

UNIVERSITY of LEEDS SPELEOLOGICAL ASSOCIATION

Version History

| <i>Date</i> | <i>Summary of change</i> |
|-------------|--|
| 2026 AGM | <i>Amended quorum requirements for both AGMs (to 20% of club membership) and committee meetings (to 30% of committee and a minimum of 3)</i> |

CONSTITUTION

1. NAME AND OBJECTIVES

- 1.1 The club shall be called University of Leeds Speleological Association (ULSA).
- 1.2 The objective of the club is to foster interest in cave exploration and to contribute to the study of speleology and related sciences.

2. MEMBERSHIP

- 2.1 Membership takes effect upon payment of the relevant subscription to ULSA.
- 2.2 Categories of membership and associated rights are shown in the table below

| CATEGORY | RIGHTS |
|---|---|
| 2.2.1 Ordinary Membership shall be open to all members of the Leeds University Union and the Leeds University body, past and present. All members of the student caving society of Leeds University Union are also, therefore, ordinary members of ULSA. | To attend all meetings of the club. To stand for election to any of the offices set out in the constitution. To propose or second candidates for office. To vote for all officers as are put up for election. To vote on all motions brought to an AGM or SGM. To act as proxy for no more than two other club members at an AGM or SGM. |

| | |
|---|---|
| <p>2.2.2 Associated Membership may be extended to other persons other than those defined above at the discretion of the ULSA committee (decided at a relevant committee meeting).</p> | <p>As per an ordinary member with the exception of 3.2 below.</p> |
| <p>2.2.3 Honorary Members may be elected at an AGM. Honorary members shall pay no ULSA subscription but would still need to purchase BCA insurance to cave in the UK with the club.</p> | <p>As per an ordinary member with the exception of 3.2 below.</p> |

3. CLUB COMMITTEE MEMBERS

- 3.1 The committee shall consist of three core officers (President, Secretary, Treasurer), and up to fifteen additional members.
- 3.2 The three core officers must be Ordinary Members as outlined in 2.2.1
- 3.3 Any additional committee members must be Ordinary, Associated or Honorary Members as outlined in 2.2.1, 2.2.2 and 2.2.3.
- 3.4 All committee members shall be appointed by a vote at the AGM or an SGM.
- 3.5 The term of office for all committee positions shall be approximately twelve months.

4. CORE OFFICER ROLES AND RESPONSIBILITIES

- 4.1 The Core Officers have overall responsibility for the good running and financial oversight of the Club for the benefit of its members and in line with the stated objectives.
- 4.2 The primary duties of Core Officers are:
 - 4.2.1 Attending all relevant meetings.
 - 4.2.2 Being signatories on the club's bank account
 - 4.2.3 Arranging and attending AGMs and SGMs in line with the timeframes set out in this constitution.
 - 4.2.4 Dealing with any complaints or disciplinary matters in line with the criteria set out in this constitution.
- 4.3 Failure to fulfil these duties may result in a motion of no-confidence and removal from office via an SGM or at the AGM.
- 4.4 The three Core Officers have additional individual roles alongside those outlined in 4.2
 - 4.4.1 President
 - Organising and overseeing the running of the club.
 - Chairing committee meetings, AGMs and SGMs.
 - Producing an annual report.
 - 4.4.2 Secretary
 - Dealing with all communications.
 - Publishing notifications and agendas for meetings within the timeframes set out in this constitution.
 - Ensuring that quorum has been met at meetings.
 - Taking minutes at meetings and publishing them in a timely manner.

4.4.3 Treasurer

- Keeping up to date accounts.
- Preparing an annual financial report.
- Producing accounts on request by a club member.

5. ADDITIONAL COMMITTEE ROLES AND DUTIES

5.1 The club may appoint additional committee members to assist the Core Officers in the running of the club.

5.2 All additional members should attend committee meetings, AGMs and SGMs.

5.3 Failure to fulfil their duties may result in a motion of no-confidence and removal from office via an SGM or at the AGM.

5.4 The additional committee roles shall be:

5.4.1 Training Co-ordinator - who shall put in place training schedules for new members and organise on-going training for established members, liaising with other bodies where appropriate. They shall also have a position on the student society committee.

5.4.2 Meets Co-ordinator - who shall devise a programme of club events including day trips, weekend meets and social gatherings.

5.4.3 Librarian - who shall oversee the purchase, recording and storage of the club's books, periodicals, journals, surveys etc, liaising with relevant bodies.

5.4.4 Distribution and Sales Officer - who shall maintain the club's stock of surveys and publications offered for sale and keep records of any sales made, reporting back to the treasurer.

5.4.5 Photographer - who shall maintain the club's photographic records including on any online platforms.

5.4.6 Editor - who shall, from time to time, produce a newsletter and oversee online content on any of the club's pages.

5.4.7 Webmaster - who shall oversee the maintenance and updating of the club's website liaising with interested parties where appropriate.

