LEEDS UNIVERSITY UNION ULTIMATE FRISBEE CONSTITUTION

Definitions

Activities Executive - the elected students representing Clubs and Societies as outlined in Bye-Law 7:21.

Activities & Opportunities Officer - the elected student who leads the Activities Executive. Their role is outlined in Bye-Law 7:4.

Ex-Officio Membership - membership of clubs & societies given to the Activities & Opportunities Officer and members of the Activities Executive because of the role they have.

1. Name, Aims and Objectives
2. The name of the Club/Society is Leeds University Union Ultimate Frisbee, hereafter referred to as the Club/Society, or such other name agreed at an AGM or EGM with the approval of the Activities & Opportunities Officer.
3. The objectives of the Club/Society are:-
4. To offer training in the Sport of Ultimate for Members to take part in and improve their skills.
5. To give Members an opportunity to take part in local, regional and national Ultimate tournaments.
6. To provide a social base for the Club’s Members.
7. The Club/Society is not currently partnered with external organisations to support achieving its objectives.
8. Neither does the Club/Society receive sponsorship/donations from any organisations to support achieving its objectives.
9. All sponsorships must adhere to the LUU Working with External Organisations Policy.
10. Membership and Participation
11. Membership takes effect on completion of registration with the Club/Society, including listing of membership details with the LUU Student Activities Team. Where relevant this will include payment of the Club/Society membership fee.
12. Categories of membership and participation options, with their associate rights, are shown in the table below. **Members and participants only have the rights outlined in the relevant row.**

|    | **Category**  | **Rights**  |
| --- | --- | --- |
| 2.2.1  | **Full Membership** may be granted only to current Members of Leeds University Union. Members are as defined in the LUU Articles of Association and Bye-Law 6:5.  | ●   To attend all meetings and take part in society activities ●   To vote on all questions of policy within the club/society ●   To nominate candidates for election as Core Officers and Committee Members of the club/society ●   To vote to appoint the Core Officers and the Committee Members of the club/society ●   To hold office on and stand for election as a Core Officer or Committee Member of the club/society ●   Membership fees and participation in activities may be subsidised using LUU grants  |
| 2.2.2  | Ex-Officio membership.  This will normally be the Activities & Opportunities Officer and the relevant Activities Executive representative.   | * To attend all meetings and take part in society activities
* To vote on all questions of policy within the club/society
* To nominate candidates for election as Core Officers and Committee Members of the club/society
* To vote to appoint the Core Officers and the Committee Members of the club/society
* Membership fees and participation in activities may be subsidised using LUU grants
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| 2.2.3  | **Participator** may be alumni, from another HE institution, or a member of the public.  | 1. Participators are admitted at the discretion of the committee and Activities Executive.
2. Participators may be charged a fee to take part.
3. Participators do not hold constitutional rights.

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1. Club/Society Committee Members
2. The Committee shall consist of the three Core Officers, and up to 12 Additional Members.
3. The three Core Officers must be Full Members as outlined in section 2.2.1.
4. All Committee Members will be appointed by a vote of Full Members at the AGM or an EGM.
5. The term of office of all Committee roles will be approximately twelve months.
6. All Club & Society Committee Members must adhere to the Committee Member Code of Standards and Code of Conduct. A breach of the Code of Standards and/or the Code of Conduct may result in disciplinary action being taken using Bye-Law 8.
7. Core Officer Roles and Duties
8. The Core Officers have overall responsibility for the good running and financial oversight of the Club or Society for the benefit of its members and in line with the stated aims and objectives.
9. The primary duties and responsibilities of Core Officers are:
10. Attending all relevant committee training and ensuring an awareness of the requirements placed upon them as Core Officers, including complying with requests from the Activities Executive regarding the group.
11. Being a signatory to the Club/Society LUU cash office account.
12. Ensuring the Club/Society meets the requirements of the annual compliance check against all relevant LUU policy as determined by the Activities & Opportunities Officer and in accordance with relevant legal requirements as determined by the Head of Student Engagement.
13. Ensuring the Club/Society LUU webpage, and, if applicable, own website and/or Facebook or similar social media sites, are maintained in line with relevant LUU policy.
