

LOUGHBOROUGH STUDENTS' ARCHERY CLUB CONSTITUTION

1.0 TITLE

The club shall be called the Loughborough Students' Archery Club, hereinafter referred to as the Club, and the full club title (as above) must be used for all official club activities.

2.0 AIMS AND OBJECTIVES

The objectives of the Club shall be the promotion and encouragement of Archery in all its forms.

3.0 AFFILIATION

The Club shall form part of Loughborough Students' Athletic Union and as such, shall adhere to all guidelines and policies as approved by its members at Loughborough Students' Athletic Union General Meetings.

The Club shall also be affiliated to Archery GB, and its Rules of Shooting shall be accepted as governing the relevant branches of the sport of Archery practiced by the Club and its members.

4.0 MEMBERSHIP

Membership of the Club shall be open to all Students of those institutions in membership of Loughborough Students' Union (namely Loughborough University, Loughborough College and the RNIB Vocational College). At the discretion of the Club's Committee, members of Staff at the above institutions and Alumni may join the Club. Staff and Alumni must hold Archery GB affiliation directly through Archery GB or through another club. A reduced fee may be offered by the committee, which does not include Archery GB affiliation.

4.1 Maximum numbers

The Club's Committee must be aware of maximum membership level as indicated in its annual development plan.

At the discretion of the Committee, an exception to the maximum membership level can be made.

4.2 Subscription Fee

The subscription fee shall be determined annually by the Committee. This fee shall be paid by each member via Loughborough Students' Union website, according to current policy. An additional fee, paid to Loughborough Students' Athletic Union, may be necessary depending on their policy. Members will not be permitted to take part in any club activity until their subscription has been paid, except for the Freshers' taster sessions and club trials at the beginning of the academic year.

Subscription fees, paid by the members, are deposited into the Club's AU Membership Account. Only reasonable expenditures will be paid for by these funds and this is open to scrutiny/review by the Committee. The Committee has the final decision on whether an expenditure is reasonable.

5.0 CLUB COMMITTEE

The Club's Committee is responsible for the day to day running of the Club, posts must include Chair, Treasurer and Secretary. Committee positions must be held by current students and elected by the membership of the Club. There must be at least three Committee Meetings per term.

5.1 Duties of Committee members

Chair

The Chair shall oversee the running of the Club, preside at all meetings and ensure that they are properly conducted. In the event of a tied vote at a Committee Meeting, GM or AGM the Chair shall have a casting vote. In the Chair's absence, a member of the Club's Committee shall take the chair and will assume the responsibilities of the Chair for that meeting.

Secretary

The Secretary shall give notice of all Committee and General Meetings, take the minutes of each, and is responsible for the dissemination of information to members and any correspondence thereto. In addition, the Secretary shall update the website with the most recent set of minutes and up to date session times. In conjunction with the Treasurer, the Secretary shall maintain the membership records.

Treasurer

The Treasurer shall be responsible for the upkeep of the Club's accounts in accordance with Loughborough Students' Athletic Union policies.

Team Captain

The Team Captain shall be responsible for the organisation and selection, if required, of teams to be entered into competitions.

Development Officer

The Development Officer shall be responsible for coaching and coordinating long-term goals and aims for club performance. In addition to this, the responsibilities include the organisation of the beginners' course at the start of each academic year and to find opportunities for Students to become Level 1 and 2 Coaches.

Tournaments & Records Officer

The Tournaments and Records Officer shall be responsible for organising all competitions and events hosted by the Club and the maintenance of accurate records of the clubs' performance.

Equipment Officer

The Equipment Officer shall be responsible for the maintenance, storage and general care of all equipment owned by the Club. Procurement of new equipment will be advised by the Equipment Officer and facilitated by the Treasurer.

Social Secretary

The Social Secretary shall be responsible for all social aspects of the Club, including the organisation, assessment and safety of events. These must be inclusive of all Club members.

Media Officer

The Media Officer shall be responsible for regularly updating all social media platforms, on behalf of the Club. Advertising to the wider University, while also growing the media side of the Club, through photography at events.

Welfare Officer

The Welfare Officer shall be responsible for signposting members to the correct services, in case a situation arises. In addition, they shall be responsible for advertising and promoting University campaigns within the club.

Novice Representatives

The Novice Representatives will represent the views of the novice members to the Committee. Two novice representatives shall be elected within the first six weeks of term at a General Meeting.

6.0 SUPERVISION OF CLUB SESSIONS

Every session must be supervised by a Session Supervisor. A Session Supervisor is defined as someone who has received training on the safe operation and running of sessions and has been deemed competent, by the Committee, to run Club sessions. This must be agreed by the Committee prior to the start of the session.

7.0 DISCIPLINARY PROCEDURES

All complaints, regarding the behavior of members, should be submitted in writing to either Loughborough Students' Athletic Union or Archery GB, following their appropriate procedure. The Committee shall be responsible for enforcing any action taken from these disciplinary hearings.

8.0 MEETINGS

8.1 Annual General Meeting

The Annual General Meeting (AGM) will take place in February or March. The election of the Committee will take place at the AGM.

8.2 General Meetings

A General Meeting (GM) shall be called by the Committee or by written request, signed by not less than one quarter of the membership. Two weeks' notice of such meetings must be given by the Secretary to the membership and at least one such meeting should take place annually.

8.3 Quoracy

Quoracy at GMs and the AGMs shall be no less than 40% of the membership.

Should such meetings be inquorate, then a further GM shall be held within 15 days and will be automatically quorate.

9.0 VOTING

All Club members shall have speaking rights at all meetings, but only current, registered Student members of those institutions affiliated to Loughborough Students' Union are entitled to vote.

10.0 AMENDMENTS TO CONSTITUTION

Amendments to the constitution must be passed by two thirds of those present at a GM or AGM or by 51% of the membership.

All amendments must be ratified by Loughborough Students' Athletic Union Executive Committee, who will then forward the same on to the Procedures Committee of Loughborough Students' Union for approval.

11.0 DISSOLUTION

In the event that the club is no longer able to carry out its activities, and thus folds, all assets will revert back to Loughborough Students' Athletic Union.

October 2021