



# Napier University Archery Club Constitution

2011-2012

## 1. General

- a. The name of the Club shall be Napier University Archery Club, abbreviated to NUAC and known hereafter as “the Club”.
- b. This document is the Club Constitution. This can only be altered by a two-thirds (or greater) majority at a Club AGM or EGM.
- c. This is the current version of the Constitution, superseding all previous versions. It was approved by the AGM, held on 19<sup>th</sup> April 2011.

## 2. Aims of the Club

- a. To promote the sport of archery within the staff and student body of Napier University.
- b. To provide the best possible training to all Members, especially novice archers.
- c. To provide entry level equipment for student novice archers to use.
- d. To participate competitively at university level and open competitions.

## 3. Club Membership

- a. Eligibility
  - i. Three classes of Member exist: Full, Associate, and Non-Student.
    1. Full Members must be currently matriculated students of Edinburgh Napier University.
    2. Associate Members must be alumni or staff of (Edinburgh) Napier University.
    3. Non-Student Members are those who cannot be Full or Associate Members, but still wish to shoot with the Club. The proportion of Non-Student Members depends on NSA Constitutional stipulations.
  - ii. All Members must also be members of Napier University Sports Union (NUSU). Potential Members may join NUSU via the Club if necessary.
  - iii. Potential Associate and Non-Student Members must also be members of the Grand National Archery Society (GNAS), and provide evidence of this before shooting with the Club.
- b. Benefits of Club Membership
  - i. Full Members are automatically affiliated to GNAS at no extra cost.
  - ii. Novice archers that have paid their annual membership receive some preference over the use of Club equipment.
- c. Costs
  - i. Costs for each type of membership will be decided by the Committee, and may change through the course of the year.
  - ii. There may be nominal session costs.
  - iii. Membership costs will not exceed £50 for any type of membership.

## 4. Committee Membership and Responsibilities

- a. Each Committee will maintain a set of Procedures outlining the activities required to carry out the day-to-day running of the aspects of the Club under its remit.

b. Club Committee (CC)

i. Membership

1. The CC consists of all Office Holders in the club.

ii. Meetings

1. Club Committee Meetings (CCMs) must be held at least twice per semester.
2. To be quorate, a majority of committee members must be present.
3. CCMs may be called informally and with no notice required.
4. Notes must be taken and should be made available electronically to all Club members as soon as possible after the meeting, whilst adhering to relevant Data Protection and Privacy laws.
5. Votes in CCMs require a simple majority to carry. In the event of ties, the Captain may cast an extra vote.

iii. Responsibilities

1. Aiding and guiding the direction of the Club, and ensuring the Club's responsibilities within the sport of archery are carried out.
2. The CC will oversee the operation of the Club.
3. The CC will make decisions that affect the whole club, such as Membership Fees, and capital spending.

c. Administrative Committee (AC)

i. Membership

1. Vice President
2. Social Secretary
3. Communications and Publicity Secretary
4. Captain

ii. Meetings

1. Administrative Committee Meetings (ACMs) should be held informally at least once a month.
2. ACMs are chaired by the Vice President.

iii. Responsibilities

1. Administration and day-to-day running of the Club.
2. Communication to members on upcoming events and Club news.
3. Publicising the Club to increase membership.
4. Management of membership.

d. Sport Committee (SC)

i. Membership

1. Vice Captain
2. Equipment Officer

- 3. Head Coach
    - 4. Captain
  - ii. Meetings
    - 1. Sport Committee Meetings (SCMs) should be held informally at least once a month.
    - 2. SCMs are chaired by the Vice Captain.
  - iii. Responsibilities
    - 1. Ensuring (and providing) adequate training resources are available.
    - 2. Planning the Club's involvement in upcoming competitions and events.
5. Individual Offices
- a. All Office Holders are expected to fulfil the basic obligations of their role and to actively work to assist the Club to the best of their abilities even if outside the immediate remit of their position.
  - b. Four Executive Offices (EO) are mandated by the NSA for the continued existence of the club:
    - i. Captain
    - ii. Vice President
    - iii. Vice Captain
    - iv. Equipment Officer
  - c. Eligibility
    - i. Full Members only may be nominated for EOs.
    - ii. No individual may hold more than one EO concurrently.
    - iii. Any member may be nominated for any other Office.
  - d. Term
    - i. All positions lapse at the AGM following the appointment, unless the holder resigns or is removed from office.
    - ii. In the event of the resignation or removal of an EO holder, an EGM must be called within 7 days to elect a replacement.
    - iii. The CC will decide whether or not to call an EGM to elect other Office Holders before the next AGM.
  - e. Duties and Responsibilities
    - i. Captain
      - 1. Representation to all relevant competition leagues, i.e. SUS, BUTC, BUCS etc.
      - 2. Representation to NUSU via the Sports Forum.
      - 3. Ensuring overall adherence to the Club Procedures, the Club Constitution, the NSA Constitution, and the Constitutions of any governing bodies by all members and office holders of the Club.

