



Oxford University Company of Archers

Constitution 2018-2019

Note – The constitution was successfully amended in 2007 to include the new post of Coaching and Records Officer. The Tournaments and Records Officer is now referred to solely as the Tournaments Officer. It was further amended in 2010 to include the post of Novice Coaching Officer.

Name & Objects

1. The club is called the Oxford University Company of Archers. The Company's objects are the support, development, improvement and promotion of archery in the University of Oxford; and the income and the property shall be applied solely to those objects.

Compliance

2. (a) The Company shall be administered in accordance with the regulations for University Clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Company is designated by the Proctors as a recognised sport.

(b) The activities of the Club will at all times be conducted in accordance with the University procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available to download via the University Student Handbook on the University's webpages).

(c) The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing on the University's clubs and societies webpage. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:
 - to designate a member of the Club entitled to a University email account (as defined by the IT Rules) to act as its IT Officer, whose duties shall include

liaising with IT Services about the use of facilities allocated and passing on to his or her successor in office all records relating to the use of the facilities allocated;

- to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer, or, exceptionally, a member of Congregation) to act as its principal webmaster, whose duties shall include maintaining an awareness of guidelines for web and social media publishing that the University may provide from time to time, and coordinating and regulating access to the web facilities used by the Club;
- to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services (the “IT Rules” (<<http://www.it.ox.ac.uk/rules>>)) (including those guidelines relating to the operation of electronic mailing lists);
- to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

(d) The Company shall be affiliated to the Grand National Archery Society (GNAS). The Company shall make every effort to comply with all the safety procedures GNAS prescribes or recommends as good practice.

(e) The Company shall ensure that all paid Company administrative and coaching appointments are ratified by the University’s Sports Strategy Committee; that all coaches are registered with GNAS; and that all paid coaches are accredited by GNAS.

(f) The Company shall observe the Code of Conduct on Safety matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Company, and follow a procedure for risk assessment which is acceptable to the Proctors (through the Director of Sport).

Membership

3. The members of the Company shall be those who are eligible and apply for membership of the Company, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Company Subscription.

4. All resident junior members of the University shall be eligible to become members of the Company. A junior member is a matriculated member of a College or Hall who is reading and registered for a recognised degree, diploma or certificate. A member is resident if during term the member satisfies the requirement for residence laid down by the University. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.

5. If the Club's objects relate directly to a protected characteristic as defined in Section 4 of the Equality Act of 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.
6. The Committee may also, at its discretion, admit to membership :-
- (a) Junior members of the University's Permanent Private Halls who are not matriculated into the University;
 - (b) Junior members of Ruskin College; Plater College; Ripon College, Cuddesdon; St Stephen's House; {The Oxford Institute of Legal Practice} and {The Westminster Institute of Oxford Brookes University}; and
 - (c) Other persons not being resident junior members of the University, or of one of the institutions listed in (b) above, provided that non-university members shall not constitute more than one-fifth of the total membership.
7. The Committee may invite members of the university, or non-members as allowed in paragraph 5 above, to become social members on payment of a nominal fee to be decided by the Committee. Social members shall be regarded as ordinary members, with the same rites as detailed below, except that they are not entitled to use the Company's equipment.
8. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the Senior Member.

Meetings of the Members

8. There shall be an Annual General Meeting for all members of the Company in Hilary Full Term, convened by the secretary on not less than fourteen days' notice.
- (a) The quorum for any General Meeting shall be 13 members present in person.
9. The Annual General Meeting will :
- (a) receive the annual reports of the Committee for the previous year and the annual accounts of the Company for the previous year, the report of the accounts having been approved by the Committee;
 - (b) receive a report from the Committee on the Company's compliance with paragraph 2 above;

(c) elect Members of the Committee in accordance with paragraph 23 below. Nominations for all elections shall be made at the meeting, and voting shall be by a simple majority; the chairman shall have the casting vote.

©i) Each candidate may speak for two minutes (five for president) and questions may then be asked by the meeting. All candidates must be able to answer all questions, and answers must be no longer than one minute (two for president). The candidates will then leave the room and the meeting will vote by show of hands

(d) consider any motions of which due notice has been given, and any other relevant business.

10. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice. Or on a written requisition by thirty percent or more of the members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.

11. Prior to all General Meetings notice of the agenda shall be sent out with notice of the Meeting.

12. When any financial business is to be transacted, there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting. Where in the case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting.

The Committee

13. The affairs of the Company shall be administered by a Committee consisting of not more than eleven persons, which shall determine the subscriptions payable by the members of the Company, and have ultimate responsibility for the activities of the Company. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Company, and of its administration.

14. The quorum for a Committee meeting shall be four members present in person (in which must be included at least two of the following - the President, the Secretary and the Treasurer). When any financial business of the Company is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting.

15. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and at least six other persons to include: Equipment Officer, Tournaments Officer, Coaching and Records Officer, Novice Coaching Officer, Social Secretary and IT Officer. The President, the Secretary and the Treasurer shall each be either a member of the Company whose eligibility stems from paragraphs 4, 5(a) or 5(b) above, or (with approval from the Proctors) a member of Congregation. If his or her eligibility stems from 5(a) or 5(b) above, on election to office he or she must sign an undertaking to abide by the Proctors Memorandum and to accept the authority of the Proctors on Company matters.

