Society as a whole.
- Attend the Societies Council and other relevant meetings.
- Act as chair to all Society meetings.
- Oversee the safety aspects of all Society activities and ensure that the LUSU Safety Framework and the Society's Safety Code of Practice are adhered to, in conjunction with the Society's Safety Officer. Be responsible for all Society correspondence

##### 4.1.2 Vice President or Secretary: who shall

- Assist the President with the good running of the Society, carrying out any tasks as requested by the President.

Be responsible for the administration of all matters relating to memberships and liaising appropriately with the Treasurer.

- Be responsible for all Society correspondence and administration.
- Take minutes at meetings and circulate agendas and minutes of such meetings to the membership.
- Informing the membership of other appropriate information as and when necessary.
- Act as Returning Officer at all elections and ensure their smooth running

##### 4.1.3 Treasurer: who shall

- Maintain good order of Society finances and ensure that the Union financial regulations are adhered to.

- Maintain an up-to-date account of all financial transactions.
- Advise the Executive and membership on expenditure of budget.
- Prepare a statement of revenue and expenditure to be presented at the Annual General Meeting for ratification.

#### 4.1.4 Social Secretary: who shall

- Organise a wide range of social events and activities for all members.
- Ensure that the safety aspects of such activities are satisfactorily addressed.
- Maintain good order at all socials/activities.
- Publicise Society events, as requested by the rest of the Executive
- Ensure that the publicity adheres to the LUSU Poster Code.
- Organise the publicity needed to recruit new members to the Society.

#### 4.1.5 Health and Safety Officer: who shall

- Ensure that any training space is safe, and any other social space we may be participating in an activity in.
- Complete Risk Assessments relevant to the Society's activities in adherence with the Code of Practice.
- The Health and Safety Officer is also responsible for the welfare of the club members, they will be the designated first point of contact for any complaints or wellbeing problems in the club.
- When presented with a complaint, the Health and Safety Officer will work with the individual/s involved and the current Executive Committee to find a resolution. These will be taken case by case but will be escalated to LUSU if necessary. If a resolution cannot be reached the President will have the final say, unless the President is the subject of the complaint. In that scenario, it will be immediately escalated to LUSU for further unbiased review.

#### 4.1.6 Kit Officer: who shall

- Look after all equipment, making sure it is fit to be used.
- Be responsible for the ordering and maintenance of all Society equipment.

#### 4.1.7 Captain: who shall

- Run sessions when an outside instructor is not available
- Be a high level and experienced practitioner of taekwondo

#### 4.1.8 Competition Officer: who shall

- Organise and co-ordinate the Society's attendance at competitions.
- Collaborate with the external bodies the Society is affiliated with.

4.2 In the absence of any member of the Executive, their duties may be delegated to another Executive member. Alternatively a full member may be co-opted to fulfil such duties, subject to the approval of a general meeting.

4.3 Any Executive members who fail to attend two consecutive general meetings, without acceptable written or verbal apology, shall be deemed to have resigned and a by-election shall be held.

4.4 Members of the Executive shall be elected at the Annual General Meeting and shall take office from the last day of the Lent term.

4.5 Failure of Executive members to carry out the duties conferred on them by this constitution, or by resolutions of Society meetings, without reasonable excuse, will be grounds for suspension or motion of no confidence of the officer concerned.

## 5 Elections

5.1 The running of all Society elections shall be the responsibility of the Secretary who shall act as the Returning Officer. Should this officer be a candidate in any election, then another officer may be appointed Acting Returning Officer by the Executive for the duration of that election.

5.2 All officers shall be elected towards the end of the Lent term at the Annual General Meeting.

5.3 All officers elected at this time will be offered training by LUSU Students Activities Office.

5.4 Any post may be filled via a by-election at a general meeting.

5.5 Society members will be informed of the date of the election, positions available and details for nominations two weeks prior to voting taking place.

5.6. Re-Open Nominations (RON) shall be a candidate in all elections.

5.7. All elections are preceded by speeches by the candidates. The Returning Officer shall decide in advance the maximum length of the speeches. The speeches shall be followed by questions to the candidates from the membership.

5.8 Candidates unable to attend must send written confirmation of their intention to stand and this may include a speech to be read out by the Returning Officer. If no confirmation is received, exclusion from the election will result.

5.9 A show of hands at the meeting shall be taken for each candidate. Members may only vote once per position. The candidate with the highest number of votes shall be duly elected. The returning officer shall be responsible for the count.

5.10 Any member may propose that voting be done by secret ballot, subject to the approval of a simple majority at the meeting.

## 6 Meetings

6.1 The President shall call general meetings, by a majority decision of the Executive

Committee, or by written request of five or more Society members.

6.2 General meetings must be held no less than twice each term and at least five days written notice must be given.

6.3 Any elected officer may have a motion of suspension or no confidence placed at him/her at a general meeting and a qualified majority shall be required to sustain it,

6.4 The quorum of general meetings shall be ten full members. Failure to achieve quorum shall mean that the meeting has no constitutional competence.

6.5 Emergency meetings may be called in the same way as general meetings save that it shall require three days written notice of the business to be transacted. The quorum for such meetings shall be fifteen full members.

6.6 Emergency meetings shall only discuss the matter for which the meeting was called. It shall not be able to transact any financial business or amend the constitution.

6.7 There shall be an annual General Meeting in the last few weeks of the Lent term each year. The President shall present a report of the Society's activities for the previous year and the Treasurer shall present an audited statement of accounts.

6.8 Elections for positions on the Executive Committee shall be held at the annual general meeting.

6.9 Quorum for the annual general meeting shall be fifteen full members.

## 7 Complaints

7.1 Any complaints about the running of the Society should be initially discussed with the President and then follow the procedures set out in bye-law 26 of the Union Constitution.

## 8 Constitution

8.1 This whole or any part of this constitution may be altered, amended or deleted at any general meeting or in the annual general meeting. Any changes shall require a qualified majority.

## 9 Safety

9.1 The Society must adhere to the LUSU Safety Framework at all times. Copies of this will be distributed at appropriate times throughout the year. Failure to abide by this framework may result in disciplinary action.

9.2 The Society shall have a Safety Code of Practice that shall be reviewed annually. This code shall be readily available to members throughout the year.

9.3 It is the duty and responsibility of the President to ensure that the Safety Framework and Safety Code of Practice are enforced in all Society activities.

9.4 Any members or prospective members that have a history of expulsion from other societies due to: bullying, sexual misconduct, discrimination and/or inappropriate behaviour will have their membership subject to review by the existing members of the Executive committee.