

# **DUBLIN CITY UNIVERSITY: ARCHERY CLUB CONSTITUTION FOR VIEWING PURPOSES ONLY**

## **1. Name of Club:**

1. The name of the Club shall be **DCU Archery Club**.

## **2. Aims & Objectives:**

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

2.1 To encourage an interest in Archery.

2.2 To provide professional equipment and training to those interested in reaching a higher level of skill in Archery.

2.3 To organise trips and outings of educational, competitive and social interest.

2.4 To encourage and nurture the competitive aspect of the sport by means of, but not limited to, intervarsity competitions.

## **3. Members:**

3.1 Membership of the Club shall be open to all students, staff and graduates of the college.

3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.

3.3 The Club recognizes the importance that graduates and former students endeavor to maintain contact with such former members as they wish to retain their connection with the Club.

3.4 To this end the Governing Executive Committee of the Club shall be empowered to create a class of "Associate Member" of the Club.

- Graduate Membership shall be open to former members of the club who are no longer students of Dublin City University for a "Grace Year". This Grace Year period shall last until the September following their graduation or departure from DCU.
- It shall not be a requirement of associate membership that such members should hold a degree or any other academic award given by Dublin City University.
- Following the Grace Year period, a graduate may participate in club activities and events as an "Other Member"

3.5 The Governing Executive Committee of the Club shall be empowered to create a class of "Other Member" of the Club.

- Other Membership to DCU Archery shall be open to archers who are not members of DCU, or DCU Alumni of the college who have completed their Grace Year period. This includes students who study at colleges which do not have an archery club in them.
- Other Members will need to be granted express permission from the sitting Chairperson to attend any events, training, and activities held by the club. The Chairperson reserves the right to revoke this permission at any time.

### 3.6 Membership of “Associate Members” and “Other Members”.

- “Associate Members” and “Other Members” shall each pay an annual membership fee to the Club. The amount of this fee shall be determined by the Governing Executive Committee, but may be altered by a majority vote at a general meeting of the Club. This membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- “Associate Members”/“Other Members” shall both be ineligible for election to the club’s governing committee.
- These members shall be entitled to attend all general meetings of the club.
- Voting rights of “Associate Members”/“Other Members” during 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.
- Other rights of “Associate Members” or of “Other 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.
- The rights of an “Associate Member” or “Other Member” shall not exceed those of an ordinary member of the club

### 3.5 All members shall be bound by this constitution.

## 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  $\frac{2}{3}$  of committee members.

4.5 The Committee shall consist of:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Public Relations Officer
- Equipment Officer
- 1<sup>st</sup> Year Liason Officer
- Safety and Athlete Protection Officer
- 2 Ordinary Committee Members

4.6 The Term of Office of these elected officers shall be one academic 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 Extraordinary 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 the Governing Executive Committee:**

6.1 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.

6.2 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.

6.3 The Vice-Chairperson shall assist the Chairperson in all their duties.

6.4 The Vice-Chairperson 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 or is unable to perform their duties.

6.5 The Secretary's function shall be to deal with all correspondence and records of the club.

6.6 The Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relation to the business of the club when requested by the committee.

6.7 The Secretary may keep a record of authorization of expenditure.

6.8 The Secretary shall give notice to all members of the club's meetings, events, and functions.

6.9 The Secretary shall assist the Public Relations Officer (PRO) to organize fundraising events and sponsorship where necessary.

6.10 The Treasurer's function shall be to administer the funds of the club and to maintain accounts and budgets.

6.11 The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the regulations set down by the Sports Club Committee of DCU.

6.12 The Treasurer shall keep full records of income and expenditure of the club. The Treasurer shall also keep a record of who authorized various expenditures and shall issue receipts.

6.13 The Treasurer shall sign all cheques and withdrawal forms for the Club's bank account.

6.14 Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the club on consultation with the Sports Club Committee.

6.15 The Equipment Officer shall be responsible for the fixed and current assets of the club in compliance with the regulations set down by the Sports Club Committee.

6.16 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.

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

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

6.19 The First Year Liaison Officer shall represent the views of all first time members of the Club who are not involved in the Committee.

6.20 The First Year Representative will endeavour to make all first time

members feel welcomed and included in the Club, and ensure that all information about trips, events, and activities is accessible and understandable for new members of the club.

6.21 The Safety and Athlete Protection Officer shall ensure that all members are made aware of and follow the safety rules of the Club.

6.22 The Safety and Athlete Protection Officer shall be responsible for filling out and ensuring the Club follows the DCU Clubs & Socs Code Of Safe Practice.

6.23 The Safety and Athlete Protection Officer shall be responsible for filling out a Risk Assessment and where necessary a Trip Registration form for all Archery Competitions.

6.24 The Safety and Athlete Protection Officer shall be responsible that the first aid kit is adequately stocked and resupplied as needed; ensuring it is readily available at training and competitions.

6.25 The Safety and Athlete Protection Officer shall be responsible for being aware of and looking after any issues vulnerable athletes may have.

6.26 The Events Officer shall be responsible for the organisation and of trips, events, and other activities the club will host

6.27 The Events Officer shall work alongside the Chairperson, Treasurer, and Secretary to organise events.

6.28 The duties of an Events Officer during a trip include managing accommodation bookings, transportation, budgeting and student contribution prices, and ensuring the trip management plans are filled out accurately.

6.29 The duties of an Events Officer during an event include managing venue bookings, the set up and take down of events, budgeting and ticket prices, and ensuring that event management plans are filled out accurately.

6.30 The Ordinary Committee Members (OCMs) shall represent the views of all the members of the club not involved in the Committee.

6.31 The OCMs have no fixed directive but are free to assist any other committee member with that member's duties.

6.32 Each of the OCMs shall have the same voting privileges at all Meetings that the rest of the Committee have.

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

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

- 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.
- $\frac{2}{3}$  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 member(s) until a by-election can be 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 2 Governing Executive Committee members and 10% of the ordinary membership.

8.5 The business of the AGM shall include elections of the 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 Extraordinary General Meeting (EGM) shall be convened if:

- 10% of the ordinary membership of the club requests such a meeting in writing.
- A quorum of the Governing Executive Committee requests such a meeting in writing.
- 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 3

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 Chairperson 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 Chairperson'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 Chairperson or the Vice-Chairperson (where requested by the general meeting).

8.11 No resolution may contravene DCU policy or Sports Club Committee.

## **9. General:**

9.1 There shall be a President of the Club who shall be a staff member in compliance with the regulations set down by the Sports Club Committee.

9.2 The membership fee for the Club shall be in compliance with the conditions set down by the Sports Club 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 Sports Club Committee Constitution, the Sports Club Committee Constitution shall take precedence above this constitution and is subject to Sports Clubs Committee 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), Sports Club Committee shall rule on the matter and its decision is 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  $\frac{2}{3}$  of the members present and entitled to vote at the relevant meeting.