14. Running and attending all committee meetings and AGMs in line with the rules outlined in this constitution.
15. Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.
16. Attending Executive Category Meetings (at least one Core Officer must attend); and
17. Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.
18. Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive.
19. Failure to fulfil these duties may result in a motion of no-confidence and removal from office by an EGM or the Activities & Opportunities Officer.
20. The three Core Officers have additional individual roles and duties alongside those outlined in 4.2:
21. President
* Organising and overseeing the running of the Club/Society for the best interest of its members.
* Chairing Committee Meetings, AGMs and EGMs
* Ensuring the production of an annual report at the AGM
* Ensuring there is an up to date entry in the Club/Society’s LUU webpage
* Communicating the code of conduct, risk assessments, etc to all members
* Ensuring that LUU Safeguarding Policy is upheld and/or clearly delegate this responsibility
* Representing the club in conversations with the Union and externally.
* Establishing feedback mechanisms within the club.
1. Secretary
* Maintaining membership records containing at least the name and membership category of all the Club/Society’s members
* Producing agenda documents for all meetings
* Maintaining a written record of all meetings
* Maintaining an up-to-date copy of the Club/Society constitution.
* Ensuring only Full and Ex-Officio Members are given an opportunity to vote in society elections.
* Ensuring players at UKU events have UKU membership and are rostered with the team.
* Maintaining the club calendar.
* Entering teams into tournaments at the request of the Captains
* Booking external training venues at the request of the committee.
* Organising transport and accommodation for matches and tournaments at the request of the Captains
1. Treasurer
* Managing the finances of the Club/Society
* Maintaining up-to-date accounts with the LUU Cash Office only
* Submitting subsidy applications to Activities Executive
* Maintaining an up-to-date player debt list
* Producing a termly report and yearly budget and submit a detailed statement of accounts for the year to the Club’s Annual General Meeting
* Setting fees for tournaments and budgets for socials to ensure financial success of the club.
1. Additional Committee roles and duties
2. The Activities & Opportunities Officer, who is elected annually to lead LUU as part of the Student Executive team, is also a member of each society because of their elected position, and has specific duties to manage all Clubs & Societies. The Activities & Opportunities Officer approves most decisions made at AGMs or EGMs, and leads the Activities Executive whose role includes making decisions about complaints and disciplinary action.
3. The Club/Society may appoint Additional Committee Members to assist the Core Officers in the running and management of the Club/Society.
4. All Additional Committee Members must attend committee meetings, AGMs and EGMs in line with the rules outlined in this constitution.
5. Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM, the Activities and Opportunities Officer or the Activities Executive.
6. Where an Equality and Inclusion Officer is not appointed, the specific responsibilities enumerated under that optional role in the Constitution must be borne by the Core Officers.
7. The Additional Committee roles and their assigned duties:
8. Men’s and Women’s Coordinators
* Be responsible for the coaching of the club, with an emphasis on training the more experienced members of the club
* Support the Development Coordinators in running training sessions for new players.
* Select Captains for BUCS Events aswell as wider squads
* This includes managing the necessary admin (e.g. registering, rostering, arranging fixtures, submitting scores).
* Request transport and accommodation bookings from the Secretary with sufficient details and notice.
1. Mixed Coordinator
* Assist with the coaching of the club alongside the other Coordinators.
* Organise and run specific mixed training sessions prior to mixed competitions.
* Manage all admin related to mixed events (e.g. registering, rostering).
* Select UXIR, UXIN and UXON squads, including selecting captains.
* Request transport and accommodation bookings for mixed tournaments from the Secretary with sufficient details and notice
1. Development Coordinators (2)
* Be responsible for the coaching of new players
* Support the other Coordinators to deliver training sessions to the club.
* Select teams and captains for beginner tournaments.
1. The Coordinators collectively:
* Decide on overall training and coaching structure.
* Decide on on-pitch concepts (e.g. structures) to be played
* Work together to deliver quality coaching to players of all abilities.
* Provide feedback to players
* Support players to find development and playing opportunities outside of Leeds University Ultimate – e.g. local club teams, GB programme.
* Decide on spirit captains for teams competing in any event (competitive or non competitive).
* Decide on appropriate captains for non-first teams, particularly in indoor events such as regionals and Nationals.
