

South East Technological University Carlow Archery Club



Ollscoil Teicneolaíochta an Oirdheiscirt

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Statutes and Byelaws – South East Technological University Carlow Archery Club

This document is prepared to help with the running of South East Technological University (SETU) Carlow Archery Club. This document will go into detail about how the club will be run, but it is subject to change.

Section 1: General Provision

1.1 Title

South East Technological University Carlow Archery Club Hereby “The club”.

1.2 Affiliation

The club is an affiliated member of the Irish Students Archery Association, and when possible, Archery Ireland, by way of affiliation fee.

1.3 Aims and Objectives

- 1) The main objective for which the club is established for is the promotion of the sport of Archery.
- 2) To encourage and nurture the competitive aspect of the sport by means of, but not limited to, intervarsity competitions.
- 3) To provide information for students on the sport through any available media.
- 4) To support and encourage a forum for discussion of ideas and problems and allow these to be communicated to the Irish Student Archery Association (ISAA)/Archery Ireland (AI) on behalf of the Club.
- 5) To adhere to a standard agreed format for intervarsity competitions.
- 6) To aid the creation, selection, and development of a national student team to compete at international level.
- 7) To actively seek sponsorship for the Club and team in order to provide the best facilities possible for all involved.
- 8) To ensure a duty of care to all members of the club.

Section 2: Membership

2.1 Membership fees

The committee shall exercise rights to decide the membership fee depending on available funds. The fee to become a member of the club in correspondence with the Rules and Regulations of the registering authorities is €4 per year.

Weekly Subs, which is paid by members for rights to attend weekly training, is €2 per week. This should only be paid if the archer is/has shot in that given week. Members enrolled in a beginner course are not subject to these fees for their first 6 weeks of membership. These subs may be waived for the whole club on agreement with the Club Committee.

Members are those students of SETU, currently registered on a full/part-time course, who have completed the safety talk and 6 contact hours of the beginners' course. This shall be renewed every year and shall not affect members whom the Coach(s) knows to be safe.

- 1) Members may affiliate with Archery Ireland (AI) under SETU Carlow Archery Club.
- 2) Membership of the Club is also open to Staff of SETU, SETU Carlow Students Union, Alumni (Alumni may join the AI side of the Club only and must have been a previous member of the club with a beginner course completed) and Part-time students of SETU Carlow.
- 3) Staff, Students Union, and Part-time students may join the club as non-competitive members, unless they join the AI side of the club in which case, they may represent SETU at national level AI events.
- 4) Completion of a beginners' course is also mandatory for these members.
- 5) All members shall be bound by this constitution.

2.2 Where money goes?

A Fee of €4 per person, payable upon registration, is given to the SETU Carlow for Insurance reasons. Weekly Subs of €2 per person who shoots, are to be used on the club as the committee deem fit.

2.3 Resignation of members

Should a member leave the club for any reason in accordance with the SETU Carlow rules and regulations, no refund will be given.

Section 3: The Committee

3.1 Composition

The Committee shall be the management structure of the Club.

The Committee shall run the Club on behalf of its' members and in accordance with the aims and objectives in article 1.3, in the best interest of the sport and following the ethos of SETU (The Students come first).

The Committee shall consist of people who are full-time students in the current year, enrolled in SETU Carlow, with their beginner course completed.

A person may hold up to two positions on the committee at any time but can still only cast one vote. However, the roles of Chairperson and Captain must be held by different persons.

The Term of Office of these elected officers shall be one-year, Annual General Meeting (AGM) to AGM, a committee member may hold a position of office for no more than 2 consecutive years.

The committee will consist of at least the following, Chairperson, Captain, Vice-Captain, Secretary, Safety officer, Treasurer, Public Relations Officer, Events/Fundraising Officer, and Equipment officer.

Extra ordinary member positions, up to a maximum of 3 people, may be created in the case that interested parties do not want one of the positions listed.

Assistant committee member positions, assistants to the core committee positions, may be created to assist in the training/development of the following years committee. These positions can be assigned via AGM or Emergency General Meeting (EGM) of the club.

3.2 Core Committee Positions

Definition of Roles

3.2 (a) Chairperson.

- The Chairperson shall coordinate the working of the Executive and strive to ensure the smooth running of the club.
- The Chairperson shall be the chief officer of the club whose functions include chairing all meetings of the committee and officiating at meetings of the club.
- The Chairperson shall coordinate all public and internal workings of the club save where the issues fall under the role of the captain.
- The Chairperson shall only have a vote at committee meetings and meetings of the club in the case of a tied vote.

