

Napier University Archery Club Constitution

Section 1: General

1.1 The name of the club shall be Napier University Archery Club, abbreviated to NUAC and known hereafter as “the Club”.

1.2 This document is the Club constitution. This can only be altered by a two-thirds (or greater) majority at a Club AGM or EGM.

1.3 This is the current version of the constitution, superseding all previous versions. It was approved by the AGM, held on Tuesday 7th April 2009.

Section 2: Governing Bodies

2.1 As a university sports club, the Club shall adhere to the rules and requirements of:

- 2.1.1 Edinburgh Napier University
- 2.1.2 NSA (Napier Students Association)
- 2.1.3 NUSU (Napier University Sports Union)
- 2.1.4 SUS (Scottish University Sport)
- 2.1.5 BUCS (British Universities and Colleges Sport)

2.2 As an archery club, the Club shall adhere to the rules and requirements of:

- 2.2.1 FITA (Federation Internationale de Tir a l'Arc)
- 2.2.2 GNAS (Grand National Archery Society), to which the club shall affiliate annually.
- 2.2.3 SAA (Scottish Archery Association)
- 2.2.4 Eastern Area

Section 3: Aims

3.1 To promote the sport of archery within the staff and student body of Napier University.

3.2 To provide the best possible training to all Club members, especially novice archers.

- 3.2.1 All club members that are experienced archers are expected to help coach novice archers.
- 3.2.2 Non-club members may also be invited to help with coaching.

3.3 To provide entry level equipment for novice archers to use.

3.4 To participate competitively at university level and open competitions.

Section 4: Finance

4.1 Club Income. The club should normally generate income from:

- 4.1.1 NSA budget

- 4.1.2 Membership money and session subscriptions
- 4.1.3 Sponsorship
- 4.1.4 Events and other fund-raising activities

4.2 Club Expenditure. The decision to spend the Club's money is the responsibility of the Committee and in particular the President in consultation with the Treasurer and Equipment Officer. The club should normally spend money on:

- 4.2.1 More equipment for club archers to use
- 4.2.2 "Team" entry fees for competitions
- 4.2.3 Travel to competitions
- 4.2.4 Venue hire for competitions

4.3 NUAC shall not have its own club bank account, in line with NSA regulations.

4.4 Paying the club must be done in one of the following ways:

- 4.4.1 In cash, to a Committee member only.
- 4.4.2 By cheque made payable to "NSA Club Account – Archery"

4.5 Any amount of cash received by a Committee member should be independently totalled and countersigned by the Treasurer, or in the absence of the Treasurer, the President or the Secretary. A receipt, however informal, should be provided.

4.6 Outstanding debts to the Club

- 4.6.1 Any Club Member owing money to the club may not compete for the club until that debt is settled.
- 4.6.2 Any individual owing money from a previous year may not re-join the club until that debt is settled.

Section 5: Membership

5.1 Eligibility

- 5.1.1 To join the Club as a student member, the individual must be a matriculated student at Napier University.
- 5.1.2 To join the Club as an associate member, the individual must be an alumnus of Napier University or a current member of staff.

5.2 Costs

5.2.1 Session Subscriptions. Individuals attending practice sessions are not required to join the Club immediately, but may pay on a session by session basis instead.

- 5.2.1.1 The first three practice sessions for non-members cost £1.
- 5.2.1.2 Subsequent practice sessions for non-members cost £2.

5.2.2 Full Club Membership.

- 5.2.2.1 Full Club Members need not pay Session Subscriptions.
- 5.2.2.2 Student annual membership (running from September to September) costs £10.
- 5.2.2.3 Associate annual membership (running from September to September) costs £20.
- 5.2.2.4 Student or Associate Half-annual membership (semester 1 only, or semester 2 and 3 only), costs 50% of the annual membership.

5.2.3 NSA Membership

5.2.3.1 All Club members must also be NSA members, in line with NSA regulations.

5.2.3.2 Unless they have already joined NSA through another sports club, individuals should pay the NSA membership fee to the Club, allowing the Club to pass the money to the NSA.