1. Social Secretary (2)
* Organise a range of regular social events for the Club including;
* Drinking and non-drinking socials
* Cheaper and more expensive socials
* Plan key socials including, but not limited to;
* End of year awards/ball
* Christmas social
* Leeds Beginners party
* Be responsible for the safety of individuals at all social events, especially nights out.
* If they cannot attend, they must delegate the responsibility of running socials/ensuring the safety of individuals.
1. Tournament Director
* Oversee the organisation of University of Leeds Ultimate hosted tournaments and events. These may change each year, but suggestions include:
* The annual Leeds Beginners’ indoor tournament at the start of the academic year
* The House Cup tournament, usually held in Spring and open to alumni
* Any events awarded to the Club by UK Ultimate.
* Look for opportunities to host other events in Leeds.
1. Kit Secretary
* Research, design and order kit, discs or any other form of additional merch from appropriate suppliers
* Maintain kit bags with discs, cones, bibs and first aid kits
* Maintain a list of player numbers
* Keep a stock check of disc and kit supply, and reorder as required.
1. Publicity Officer
* Ensure the Club’s LUU webpage and other social media are maintained in line with relevant LUU policy
* Establish a functioning communication system for Club members (internal)
* Establish a functioning communication system for promotion (external) communicate key information to club members in an effective and timely manner e.g. training, socials, events, campaigns
* Oversee the collection of promotional material, e.g. photos and videos

1. Welfare Officer
* Act as the first point of contact for Members with concerns about welfare, discrimination, poor practice or abuse
* Report welfare incidents to LUU when appropriate
* Work with all committee members to foster equality, diversity and inclusion within all aspects of the Club, as well as safeguarding
* Work with all committee members to ensure the general welfare of club members at any event the club might attend (e.g. socials, tournaments, tour).
* Undertake welfare training through LUU
* Look into opportunities for fundraising and charity opportunities within LUU and externally
1. Elections to Committee Roles
2. The Returning Officer for elections will be the Activities & Opportunities Officer. However their presence is not required at each election.
3. Elections shall take place by a secret ballot of Full members using the approved LUU mechanism.
4. Candidates for positions on the Club/Society committee can only be nominated by Full Members of the Club/Society. For the purposes of clarity, Full Members may nominate themselves.
5. Nominations will open at least 7 working days before the AGM or EGM.
6. For online elections the nominations must be open for at least 7 working days, and the voting period must be at least 24 hours.
7. Nominations should be through the official process (i.e. the process which has been approved by the Activities & Opportunities Officer or their nominee) and shared with the Activities & Opportunities Officer or their nominee.
8. Newly elected Club/Society Committee members must assume their duties after their handover and before the end of the academic year. The anticipated date for assuming these duties should be published with the opening of nominations.
9. Club and Society Formal Meetings
10. The Activities Executive or Activities & Opportunities Officer may, at their discretion, send an observer to any Club/Society formal meeting.
11. If any Full Member moves no confidence in the Chair, a vote shall be taken immediately.
12. If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by Full Members at the meeting.
13. Decision making should ideally be by consensus. However if a vote is needed, voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority by those members having the right to vote as outlined in paragraph 2 of this constitution. No member has more than one vote.
14. Committee Meetings
15. Any Committee Member may call a Committee Meeting.
16. The time, date and location of Committee Meetings must be posted on the Club/Society LUU webpage or a member accessible web source, at least two working days in advance.
17. Committee Meetings shall be open to all members of the Club/Society.
18. The agenda for Committee Meetings should be made available at the start of the meeting.
19. The quorum for all Committee Meetings shall be two thirds of all Officers who have a vote, or three Officers who have a vote, whichever is greater.
20. The minutes of any decisions made at the meetings must be accessible via the Club/Society LUU webpage, once ratified as a true and accurate record of the meeting.
21. Annual General Meeting
22. The Annual General Meeting (AGM) will be held during the designated election month, as defined by the LUU Activities Team.
23. In exceptional circumstances, with the agreement of the Development and Engagement Coordinator, the AGM will instead be held within 395 days of the previous AGM.
24. Notice of the AGM must be posted on the Club/Society LUU webpage or a member accessible web source, at least 10 working days in advance of the meeting.
