

Lancaster University Roleplaying Society Constitution

As of 19/02/2016

The society

- 1.1. The name of the society shall be Lancaster University Roleplaying 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 the Activities by-law. As such the society agrees to abide by the union constitution, its by-laws, the LUSU safety framework, and all other union policies.
- 1.3. The society may affiliate to external bodies subject to the union council (see section 15 of the union constitution).

Aims

- 2.1. The society shall exist to:
 - i. Support and promote roleplaying within Lancaster University.
 - ii. Provide a social forum for its members.

Membership

- 3.1. Membership of the society is open to all full and associate members of LUSU. Society membership should fall into two categories, full and associate, as laid out in Section 3 of the union constitution. Individuals other than those mentioned above may be offered membership by the executive committee subject to their agreement to abide by this constitution.
- 3.2. Society membership is only granted to those individuals who have paid the required annual fee to the society as determined by the executive committee and possess a LUSU Purple Card or LUSU Clubs and Societies Card, except for honorary members (see 3.7 below) who only require one of the aforementioned cards.
- 3.3. All members have the right to attend and speak at meetings, and nominate, second, and vote for candidates at elections.
- 3.4. Honorary membership may be granted subject to the agreement of a qualified majority at the AGM. This shall normally be granted to ex-members for outstanding service to the society, or for those who can continue to offer service to the society. Honorary members are considered full members.
 - i. Karl Lucas is an honorary member.
 - ii. Toby Barlow is an honorary member.
 - iii. Jez Green is an honorary member.
 - iv. Jonathan Halls is an honorary member.
 - v. John Pellet is an honorary member.
 - vi. Paul Dennison is an honorary member.
 - vii. Martin Rathbone is an honorary member.
 - viii. Kirsty Barnes is an honorary member.
 - ix. Luke Butcher is an honorary member.
 - x. Laura Eyre is an honorary member.
 - xi. Jonathan Holding is an honorary member.
 - xii. Tom Lynch is an honorary member.
 - xiii. Cath Stinton is an honorary member.

- 3.5. The executive committee may refuse or revoke membership of an individual for failing to abide by this constitution, the societies safety code of practice, the LUSU safety framework, or for bringing the society into disrepute, subject to the complaints procedure set out in section 7 of this constitution.
- 3.6. Fees will only be refunded in exceptional circumstances and only with the unanimous agreement of the executive committee. Once fees have been refunded, membership is revoked.

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. Only full members may be nominated for the positions of president, secretary, and treasurer.

- i. President, who shall:

1. Be the primary representative of the society to the LUSU, the University, and to external bodies.
2. Co-ordinate and oversee the activities of both the exec and the society as a whole.
3. Act as chairperson to all society meetings.
4. Ensure that the LUSU safety framework and the code of practice is adhered to.
5. Attend Activities Council and other relevant meetings

- ii. Treasurer, who shall:

1. Maintain good order of society finances and ensure the LUSU financial regulations are adhered to.
2. Maintain an up-to-date account of all financial transactions.
3. Advise the executive committee and members on expenditure of budget.
4. Prepare a statement of revenue and expenditure to be presented at the AGM.

- iii. Secretary, who shall:

1. Be responsible for the administration of all matters relating to membership and liaison appropriately with the treasurer.
2. Be responsible for all society correspondence and administration.
3. Take minutes at meetings and circulate agendas and minutes of meetings to members.
4. Informing members of other appropriate information as and when necessary.
5. Be responsible for the ordering and maintenance of all society equipment.
6. Act as the returning officer and ensure the smooth running of the general meetings.

- iv. Tabletop representative, who shall:

1. Be responsible for the organising and promoting of tabletop roleplaying events.
2. Be responsible for the maintenance and organisation of the society library.
3. Be responsible for organising and booking rooms on campus to provide a location for tabletop role-playing.

- v. Live and Safety representative, who shall:

1. Be responsible for the maintenance and addition to the live roleplay weapons and costume.
2. Be responsible for the safety checking of all weapons which are to be used in a live roleplay event. This includes all personal weapons.
3. Be responsible for the training of members in basic combat and missile weapons training.