3.2 (b) Captain

- The captain shall coordinate all sport related issues, items, and personnel. They shall ensure that all competitive and safety aspects of the club shall remain sound.
- The captain is to ensure all members abide by the rules and regulations set by the club and SETU Carlow.
- The captain shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the club) in the event that the Chairperson is absent, is unable to perform their duties and no Vice-Chairperson position exists.
- The captain shall organize all aspects of Intervarsity attendance by the Club and its members. Including but not limited to Accommodation, Transport, Shooting List Submission, entry fee Invoice, Club Equipment (With the assistance of the Equipment Officer) and any other aspects of this that may arise.
- The captain shall liaise with the Coach(s) on development and implementation of training plans for the club.

3.2 (c) Vice-Captain

- Perform all the Captains duties in their absence.
- Should attend any ISAA Intervarsity that the captain cannot attend.
- Be Acting Captain should the current Captain step down until an EGM can be held to vote in a new Captain.
- Assist the Captain in all sport related issues, all competitive and safety aspects to the club.
- Shall act as the club Vetting officer and assume all trainings and duties therein.
- These duties will act as training for the Vice-Captain for the role of Captain should they wish to run for the position in the future.

3.2 (d) Secretary

- The Secretary's function shall be to deal with all correspondence and records of the club.
- The Secretary shall 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.
- The Secretary shall give notice to all members of the club's meetings, events, and functions.
- Keep records of all scores achieved at IV competitions for as long as feasible.
- Keep an up-to-date attendance record of all training sessions.

3.2 (e) Treasurer

- The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.
- The Treasurer shall keep full records of the income and expenditure of the club on behalf of the committee.
- The Treasurer shall also keep a record of who authorized various expenditures and shall issue receipts.
- In the event of financial debt, the Treasurer has the final say on whether to implement training fees (as per Section 2).

3.2 (f) Public Relations Officer

- The Public Relations Officers (along with the Secretary) shall be responsible for the advertising of all functions of the club through all means possible.
- The Public Relations Officers (along with the Secretary) shall deal with external correspondence, maintain records, give notice to all members, the contribution external bodies have made to the club.
- The Public Relations Officer will be responsible for creating the events through social media.
- The Public Relations Officer shall record on-going events in the club by means of photography and other related media forms.
- The Public Relations Officer will be responsible for all printed notices and advertisements for the club.

3.2 (g) Equipment officer

- The Equipment Officer shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Committee.
- 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.
- Maintain a high standard of maintenance of all Club equipment. Organize members to fix any club equipment in need of repair. E.g.: fletching arrows.
- Be responsible for ordering any equipment as deemed necessary by the committee from suppliers/the college. Have sufficient spare parts available.
- Be responsible for the planning, preparation and execution of any competition held by the club

3.2 (h) Safety officer

- The Safety officer shall be responsible for ensuring that proper safety guidelines are adhered to at all times within the club and externally.
- Maintain an adequate supply of first aid supplies within the club, including a well-stocked first aid kit.
- The Safety Officer shall complete any Safety Statement, Risk Assessment or any other forms regarding safety as set out by the Sports Department of SETU Carlow, ISAA or AI.
- Shall assume the role of the club Athlete Protection Officer (APO), and undertake all trainings required (Safeguarding 1 & 2)

3.2 (i) Events/Fundraising officer

- Shall organise all fundraising activities (delegating duties where necessary) of the club.
- Will be responsible for organising all Club Social Events.
- Will work with the PRO in the promotion of all Club Events and Fundraising activities
- Shall liaise with the Sports office, and the Students Union, to garner support for all events / fundraising activities.

3.3 Election Process

The Committee members shall be democratically elected by proportional representation ballot at the AGM or EGM.

Votes are to be allocated on the same basis as all other voting in the AGM / EGM.

Each member may put two people up for election. These candidates may run for any number of positions.

The proposed candidate has the right to decline the post if they choose.

On the event of a tie vote, the outgoing chairperson shall cast their vote.

3.3.1 Resignation/dismissal of a member of the committee.

If a committee member decides to resign, he/she must give notice of a period of no less than one month to the committee. This provision will give the committee adequate time to run an EGM, the EGM will be run in conjunction to the normal election process.

In the event of extenuating circumstances, immediate resignation will be accepted, another committee member will take on the duties of said committee member.

The candidate is deemed elected by the number of votes he/she receives.

No member of the Committee shall be dismissed from office unless:

Written notice of a resolution to seek such a dismissal, signed by 50% of the active members of the Club, is received 4 working days prior to a general meeting at which such a resolution shall be debated.

2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another Committee member.

A resolution to dismiss a Committee member shall be passed by a simple majority vote at the relevant meeting.

3.4 Handover Documents

All tasks performed, including events organized, must be recorded by the committee, and be handed over to the next designated committee. A back-up of all the documents should also be kept in a database by two members of the committee.