5.3 Benefits of Club membership

5.3.1 Student members are affiliated to GNAS.

5.3.2 Novice archers that have paid their annual membership receive some preference over the use of club equipment.

Section 6: Club Organisational Structure

6.1 Committee Composition

6.1.1 The Club Committee is composed of the following:

6.1.1.1 President

6.1.1.2 Secretary

6.1.1.3 Treasurer and Equipment Officer

6.1.2 No individual may hold more than one Committee post concurrently.

6.1.3 All three of these positions must be filled for the Club to continue in existence.

6.2 Club Committee.

6.2.1 The Committee is the most senior decision making body in the Club.

6.2.2 The Committee is in charge of the administration and day-to-day running of the Club.

6.2.3 The Committee must adhere to and be guided by the constitution.

6.2.4 The Committee's other primary duties include:

6.2.4.1 Planning the Club's involvement in upcoming competitions and events.

6.2.4.2 Submitting individuals and the Club for NSA awards.

6.2.4.3 Deciding on major equipment purchases.

6.2.4.4 Ensuring (and providing) adequate teaching resources are available so that novice archers can progress.

6.2.5 The lifespan of a Committee is normally the year between AGMs.

6.3 Committee Meetings (CM)

6.3.1 To be quorate, all Committee members must be present.

6.3.2 CMs may be called informally and with no notice required.

6.3.3 Notes must be taken by the Secretary and should be made available electronically to all Club members as soon as possible after the meeting.

6.3.4 Attendance is normally restricted to the Committee, but others, including non-Club members may attend.

6.3.5 CMs must be held once per calendar month, except for July and August.

6.3.6 Votes in CMs require a simple majority to carry.

6.4 Other Positions

6.4.1 The Club shall have the following Office Holders which are not part of the Committee:

- 6.4.1.1 Social Secretary
- 6.4.1.2 Website and Press Officer
- 6.4.1.3 Head Coach
- 6.4.1.4 Child Protection Officer (Male)
- 6.4.1.5 Child Protection Officer (Female)
- 6.4.2 An individual may hold more than one Non-Committee Office concurrently and may even concurrently hold a Committee position.

6.5 Eligibility

- 6.5.1 Committee members must also be student members of the Club.
- 6.5.2 Non-Committee Office Holders may be either student or associate members of the Club
- 6.5.3 All Office Holders may be elected at either an AGM or an EGM. They should expect to stay in their positions until the following AGM.

6.6 Change of Details.

- 6.6.1 If there is a change to any member of the Committee or their contact details, or generic Club contact details, the following must be updated or informed:
 - 6.6.1.1 Club Website
 - 6.6.1.2 SUS Archery Non-Student and Student Co-ordinator
 - 6.6.1.3 NSA Treasurer and Student Activities Officer
 - 6.6.1.4 UK Student Archery Association (UKSAA)
- 6.6.2 If there is a change to any other Office Holder only the Club Website need be updated.

6.7 Duties

- 6.7.1 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.
- 6.7.2 All office holders (except Child Protection Officers) must produce a written report for presentation at the AGM.

Section 7: Club General Meetings

7.1 About Annual General Meetings (AGMs)

- 7.1.1 AGMs must be held approximately every 12 calendar months, normally before the start of the outdoor season.
- 7.1.2 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.
- 7.1.3 AGMs must be attended by all available club members.
- 7.1.4 AGMs are chaired by the outgoing President and minuted by the outgoing Secretary.

7.2 AGMs must include:

- 7.2.1 Office Holders' reports on the previous 12 months work
- 7.2.2 Alterations to the Club's Constitution – if required.
- 7.2.3 Dissolution of outgoing committee.
- 7.2.4 Election of new Office Holders.

7.3 About Emergency General Meetings (EGMs)

7.3.1 EGMs have broadly the same remit as AGMs.

7.3.2 An EGM is automatically triggered by the resignation of any Committee member.

7.3.3 An EGM should be called only if required.

7.3.4 An email to all club members must be sent at least 7 days before the EGM is scheduled, detailing of when and where the EGM is to be held.

7.4 EGMs may include:

7.4.1 Removal of any Office Holder.

7.4.2 Election of a new Office Holder.

7.4.3 Alteration of the Club's Constitution.

7.4.4 Expel a club member.

Section 8: Nominations and Elections at an AGM or EGM.

8.1 Nomination Procedure

8.1.1 The nomination procedure is identical for Committee and Other Offices.

8.1.2 An individual must be nominated for a position by another club (student or associate) member.

8.1.3 The nominee may accept or reject the nomination. If the nomination is accepted, the nominee has now become a candidate for the position.

8.2 Election Procedure

8.2.1 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. The following positions must be filled for the Club to continue:

8.2.1.1 All Committee Offices

8.2.1.2 At least one Child Protection Officer

8.2.2 If there is exactly one candidate nominated, they are automatically elected to the position.

8.2.3 If there is more than one candidate:

8.2.3.1 Each candidate should give a short speech supporting their nomination and leave the room.

8.2.3.2 The meeting chairman must call for a discussion before proceeding to a vote. After a clear result is obtained the candidates should be called back into the room and informed of the result.

