

Lancaster University Role-Playing Society Constitution

As of 25/02/2014

1. The society

1.1. The name of the society shall be Lancaster University Role-playing Society, here after referred to as "the society."

1.2. The society shall be affiliated to Lancaster University Student Union subject to the conditions set out in section 27 of the union constitution. 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 20 of the union constitution).

2. Aims

2.1. the society shall exist to:

- i. Support and promote role-playing within Lancaster University to the best of its ability.
- ii. Provide a social forum for members

3. Membership

3.1. All members of the LUSU (both Full and Associate), residents of Lancaster and former members of Lancaster University are eligible for society membership.

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 "Purplecard" or LUSU "Non-Student Card", except for honorary members (see 3.7 below) who only require one of the aforementioned cards.

3.3. All members may attend and speak at meetings.

3.4. Members have the right to vote for, nominate or second a candidate in elections.

3.5. Only full members of LUSU (see sections 7 of LUSU constitution) may be nominated for executive positions. All members may be nominated for associate executive committee.

3.6. Membership of the society is open to individuals other than those mentioned above subject to their agreement to abide by this constitution and code of practice.

3.7. Honorary membership may be granted on a life basis or for a limited period 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.

3.8. Current individuals holding the status of honorary membership are *Karl Lucas* and *Toby Barlow*, for creating and donating the role playing system "Stormhaven". Jez Green (2004), Jonathan "Spike" Halls (2005), "Baby" John Pellet (2008), Paul Dennison (2011), Martin Rathbone (2012), Kirsty Barnes (2014), Luke Butcher (2014), Laura Eyre (2014), Jonathan Holding (2014), Tom Lynch (2014) and Cath Stinton (2014).

3.9. Honorary members have the right to participate in all society activities and to attend and speak at meetings. Honorary membership is considered full membership.

3.10. The executive committee reserves the right to refuse or revoke membership of an individual for breaching this constitution, the societies safety code of practice, the LUSU safety framework or for bringing the society into disrepute. This is subject to the complaints procedure set out in section 7 of this constitution.

3.11. Fees will only be refunded in exceptional circumstances and only with the unanimous agreement of the society executive. Once fees have been refunded, membership is revoked.

4. 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:

- 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. Oversee the safety aspects of all society activities.
 5. Ensure that the LUSU safety frame work and the societies safety code of practice is adhered to.
 6. Attend the societies 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 the membership of expenditure of budget.
 4. Prepare a statement of revenue and expenditure to be presented at the AGM for ratification.
- iii. Secretary: who shall
 1. Be responsible for the administration of all matters relating to membership and subscriptions 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 the membership.
 4. Informing the membership 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.

4.2. One member of the executive will be responsible for completing the Student Union safety certification course. This task usually falls to the President or Secretary but may be delegated to the most appropriate member.

5. Associate executive committee.

5.1. The associate committee will have the following responsibilities delegated from the executive committee

- i. Tabletop representative: who shall
 1. Be responsible for the organising and promoting of tabletop role-playing 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.
- ii. Live role-play and Safety representative: who shall
 1. Be responsible for the maintenance and addition to the live-role-play weapons and costume.
 2. Be responsible for the safety checking of all weapons which are to be used in a live-role-play event. This includes all personal weapons .
 3. Be responsible for the training of all live role-players in basic combat and missile weapons training.
 4. Liaise with other LRP systems.
 5. Be responsible for the allocation of live slots.
 6. Ensure, to the best of their ability that the safety codes of practice are adhered to at all live-role-play events.
 7. Be responsible for the adjudication of complaints against live role-play referees and other live role-players.
 8. Be responsible for organising and booking rooms on campus to provide a location for live role-playing.
 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.
- iii. Social Secretary, who shall:
 1. Under guidance from the Executive Committee and the membership, plan a social calendar, taking steps (including but not limited to publicity) to ensure maximum attendance whilst prioritising LURPS' core activities.
 2. Take responsibility for the organisation of all social events.
 3. Ensure that the membership have sufficient social fora for their needs and act as a primary contact point for concerns or questions regarding social activity as a society.

- iv. The Webmaster, who will be responsible for:
 - 1. Checking the LURPS 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 LURPS mailing list, including removing dead email addresses from the list, and adding new members to it. Additionally, assisting the Secretary with distributing emails should he/she need it.
 - 3. Keeping the forums up-to-date with any society news; serving as forum administrator. Additionally, moderation of the forums and/or delegation of moderation powers.
 - 4. Maintaining the current LURPS website and/or working towards updating the website in its entirety.
 - 5. Keeping track of all of the various LURPS accounts and passwords across university services.
 - 6. Assisting the tabletop rep. with the room bookings system if required.
 - 7. Maintaining access to the LURPS computer account including print credit for such occasions as it is required for access by LURPS-sponsored activities.
 - 8. Maintaining the LURPS facebook group, and any similar online presences that may arise.”

5.2. 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.

5.3. 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 any general meeting taking effect immediately, or at the nearest available opportunity.

5.4. 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.

6. Elections

6.1. 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.

6.2. All officers shall be elected towards the end of the lent term at the AGM, or, if required, at any general meeting.

6.3. All elected at this term will be offered training by the LUSU training office, if available.

6.4. Any post may be filled following the result of a by-election at a general meeting.

- 6.5. 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.
- 6.6. The option to re-open nominations shall be available to be voted for in all elections.
- 6.7. 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.
- 6.8. 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.
- 6.9. 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.
- 6.10. 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.
- 6.11. Any member may propose that voting be done by secret ballot subject to approval of a simple majority of the meeting.
- 6.12. 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.

7. Meetings

- 7.1. Ordinary general meetings (OGMs) 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 two weeks notice.
 - ii. The quorum for such meetings shall be 10 members. In the event that quorum is not achieved, the meeting shall not have any effect on the constitution.
- 7.2. 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.
- 7.3. Extra-ordinary 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. In the event that quorum is not achieved, the meeting shall not have any effect on the constitution.
- 7.4. Such an EGM shall only discuss the matter for which the meeting was called.
- 7.5. 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

activities for the previous year and the Treasurer shall present an audited statement of accounts.

7.6. Elections for positions on the executive committee shall be held at the AGM, or, if required, at any general meeting.

7.7. Quorum for the AGM shall be 20 members

7.8. Each member has the right to attend any executive committee meeting. These meetings shall be announced as far in advance as possible.

8. Complaints

8.1. Any complaints about the running or operation of the society should be initially been 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.

9. Constitution

9.1. 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.

9.2. The constitution and the safety code of practice shall be reviewed by the society before the end of the first academic term each year.

10. Safety

10.1. 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.

10.2. 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.

10.3. 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.