



# SOUTHAMPTON UNIVERSITY ARCHERY CLUB

## 1 CLUB DETAILS

### 1.1 NAME

The name of the club shall be:

Southampton University Archery Club

Hereinafter referred to as “the Club”.

### 1.2 ADDRESS

The postal address of the Club is:

Southampton University Archery Club  
Southampton University Students Union  
University Road  
Southampton  
Hampshire  
SO17 1BJ  
United Kingdom

### 1.3 PURPOSE

The Club’s purpose is to provide support, development, improvement and promotion of archery at the University of Southampton through its Students’ Union.

The income and property of the Club shall be applied solely to this purpose and to achieve the aims outlined in the Club’s annual development plan.

### 1.4 COMPLIANCE

The Club will exist in accordance with the rules and regulations of the Southampton University Students’ Union (SUSU), ArcheryGB (AGB), Southern Counties Archery Society (SCAS) and the Hampshire Archery Association (HAA).

## **2 CLUB MEMBERSHIP**

### **2.1 THE CLUB MUST COMPLY WITH THE FOLLOWING REQUIREMENTS FOR ITS MEMBERS:**

2.1.1. Every member of SUSU shall have an equal opportunity to join the Club in accordance with the Students' Union's Equal Opportunity policy.

2.1.2. All Club members must be members of the Athletic Union and the Students' Union.

2.1.3. Each member must fully pay all relevant Club subscriptions and fees.

2.1.4. Junior members may shoot only when two adults are present, one of whom must be a competent senior archer, a member of AGB and DBS checked. Any member under the age of 16 must be accompanied by a parent or properly appointed responsible guardian when shooting at the Club.

### **2.2 MEMBERSHIP CATEGORIES**

2.2.1. Senior Members – Students of the University of Southampton, who have completed an AGB recognised beginners course.

2.2.2. Beginner Members – Students of the University of Southampton or non-students, who have not completed an AGB approved beginners course. These members are unable to become senior members until the end of the academic year of the beginners course is completed.

2.2.3. Associate Members - Associate and Temporary Members of the Students' Union, students of the University who have exercised their right not to be members of the Students' Union, or those who pay AGB through separate means.

### **2.3 THE COMMITTEE MAY ALSO, AT ITS DISCRETION, ADMIT TO MEMBERSHIP TO ANY PERSON WITH A MEMBERSHIP TO THE STUDENTS UNION**

These members shall not be deemed full members for the purposes of voting.

### **2.4 AU PRESIDENT**

The AU President is a non-shooting ex-officio member of the Club. They shall not be deemed a student member for the purposes of voting.

### **2.5 THERE SHALL BE TWO METHODS OF ENTRY TO THE CLUB FOR NEW MEMBERS:**

2.5.1. By completing a provided beginners' course, which may be charged for.

2.5.2. By being in the opinion of the committee (by proxy of an AGB certified coach), safe and competent to shoot; and having completed an AGB recognized Beginners' Course.

## **3 DUTIES AND PRIVILEGES OF MEMBERS**

3.1. Every member shall be bound to further the objectives of the Club and shall observe these rules and those of the HAA, SCAS, and AGB.

3.2. All members shall be entitled to ready access to the general communications of the Club.

3.3. All student members shall be entitled to one vote at Club General Meetings (GMs).

3.4. When shooting, both indoors and outdoors, all members will follow strictly the rules of shooting laid down by AGB. Members will also follow any guidelines given by the Club including all control measures in the risk assessment.

3.5. Members, at Committee's discretion, are eligible to be lent Club equipment for general shooting purposes. They will be required to sign the Equipment Contract provided to them at the time. Failure to comply with this contract, will result in the lent equipment being revoked and will open up the possibility of disciplinary action as in accordance with Section 6.