8.3 Voting Procedure

8.3.1 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.

8.3.2 Votes will be conducted by a show of hands.

8.3.3 Winning candidates are determined by the individual candidate gaining the single largest number of votes, or "first past the post".

8.3.4 In the event of a tied vote:

8.3.4.1 Any other, losing, candidates are eliminated. Eliminated candidates and their nominators may now vote freely.

- 8.3.4.2 The meeting chairman may optionally call for a discussion before proceeding to a second and, if necessary, third vote.
- 8.3.4.3 In the event of three consecutive ties, the winner is decided by the drawing of lots.

Section 9: Safety

9.1 Basic Safety

- 9.1.1 Archery is a potentially lethal activity and all Club members are expected to behave both responsibly and safely at all times, in line with safety regulations imposed by GNAS both in practice sessions and at competitions.
- 9.1.2 Safety consciousness is to be impressed upon all novice archers, who might inadvertently put themselves or others at risk.

9.2 Running practice sessions

- 9.2.1 In line with GNAS regulations, no Club practice session may begin, or continue, unless there is a minimum of two Club members present. At least one of those present must be an experienced archer.
- 9.2.2 Each Club practice session shall be controlled by one person, normally the senior Committee member present, preferably by use of whistles, or in the absence of a whistle, loud clear calls.
- 9.2.3 If possible, each practice session should go ahead with a qualified first aider present.

- 9.3 Any club member behaving in an unsafe manner may be immediately suspended or expelled from the Club altogether.

Section 10: Competing for the Club

10.1 Competition Entry Fees

- 10.1.1 Individuals pay their own entry fee.
- 10.1.2 The Club may pay Team and Individual entry fees as appropriate and as Club finances allow.

- 10.2 University level competitions. Only full student Club members may compete at these events. The Club will organise teams at all university level competitions, including the following:

- 10.2.1 All SUS competitions
- 10.2.2 All BUCS Championships
- 10.2.3 British University Team Championships

- 10.3 Open Competitions. All Club members can compete at these events. Club members should be actively encouraged to attend Open competitions.

10.4 Travel and Accommodation

- 10.4.1 Travel costs must be split equally, or by mutual consent.
- 10.4.2 Accommodation costs must be split equally, or by mutual consent.

- 10.5 Conduct. Club members should behave appropriately to their surroundings. They are representing both the Club and Napier University.

10.6 Club Records. Club members who think they have broken a club record should inform the Secretary. The Secretary should also check after all university level competitions attended by club members whether or not any records have been broken.

10.7 Novice archers. Whilst competing for the Club, an archer may be entered as a novice if and only if they have no (or a trivial amount) of archery experience of any bow type, before the current academic year.

Section 11: Club Equipment

11.1 The club shall maintain a sufficient stock of entry level equipment (bows, arrows, targets etc.) for novice archers to use in their first year of shooting. Increasing the quantity and improving the quality of club equipment should normally be the main source of financial outlay for the Club.

11.2 Priority over the use of Club equipment shall be given to full student Club members who are novice archers.

11.3 An accurate and up-to-date inventory of club equipment (and any equipment on loan to or from the Club) shall be kept.

Section 12: Club's Website and Email

12.1 Club Emails

12.1.1 The Club must maintain a generic email address as a point of contact. This inbox must be checked at least weekly by both the President and the Secretary.

12.1.2 Any named office holder may send emails on behalf of the club.

12.1.3 Passwords must be maintained separately and securely and changed at least annually.

12.2 Club Website

12.2.1 The Club must maintain a website as a point of contact and an information resource.

12.2.2 The Club website must be kept operational and up-to-date.

12.2.3 Website content must include:

12.2.3.1 Club's generic email address

12.2.3.2 Club meeting times and locations

12.2.3.3 Committee members' names and email addresses

12.2.4 Club website may also have a stats counter and message board.

12.2.5 Passwords must be maintained separately and securely and changed at least annually.

Section 13: Awards

13.1 NSA Individual Awards. The Club Committee shall put forward those individuals who they consider are likely to meet NSA's criteria for individual awards for sporting or organisational excellence. The detailed criteria are set out in the NSA constitution. These awards are:

- 13.1.1 Blue
- 13.1.2 Half-Blue
- 13.1.3 Colours
- 13.1.4 Sports Person of the Year

13.2 NSA Club Awards. The Club Committee shall also put the Club forward for recognition in the following awards whenever such a nomination would be sensible:

- 13.2.1 Sports Club of the Year
- 13.2.2 Most Improved Team of the Year

13.3 Club Awards. The Club currently has no internal awards or prizes.

