Constitution and By-laws of the
Winthrop Taekwondo Club

Article I Name
1. The name of this organization shall be: Winthrop Taekwondo Club

Article II Purpose
1. The purpose of this organization shall be to educate its members on the Korean culture, language, and martial art form.

Article III Membership
1. Membership in this organization shall be open to regularly enrolled Winthrop Students, Faculty, and Staff who pays the designated entry fee.
2. This organization may or may not have associated members who do not meet the criteria above but will have all the membership rights except for the right to vote.
3. Non-students, faculty, and staff who wish to be members under certain situations can join at the discretion of the President and Advisor.
4. Eligibility for membership or appointed or elected student officer positions in the campus-recognized chapter or group may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in federal law.

Article IV Officers & Duties
1. The officers of this club shall be: President, Vice-President, Secretary, and Treasurer.
2. To be eligible for office, candidates must be regularly enrolled students at Winthrop University and present clear knowledge of the office position applied for as well deemed, by the instructor, qualified for the position.
3. Nominations for office shall occur at the end of each school year prior to summer session.
4. The term of office shall be for one school year and end the summer before the next school year.
5. Elections shall occur the last month of the school year before the summer session.
6. Vacancies shall be filled by the chain of command within the officers leaving a vacancy in the lowest held office in which an election will be held to fill.
7. Officers may be removed from office, if so necessary, by the officers or club petition of members with a two-thirds vote.
8. The duties of the officers shall be:
   a. President:
      i. Serve as a liaison between The Office of Recreational Services and Council of Student Leaders making sure criteria needed for both organizations are met and completed.
ii. Be familiar with the Club Sports Handbook and ensure it’s enforced.
iii. Making sure all forms are completed and turned in to their designated organizations completed and on time.
iv. Keep everyone aware associated with the club informed of activities, meetings, and other specified gatherings.
v. Making sure the club is represented at required training, meeting, and other sessions needed for operation of the club.

b. Vice-President:
   i. Assisting the president, and preside when the president is absent.
   ii. Coordinates practices
   iii. Setup competition entry, travel, and lodging.
   iv. Check behind officers for completion of work.

c. Secretary
   i. Forming and updating the team roster
   ii. Forming, updating, and organizing information for reporting purposes
   iii. Assisting with organization of forms, materials, and documents needed for reports, competitions, lodging, etc.

d. Treasurer
   i. Keep budget and account information updated and accurate
   ii. Process all forms needed for check requests, reimbursements, and purchase orders.
   iii. Oversee fund-raising activities
   iv. Work with recreation services to ensure all financial records are in order.
   v. Keeping all financial information

Article V Funding
1. This organization shall be funded through the following means: fund-raising, requested allocations, membership dues, and donations.
2. All money transactions shall be approved by the club President, Treasurer, and in certain situations the Advisor.
3. All money received shall be deposited into the clubs bank account and documentation shall be recorded and filed.
4. All transactions using money from the club account shall be done with the check card held only by the treasurer.
5. All receipts shall be kept and filed.

Article VI Meetings
1. Regular meetings of this organization shall be held Friday’s from 2pm – 4pm
2. The Instructor or President may call special meetings and state who needs to attend.
3. Agendas for meetings shall be prepared by the Vice-President and distributed orally.

Article VII Powers
1. The organization shall have the following standing committees:
   a. The Fund-Raising Committee
   b. The Competition Committee
   c. The Volunteer Committee
2. All committees shall have at least one officer apart of the committee to report to
   the fellow officers at meetings.
3. Standing committees can be canceled if no longer needed or useful as so deemed
   by the clubs officers.
4. Additional committees may be created if deemed useful and needed by the
   officers.
5. The organization shall operate as a non-profit association and no profits may
   accrue to any one individual within the organization.
6. Unless otherwise provided in these bylaws, the club officers shall make decisions
   of the organization, and when voting is needed, majority of those present and
   voting shall prevail.

Article VIII Amendment Of Bylaws
1. These bylaws may be amended at any regular meeting of the organization by a two-
   thirds vote, provided that the amendment has been submitted in writing at the
   previous regular meeting.