5.4.8 Conservation Officer - who shall co-ordinate and promote the club's conservation work, liaising with external bodies where appropriate.

5.4.9 Ordinary Committee Member - who shall support the elected officers of the committee. Up to three members can hold this role at any given time.

5.5 With the exception of the three core officer roles and the training co-ordinator not all positions need to be filled.

5.6 In addition to the above, these incumbent members of the student society committee have positions on the ULSA committee:

5.6.1 Student President - who shall be the Vice-President of ULSA and deputise for the President when necessary.

5.6.2 Student Secretary - who shall deputise for the ULSA secretary when necessary.

5.6.3 Student Tackle Master who shall report on matters relating to gear used by the club.

6. ELECTIONS TO COMMITTEE POSITIONS

- 6.1 Elections shall take place at the AGM or, in the event of a Core Officer leaving the committee mid-term, an SGM may be called to elect a replacement.
- 6.2 New candidates, for any committee position, must have a proposer and a seconder for their nomination, both of whom must be ULSA members.
- 6.3 Incumbent committee members wishing to restand for the same position need only notify the Secretary of that intention.
- 6.4 To stand as a candidate for one of the three Core Officers positions (President, Secretary, Treasurer) notice must be given to the secretary at least seven days before the AGM and shall be included in the agenda.
- 6.5 Nominations for all other committee positions can be made at the AGM itself.
- 6.6 New committee positions shall become effective at the end of the meeting at which they have been elected.

7. CLUB FORMAL MEETINGS

7.1 Committee Meetings

- 7.1.1 Any committee member may call a committee meeting.
- 7.1.2 The date, time and location of any committee meeting should be widely published at least seven days in advance.
- 7.1.3 Committee meetings shall be open to all members of the club.
- 7.1.4 An agenda for a committee meeting should be made available at the start of the meeting, if not before.
- 7.1.5 The quorum for all committee meetings shall be 30 % of the incumbent committee members and a minimum of three.
- 7.1.6 The minutes of any decisions taken at committee meetings must be made available to all club members, once ratified as a true and accurate record of the meeting.

7.2 Annual General Meetings

- 7.2.1 There shall be an Annual General Meeting of the club at which reports by the officers on the state of the club will be given.
- 7.2.2 Notice of the AGM shall be given at least fourteen days in advance and its agenda shall be advised seven days before the meeting is due to be held.
- 7.2.3 The quorum for an AGM shall be 20% of the club membership at that time.
- 7.2.4 Should an AGM be declared inquorate it shall be adjourned to be reconvened, ideally within fourteen days.

7.3 Special General Meetings

- 7.3.1 An SGM can be called by two thirds of the incumbent ULSA committee or by 30% of the club membership at that time.

- 7.3.2 The secretary shall publish notice of the meeting, with the agenda, within fourteen days of the request of such a meeting and it shall be held, ideally, four to seven days from the date of those publications.
- 7.3.3 An SGM agenda shall be limited to the motion(s) for which the meeting has been called and no more.
- 7.3.4 The quorum for an SGM shall be 30% of the club membership at that time.
- 7.3.5 If an SGM is declared inquorate then it shall not proceed.
- 7.4 Any members wishing to have another member act as a proxy for them, in any meeting, must advise the secretary, in writing, or other recordable way, prior to that meeting. Proxy votes will be limited to two per member (see 2.2)
- 7.5 Voting at any meeting will be by simple majority. The president will only have a vote in the event of the initial vote being tied.

8. GENERAL ADMINISTRATION AND FINANCE

8.1 Dissolution

8.1.1 In the event of the dissolution of the club, its assets shall be distributed to relevant parties at the discretion of the committee at that time.

8.2 Constitutional Amendments

8.2.1 Proposals for constitutional amendments may only be discussed and voted on at an AGM or an SGM.

8.2.2 Proposed constitutional amendments must be published in the agenda for the relevant AGM or SGM and cannot be motioned under 'Any Other Business'.

8.2.3 Constitutional amendments shall come into effect immediately after a vote has been passed.

9. COMPLAINTS

9.1 Any club member has the right to raise a complaint to the committee, relating to (but not limited to) the following:

9.1.1 The conduct of another member or other members of the club (whilst participating in a club activity).

9.1.2 The delivery of any club activity.

9.1.3 Any decision taken which impacts on the overall activity of the club.

9.2 The committee shall work with the member that has raised the complaint to come to an informal resolution.

9.3 If an informal resolution is not reached the committee shall conduct a thorough and impartial investigation into the complaint.

9.4 The committee may decide that some disciplinary action may be required which will be communicated to all parties involved in the complaint and any investigation.

9.5 In the most serious of cases the committee may choose to permanently suspend a member from some or all club activity.

9.6 Any member affected by the committee's decision in relation to a complaint can appeal the decision, in writing, within fourteen days of that decision whereupon an SGM will be called so the affected member can make representation to the full club membership.

9.7 In the event that a complaint is against a member of the standing committee then that member shall not be part of the committee when considering sections 9.2 to 9.5.