

Oxford LARP Society - Constitution

1. Name	1
2. Aims	1
3. Membership	2
4. Equality, Diversity, and Safety	2
5. Officers and Committee	3
6. Annual General Meetings	4
7. Extraordinary General Meetings	5
8. Regular General Meetings	5
9. Committee Meetings	6
10. Meeting Procedure	6
11. Finances and Assets	7
12. Disciplinary Procedures	8
13. Dissolution	8
14. Declaration	9

1. Name

1.1

The name of the Society shall be “Oxford LARP Society”, referred to hence as “the Society” and may also be known as “OLS” or in full “Oxford Live Action Role-Playing Society”.

2. Aims

2.1

The aims of the Society will be:

- To run live action role-playing games (LARPs) for members and trial members
- To promote LARP and other roleplaying games in the Oxford area
- To promote LARP events being run by or attended by members
- To provide access to LARP to members of affiliated societies

3. Membership

3.1

The Society will maintain a Membership Policy which describes fees and benefits to members of the Society.

3.2

Membership is open to anyone interested in live action roleplaying who is over the age of 18 who has paid the relevant fee as per the Membership Policy.

3.3

Active Members of affiliated Societies (e.g. at time of writing, the Oxford University Roleplaying Games Society (OURPGSoc)) will have reduced membership costs to the Society.

3.4

A list of all members will be kept by the Society Treasurer.

3.5

Members may resign their membership at any time in writing to the Society Committee.

3.6

The Committee may choose to revoke any member's membership following the Society's disciplinary procedures.

3.7

The Membership Policy will be agreed by a General Meeting and can only be amended at such meetings.

3.8

Membership fees may be waived on a case by case basis by agreement of the Treasurer and at least one other Committee member to account for changing circumstances. Membership fees should not be a financial barrier to Society events.

4. Equality, Diversity, and Safety

4.1

The Society is committed to upholding equality and diversity in all of its events. The Society will maintain a Conduct and Themes policy that will detail its commitment to Equality and Diversity which must be reviewed annually.

4.2

The Society is committed to the safety of all members at its events. The Society will maintain a LARP Safety policy which all attendees are expected to be familiar with and will be reviewed annually.

4.3

The Society will arrange for suitable insurance for all events that it runs.

4.4

Incidence of discriminatory behaviour, harassment, abuse, or any other breaches of the Conduct and Themes policy or LARP Safety policies will be handled seriously, according to the Society's disciplinary procedures.

5. Officers and Committee

5.1

The business of the Society will be carried out by a Committee elected at the Annual General Meeting.

5.2

The Committee will consist of 6 Officers and additional members up to half the number of Officers (e.g. 6 Officers, 3 Additional Members). Multiple roles may be held by the same person if necessary to fulfill them with the exception of Chair, Treasurer and Secretary which must be held by distinct individuals. Holding multiple roles does not confer additional votes in meetings.

5.3

The Society's Officers, and the duties they are responsible for seeing fulfilled either by themselves or by delegation, are as follows:

- **Chair:** who will chair both general meetings and committee meetings, and be responsible for upholding the Society's Constitution and Policies, and supporting other roles with ad hoc duties.
- **Secretary:** who will be responsible for organising meetings, creating and distributing meeting agendas, and for taking and distributing meeting minutes.
- **Treasurer:** who will be responsible for maintaining accounts and ensuring relevant fees are paid, maintaining records of members, and for upholding the Membership Policy.
- **LARP Organiser:** who will be responsible for ensuring that a weekly linear LARP game is run, and ensuring the Society's assets are stored and maintained (this does not need to be the same person as the Head GM of a game)
- **Safety Officer:** who will be responsible for upholding and reviewing the LARP Safety Policy and the Conduct and Themes policy, and member welfare both physical and mental.
- **IT Officer:** who will be responsible for maintaining a website and mailing list for the Society, and for upholding the Data Protection Policy.

5.4

In the event of an Officer standing down or being removed from their position during the year a replacement will be elected by the next General Meeting of members. The Committee may, at its discretion, appoint an acting replacement pending election at the next General Meeting.

5.5

Any Committee member who does not attend three consecutive committee meetings with notice will be contacted by the Committee and asked if they wish to resign. If no response is forthcoming within two weeks, they will be considered to have stood down.

5.6

Due to the amount of investment that running a weekly linear LARP game involves, election of a LARP Organiser may be deferred by agreement of a General Meeting to allow playtesting and live demos of the games being proposed. During this time, an interim LARP Organiser should still be elected to ensure the other duties of LARP Organiser (e.g. maintenance of kit and running of linears as members desire) are fulfilled.

6. Annual General Meetings

6.1

An Annual General Meeting (AGM) will be held within 13 months of the previous AGM.

6.2

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date, and time. A deadline for topics for the Agenda to be added will also be published.

6.3

The Secretary will publish an Agenda at least 1 week prior to the AGM.

6.4

AGMs should be held online (unless agreed otherwise) using as an accessible method as possible.

