

## **National University of Ireland, Maynooth University Archery Club Constitution**

### **1. Name of Society:**

- 1.1. The name of the club society shall be the **Maynooth University Archery Club**.
- 2.1. **The club's Abbreviated Name shall be MU Archery Club**

### **2. Aims and Objectives:**

The aims and objectives of the club shall be as follows:

- 2.1 **To promote Archery as a sport within the college both competitively and otherwise.**
- 2.2 **To provide an environment where archers of all levels can further their skills in the pursuit of excellence.**
- 2.3 **To create and maintain an open and welcoming environment for all members that simultaneously respects the necessities of the pursuit of excellence among individual shooters.**
- 2.4 **To encourage the membership to engage with the greater world of archery beyond the club and to this end endeavour to offer every opportunity to experience the numerous facets of the sport where practicable.**

### 3. Members:

- 3.1 Full membership of the society shall be open to all registered students of the National University of Ireland, Maynooth (NUIM); St.Patrick's College, Maynooth (SPCM); the Pontifical University, National Seminary of Ireland and Froebel Department of Primary and Early Childhood Education upon payment of a subscription fee as set by the Governing Executive Committee of the Society and in accordance with the guidelines set out by the Capitation Committee.
- 3.2 The Club recognises the importance that staff, graduates and former students of MU and SPCM can play in the development and long term success of a club. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the club
- 3.3 To this end the Governing Executive Committee of the Club shall be empowered to create a class of "Associate Member" of the Club.
- i) Associate Membership shall be open to all staff and alumni of MU and SPCM upon payment of a subscription fee as set by the Governing Executive Committee of the Society and in accordance with the guidelines set out by the Capitation Committee. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
  - ii) Associate Members shall be ineligible for election to the club's governing committee
  - iii) Associate Members shall be entitled to attend all general meetings of the club. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the club.
  - iv) Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the club.
  - v) The rights of an Associate Member shall not exceed those of an ordinary member of the club.

**3.4** All members shall be bound by this constitution, code of conduct, MU Archery Policy of Competing and rules set forth by the Maynooth Students' Union and the University.

#### **4. Governing Executive Committee**

- 4.1** The Club shall have a Governing Executive Committee (The Committee).
- 4.2** The Committee shall run the club on behalf of its members and in accordance with the aims and objectives.
- 4.3** Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 4.4** A quorum shall be 2/3s of committee members.
- 4.5** The Committee shall consist of :
- i) Captain
  - ii) Vice-Captain
  - iii) Secretary
  - iv) Treasurer
  - v) Public Relations Officer**
  - vi) Equipment Officer
  - vii) 1<sup>st</sup> Year Liaison Officer
  - viii) Athlete Protection Officer
  - ix) Health and safety Officer
  - x) Transport Officer**
- 4.6** The Term of Office of these elected officers shall be one year running from 1<sup>st</sup> July until June of the following year
- 4.7** A person shall not hold the same office for more than 2 successive years.

#### **5. Election of the Governing Executive Committee**

- 5.1** The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM).

- 5.2 To seek election to the committee, each candidate must have 2 nominations by current members of the club.

## 6. Duties of Governing Executive Committee

- 6.1.1 Shall coordinate the working of the Executive and strive to ensure the smooth running of the club.
- 6.1.2 The Captain shall be the chief officer of the club whose functions include chairing all meetings of the committee and officiating at meetings of the club. With the exception of the first AGM of a given academic year which shall be chaired, where practicable by the previous captain, where the incumbent did not gain re-election following the guidelines above
- 6.1.3 The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the club. In the event of a tied vote on any matter she / he shall have the casting vote.
- 6.2.1 The Vice-Captain shall assist the Captain in all their duties.
- 6.2.2 The Vice-Captain shall assume the duties of the Captain (unless otherwise directed by a general meeting of the club) in the event that the Captain is absent or is unable to perform their duties.
- 6.3.1 The Secretary's function shall be to deal with all correspondence and records of the club.
- 6.3.2 The Secretary keep minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the club when requested by the committee.
- 6.3.3 The Secretary may keep a record of authorisation of expenditure.
- 6.3.4 The Secretary shall give notice to all members of the club's meetings, events and functions.
- 6.3.5 The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.
- 6.4.1 The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.
- 6.4.2 The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Capitation Committee.
- 6.4.3 The Treasurer shall keep full records of income and expenditure of the club on behalf of the committee. The

Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.

