

Constitution for ICU Archery

1. Name

- 1.1 The club shall be a member of the Sports Committee.
- 1.2 The name of the Club shall be Archery, hereafter referred to as 'the club'.

2. Aims & Objectives

- 2.1 The Club aims to promote and encourage student participation in target archery through the provision of high quality training, advice, and opportunities to compete at all levels. The base for this is offering sufficient time for practice and training. Additionally we want to offer our members opportunities to test and hone their skills in competitions at the regional and national level. In particular concerning competition with other student archers. In line with this objective, we aim to repeat and improve on previous successes at BUCS competitions both indoors and outdoors. We aim to finish high in the local university league at both senior and novice levels.

3. Statement of Intent

- 3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

4. Membership

- 4.1 The following shall be eligible to become members of the club:
 - 4.1.1 ICU Full Members
 - 4.1.2 ICU Associate Members
 - 4.1.3 ICU Life Members
- 4.2 Any club member who is a full member of ICU shall be a 'full member' of the club, all other members shall be 'associate members' of the club.
- 4.3 All members shall join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

5. Committee

- 5.1 Captain
- 5.2 Equipment Officer
- 5.3 Fletcher
- 5.4 Treasurer
- 5.5 Secretary
- 5.6 Social Secretary
- 5.7 Records Officer

6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.
- 6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.
- 6.3 The Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The Captain shall be responsible for the day to day running, financial health, and overall strategic vision of the club.

Constitution for ICU Archery

- 6.5 The Treasurer shall monitor the financial status of the club. It shares the responsibility with the Captain of approving claims made through the union eActivities website. In addition, it entails drafting the club's annual budget around January and submitting to the union executive board for budget allocation.
- 6.6 The Equipment Officer shall maintain and keep inventory of club equipment. This includes ensuring the equipment (eg. bows, arrows and target stands) is in good condition, as well as replacing archery consumables (eg. adhesives, target faces and protective equipment).

This role also entails providing advice and technical aid for club members on purchasing and setting up their own archery kits. Finally, the Equipment Officer needs to make suggestions on additions to club equipment, in order to keep equipment up to modern standards, provide a better experience to future club members and to fill in gaps in the club inventory.

- 6.7 The Social Secretary shall in conjunction with the rest of the committee, organise social events for the Club throughout the year. These events include the annual Christmas dinner, and are meant to promote senior-novice integration and general fun. They must also work with the Captain and Records Officer to organise tournaments.
- 6.8 The Records Officer shall persuade archers to shoot more Portsmouth rounds and keep a running track of how archers in the club are performing. The Records Officer also shall work closely with the Captain to select members for SEAL and other various competitions, ensuring that those who have shown improvement over the year are considered a place. The Records Officer shall also reward archers for improvement in skill/ technique over the year.
- 6.9 The Secretary shall be responsible for the general administration of the Club. This includes handling affiliation between the Club and the national and regional governing bodies for archery – Archery GB and Middlesex County Archery Association respectively. The key responsibilities are to ensure membership fees are paid and renewing/signing up the Archery GB memberships of members annually. The Secretary shall also, alongside the Captain, act as the point of contact with Ethos, Imperial College Union, and members with any administrative enquiries. Finally, the Secretary shall oversee the taking of minutes during the Club meetings described in Sections 7-9.
- 6.10 The Fletcher shall be responsible for assisting the Equipment Officer with the maintenance of club equipment. This role shall be advertised to novice members of the Club who would be expected to stay in the Club as an ICU Full Member (described in Section 4) for at least 2 academic years from their election to the role. This is to encourage new members to join the committee and learn to maintain archery equipment. Overall, this role is meant to ensure the Club will have a member trained in the maintenance of archery equipment and familiar with the process by which the committee runs the Club, year-on-year.

7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.
- 7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.
- 7.4 Quorum shall be two-thirds of the committee of the club.
- 7.5 Decision shall be reached by simple majority of the committee members present.

8. General Meetings

- 8.1 A general meeting may be called by the club Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within ten College days of receipt of the proposal.
- 8.2 General meetings may only be held during undergraduate term time.
- 8.3 At least five College days' notice of a general meeting must be given to the club membership.
- 8.4 Only full members of the club may vote at general meetings.
- 8.5 Quorum of the meeting shall be half of the full club members.
- 8.6 Decision shall be reached by a simple majority of the full members present.

Constitution for ICU Archery

9. Annual General Meeting

- 9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:
 - 9.1.1 The presentation of the report of activities, including financial activities, for the past year.
 - 9.1.2 The election of the committee for the next session.
- 9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.
- 9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.
 - 9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.
 - 9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.
- 9.4 The quorum of the AGM shall be half of the full members of the club.
- 9.5 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.
- 9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

10. Finance

- 10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.
- 10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

11. Health & Safety

- 11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.
- 11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

12. Additional Activities

- 12.1 The Club shall ensure at least 2 members of the committee are trained in first aid. The Club shall, in the annual budget, set aside funds to fully subsidise the cost of participation in a first aid course.

13. Constitution

- 13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for Archery on 27/01/2021 by Lucas Low and Chloe Orsini