3.5 Coaches

The Coaches' main task is to coach, upskill and advise members on the sport of archery, with a focus on Safety.

They shall also act in a support role for the committee. They will help to ensure the direction of the club is consistent with the ethos of SETU and in line with the end goal of the club as set out by the committee, coaches, and sports department.

Should actions taken by the committee have the potential to damage the club or direct it away from the end goal of the club, the coaches will advise the committee on corrective actions to take and discuss this with the sports director.

Section 4 Meetings

4.1 Monthly General Meeting (MGM)

A monthly meeting of the committee should take place at the end of each month to discuss the progress of the club and to make sure all goals for the month are accomplished to a high standard. Minutes of all the meetings should also be taken and stored in a database. At monthly meetings, the future plans of the Club may also be discussed.

4.2 Emergency General Meetings (EGM)

An Emergency General Meeting (EGM) shall be convened if:

1. A 2/3rd majority of the membership have requested an EGM, if done so the meeting must take place within 14 days of the request.
2. The committee may declare an EGM, but a 7-day notice must be given to the membership of the date and venue of an EGM.

4.3 Annual General Meetings (AGM)

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).

The purpose of the AGM shall be

1. To review the activities and performance of the Club over the previous year as well as annual reports from the outgoing Governing Committee.
2. To set targets for the following year.
3. To elect the relevant members of the Governing Committee.
4. AOB to be covered.

4.4 Quorum at meetings

A Minimum of 40 percent of the committee must be present for the meetings to take place. Otherwise, the meeting is cancelled and rescheduled to a time such that 40% of the committee can attend.

Section 5 Health and Safety

- Members must follow the same health and safety rules as established by the Club, SETU, ISAA and AI.
- The Safety officer shall be responsible for ensuring that proper safety guidelines are adhered to at all times within the club and externally.

Section 6 Disciplinary Action

The same disciplinary code established by SETU Carlow shall be adhered to by ALL members.

6.1 Initiation of Disciplinary Action

The disciplinary actions taken by the committee will be based on the seriousness of the situation on a case-by-case basis. An EGM may be held regarding the matter if deemed necessary again depending on the situation at hand and/or if we feel our reputation is at risk and/or in the interest of our members.

6.2 Disciplinary Procedure

The Club have the right to cancel your membership if we feel our Code of Conduct or Safety Rules are broken. If a suitable disciplinary action is not agreed upon the matter will be referred to the relevant authorities. The Club holds the right to terminate membership of the club if deemed necessary.

Section 7 Financial Matters

All monies raised by the Club through Fundraising will be given to the Sports Department unless otherwise advised by the Sports Department. This includes sponsorships and money received for events. In order to withdraw funds for use by the Club, all procedures as set out by the Sports Department must be followed.

Section 8 Equipment Policy

All equipment belonging to the Club can be used by any of its members, individuals using this equipment are fully responsible for the equipment. In the case of damage due to misuse of equipment, the individual must pay for the damage caused to the item or a replacement of said item if repair is not viable. Otherwise, the individual/s will not be allowed the use of any equipment in the possession of the club.

The Equipment Officer shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Committee. All equipment belonging to the Club is the property of SETU Carlow Sports Department.

Section 9 Legal Protocol

1. The Club shall follow the legal protocol available to it through the Institute.
2. If an issue arises where a legal dispute is with SETU, it is of the discretion of the committee to seek legal Advice.

Section 10: Interpretation of the Constitution

1. The Committee shall rule on the meaning of the constitution whenever any dispute arises.
2. This may be overruled by a simple majority vote at an EGM.

10.1 Amendments to the constitution

1. A proposal to amend this Constitution must receive the approval of 2/3 of the members present and entitled to vote at the relevant meeting.
2. 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.
3. Constitution shall be reviewed, at least, annually by the committee.
4. All amendments to the constitution must be approved by the Sports Department.

10.2 Dissolution of the Club:

1. On the dissolution of the Club, all assets will be returned to the Sports Development Officer.
2. All assets of the Club are the property of the Sport office and are only on loan to the Club.

10.3 General:

1. Each member of the Club shall be entitled to receive a copy of this Constitution, on demand, free of charge.
2. In joining the Club, members agree to be bound by the rules and regulations of the Club as laid down in this constitution and by the Governing Executive Committee.
3. Special Committees shall be set up for specific events and shall dissolve on the completion of its task, presenting its report to a higher Committee or the members, depending on where the mandate for it to be set up was exercised.
4. Decisions made by the Club are to be in the interest of all the members involved and should not go against the rules of their institution.
5. No resolution may contravene ISAA, AI or World Archery policy.
6. Any points not covered in this document refer to the Irish Student Archery Association, Archery Ireland, and World Archery Constitutions in that order.