Lancaster University Archery Club Constitution

1. Club Name
	1. Lancaster University Archery Club, also known as LUAC and henceforth referred to as “the Club”, is a club affiliated with Lancaster University Students Union (LUSU).
2. Objectives
	1. The Club exists to represent and promote the sport of Archery at Lancaster University.
	2. The Club will follow the rules and regulations laid down by the governing body, Archery GB, at all times.
		1. However, the Club may also be affiliated with additional governing bodies whose rules will be adopted for specific events organised under these governing bodies.
	3. The Club will represent Lancaster University in the Archery competition at the Roses Tournament and shall endeavour to participate in both inter-varsity and non-varsity competitions.
	4. The Club shall endeavour to provide coaching to individuals of all skill levels within the Club.
3. Membership
	1. The Club documents are defined as the: “Code of Practice”, “Details of Exec Positions”, “Club Rules”, “Code of Conduct” and the “Constitution”.
	2. Membership is granted to an individual if the following conditions are satisfied:
		1. The individual is affiliated with Lancaster University Student Union.
		2. A payment of Membership fee is received from the individual.
		3. A payment of Membership fee constitutes the individual’s agreement to abide by all of the official Club documents as defined in 3.1.
		4. The individual must attend or provide valid apologies at all General Meetings.
		5. The individual must have a Sports Lancaster membership.
	3. The Membership fee will be decided upon by the Executive Committee.
	4. Membership shall be withdrawn by the Executive Committee if a Member is deemed to be in ~~a~~ breach of Club documents.
		1. If Membership is withdrawn, the individual is not entitled to receive a refund of their Membership fee.
	5. Any Member deemed to have disgraced the Club whilst wearing Club kit, or otherwise associated with the Club, will be subject to a punishment or withdrawn Membership, decided upon by the Executive Committee.
	6. If a complaint is made against a Member of the Club by another Member, all persons involved shall attend a meeting directed by the President and Secretary.
		1. If the associated Members do not attend said meeting, then a suitable punishment will be decided upon by the Executive Committee.
	7. The Club takes no liability for damages to the personal effects of its Members.
4. Executive Committee
	1. The Executive Committee exists to run the Club and ensure club objectives are met.
	2. The Committee shall consist of at least four key members, which are, “President”, “Treasurer”, “Captain”, and “Safety and Equipment Officer”.
	3. The Members of the Committee must fulfil the duties outlined in the “Details of Executive Positions” document.
	4. The key positions of “President, “Treasurer” and “Captain” will also be signatories on the Club’s bank account.
		1. The Executive Committee have the authority to appoint additional signatories from within the Committee.
	5. The Club’s existence is dependent on the occupation of these offices and if one or more is vacant for longer than a week the Club will cease to exist.
		1. In the event of a resignation of one of the key members, an Emergency General Meeting (EGM) must be held within a week of the resignation with at least two days’ notice given to the Membership and the AU.
		2. In the event that a resignation occurs at a time where it is not possible to hold an EGM within the allocated 1 week timeframe; the exec may appoint an acting committee member to fill that place, until an EGM can be organised.
		3. “Acting” committee members can only hold office for a maximum of 1 month of term time. If an EGM has not taken place within this time, the club will cease to exist.
	6. The Committee should also include the position of “General Secretary”.
	7. The position of “Safety and Equipment Officer” may be occupied by two people simultaneously, as a dual-role.
		1. No other Executive positions are open to a dual-role.
		2. In the event that candidates wish to occupy this office as a dual-role, they must run jointly at an election. It must be made clear to the Membership that the two candidates will be jointly occupying this office.
		3. Each individual “Safety and Equipment Officer” is entitled to one vote on motions at meetings of the Committee.
		4. All persons occupying this position are jointly responsible for its fulfilment.
	8. The Executive Committee may appoint a Vice Captain without the input of the Membership. Details of this position can be found in the Lancaster University Archery Club Exec Positions document.