4. Club oversight and general Club management.
- ii. Vice President
  1. Communication to all Club members.
  2. Maintaining a membership list, and mailing lists.
  3. Booking and paying for competition fees, travel, accommodation, equipment orders.
  4. Affiliations.
  5. Maintaining Club financial records.
  6. Sponsorship.
  7. Overall adherence to Administrative Procedures.
- iii. Vice Captain
  1. SUS Liaison.
  2. Deciding on team composition for competitions.
  3. Organising competition entries, including travel and accommodation.
  4. Maintaining Health and Safety documentation, and acting as Child Protection Officer for the Club.
  5. Maintaining a competition calendar of all competitions that Members may be eligible to compete in.
  6. Overall adherence to Sport Procedures.
- iv. Equipment Officer
  1. Ensuring correct maintenance of Club equipment.
  2. Creating equipment lists for purchase.
  3. Organising and running monthly equipment nights to train members in tuning and maintaining equipment.
- v. Head Coach
  1. Advising the SC on equipment purchases, Procedural changes, team compositions.
  2. Maintaining an internal competition ladder.
  3. Maintaining training schedules for Novice archers, Intermediate archers, Senior archers and coaches.
  4. Monitoring members' abilities and recommending members for higher level competitions.
- vi. Communications and Publicity Secretary
  1. Maintaining and updating the publicity avenues of the Club, such as the website, Facebook.
  2. Creating monthly newsletters to inform members of upcoming events and participation in previous month's events, including committee reports.

vii. Social Secretary

1. Organising inter-club social activities and community building activities.
2. Organising monthly intra-club social activities.

6. Club General Meetings

a. Annual General Meetings (AGMs)

- i. AGMs must be held approximately every 12 calendar months, normally before the start of the outdoor season.
- ii. An email to all Club members must be sent at least 7 days before the AGM is scheduled, detailing when and where the AGM is to be held.
- iii. AGMs must be attended by all available Club members.
- iv. AGMs are chaired by the outgoing Captain and minuted by the outgoing Vice President.
- v. AGMs must include:
  1. Office Holders' oral summary reports on the previous 12 months work.
  2. Alteration to the Club's Constitution – if required.
  3. Dissolution of outgoing office holders.
  4. Election of new Office Holders.

b. Emergency General Meetings (EGMs)

- i. EGMs have broadly the same remit as AGMs.
- ii. An EGM is automatically triggered by the resignation of any EO holder.
- iii. An EGM should be called only if required.
- iv. If the CC is unwilling to hold an EGM at the behest of the members, the members can propose a written motion for an EGM which must then be arranged, as long as the motion carries supporting signatures of at least 30% of the Members.
- v. An email to all Club members must be sent at least 7 days before the EGM is scheduled, detailing when, where and for what reason the EGM is to be held.
- vi. EGMs must be about a single motion, which may include, but is not limited to:
  1. Removal of any Office Holder.
  2. Election of a new Officer Holder.
  3. Alteration of the Club's Constitution.
  4. Expel a Club member.

7. Elections

- a. All Office Holders are elected at either an AGM or an EGM. They should expect to stay in their positions until the following AGM.

- b. An individual must be nominated for a position by another Club (student or associate) member.
- c. The nominee may accept or reject the nomination. If the nomination is accepted, the nominee has now become a candidate for the position.
- d. Election Process
  - i. If there are no candidates for a position that position is left vacant and must be returned to once all the other elections have taken place.
  - ii. All candidates will be required to leave the room. They will be invited in one by one to give a short speech and answer any questions the members may have, before they must leave the room again.
  - iii. The chair will call for a vote. After a clear result is obtained, the candidates should be called back into the room and informed of the result.
- e. Voting Procedure
  - i. All Club members must either vote for a candidate or abstain in every round of voting. Additionally the nominator of a candidate must vote for their candidate.
  - ii. Winning candidates are determined by the individual candidate gaining over 50% of the votes in any one round.
  - iii. A voting round consists of:
    - 1. The chair will call in the candidates one by one to give a short speech, and answer any questions, before being asked to leave the room.
    - 2. Votes will be conducted by a show of hands.
    - 3. If no candidate has over 50% of the votes, the candidate with the least number of votes is eliminated. Eliminated candidates and their nominators may then vote freely in the next round of voting.
  - iv. The rounds continue until a candidate has the majority of votes, or there is only one candidate remaining.
  - v. If there is only one candidate, or one candidate remaining after a number of rounds of voting, another round of voting must be called for. If the candidate does not achieve over 50% of the votes, the position remains vacant.