16. The President shall have the right to preside at all meetings of the members of the Company and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

17. The Secretary shall:
 - (a) maintain a register of the members of the Company, which shall be available for inspection by the Proctors on request;
 - (b) give notice of meetings of the members and the Committee;
 - (c) draw up minutes of those meetings;
 - (d) notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
 - (e) advise the Proctors (through the Director of Sport) promptly of any changes in the Constitution;
 - (f) inform the Proctors if the Company ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.

18. The Treasurer shall:
 - (a) keep proper records of the Company's financial transactions in accordance with current accepted accounting rules and practices;
 - (b) develop and implement control procedures to minimise the risk of financial exposure, such as procedures developed under (b);
 - (b) i) Members must submit expenses claims and accompanying proof of payment to the treasurer within a period of six months from the original date of payment. Claims submitted after this period may be paid only at the discretion of the Office Holders.

- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
 - (d) be responsible for collecting subscriptions and other payments;
 - (e) prepare an annual budget for the Company and regularly inform the Committee of progress against that budget;
 - (f) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
 - (g) seek advice as necessary on tax matters from the University's Financial Division;
 - (h) develop and maintain a manual for all written procedures for aspects of the Treasurer's responsibility;
 - (i) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit.
19. The Equipment Officer shall maintain the Company's equipment in a safe and fit state for use, and shall advise the Committee on forthcoming requirements.
20. The Tournaments Officer shall be responsible for the co-ordination of inter-society matches, arrange entry forms and fees, shall advertise forthcoming external tournaments and matches, and publish the results of said tournaments and matches.
21. The Coaching and Records Officer shall:
- (a) co-ordinate Beginner's Courses and development programmes for members of the club, and be responsible for the development of coaching within the club in co-ordination with the Southern Counties Archery Society and the Grand National Archery Society;
 - (b) maintain the records of the rounds shot by members of the Company, and be responsible for the administration of the club and Grand National Archery Society award schemes;
 - (c) be the holder of an archery leader or coaching qualification from the Grand National Archery Society or other FITA affiliated body. Should no candidate holding such a qualification be nominated and accepted at the Annual General Meeting, club members of no less than one year's experience may stand for election to this post.
22. The Novice Coaching Officer shall:

- Design the beginners' course and liaise with the Coaching Officer to ensure it complies with GNAS regulations and the club's risk assessments.
- Marshal the coaches and any other experienced archers offering advice to the novices, to ensure someone is always on hand at sessions to provide supervision.
- Keep track of novice progress through the FITA Arrow Awards.
- Assist in the selection of novices for tournaments.

23. The Social Secretary is charged with organising all the social events for the Company.

24. The IT Officer shall be responsible for the upkeep and maintenance of the Company's website as allowed by OUCS.

25. The members of the Committee shall be elected by the members of the Company annually, and shall be eligible for re-election. The members of the Company shall not allow any individual to hold more than one Office at a time. The Senior Member shall be the Director of Sport.

26. If during the period between the annual elections to Offices any vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by cooptation.

27. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Company nominated by the Committee) all official documents and records belonging to the Company, cut together with (on request from the Committee) any other property of the Company which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Company's bank accounts, building society accounts, or other financial affairs.

28. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes to subcommittees; which are made up exclusively of members of the Committee.

29. The Committee shall have the power to make regulations and by-laws, in accordance with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting.

30. No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at a General Meeting.

Practice and Tournaments

31. A regular company target day shall be held at least once a week of full term, and "the Company" per term shall attend at least one tournament.
32. Any practice shall constitute a Company target day, so long as notice of the round is presented to any officer beforehand, and at least two members are shooting together.
33. The annual Varsity Match, against the Cambridge University Bowmen, shall normally be shot over an Albion round for men and a Windsor round for women, unless another round is mutually agreed on, for the Inter Varsity Rose Bowl in the Trinity term.
34. Inter-collegiate Cuppers shall take place in the trinity term. The round to be shot shall be decided by the committee before 4th week of that term. The round must be shot on any club target day between Saturday of fifth week and Saturday of seventh week inclusive, but must be nominated as such beforehand to an officer.
35. The club Championships shall take place in the Hilary term. The round to be shot shall be decided by the committee before 5th week of that term. The round must be shot on a company target day in 7th or 8th week, as nominated by the committee.
36. Notice of these tournaments (as detailed in 32 and 33) shall be given to all members at least two weeks beforehand: The Secretary shall be responsible for this.
37. The senior Committee member present shall act as, or nominate, a Field Captain on all target days. Flagrant disregard of the Field Captain's instructions shall render a member liable to expulsion as listed in 7.

Indemnity

38. So far as may be permitted by law, every member of the Committee and every officer of the Company shall be entitled to be indemnified by the Company against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Company and in which judgement is given in his or her favour (or otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.

Dissolution

39. The Company may be dissolved at any time by the approving votes of the two-thirds of those present in person or by proxy at a General Meeting. The Company may also be dissolved (without need for any resolution of the members) by means of not less than thirty days notice from the Proctors to the Secretary of the Company if at any time the Company ceases to be registered with the Proctors.

40. In the event of the Company being dissolved, its assets shall not be distributed amongst the members, but shall be paid to, or at the direction of the University.

Interpretation

42. Any question about the interpretation of this Constitution shall be settled by the Proctors.

Schedule

Code of Conduct on Safety Matters & Risk Assessments.