	9. Additional positions may be created at the discretion of the Committee.
	10. The Key and Additional Committee positions are defined in the “Details of Executive Positions” document, which can be changed on consultation with the Club at a General Meeting.
	11. Prior to the Annual General Meeting, the Executive Committee will decide which positions to carry forward for election.
	12. Key Positions on the Committee must be contested at an election open to the Membership and voted on by at least 20% of the Club, but other positions may be appointed by the Executive Committee when and if required throughout the term of office.
	13. If a Member of the Committee is deemed not to be fulfilling their role, a vote of no confidence (VNC) may be called by a Club Member.
		1. The motion must be presented at a meeting of the Executive Committee and supported by two Committee Members.
		2. Once proposed, it must be presented to the Club at a General meeting held within two weeks, where both sides shall be represented, and the VNC will be voted on by at least 20% of the Club.
		3. The Committee Member against whom the vote of no confidence has been proposed shall be suspended until the result of the General Meeting. The Committee will be responsible for their duties being carried out.
	14. Executive Committee Meetings
		1. The Executive Committee must hold regular meetings and all Committee Members are obliged to attend or send apologies.
		2. For an Executive Committee meeting to take place there must be over half of the Committee Members present.
		3. Only Executive Committee Members have a vote. The “Vice Captain” is not considered an exec member.
		4. For a motion to pass the number of ‘for’ votes must be greater than the number of ‘against’ votes.
		5. Any Club Member outside the Executive Committee is allowed to attend Committee meetings.
			1. If they wish to address the Committee, the must do so through a Committee Member, or at the discretion of the Executive Committee.
		6. Agendas and minutes for all Executive Committee meetings must be made available for the Membership to view at leisure.
		7. Resolution of Committee meetings is enforceable provided they don’t directly conflict with any of the Club documents and are ratified at the next Executive Committee meeting.
5. General Meetings
	1. The Club will hold an Annual General Meeting during Lent term.
	2. At the Annual General Meeting:
		1. The Executive positions must be open for contestation,
		2. Members of the Executive Committee must make an annual report.
	3. For a General Meeting to take place, a quorum of at least 20% of the Membership must be present.
	4. The Membership and the AU must be given a minimum of seven days’ notice of the Annual General Meeting.
	5. Constitutional amendments must be voted on at a General Meeting attended by at least 20% of the Membership.
6. Elections
	1. The Club adhere to democratic principles at all times, and is obliged to hold its elections freely and fairly, with equal voting rights given to all its Members, who shall hold one vote each.
	2. If a Club Member is unable to attend the elections, they may be allowed to give their vote by proxy, at the discretion of the Executive Committee.
	3. The Executive Committee is obliged to accept nominations from any candidate if the following conditions are satisfied:
		1. The candidate is a full Club Member.
		2. The candidate is a student or employee of Lancaster University.
		3. The candidate must be available to complete a full term of office as a student or employee of Lancaster University.
		4. The candidate must be seconded by at least two other Club Members.
	4. All elections of Committee positions should be chaired by an impartial party whenever possible.
	5. Elections of Committee positions should be held by secret ballot and the votes counted by an impartial party.
	6. In elections of Committee positions, “re-open nominations”, abbreviated to “RON” will be a candidate.
	7. Abstention will be an option in all motions.
7. Handover
	1. The handover period will stretch from the election of the new Committee to the end of the Roses Tournament. If the Roses Tournament does not take place the formal handover will occur on the Monday of the third week of the summer term.
	2. Incoming Committee Members will assist the outgoing Committee Members with their duties.
	3. Outgoing Committee Members will pass on all relevant information and resources to their successor by the end of the handover period.
	4. The new Executive Committee must register their details with the AU.
	5. During the handover period, incoming Committee Members shall attend Committee meetings.
	6. Incoming Committee Members will be able to vote on issues at the discretion of the outgoing Executive Committee.
	7. In the case of resignation, the outgoing Committee Member should endeavour to give a handover to their successor.