- 6.4.4 Two signatories shall sign all cheques and withdrawals forms from the Club's bank account.
- 6.4.5 For the purpose of establishing signatories, Any 3 committee members are eligible to become signatories, however one of these positions must be filled by the treasurer.
  
- 6.5.1 The Equipment Officer shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Capitation Committee.
- 6.5.2 The Equipment Officer shall maintain a record of all fixed and current assets belonging to the club and will report an inventory list to the committee at the start and end of the academic year.

6.6.1 The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the club through all means possible.

6.6.2 The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have made to the club and to give notice to all members of these contributions.

6.6.3 They will be responsible for creating the events through social media.

6.6.4 The Public Relations Officer shall record on-going events in the club by means of photography and possible newsletters.

6.6.5 They will be responsible for reporting any achievements by the club and upcoming events to the Students Union, in order to contribute to the Student League.

6.6.1 The Child protection officer shall have duties to protect the welfare of all club members who fall into the relevant category of child as defined by both Archery Ireland and the Irish Student Archers Association and shall follow both organisations guidelines in that regard.

6.6.2 The Health and safety officer shall be responsible for ensuring that proper safety guidelines are adhered to at all times within the club and externally.

6.6.3 It shall also be the responsibility of the Health and safety officer to maintain an adequate supply of first aid supplies within the club. Including a well-stocked conventional first aid kit

**6.6.4** The 1<sup>st</sup> Year Liaison Officer shall be responsible for bringing the concerns of first year members of the club to the attention of the committee and to act in the interest of first year members in general.

**6.6.5** The Transport officer (along with the secretary and Treasure) shall be responsible for organise and booking accommodation and travel for the club

**6.6.6** It shall be the responsibility of the Transport officer to inform all members partaking in an event , the information needed for the event, which includes transport and accommodation details.

## **7. Dismissal and Resignation of Committee Members**

**7.1** No member of the committee shall be dismissed from office unless:

- i) Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the club is received 4 working days prior to a general meeting at which such a resolution shall be debated.
- ii) 2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

**7.2** A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.

**7.3** A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee members(s) until a by-election can held to re-elect a new person to the position.

## **8. Meetings**

- 8.1** There shall be an Annual General Meeting (AGM) held each year.
- 8.2** The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
- 8.3** Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 8.4** A quorum of the meeting shall be 3 Governing Executive Committee members and not less than 10 persons of the ordinary membership
- 8.5** The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the club).
- 8.6** An Extra-ordinary General Meeting (EGM) shall be convened if:
- i) 10% of the ordinary membership of the club request such a meeting in writing.
  - ii) A quorum of the Governing Executive Committee requests such a meeting in writing.
  - iii) A vacancy on the current committee occurs and there is a need to elect a replacement.
- 8.7** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 8.8** Notice of all meetings shall be given to the membership at least 5 working days prior to the date of the meeting.
- 8.9** At a meeting, a member may propose a resolution relating to the business of the club. The resolution shall be voted on by a show of hands and a declaration of the Captain that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.
- 8.10** In the event that the Captain's resolution (8.9) is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the Captain or the Vice-Captain (where requested by the general meeting).
- 8.11** No resolution may contravene **MU Maynooth** policy or Capitation Committee policy.

## **9. General**

- 9.1** There shall be a Honorary Captain of the Club who shall be a staff member in compliance with the regulations set down by the Capitation Committee.
- 9.2** The membership fee for the club shall be in compliance with the conditions set down by the Capitation Committee
- 9.3** Each member of the club shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4** In the event of a clash with the Capitation Committee rule and regulations, the Capitation Committee rules and regulations shall take precedence above this constitution and is subject to Capitation Committee Policy at all times.
- 9.5** In joining the club, members agree to be bound by the rules and regulations of the society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and it's decision shall be final.



## **10. Amendments to this Constitution**

- 10.1** Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered
- 10.2** A proposal to amend this Constitution must receive the approval of 2/3s of the members present and entitled to vote at the relevant meeting.