

National University of Ireland, Maynooth University Archery Club Constitution

1. Name of Club:

- 1.1. The name of the club 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.**
- 2.5 To ensure the club excels in every way possible

3. Members:

- 3.1** Full membership of the Club be open to all registered students of the National University of Ireland, Maynooth (MU); St.Patrick's College, Maynooth (SPCM); the Pontifical University, National Seminary of Ireland and the fee as set by the Governing Executive Committee of the Club 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 Club 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) President
 - ii) Captain
 - iii) Secretary
 - iv) Treasurer
 - v) Public Relations Officer of Media and Events
 - vi) Public Relations Officer of Print and Design
 - vii) Equipment Officer
 - viii) 1st Year Liaison Officer
 - ix) Athlete Protection Officer
 - x) Health and safety Officer
 - xi) Transport Officer
 - xii) International Liaison Officer
 - xiii) Ordinary Committee Member
- 4.6 The Term of Office of these elected officers shall be one year running from 1st July until 31st 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** The President shall coordinate the working of the Executive and strive to ensure the smooth running of the club.
- 6.1.2** The President shall be the chief officer of the club whose functions include chairing all meetings of the committee and officiating at meetings of the club.
- 6.1.3** The President shall coordinate all public and internal workings of the club save where the issues fall under the role of the Captain.
- 6.1.4** 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 Captain shall coordinate all sport related issues, items and personnel. They shall ensure that all competitive and safety aspects to the club shall remain sound.
- 6.2.2** The Captain is to ensure all members abide by the rules and regulations set by the club and the University.
- 6.2.3** The Captain shall assume the duties of the President (unless otherwise directed by a general meeting of the club) in the event that the President 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 Officers 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.
- 6.4.6** In the event of financial debt, the Treasurer has the final say on whether to implement training fees (as per Section 10).

- 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 Officers (along with the Secretary) shall be responsible for the advertising of all functions of the club through all means possible.
- 6.6.2** The duties of the Public Relations Officers shall be divided between the Public Relations Officer of Media and Events and the Public Relations Officer of Print and Design.
- 6.6.3** The Public Relations Officers (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.
- 6.6.4** The Public Relations Officer of Media and Events will be responsible for creating the events through social media.
- 6.6.5** The Public Relations Officer of Media and Events shall record on-going events in the club by means of photography and other related media forms.
- 6.6.6** The Public Relations Officer of Print and Design will be responsible for any and all printed notices and advertisements of the club.
- 6.6.7** The Public Relations Officers will be responsible for reporting any achievements by the club and upcoming events to the Students Union, in order to contribute to the Clubs and Societies League.

- 6.7.1** The Athlete 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 Archery Association and shall follow both organisations guidelines in that regard.
- 6.8.1** 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.
- 6.8.2** 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
- 6.9.1** The 1st 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.
- 6.10.1** The Transport officer (along with the Secretary and Treasurer) shall be responsible for organising and booking accommodation and travel for the club
- 6.10.2** 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.
- 6.11.1** The International Liaison Officer shall be responsible for bringing the concerns of International Student members of the club to the attention of the committee and to act in the interest of International Student members in general.
- 6.12.1** The Ordinary Committee Member shall have the role of assisting the rest of the Committee Members.
- 6.12.2** The Ordinary Committee Member shall attend meetings and have all normal roles of any Committee Member during training sessions.
- 6.12.3** The Ordinary Committee Member shall also be equally countable as other committee members in situations where a quorum of committee members is required.

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 5% 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 President 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 President'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 President or the 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 an 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 Club 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 its decision shall be final.

- 9.6** The design of the club jersey may not be changed for a period of 4 years once decided, unless otherwise required by the University due to rebranding.
- 9.7** All club members must follow MU Archery Policy on Competing.

10. Training Fees

- 10.1** In the event that the club faces a situation where they it is in need of extra money, a fee per training session may be implemented.
- 10.2** The decision to implement this fee rests on the Governing Executive Committee, with the consultation and agreement of the club members.
- 10.3** The Treasurer has the final deciding power on whether the finances of the club warrant the implementation of this fee.
- 10.4** The implementation of this fee must be reviewed on a semester basis once implemented.
- 10.5** The value of this fee may not be changed except by a EGM vote, with majority in favour of the change.

11. Amendments to this Constitution

- 11.1** 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
- 11.2** 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.