25. The agenda for the AGM must be posted on the Club/Society LUU webpage or a member accessible web source at least seven days in advance of the meeting.
26. The order of business shall be:
* The President’s report
* The Financial report
* Constitutional Amendments
* Elections
* Any other business
*
1. The quorum for the AGM shall be either one third of all the Full Members or 20 Full Members, whichever is the lesser.
2. If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.
3. If a reconvened AGM is declared inquorate, the Club/Society shall report this to the Activities & Opportunities Officer who may authorise an inquorate AGM.
4. If requested by the Activities Executive, the Club/Society must submit the full agenda and minutes of their AGM to the Activities Executive.
5. Extraordinary General Meetings
6. An Extraordinary General Meeting (EGM) may be called by either one third of all the Full Members or 20 full members, whichever is the lesser, and/or by the Committee.
7. Notice of the EGM, together with their agenda, shall be posted on the Club/Society LUU webpage or a member accessible web source within two working days of the meeting being called.
8. The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.
9. The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
10. If an EGM is declared inquorate it may not proceed. If the EGM is declared inquorate, the Club/Society shall report this to the Activities & Opportunities Officer who may authorise an inquorate EGM.
11. Club/Society must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities & Opportunities Officer.
12. General Administration and Finance
13. Constitution
14. In case of dispute over a particular interpretation of this constitution, the Activities & Opportunities Officer will be the final arbiter.
15. In the event a Group’s constitution is deemed invalid, the Club & Society Model Constitution 2022/23 will instead be used as that Group’s constitution.
16. The assets or liabilities of the Club/Society shall remain with the Club/Society regardless of any changes to committee, group structure or constitution.
17. The Club/Society shall be a constituent part of LUU and thus subject to the rulings of Better Union Forum and the Board of Trustees.
18. The event of dissolution or abolition of the Club/Society its assets will revert to LUU.
19. Constitutional Amendments
20. Constitutional amendments may be recommended by an Annual General Meeting, Extraordinary General Meeting, or by Referendum of the Club/Society.
21. Constitutional amendments may not come into force until they have been approved by the Activities & Opportunities Officer acting on behalf of the Student Executive and Activities Executive. For clarity, approval will be in the form of an email confirmation to the Core Officers of the society with the amended constitution as an attachment.
22. Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under ‘Any Other Business’.
23. Constitutional amendments shall come into effect immediately after Activities & Opportunities Officer approval unless otherwise stated in the amendment.
24. Administration and Finance
25. The Club/Society must produce a detailed statement of accounts within 24 hours if requested by the Activities Executive.
26. Core Officers shall accept full administrative and financial responsibility for the Club/Society.
27. Committee members may not receive financial payment or profit as a result of their position on the committee.
28. Members may be reimbursed for any reasonable expenditure on behalf of the Club/Society only after submitting a receipt to the Treasurer.
29. Reimbursements must be requested within 3 months of costs being incurred. Requests after this period shall not be authorised.
30. Cash Office
31. The Club/Society will have a bank account (or accounts) with the LUU Cash Office **only**.
32. At least two Core Officers’ signatures will be required to make payments from the Club/Society account.
33. Club/Society will keep full, up-to-date accounts of its finances through the LUU Cash Office.
34. LUU Subsidies allocated to the Club/Society may not be spent on perishable goods such as food, drink or tobacco.
35. Club/Society Subsidy and/or Grant account will be zeroed at the end of each academic year and the funds returned to LUU.
36. Transport Policy
37. The Role of the Club:
38. Organising Transport
* The club is responsible for organizing transportation logistics for players attending tournaments.
* This includes coordinating drivers, vehicles, and ensuring timely communication of transport details.
* This is managed by the club secretary and treasurer.
1. Affordability:
* The club is committed to maintaining cost-effective transportation solutions.
* Drivers will be encouraged to use their own car to reduce club expenditure. The club will explore affordable options like hire cars when necessary.
* The goal is to provide affordable tournament participation for all members while adhering to financial sustainability principles.
1. Spectators
2. Spectators are defined as individuals traveling to a tournament without participating as players.
3. In the event a spectator, by prior arrangement, drives individuals to the tournament but does not play, no fee is levied on the driver, and full fuel compensation is provided.