6.5

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

6.6

Motions for consideration may be submitted to the Secretary and must be submitted no later than 1 week before the date of the AGM so that they can be published in the Agenda.

6.7

The quorum for the AGM will be 10% of the Active membership, or 8 Active Members (whichever is the greater number) and 3 members of the Committee. Quorum may be reached by members present or by proxy.

6.8

At the AGM:

- The Chair will present a report on the Society over the last year.
- The Treasurer will present the accounts from the Society over the last year. These will be made available in writing to all members at the meeting.
- The Safety Officer will present a review of the LARP Safety Policy and the Conduct and Themes Policy.
- The Officers for the Committee for the next year will be elected.
- Any motions given to the Secretary in time for the meeting will be discussed and voted on where necessary.
- Any motions given to the Secretary later than the publication of the Agenda, or that arise during the meeting may be discussed at the discretion of the Chair. Completely new topics will not be voted on.

7. Extraordinary General Meetings

7.1

The Secretary will call an Extraordinary General Meeting (EGM) at the request of the majority of the Committee, or by the request of no fewer than 8 members (of any sort) giving a written request to the Chair or Secretary stating the reason for their request.

7.2

The EGM will take place within 3 weeks of the request.

7.3

All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date, and time, and the reason for the meeting.

7.4

The quorum for the EGM will be 10% of the Active membership, or 8 Active Members (whichever is the greater number) and 3 members of the Committee. Quorum may be reached by members present or by proxy.

7.5

The only matters that may be discussed and voted on at the EGM are those that prompted the EGM to take place.

8. Regular General Meetings

8.1

The Secretary will call a Regular General Meeting (RGM) within 4 months of the previous AGM or RGM.

8.2

All members will be notified in writing at least 2 weeks before the date of the meeting, giving the venue, date, and time. A deadline for topics for the Agenda to be added will also be published.

8.3

The Secretary will publish an Agenda at least 1 week prior to the RGM.

8.4

RGMs should be held online (unless agreed otherwise) using as an accessible method as possible.

8.5

Motions for consideration may be submitted to the Secretary and must be submitted no later than 1 week before the date of the RGM so that they can be published in the Agenda.

8.6

The quorum for the RGM will be 10% of the Active membership, or 8 Active Members (whichever is the greater number) and 3 members of the Committee. Quorum may be reached by members in person, digitally, or by proxy.

8.7

At the RGM:

- Any motions given to the Secretary in time for the meeting will be discussed and voted on where necessary.
- Any motions given to the Secretary later than the publication of the Agenda, or that arise during the meeting may be discussed at the discretion of the Chair. Completely new topics will not be voted on.

9. Committee Meetings

9.1

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting - this notice period may be shorter by agreement of all Committee members.

9.2

The quorum for Committee meetings is three Committee members.

9.3

Committee meetings will be open to any member of the Society who wishes to attend, who may speak but not vote. Some sections of Committee Meetings may be closed to members at the discretion of the Committee, provided a reason is given. This is to enable confidentiality of issues relating to disciplinary procedures.

10. Meeting Procedure

10.1

The Society Chair will chair the meetings of the Society, or where they are not able to do so will appoint another Society member to do so on their behalf.

10.2

All questions that arise at any meeting will be discussed openly except where confidentiality is required due to disciplinary matters or other things specified as confidential in Society by-laws. Resolutions - being elections, or decisions to agree or disagree with motions - must always be made by vote, so as to not single out individuals who may disagree but not wish to speak.

10.3

Votes are one per person present or by proxy as presented to the Secretary (see 10.5). Votes are carried out blind and counted by the Chair and the Secretary except for when a motion pertains directly to them, in which case counters should be agreed by those present. The Chair will have casting vote where necessary with casting vote passed down the Committee members as listed in the Constitution.

10.4

A vote may be taken using alternative voting schemes to the voting scheme in 10.3 by agreement of those present.

10.5

Proxy votes may be provided by members who provide their apologies in writing to the Secretary through one of the following means which they must specify:

- Designate a member who is attending the meeting to vote on their behalf. No member may hold more than 4 such votes in proxy.
- Specific voting intention on an issue-by-issue basis to be represented by the Secretary. Such votes will inherently be made visible to the Secretary.

10.6

Minutes of all meetings shall be taken by the Secretary. Minutes shall be distributed to the members, except for committee meetings where confidential issues are discussed. Minutes should still be taken and stored for those meetings and anonymised in such a way that the discussion and decisions made are available for future committees to refer to, but without revealing identities except where identities are deemed necessary by the Committee for safety (in compliance with the Data Protection Policy).

10.7

If a meeting fails to reach quorum, the meeting should be rescheduled within 4 weeks if there are topics on the Agenda that require decision. If a meeting fails to reach quorum repeatedly, the Committee is empowered to resolve the problem preventing quorum.

11. Finances and Assets

11.1

An account will be maintained on behalf of the Society at a bank agreed by the Committee. The Chair and the Treasurer should both be signatories on the account, with only one required.