3.6. No member shall be permitted to shoot a crossbow at any University of Southampton facility.

## 4 COMMITTEE

### 4.1 OFFICERS

4.1.1. The Club must have a committee which is made up of at least the following Club officers:

- Captain
- Treasurer
- Welfare (as appointed to an existing committee member)

4.1.2. The Club may also elect to its committee the following officers:

- Vice-captain
- Competitions Officer
- Equipment Officer 1
- Equipment Officer 2
- Records Officer
- Socials Officer
- Website Officer
- Secretary

### 4.2 INDIVIDUAL RESPONSIBILITIES

#### 4.2.1 CAPTAIN

Provides the strategic direction of the Club, ensures the day to day operation of the Club, ensures that all Club Officers are fulfilling their roles, and acts as the primary representative for the Club to the AU, SUSU, the University, and the local community. Also responsible for coordinating the Club Health and Safety policy, and shall report incidents to the relevant bodies. Must also ensure that the duties of a Welfare Officer are carried out as required by SUSU, by a member of the committee.

#### 4.2.2 VICE-CAPTAIN

Responsible for assisting the Captain in the day to day running of the Club. Makes decisions on behalf of the Club when the Captain is unavailable and ensures the representation of all Club members to the committee. Other duties include organising the acquisition of club clothing.

#### 4.2.3 TREASURER

Maintains the accounts of the Club, which shall be available for examination at the Annual General Meeting. Any funds spent by the Club must follow Union regulations (as set out in the Constitution) and be authorised by majority vote by committee.

#### 4.2.4 SECRETARY

Keeps minutes of Club meetings which shall be available to the AU and any member of the Club. Produces and maintains a list of all members, which shall be available to the committee. Responds to any enquiries the club receives via email.

The Secretary shall also be the Club's primary representative to AGB, HAA, and SCAS.

#### 4.2.5 COMPETITIONS OFFICER

Organises all friendly and competitive matches excluding BUCS, publicises competitions for members to take part in, and organises the entries and payments on behalf of the archers. Arranges travel and other information that is required for each shoot. Liaises with the AU administrator regarding BUCS events.

#### 4.2.6 EQUIPMENT OFFICER 1 & 2

Oversee the proper use and storage of equipment. Arrange for servicing of equipment as required. Maintain the inventory and bring to the attention of the committee any items that need replacing.

#### 4.2.7 RECORDS OFFICER

Records all results scored both at Club target days and at competitive matches. Archers' personal bests and new Club records will be passed, on a regular basis, to the Website Officer for publication on the Club website. Calculates the handicaps of all members, on request and in good time. Enters all Club student members' scores to the British University Archery E-League each month of the indoor season.

#### 4.2.8 SOCIALS OFFICER

Plans, promotes, and carries out an enjoyable and effective social calendar for the academic year. Responsible for organising small social events on a regular basis, as well as larger events and social shoots.

Must organise at least 4 non-alcoholic socials per year: one every term and an additional one in the first 4 weeks of the new academic year. Must organise socials in accordance with SUSU Health and Safety policy.

#### 4.2.9 WEBSITE OFFICER

Maintains and updates the Club's website. This entails keeping all pages and information on the website up to date and correct, where practically possible. This information may be sourced from other members of Committee in the area relating to their role. Deals in good time with any complaints/issues/requests regarding content, online safety and privacy.

#### 4.2.10 WELFARE OFFICER

The welfare officer shall promote and support the welfare of the club's members by signposting support services offered by the Union and University. They also shall ensure that all members of the club are treated

with respect during all club events. They must be reachable through the anonymous reporting form or the welfare email (see 4.5.6.). The person for this role will be an existing committee member appointed by a majority vote during the first committee meeting.

### 4.3 COMMITTEE MEETINGS

4.3.1. Committee meetings will be chaired by the Captain or, in the Captain's absence, the Vice-Captain.

4.3.2. The committee must have at least two meetings per term.

4.3.3. A committee meeting shall only be deemed official if a quorum is met. A quorum shall consist of no less than 60% of the Club officers and must include at least one out of the Captain and Treasurer.