4. Should a spectator attend the tournament with the intention of watching/supporting frisbee and refraining from driving, a nominal 'spectator fee' (typically <£10) will be imposed. This fee is intended to contribute towards covering the associated costs for fuel and accommodation during the tournament.
5. If a spectator willingly volunteers to drive, even in scenarios where there are sufficient drivers and they choose to provide this service to the club, the conditions outlined in point b do not apply and no fuel will be compensated.
6. In circumstances where a spectator is compelled to drive due to a scarcity of drivers or possesses a specialized qualification such as a minibus driving license, the club will waive 50% of the spectator volunteer's next tournament player fee.
7. Players
8. Defined as active members within the club who have been selected to represent the university at tournaments.
9. Transportation Organisation
10. The Secretary is responsible for organizing transportation for tournaments based on the number of players and driver availability.
11. Players must inform the Secretary of their attendance well in advance to facilitate efficient transportation planning.
12. If there are spare seats in organized transport, these will be initially offered to players who have not signed up for the tournament. If seats remain unclaimed, they will be made available on a first-come, first-serve basis to other members of the club.
13. Signups from non-players for the available seats will be regarded as spectators, and any ensuing charges will be added to their debt list by the Treasurer.
* The timeline for these allocations is as follows:
* For a Saturday departure, transportation details are to be published on the event page at least 48 hours in advance, typically on Thursday following the release of the tournament event schedule.
* If this timeline cannot be followed, announcements are to be made as soon as possible.
* Last-minute player signups can be accommodated until 24 hours before the stated departure time. After this timeframe, any remaining seats may be offered to the broader club membership.
1. Driver Compensation
2. Drivers will be compensated for their fuel expenses incurred during the journey.
3. Drivers are expected to refuel their cars as needed for the journey and claim this expense on the LUU Engage website.
4. To claim an expense, photographic evidence is needed in the form of a fuel receipt or a bank statement. This will then be approved by the treasurer of the club.
5. Drivers seeking reimbursement for fuel expenses must submit valid receipts to the Secretary/Treasurer within a reasonable timeframe after the tournament (within 3 working days).
6. Reimbursement will be processed promptly upon receipt of the necessary documentation.
7. Unless significant changes to fuel prices occur, the average/expected fuel expenditure for common tournament locations are listed below.
* Sheffield - £15
* Nottingham - £30
* Loughborough - £40
* Birmingham - £40
* London - £95
* Durham - £45
1. Should the fuel expense claimed be significantly different to the expected claim, an investigation/explanation will be conducted to determine the reason behind this situation.
2. Player-Drivers Tournament Discount:
3. If a driver is also a player, they are entitled to a 50% discount on tournament fees.
4. In cases where the drive time to a tournament exceeds 2 hours in one direction, the player-driver will receive a 100% discount on tournament fees rather than the usual 50%.
5. If a player willingly volunteers to drive, even in scenarios where there are sufficient drivers and they choose to provide this service to the club, the conditions outlined in point A do not apply – no fuel will be compensated and the driver will incur the full tournament fee.
6. Late for Transport/Missing
7. In the event of a player being late for organized transport or failing to attend, the onus is on them to arrange and bear the cost of their transportation to the tournament.
8. The club will not refund player fees associated with missed transport. For players who have yet to remit payment, the incurred transport cost will be duly recorded as part of their financial obligations, managed by the Treasurer.
9. Exceptions to this policy may be considered on a case-by-case basis based on the notice period provided to the Secretary or Captain and the substantive rationale for missing transport.
10. Transport arrangements are typically organised with a 15-minute grace period to ensure timeliness. In cases where players arrive significantly behind schedule, the possibility exists that they may be left behind, necessitating them to assume the financial responsibility for their subsequent travel arrangements.
11. Individual Drivers:
12. Players driving only themselves will generally not be eligible for reimbursement from the club. Exceptions may be considered on a case-by-case basis, subject to the availability of space in organized transportation plans. Any such cases will be presented to the core committee for evaluation.
13. If a player is driving from a location other than Leeds, this transportation cost will not be reimbursed.
14. If the player-driver is driving back to Leeds from the tournament venue, a claim can be submitted to the committee for the fuel expense, to the value of a one-way journey portion, following the club's standard reimbursement process. Claims under these conditions are expected to be 50% of the prices seen above in Section 5, point C.