4. Liaise with other LARP system referees and organisations.
5. Be responsible for the allocation of live slots.
6. Ensure that the safety codes of practice are adhered to at all live roleplay events.
7. Be responsible for the adjudication of complaints against live roleplay referees and other live roleplayers.
8. Be responsible for organising and booking rooms on campus to provide a location for live roleplaying.
9. Attend compulsory safety meetings and report back to the executive committee the details of the meeting.
10. Advise on any change in practices that may affect any society risk assessment.
11. Keep records on all safety matters, such as first aiders and records of adherence to safety practices.
12. Be in contact with LUSU, the executive committee and relevant members of the society (including system referees) to advise on matters of safety.
13. Advise on necessary safety costs.

vi. Social Secretary, who shall:

1. Plan a social calendar.
2. Take responsibility for the organisation of all social events.
3. Ensure that members have sufficient social fora for their needs and act as a primary contact point for concerns or questions regarding social activity as a society.

vii. The Webmaster, who will be responsible for:

1. Checking the society email inbox, including replying to emails from members or non-members, or forwarding such emails onto the relevant exec member or other party.
2. Maintaining the society mailing list and website.
3. Keeping track of all of the various LURPS accounts, passwords and printing budget across university services.
4. Assisting the tabletop representative with the room bookings system if required.
5. Maintaining online social media accounts representing the society.

4.2. One member of the executive committee will be responsible for completing the LUSU safety certification course.

4.3. In the absence of any member of the executive committee their duties may be delegated to another executive committee member. Alternatively a member may be co-opted to fulfil such duties subject to the approval of a general meeting.

4.4. Members of the executive committee shall be elected at the AGM and shall take office from the last day of the Lent term.

i. In the event of resignation, vote of no confidence or removal from the executive committee for any other reason, an election for this position shall be held at the nearest available opportunity.

4.5. Failure of executive committee 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 a motion of no confidence in the officer concerned.

Elections

- 5.1. The secretary will act as returning officer for society elections. Should the secretary 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 AGM, or, if required, at any general meeting.
- 5.3. All officers shall be offered training by the LUSU training office, if available.
- 5.4. Any post may be filled following the result of an election at an EGM (see 6.2).
- 5.5. Society members will be informed of the date of the election, of the election positions available and details for nominations 2 weeks prior to voting taking place.
- 5.6. The option to re-open nominations shall be available to be voted for in all elections.
- 5.7. All elections are preceded by speeches by the candidates; the returning officer shall determine in advance the maximum length of the speeches. The speeches shall be followed by questions to the candidates.
- 5.8. Candidates who are unable to attend must send written confirmation of their intention to stand. This may include a speech to be read out by the returning officer. If no confirmation is received then the candidate in question will be excluded from the election and will be unable to stand.
- 5.9. A show of hands shall be taken at the meeting for each candidate, members may only vote once per position. The returning officer shall be responsible for the counting.
- 5.10. The winning candidate will be determined to be the candidate who receives the most votes in any particular election, subject to the quorum being fulfilled.
- 5.11. Any member may propose that voting be done by secret ballot subject to approval of a simple majority of the meeting.
- 5.12. Any complaints regarding election should be first taken to the returning officer and then to the societies council chair, as per the complaints procedure in LUSU constitution by-law 26.

Meetings

- 6.1. Extraordinary General Meetings (EGMs) may be called by the President, by a majority decision of the executive committee or by written request by 5 or more society members.
 - i. Such general meetings must be called with at least five days' notice.
 - ii. The quorum for such meetings shall be 20 members.
 - iii. An EGM shall only discuss matters relating to the reason the meeting was called.
- 6.2. Any elected officer may be suspended or expelled from their position following a motion of no-confidence being passed at a general meeting. A qualified majority of votes will be required to pass any such motion, subject to the relevant quorum being fulfilled.
- 6.3. There shall be an Annual General Meeting (AGM) in the last few weeks of the Lent term each year, with the date to be decided upon by the executive committee. In this AGM, the President shall present a report of the societies
 - i. Elections for positions on the executive committee shall be held at the AGM.
 - ii. The quorum for such meetings shall be 20 members.
- 6.4. Each member has the right to attend executive committee meetings. These meetings shall be announced as far in advance as possible.

Complaints

- 7.1. Any complaints about the running or operation of the society should initially be discussed with the president and then follow the procedures set out in by-law 26 of the LUSU constitution.
 - i. Any complaints specifically concerning the president should be brought to the secretary.

Constitution

- 8.1. The whole or any part of this constitution may be altered, amended or deleted at any general meeting or at the AGM. Any changes shall require a qualified majority and will be subject to the relevant quorum being fulfilled.
- 8.2. The constitution and the safety code of practice shall be reviewed by the society before the end of the first academic term each year.

Safety

- 9.1. The society must adhere to the LUSU safety framework at all times. Copies of this will be distributed at appropriate times of 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 shown to each member of the society before they subscribe to the Society and shall be made readily available throughout the year.
- 9.3. It is the duty of the President to ensure that the safety framework and the safety code of practice are enforced in all society activities.