4.3.4. Every Club officer, including Captain, shall be entitled to one vote on every voting matter.

4.3.5. In the event of a tie, the Captain shall open the matter to further discussion. Another round of voting will occur, and in the case of another tie, the Captain's vote will be the deciding vote.

4.3.6. Notice of the committee meeting must be given at least one full working day in advance.

4.3.7. Minutes must be taken and made available to members of the Club and, if requested, the Athletic Union.

4.3.8. Each member of the committee must attend a minimum of two committee meetings per term.

4.3.9. At the discretion of the committee, items may be removed from the published minutes where they relate to individual members of the Club, or other material deemed sensitive.

4.3.10. The minutes of any meeting, if approved at the following meeting, shall be conclusive proof without further evidence of the business conducted and the decisions made.

### 4.4 ELECTIONS

4.4.1. Club Officers shall be elected at a General Meeting of the Club.

4.4.2. The term of office for all Club officers shall be until the next Annual General Meeting. The retiring committee shall be eligible for re-election.

4.4.3. The period of office of committee members shall commence at the termination of the General Meeting at which they are elected. The outgoing committee shall sit on the committee meeting succeeding the general meeting but shall not be entitled to a vote.

4.4.4. Nominations must be for a single person for a single position. Two people may not occupy the same position nor may groups run for a set of positions.

4.4.5. Candidates are entitled to make a short speech at the meeting, detailing why they are suitable for the role. The Chair may require that this speech be made.

4.4.6. The Chair retains the right to ask the candidates questions from the floor. All questions from the floor will be posed to all candidates. The Chair will assess the suitability of all questions before they are put to the candidates.

4.4.7 Members may run for more than one position. If they choose to do so, they must rank their preference for each position they are running for, in order of that which they would most like to fulfill. This information will only be known by the Chair.

4.4.8. Voting shall take place in line with the Students' Union guidance, for all positions.

4.4.9 The default voting method will follow Borda Count voting. An alternative voting method may be chosen by the Captain and voted on by Committee. If a member wins more than one position with the Borda Count system, their preferences will be considered and their preferred role will be assigned. Following this, their other victories will be invalidated, and the runner-up will be assigned that role.

4.4.10 By the system detailed in Section 4.4.9, results of each position's election will only be revealed at the end of all voting.

4.4.11. Club officers will be held accountable for the Club in accordance with the SUSU guidelines.

4.4.12. A member of the committee shall cease to hold office before the end of the elected term if:

- By notice in writing, they resign.
- The person ceases to be eligible for membership to the committee.
- After failing to attend, without notice, more than two successive committee meetings and a majority vote of the committee removes them from office.
- Failure to adequately fulfill their role as defined in Section 4.2, over the course of one month without prior explanation of reasonable cause, and a majority vote of the committee removes them from office.
- The person violates the outlined constitutional rules or engages in conduct detrimental to the best interests of the Club or on the grounds of misconduct, or for conduct of a nature opposed to the purpose of the Club, the AU, the Students' Union, or AGB. Following this, a majority vote of the committee removes them from office.
- The Captain, or in their conflict of interest, the Vice-captain, may remove any committee member immediately on grounds of serious misconduct including but not limited to welfare and legal issues. A committee meeting must then be held within 48h of the incident, where a committee vote shall be held, and if practicable, the offender heard, to decide on a final outcome. This decision will also be discussed with the AU president.

## **4.5 Club Accounts**

4.5.1 For all accounts, referenced in this section, 4.5, except financial and welfare accounts, any Committee member may be granted access at the discretion of the primary account owner or the Captain.

4.5.2 Upon the inception of a new Committee, the passwords on all applicable accounts will be changed, where practicable, and outdated ownerships will be revoked. This is the responsibility of the primary account owner or the Captain.

4.5.3 Signatories for the money hub shall be the treasurer, captain and the committee member who proposes the allocation of funds. If the treasurer or captain propose the allocation, then another committee member will be selected as the final signatory.

