

Lafayette Tae Kwon Do Club  
Lafayette College  
CONSTITUTION

**ARTICLE I: Name**

The name of this organization shall be the Lafayette Tae Kwon Do Club, also referred to as Lafayette TKD.

**ARTICLE II: Purpose and Scope**

**Section 1: Purpose Statement**

Lafayette Tae Kwon Do is concerned with teaching and instructing students in the martial art Tae Kwon Do in a safe environment.

**Section 2: Goals/Objectives**

In pursuit of this general purpose, the Lafayette TKD Club will aim to:

- A. Create an environment for students to practice physical fitness through martial arts.
- B. Allow students to progress their skills by earning higher belts and learning new techniques
- C. Teach an aspect of self defense to the members

**Section 3: Relationship & Policy Agreement**

As a recognized Lafayette College student organization, the Lafayette TKD Club will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the Lafayette TKD Club activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

**Section 4: Affiliation**

Lafayette TKD Club is affiliated with the World Tae Kwon Do Federation.

**ARTICLE III: Membership**

**Section 1: Nondiscrimination**

In keeping with Lafayette College's policy of nondiscrimination, membership in Lafayette TKD Club is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

**Section 2: Active Members**

Active membership in the Lafayette TKD Club shall be limited to students who are currently enrolled at Lafayette College. A person is to be considered an active member by attending at least one practice per month. Therefore, students may not be considered active members while studying abroad. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members. All members must register as a member of this organization on <https://recreation.lafayette.edu/join-a-sports-club/>

### **Section 3: Selection of New Members**

In exclusion to registering on DoSportsEasy, there are no additional requirements to obtain active membership status.

### **Section 4: Hazing**

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

### **Section 5: Voluntary Member Withdrawal**

Any member can, at any time, voluntarily withdraw their membership from the organization.

### **Section 6: Non-Voluntary Member Withdrawal**

A member can be removed from the organization by...

- A. The membership may request that an active member be removed if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The Organization Advisor should serve as a non-voting mediator for these proceedings.
- B. The active member should be given notice of concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
- C. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome.

## **ARTICLE IV: Organizational Leadership**

### **Section 1: Officers**

The officers of the Lafayette TKD Club shall be the President, the Vice President, the Secretary, and the Treasurer, which will serve as the Executive Committee. The coach does not hold a voting board position, but the team captain holds a voting board position

### **Section 2: The President shall:**

- A. Serves as the chief executive officer of the organization
- B. Serves as the primary contact and external liaison for the organization
- C. Presides over all organization meetings
- D. Supervises all organization activities

### **Section 3: The Vice-President shall:**

- A. Assists the President with oversight of the organization
- B. Assumes the duties of the President in the event of the President's absence or removal from office
- C. Coordinates organizational recruitment and retainment efforts
- D. Serves as Parliamentarian
- E. Will serve as the primary safety leader/risk manager

**Section 4:** The Secretary shall:

- A. Keeps a record of all members of the organization
- B. Keeps a record of all activities of the organization
- C. Prepares the organization's calendar of events
- D. Handles all official correspondence of the organization

**Section 5:** The Treasurer shall:

- A. Keeps all financial records of the organization
- B. Collects organization dues
- C. Prepares and submits budget requests
- D. Is familiar with accounting procedures and policies

**ARTICLE V: Advisor**

**Section 1:** The Lafayette TKD Club will be advised by a Lafayette College faculty, staff, or a full-time employee.

**Section 2:** The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

**Section 3:** The Advisor shall:

- A. Provide guidance and support
- B. Advise the group on College policies and procedures and risk management
- C. Attend meetings and major functions of the Lafayette TKD Club

**ARTICLE VI: Officer Terms and Election Procedures**

**Section 1: Term**

The terms of all officers of the Lafayette TKD Club shall be one calendar year. Officers may serve multiple consecutive terms.

**Section 2: Election Timeline**

All officers shall be elected on or before the last day of the fall semester, with their term beginning the first day of the spring semester.

**Section 3: Officer Criteria**

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing.

**Section 4: Election Process**

- A. The President will announce that elections will be occurring and communicate the process and timeline to the active members.
- B. A quorum (simple majority) of active members must be present for all meetings where nominations or elections take place.
- C. Any member may nominate any active member for a position, including themselves. All nominations must be accepted by the nominee in order to be considered.

- D. Nominations will be closed by the President after all nominations are accepted for each office.
- E. In the event that only one individual accepts a nomination for a position, they will assume the position for the coming year. If two or more individuals accept the nomination, it will be put to a vote.
- F. Voting shall occur by a secret ballot distributed to each active member in attendance at the meeting. The ballots shall be tabulated by any officer not on the ballot and/or the Advisor. A majority is required to elect Executive Officers.

#### Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

#### Section 6: Officer Impeachment

- A. The membership may request that an Executive Officer or coach step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The organization's Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer/coach should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
- B. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President, unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
- C. The membership upon hearing the case shall vote. A three-fourths (¾) affirmative vote of all present members is required to remove the Executive officer/coach from office.

#### Section 7: Officer Succession

Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting, following the process outlined in Article 6, Section 4.

### **ARTICLE VII: Meetings and Programs**

**Section 1:** The first meeting of the fall semester shall be within two weeks after classes start.

**Section 2:** A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

**Section 3:** Quorum: A simple majority of the membership is required to conduct business (half plus one).

**Section 4:** Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

## **ARTICLE VIII: Constitutional Amendments**

Section 1: Amendments to the Constitution must be proposed in writing by an active member of the Lafayette TKD Club at any regular meeting at which two-thirds ( $\frac{2}{3}$ ) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the active members.

## **ARTICLE IX: Risk Management**

### Section 1: Injuries

- A. In accordance with club risk policies, two safety officers will be trained at any given time along with the coach. All physical contact will be limited to practices in which the coach is in attendance. Protective gear will be worn in the event of physical contact to prevent injury. In the case of weapons practice, no member is to do so without the presence of an experienced member to prevent misuse of equipment and potential injury. No new members will be tasked with potentially dangerous jobs that require a level of knowledge they do not possess. In the case of an injury, the safety officers present will be notified and proper procedures will be followed in accordance to the injury. In the case of serious injury, P Safe will be called and informed of the situation to provide professional medical assistance. Members will be informed of the risks associated with the activities they are taking part in, and the proper procedure to follow should they be injured.

### Section 2: Finances

- A. In order to ensure the proper handling of club funds, all budget expenses not included in the budget will be submitted as requests through Student Government. A record of all expenditures will be present on OurCampus for reference whenever necessary. No unnecessary purchases or budget requests are to be made in any situation to prevent irresponsible handling of money. No member except the Treasurer is to make budget requests or transactions to further prevent the case of irresponsible or untracked expenditures.

### Section 3: Hazing

- A. Hazing is strictly forbidden and will result in expulsion from the organization should they occur. Students are informed of all activities occurring during practice, and so would be able to identify activities that classify as hazing. For new members, all hits will be pulled to prevent injury due to inexperience, any member willfully hitting harder than advisable will be subject to punishment in the case of injury. All members are to be informed of where the line between practice activities and hazing lies to prevent the occurrence of purposeful or accidental hazing activities.

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