15. In the event that a driver participates in a tournament for another team and subsequently transports individuals from the University club, the driver may be eligible for reimbursement if this arrangement is pre-approved by the Secretary before the tournament.
16. Reimbursement will not be granted unless the arrangement was pre-arranged with the Secretary before the tournament. Unauthorized arrangements for reimbursement after the fact will not be honored.
17. Type of Transportation:
18. In an effort to maintain affordable tournament expenses and minimize club expenditure, drivers are strongly encouraged to utilize their personal cars for transportation.
19. In instances where there is an inadequate number of drivers with personal cars for a tournament, the provision of hire cars may be necessitated. These are requested by the secretary a minimum of 5 days in advance of the event.
20. The costs associated with hire cars are approximated as follows:
* 1 Day (5 Seater) - £67.56
* 2 Day (5 Seater) - £113.86
* 1 Day (9 seater) - £113.88
* 2 Day (9 seater) - £186.25

1. Should the club opt for hire coach transport, the incremental cost compared to personal car travel will be distributed among the players selected for that tournament.
2. A scenario is presented below and can be applied to different tournaments using the same method.

Scenario: Leeds to Nottingham

If the cost of driving personal cars to Nottingham is £300, and the hire cost of a bus is £893, the difference (893 - 300) will be divided among the participating players.

* Additional cost per player: (£893 - £300) / Number of Players
* In the case of UWIR 2023, transportation was shared with Durham, due to the driver availability situation and number of players playing in the event. Durham paid £450 for the coach hire, and £52 for the scout hut hire. Thus, the club coach expenditure for UWIR 2023 was £443 which was not substantially more than expected (compared to driving personal cars/hire cars) and within the budget for this event.
* This shared transportation arrangement can be considered again for subsequent years and or different events depending on number of players.
* Requests for bus transport for other tournaments will be evaluated on a case-by-case basis to assess feasibility and financial implications. Each request will be thoroughly examined to ensure adherence to the club's financial sustainability goals.
1. Lack of drivers
2. In the event that there is an insufficient number of drivers available for tournaments, the Secretary will explore alternative transportation plans, such as short-distance trains and buses. Players may claim expenses associated with these alternatives.
3. In 2023 during the Sheffield Beginners tournament when a shortage of drivers led players to opt for a bus to Sheffield. The cost of the return ticket (approximately £8) was reimbursed to each player.
4. While such scenarios are typically rare, if they become more frequent, the club may consider transitioning to include transportation costs in player fees. This proactive measure aims to offset the potential increase in club expenditure, especially when longer-distance travel by public transport, such as trains and buses, is unfeasible.
5. In cases where there are drivers unwilling to use their personal cars, and hiring cars is deemed the next best alternative, the core committee may make a decision regarding additional transportation fees. This decision is taken to mitigate potential financial losses to the club.
6. This measure is implemented in response particularly to heavy loss events such as away BUCS matchdays held on weekends or during the weekday.
7. Policy Amendments:
8. This transport policy aims to provide comprehensive guidelines, but it is recognized that it may not cover every conceivable scenario due to the dynamic nature of transportation logistics.
9. Given the impracticality of listing all possible scenarios, the policy will be subject to periodic review and adjustments as needed. The core committee reserves the right to address unforeseen circumstances and make policy adjustments in the best interest of the club. Changes to the policy will be communicated to all team members in a timely manner.
10. Changes to this policy may be proposed and implemented through the calling of an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM), as outlined in the University of Leeds Ultimate Frisbee constitution.
11. Specific requirements and procedures for policy amendments can be found in the constitution, and any proposed changes will be subject to the approval of the membership present at the AGM or EGM.
12. Members are encouraged to communicate any unique situations or challenges to the Secretary or relevant committee members for consideration and potential inclusion in future policy revisions.
13. By adhering to these transportation rules, we aim to ensure fair compensation for drivers, promote efficient organization, and recognize the valuable contributions of player-drivers and volunteer drivers within the University of Leeds Ultimate Frisbee club.