4.5.4 The Generic Account, [archclub@soton.ac.uk](mailto:archclub@soton.ac.uk), will have the Primary Owner as the Captain and the Secondary Owner as the Secretary. The captain may appoint other members to the email at their own

discretion.

4.5.5 The [archclubsoton@gmail.com](mailto:archclubsoton@gmail.com) account will be accessible primarily by the Secretary, and other roles when deemed appropriate will be granted access.

4.5.6 The [suacwelfare@gmail.com](mailto:suacwelfare@gmail.com) account will be accessible only by the appointed Welfare Officer. Any correspondence received on this account by the Welfare Officer may be presented to the Committee at the discretion of the Welfare Officer; where deemed appropriate this correspondence will be anonymized.

4.5.7 Social media accounts (Instagram, Facebook Page, etc) will be managed by an appointed member of the Committee.

4.5.8 The Discord server will be owned by the captain, who then will appoint at least two administrators to help with the running of the server. One of the administrators will be the secretary.

## 5 GENERAL MEETINGS

### 5.1 ANNUAL GENERAL MEETINGS (AGM)

5.1.1. The AGM shall be held around the Easter break and before a date decided by the Athletic Union Committee each year.

5.1.2. Notice of the AGM shall be issued at least 10 working days in advance and advertised to Club members.

5.1.3. Nominations will be submitted on groups hub in line with SUSU policy

5.1.4 There can be a meeting at the start and end of the voting period. This will be for announcing who is running and who is elected to each position. Also this can be where the treasurer's report is submitted to the club.

### 5.2 EXTRAORDINARY GENERAL MEETINGS (EGM)

5.2.1. An EGM can be called by the Captain, by a committee majority or by written application to the Captain of at least 10 student members of the Club, together with a written statement of the objectives for which the EGM is being called.

5.2.2. At the EGM no business other than that specified in the written statement shall be discussed.

5.2.3. At least 24 hours' notice of an EGM shall be given to all club members.

5.2.4. An EGM must be held within 10 term time working days of the request being submitted to the Captain.

5.2.5. The Club shall inform the AU President of the meeting and the reason for which it is being called, before it is held.

5.2.6. The Captain, or an official appointed by the Captain, shall be the Chair.

5.2.7. Every student member of the Club shall be entitled to one vote upon every voting matter. The Chair will not have a vote (see 5.2.10.).

5.2.8. No proxy votes shall be accepted for any purpose.

5.2.9. A quorum for the meetings shall consist of 10% of the Club's membership, including 80% of the committee.

5.2.10. The Chair shall not have a vote on matters unless there is a split decision, where they will have the deciding vote.

5.2.11. Voting for all matters, other than elections, shall be by show of hands or secret ballot at the discretion of the Chair.

5.2.12. Minutes of the meeting, including any result, must be made available to the Club and the AU within two weeks.

5.2.13. Nominations shall be presented to the Chair no later than 5pm on the day before the meeting.

5.2.14. If no nominations are received for a post before the start of the meeting, nominations may be reopened at the appropriate time of the EGM as determined by the Chair.

5.2.15. The Chair may postpone the EGM until sufficient nominations are received.

5.2.16. All candidates for all positions shall run against 'Re-Open Nominations' hereafter referred to as RON.

5.2.17. All members may abstain from any vote for any reason.

5.2.18. If a position is not filled, the new committee shall discuss how the responsibilities of this position will be accounted for; this can include a temporary appointment of an eligible Club member to the role. Any person so appointed will retire at the end of the following General Meeting, and shall be eligible for reelection.

5.2.19. Where a position is not filled it shall be the responsibility of the Captain to organise a GM as soon as practicable. If the position remains unfilled the committee may appoint a temporary appointment of an eligible Club member to the role or split the responsibilities between them.

5.2.20. Once nominations have been completed the Chair will formally close nominations and proceed to hustings (if applicable), at this point no further nominations will be accepted until the round of voting has been concluded.

5.2.21. Should RON be selected, nominations can only be reopened during the same meeting for the 'core' roles specified in 4.1.1.