11.2

Records of income and expenditure will be maintained by the Treasurer and a financial report given at each Annual General Meeting.

11.3

All money owned by the Society is only to be used to further the aims of the Society.

11.4

The Society will own some amount of assets which should be stored and maintained by an individual or individuals designated by the LARP Organiser.

11.5

The LARP Organiser or an individual designated by them may lend Society assets to Active Members.

11.6

Members may choose to lend relevant assets to the Society with the agreement of the LARP Organiser. A record of lendings should be maintained by the LARP Organiser. Lent assets are never considered property of the Society but should still be stored and maintained at the same level as the rest of the Society's assets.

12. Disciplinary Procedures

12.1

All concerns, allegations, and reports of breaches of the Society's policies that cannot be handled within the instructions in the Conduct and Themes Policy or LARP Safety Policy will be handled by the Committee.

12.2

The Committee may also take action based on reports of behaviours outside of Society events where there is a likelihood that breaches of the Society's policies would occur at later Society events which would not be resolvable within the instructions in the Conduct and Themes Policy or LARP Safety Policy.

12.3

All such reports will be recorded and responded to swiftly and appropriately by the Committee, with the default presumption being that any facts in the report are accurate.

12.4

The Chair is the lead contact for such reports. Where the report concerns the Chair, another member of the Committee should be contacted.

12.5

The Committee will convene a Committee Meeting to discuss any such reports. Relevant parties may be given the opportunity to provide all relevant information ahead of the meeting, at the discretion of the Committee.

12.6

The Chair (or another member of the Committee where the report concerns the Chair) may enact interim measures, e.g. a temporary ban from events, until a Committee meeting can be held to discuss the reports.

12.7

Where the complaint involves a Committee Member (including if they brought the complaint), that member should be excluded from voting at the meeting, and may be excluded from discussion at the meeting at the request of the reporter or any other Committee member.

12.8

The Committee has the power to take appropriate disciplinary action including but not limited to the termination or refusal of membership, removal from the Committee, or other actions as set out in the Disciplinary Actions Policy.

12.9

The outcome of such a Committee meeting - determined by agreement or majority vote where the Chair has casting vote - will be given in writing to all relevant parties within 1 week of the meeting.

12.10

A review of the decision may be requested:

- Within 4 weeks of the decision being made, by anyone affected by the disciplinary action;
- At least 6 months after the decision, or one year after any previous review, by any member.
- Once, at any time, by the member who made the initial report (e.g. for a withdrawal of the report).

12.11

The review may result in the disciplinary action being upheld, the disciplinary action being withdrawn, or in an alternative or additional disciplinary action being taken. For actions directly affecting multiple members (e.g. interaction bans), they should only be withdrawn with the input of all members directly affected.

12.12

The Committee will consider the review in the same manner as set out for the initial request. Where the members of the Committee have changed entirely between the initial request and the review, a representative of the previous Committee will be requested to attend the meeting to provide additional context.

12.13

Matters that the Committee cannot in good faith resolve on, or extend beyond the Committee's jurisdiction should be returned to the reporting party with an explanation of the reasoning.

13. Dissolution

13.1

The Society may be dissolved by simple majority at any General Meeting provided that the topic was presented on the Agenda.

13.2

The decision to dissolve the Society may be taken without quorum if it cannot be achieved and has not been achieved at 2 such consecutive prior meetings, or if no General Meeting has been called in 13 months.

13.3

If it is agreed to dissolve the Society, any assets will be auctioned off to members within 8 weeks of Society dissolution. Any lent items will be made available to be collected.

13.4

All remaining debts will be cleared with the Society's funds and funds from the asset auction. Any remaining funds will be donated to a charity of the meeting's choosing.

13.5

Remaining unsold assets will be disposed of in an environmentally responsible manner.

14. Additional Policies

14.1

The Society maintains a number of additional policies to address specific areas of the Society's operation.

14.2

By agreement of a General Meeting, additional Policies for the Society may be introduced.

14.3

Such Policies have equal weight to the Society Constitution except for where they conflict in which case the Constitution maintains precedence.

14.4

Unless otherwise specified, responsibility for upholding these Policies lies with the Society Chair.

14.4

The Policies of the Society are:

- The Membership Policy
- The Conduct and Themes Policy
- The LARP Safety Policy
- The Data Protection Policy
- The Disciplinary Actions Policy

15. Declaration

15.1

This Constitution was agreed at the inaugural General Meeting of the Oxford LARP Society on:-

Date: 15/08/2021

By:

Chris Venus

James Wallis - IT Officer

Katie Moore - Treasurer

Mat Andrew - LARP Organiser

Mike Chester - Chair

Anna McKie

Callum Sawdy

Susannah Cooke

Phil Barber - Secretary

Cameron Alsop

Kiwi Tokoeka

15.2

Sections 5.4, 12 and 14 of this constitution were amended by a passed motion at the Regular General Meeting of 27 February 2022.