14. Marketing, Media, and Communications
15. Club/Society will at all times adhere to the LUU Data Privacy policies as found on the LUU website.
16. Gryphon Clubs will at all times adhere to The Branding Guidelines agreed by the Leeds Sport partnership.
17. Club/Society will at all times adhere to the Media Policy.
18. The Club/Society requires members to adhere to kit guidelines which may include appropriate match-day and training kit, appropriate activity wear, club colours.
19. Leeds Sport is partnered with an exclusive kit provider. All off-field kit must be ordered via our exclusive provider. All on-field kit must also be ordered via our provider, unless exceptions are agreed in advance with the Activities Team. This applies to all clubs representing Leeds in competition.
20. Complaints
21. Any member has the right to raise a complaint to the Committee, relating to (but not limited to) the following;
22. The conduct of another member or members of the club or society (while participating in club/society activity)
23. Delivery of any club/society activity
24. Any decision taken which impacts on the overall activity of the club/society
25. Any member may also raise a complaint to the LUU Student Activities Team regarding the individual or group conduct of a club/society or their members. Complaints raised in this way will be referred to the Committee to handle.
26. Committee must inform the LUU Student Activities Team of any complaints.
27. The Committee should work with the member who has raised the complaint to come to an informal resolution, following the LUU Good Practice Guidelines. Resolution of complaints by the Committee should always be the first stage in any issue relating to the society.
28. If the Committee and the member who has raised the complaint are unable to come to an informal resolution, they must conduct a fair and impartial investigation. They must consult with the Student Activities Team Manager, or their nominee, before undertaking the investigation.
29. The investigation process must follow the Good Practice Guidelines.
30. If the Committee decides to take disciplinary action as a result of an investigation following a complaint, they must consult the Student Activities Team Manager, or their nominee, at the earliest opportunity otherwise any subsequent decision will be treated as void.
31. Disciplinary action against a member may include (but is not limited to):
32. Temporary suspension from some or all activity
33. Requirement that the disciplined member issues an apology
34. Requirement that the disciplined member completes mandatory training to prevent an issue reoccurring
35. For more serious cases, the Committee may choose to permanently suspend a member from some or all activity, or permanently exclude that member from the society. This is covered in section 12 of this constitution.
36. Any member impacted by the outcome of a complaint managed by the Committee has the right to appeal the decision. The appeal should be made in writing to the Activities Executive, via the Activities & Opportunities Officer, and should be submitted within 14 days of the original decision.
37. If the complainant is unhappy with the Committee resolution to their complaint, they may escalate the issue formally to the Activities Executive.
38. For the purposes of this Clause, the Good Practice Guidelines means the LUU Club & Society Conflict Resolution Good Practice Guidelines and Good Practice Guidelines (Investigations) which can be found on the LUU website: [http://engage.luu.org.uk](http://engage.luu.org.uk/).
39. Suspension and Expulsion
40. member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of the club/society, so long as the decision was made using the procedure outlined in this section.
41. The Club/Society Core Officers can suspend or expel any member of the group so long as they have taken explicit advice from the Student Activities Team Manager, or their nominee, *and* informed the individual affected of the reason/s for the decision in writing.
42. The Club/Society Core Officers must immediately notify the Activities & Opportunities Officer, in writing, of any suspensions or expulsions with a summary of the reason/s for the decision.
43. Suspended or expelled members may appeal a disciplinary decision so long as the request is submitted in writing to the Activities & Opportunities Officer within 14 days of being notified of this decision.
44. On receipt of a request for a review, the Activities & Opportunities Officer will:
45. Acknowledge receipt of the request as soon as reasonably possible;
46. Notify the Club/Society Core Officers and the Head of Student Activities that a review is taking place;
47. If necessary consult with relevant parties regarding the original decision and may take into account new information;
48. Will, in discussion with the Activities Executive, decide whether to uphold, modify or over-turn the original decision and will inform both parties of the outcome of their decision within 14 days.
49. If the Activities Executive uphold the decision to suspend or expel the member, the matter will be deemed as having been through an LUU disciplinary and appeal and will have no further rights to appeal under the Bye-Laws.
50. Retired Kit Numbers
51. No Member shall be assigned the shirt number 11 in recognition of the graduation of long-standing member Nick Moss.