5.2.22. Quorum for meetings must be established at the scheduled meeting time. If a club member has given notice they will be late, the chair may choose to postpone the meeting start. If quorum has not been reached by this point, the meeting will be disbanded. The chair will reschedule the general meeting for a future date, the notice period for which will be a minimum of 24 hours for an EGM

## 6 DISCIPLINE

6.1. The Club Committee at any meeting may, by a two-thirds majority, reprimand, exclude, or suspend any member who has violated these rules or whose conduct is deemed detrimental to the best interests of the Club or on the grounds of misconduct, or for conduct of a nature opposed to the purpose of the Club, the AU, the Students' Union, or AGB.

6.1.1 Reprimanding is defined as a written communication from Committee to the offending member, outlining the reason for their reprimanding and actions that may be taken should their



actions continue. 3 occurrences of a member being reprimanded within 1 membership year will result in further action such as exclusion, suspension, or expulsion.

6.1.2 Exclusion is defined as disallowing a member from attending specified events held by the club.

6.1.3. Suspending is defined as disallowing a member from attending any events held by the club, for a period of 1-4 weeks depending on severity with a review at the end of the defined period, including but not limited to: socials, general shooting, social media interactions on Club forums, and competitions, excluding BUCS. The maximum suspension time is 24 weeks, after which expulsion is reviewed as an option.

6.2. The Club Committee at any meeting may, by a two-thirds majority, vote to expel any member who has violated these rules or whose conduct is deemed detrimental to the best interests of the Club or on the grounds of misconduct, or for conduct of a nature opposed to the purpose of the Club, the AU, the Students' Union, or AGB. This vote must be discussed with the AU President before it becomes effective.

6.3. Before any such disciplinary action is taken, the member shall be given an opportunity to be heard by the committee, in accordance with 6.4, minutes of this shall be taken and signed as accurate by all those present.

6.4. If the nature of the conduct, for which the member is being disciplined for, causes a risk to the physical or emotional wellbeing of any person, then the member may be suspended immediately without being heard by the committee although an opportunity to do so should take place as soon as possible afterwards.

6.5. Where any member of the Club is reprimanded, suspended or expelled by the Committee, they shall be notified and a report of the matter shall be made available to the AU. The Committee is not required to discuss the details with anyone other than those concerned and the AU although members should be notified of the decision after 15 term time working days or after the resolution of an appeal, whichever is latest.

6.6. Students who are reprimanded, suspended or expelled from the Club have the right of appeal to SUSU and/or the AU.

6.7 Any serious welfare complaints will be heard, at request of the complainant, by the Students' Union and the Committee.

## 7 TERMINATION

7.1. In the event that the Club terminates, after settling any debts, any assets remaining will at the discretion of the Club committee;

- Be returned to SUSU, charity No. 1148683, for redistribution to other sports societies.
- Be donated to another registered charity designated by the Club committee.
- Be donated to a local club with the same aims as the Club.
- Be donated to a student archery club of another university.

7.2. The committee may choose to split assets between the above choices as they see fit.

## 8 CONSTITUTIONAL AMENDMENTS

8.1. Any member of the Club may propose an amendment to the constitution by presenting it to the committee.

8.2. The committee shall hold a vote to pass any constitutional changes. This shall be done initially by show of hands, or by secret ballot at the request of any committee member.

8.3. A constitutional amendment may also be proposed at a general meeting by written application to the Captain of at least 10 members of the Club, at which point it will be discussed and voted on at the general meeting.

8.4. Any changes to the constitution must be distributed to all members; if more than 5 members register a complaint against the change within 14 days then the change will not come into effect until it is passed at a general meeting.

8.5. The Club and the AU shall hold an up to date copy of the constitution which shall be made available to all members of the Club and, upon request, any member of the Students' Union.

### **SIGNATORIES**

Date: 25/09/2024

Captain: Sophie Davies

Vice-Captain: Liam Veness